

COMMITTEE REPORT TO COUNCIL: INFRASTRUCTURE & RECREATION COMMITTEE



MEETING DATE: July 14, 2009
LOCATION: BVCC, Small Hall
PREPARED BY: Krista Royal
Administrative Assistant

A. Recommendations

C.1 DOR.09.036 Victoria's Catering Request At Northwinds Beach

THAT Council receive Staff Report DOR.09.036 "Victoria's Catering Request At Northwinds Beach" for the placement of a concession trailer at Northwinds Beach and deny this request.

"CARRIED"

C.2 EPW.09.059 Purchase of 5/8" Crushed Gravel, (TBM-2009-33)

THAT Council award Contract TBM-2009-33 to Dalton R. Lowe and Sons Construction Ltd, for the supply, crushing, loading, hauling, and applying of approximately 16,000 tonnes of Granular "A" – 5/8" crushed gravel, at a cost \$7.42 per tonne for an estimated cost of \$107,840.00 + \$5,440 PST and \$5,392 GST for a total cost of \$118,672 as outlined in Report EPW.09.059 entitled "Purchase of 5/8" Crushed Gravel (TBM-2009-33)".

"CARRIED"

C.3 EPW.09.056 Temporary Road Closure, Beaver Valley Fall Fair

THAT Council approve a by-law authorizing the temporary closing of the portion of Victoria Street South from the southernmost boundary of Alice Street West in the north to the northernmost boundary of Alfred Street West in Thornbury, from 7:00am to 6:00pm on Saturday, September 12, 2009, as outlined in Report EPW.09.056.

"CARRIED"

D.1 Minutes of Museum Advisory Committee

THAT Council receives the Museum Advisory Committee minutes held on May 11, 2009, for their information.

"CARRIED"

D.2 EPW.09.057 Construction/Development Status Report

THAT Council receives Report EPW.09.057 entitled "Construction / Development Status Report" for their information.

"CARRIED"

D.3 EPW.09.064 Waste & Recyclables Collection Contract Specifications 2009-2015

THAT Council receive report EPW.09.064, entitled “Waste and Recyclables Collection Contract Specifications 2009-2015, save and except for recommendation for Bulky & Yard Waste Collection” for their information.

“CARRIED”

D.4 FIS.09.33 Water Consumption Appeal Process – Clarification

THAT Council receive Staff Report FIS.09.33, “Water Consumption Appeal Process – Clarification” for information purposes.

“CARRIED”

B. Staff Reports (Attachments)

C.1 DOR.09.036 Victoria’s Catering Request At Northwinds Beach

C.2 EPW.09.059 Purchase of 5/8” Crushed Gravel, (TBM-2009-33)

C.3 EPW.09.056 Temporary Road Closure, Beaver Valley Fall Fair

D.1 Minutes of Museum Advisory Committee

D.2 EPW.09.057 Construction/Development Status Report

D.3 EPW.09.064 Waste & Recyclables Collection Contract Specifications 2009-2015

D.4 FIS.09.33 Water Consumption Appeal Process – Clarification

C. Background

D. Deputations/Presentations

None.

E. Next Meeting Date

Tuesday, August 11, 2009 at 7:00pm, BVCC Small Hall

STAFF REPORT: **Recreation**



REPORT TO: **INFRASTRUCTURE AND
RECREATION COMMITTEE**

MEETING DATE: **July 14, 2009**

REPORT NO.: **DOR 09 036**

SUBJECT: **Victoria's Catering Request At
Northwinds Beach**

PREPARED BY: **Shawn Everitt, Director of
Recreation**

A. Recommendations

THAT Council receive Staff Report DOR 09 036 "Victoria's Catering Request At Northwinds Beach" for the placement of a concession trailer at Northwinds Beach and deny this request.

B. Background

Staff's recommendation to deny placement of a concession trailer at Northwinds reflects PART VIII – COMMERCIAL ENTERPRISES , Section 39. (1) of Parks Use By law 2008-60 (attachment 2).

The recommendation is based on the high use of Northwinds Beach and the existing pressures on parking, and boat launch areas. The addition of a concession trailer will increase these pressures and negatively affect the use of Northwinds Beach.

Staff currently reviews use of Parkland during the annual budget process. In the event that staff is prepared to propose available parkland to allow concession services approval is required by the Infrastructure and Recreation Committee. Also a public tendering process will be required to ensure a transparent and fair opportunity is given to all that may be interested in providing this type of service.

C. The Blue Mountains' Strategic Plan

- Supporting the development of social and recreational programs to meet the broad range of needs in the community

D. Environmental Impacts

Ensuring appropriate use of Town Parkland.

E. Budget Impact

None at this time

F. Attached

- 1) Victoria's Catering Request
- 2) PART VIII – Commercial Enterprises By Law 2008-60

Respectfully submitted,

Signature

For more information, please contact:

Shawn Everitt, Director of Recreation
severitt@thebluemountains.ca
519-599-3131 ext 281

DOR 09 036 Attachment 1

Victoria's Catering
RR # 2
Clarksburg, Ont.
N0H 1J0
705-445-8273

RECEIVED

JUN 18 2009

June 18, 2009

TOWN OF THE BLUE MOUNTAINS

Town of the Blue Mountains
Shawn Everett
Recreation Department

re: North Winds Beach

I am the owner operator of Victoria's Catering. In 2003 I had my concession trailer on location for the summer months at North Winds Beach. I would like the opportunity to have my concession at North Winds Beach on weekends again this summer.

I will be open Friday, Saturday, Sunday and holiday Monday's, 11 a.m. to 6 p.m. weather permitting, starting Friday July 3 2009

I will put it in the same location it was in before, tucked in between the washroom building and the big tree just to the north. (Picture enclosed)

In 2003 I had a pop and water vending machine near the concession. This year since I will only be there on weekends I could not provide a vending machine but cold drinks will be sold from the concession.

I will use the same electrical equipment that I used in 2003. The cost of instillation and inspection is my responsibility. No generators will be used.

I would like the opportunity to put appropriate signs in the park to inform visitors that there is food available and to direct them to the concession.

The concession and area will always be kept clean and tidy, and all staff will conduct themselves in a professional manner.

I will provide you with a copy of my insurance.

Fire, propane, MTO, and health inspections have all been done this year on the trailer, appropriate tags and notices are all posted.

I will pay a fee of \$150.00 per month to the Town for this opportunity.

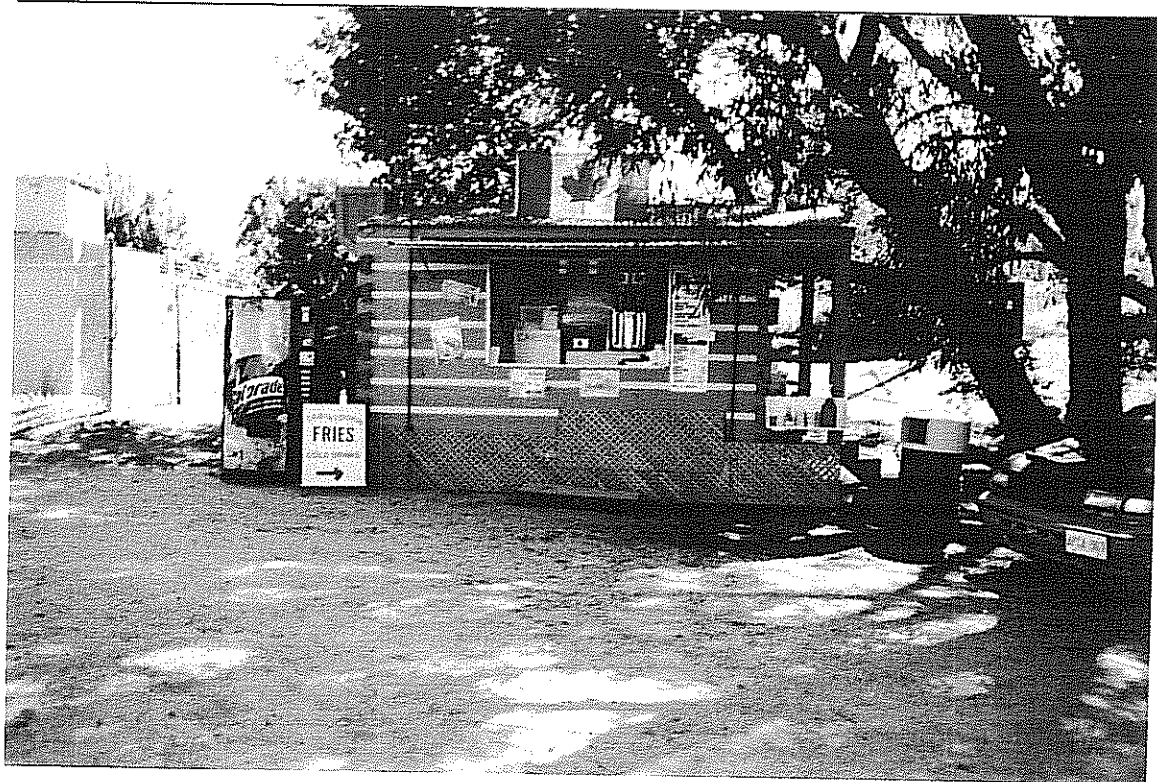
Thank you



Vicky Henderson
Victoria's Catering

cc Terry Green

Victoria's Catering
concession trailer
at
North Winds Beach 2003



PART VII - COMMERCIAL ENTERPRISES

Sale of Merchandise, Trade or Business

39. (1) Unless authorized by Recreation Department Management, Committee and/or Council, no person shall, while in a park, sell or offer or display for sale:
- (a) Any food, drink or refreshment;
 - (b) Any goods, wares, merchandise or articles, including promotional material, souvenir and novelties;
 - (c) Any flowers, fruits or vegetables; or
 - (d) Any art, skill, service or work.
- (2) Unless authorized by permit, no person shall, while in a park, practice, carry on, conduct or solicit for any trade, occupation, business, profession or charity.

Filming and Videotaping

40. While in a park, no person shall take or permit to be taken for remuneration, any film, photograph, video tape or television broadcast unless;
- (1) Authorized by Recreation Department Management, Committee and/or Council;
 - (2) For media reporting purposes: or,
 - (3) Otherwise posted.

Circulars and Advertisements

41. (1) Unless authorized by Recreation Department Management, Committee and/or Council, no person shall:
- (a) While in any park distribute, discard or display any handbill, notice or other circular, bill or advisement; or
 - (b) Post, nail, attach, stencil or otherwise fasten or erect any poster, sign, notice, placard of other circular, bill, advertisement or paper to any park property.

PART VIII - HOURS

42. All parks shall close at 10:00 p.m., local time and shall remain closed until 6:00 a.m., local time unless otherwise posted. This section does not apply to a Municipal By-Law Officer, Police Officer or Town Employee while on duty and for the purpose of carrying out their duties
43. No person shall be or remain in a park after the closing hour or before the opening hour unless authorized by the Director or designate. Any person remaining in a Town Park during the time period when the park is closed, including any person on or in a vehicle, shall be subject to the Trespass to Property Act.
44. (1) No organized sport or activity shall commence before 8:00 a.m., local time, and shall cease all activities by 10:00 p.m., local time on all days including Saturdays, Sundays and statutory holidays unless authorized and posted.

STAFF REPORT: Engineering & Public Works Department



REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: July 14, 2009
REPORT NO.: EPW.09.059
SUBJECT: Purchase of 5/8" Crushed Gravel,
(TBM-2009-33)
PREPARED BY: Jim McCannell, Manager of Roads and
Drainage Division

A. Recommendations

THAT Council award Contract TBM-2009-33 to Dalton R. Lowe and Sons Construction Ltd, for the supply, crushing, loading, hauling, and applying of approximately 16,000 tonnes of Granular "A" – 5/8" crushed gravel, at a cost \$7.42 per tonne for an estimated cost of \$107,840.00 + \$5,440 PST and \$5,392 GST for a total cost of \$118,672 as outlined in Report EPW.09.059 entitled "Purchase of 5/8" Crushed Gravel (TBM-2009-33)".

B. Background

Advertisements were placed in local newspapers on Wednesday May 27 and Friday May 29 2009, requesting the following tender submission:

TBM-2009-33 Tender to supply, crush, load, haul, and apply approximately 16,000 tonnes of Granular "A" – 5/8" crushed gravel, at the request of the Manager of Roads & Drainage. The tender opportunity closed on June 18, 2009: 2:00 P.M. local time.

The bids were opened at a public opening that afternoon. The bid submissions received are as follows;

No.	Bidder	Tender Amount Including PST & GST
1	Harold Sutherland Construction	\$149,880.00
2	P.D. Brooks Haulage and Construction	\$154,424.00
3	Dalton Lowe & Sons Construction Ltd.	\$118,672.00
4	Donegan Haulage & ready Mix Ltd.	Declined to Bid
5	Beaver River Stone	\$198,880.00

Four bids was received that met the all the conditions of the tender. The unit price from Dalton R. Lowe and Sons Construction Ltd for 2009 will be \$7.42 per tonne. See table #2 for cost comparisons. The decrease in price can be attributed to the reduction of diesel fuel costs. The material will be paid by the tonne based on weigh tickets.

year	Price per tonne , placed
2009	\$7.42
2008	\$7.85
2007	\$6.32

The Town will not continue to crush gravel extracted from the landfill. The overburden is now too thick to continue with gravel removal. If the overburden can be removed and used as cover at the landfill it may be possible to extract more gravel in the future.

In this tender, PST is only paid on the supply and crushing of the gravel. The hauling and applying is considered an installation of the product and is PST exempt.

Staff recommends that Contract TBM-2009-33 be awarded to Dalton R. Lowe and Sons Construction Ltd., being the lowest bidder and meeting the requirements of the contract documents. This contract has the provision to be extended for 2010 and 2011 for a total of up to 3 years. There is flexibility to adjust the unit prices to account for increases or decreases in fuel prices.

C. The Blue Mountains' Strategic Plan

This tender award furthers the Town's Strategic Goal #2, "Addressing the Town's municipal infrastructure needs".

D. Environmental Impacts

The crushing and moving of large quantities of gravel require vast amounts of energy. This energy is supplied in the way of diesel fuel. The Contractor will be asked to comply with the Town's anti idling program.

E. Budget Impact

The 2009 Roads & Drainage Operational Budget includes \$190,000 for materials. Theses materials will be coded to account 1-308-3065-62000, identified for gravel resurfacing and used by the Finance Department to track for the Municipal Performance Measures.

F. Attached

None.

Respectfully submitted,

Jim McCannell
Manager of Roads and Drainage Divisions

Reg Russwurm
Director of Engineering and Public Works

For more information contact:

Jim McCannell
Town of The Blue Mountains
Manager of Roads and Drainage
Office: 519-599-3131 Ext 271
Shop: 519-599-6714
Fax: 519-599-3664
jmccannell@thebluemountains.ca

STAFF REPORT: Engineering & Public Works Department



REPORT TO: Infrastructure & Recreation Committee
MEETING DATE: June 23, 2009
REPORT NO.: EPW.09.056
SUBJECT: Temporary Road Closure, Beaver Valley Fall Fair
PREPARED BY: Jim McCannell, Manager of Roads and Drainage

A. Recommendation

THAT Council approve a by-law authorizing the temporary closing of the portion of Victoria Street South from the southernmost boundary of Alice Street West in the north to the northernmost boundary of Alfred Street West in Thornbury, from 7:00am to 6:00pm on Saturday, September 12, 2009, as outlined in Report EPW.09.056.

B. Background

The Beaver Valley Agricultural Society has submitted a written request for permission to close a portion of Victoria Street South in Thornbury for the Beaver Valley Fall Fair on Saturday, September 12, 2009 from 7:00am to 6:00pm (Attachment #1).

A copy of the Proposed By-law is appended to this Report (Attachment #2) for Council's consideration.

Access to the three residential properties would be maintained. The Town will advise them of this temporary closure prior to the date.

C. The Blue Mountains' Strategic Plan

This temporary by-law furthers the Town's Strategic Goal #4 "Supporting the development of social and recreational programs to meet the broad range of needs in the community".

D. Environmental Impacts

None

E. Budget Impact

None.

F. Attached

1. Request submitted by the Beaver Valley Agricultural Society, June 9, 2009
2. Proposed By-law to effect temporary road closing

Respectfully submitted,

Jim McCannell
Manger of Roads & Drainage Division

Reg Russwurm
Director, Engineering & Public Works Department

June 9, 2009

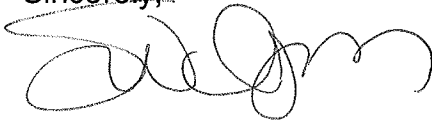
Town of The Blue Mountains Council
26 Bridge St. E.
Thornbury, ON N0H 2P0

The Beaver Valley Agricultural Society would like to formally request the closure of Victoria Street for the Beaver Valley Fall Fair.

The closure would need to be in effect on Saturday, September 12, 2009 from 7:00 am until 6:00 pm on Victoria Street between Alfred and Alice Streets. This closure would help to ensure the safety of pedestrian traffic moving between events. As in past years, we request that the Public Works Department set up road blocks early Saturday morning.

Thank you in advance for your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Serena Wilgress', written over a horizontal line.

Serena Wilgress
Director
Beaver Valley Agricultural Society

CORPORATION OF THE TOWN OF
THE BLUE MOUNTAINS

By-law No. 2009 -

Being a By-law to effect the temporary closing of a municipal highway

WHEREAS section 27 of the *Municipal Act*, 2001, S.O. 2001, c.25, enables the Council of a municipality to pass by-laws in respect of any highway or portion thereof under their jurisdiction;

AND WHEREAS Council of the Corporation of the Town of The Blue Mountains deems it expedient to close a portion of Victoria Street in Thornbury on Saturday, September 12, 2009, for the purposes of permitting its use during the 2009 Beaver Valley Fall Fair;

NOW THEREFORE Council of the Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. THAT **Victoria Street** in Thornbury is hereby closed to vehicular traffic, save and except emergency vehicles, from the northern most boundary of Alfred Street to the southernmost boundary of **Alice Street** between **7:00 a.m.** and **6:00 p.m.** on Saturday, September 12, 2009.
2. THAT during the hours of closing as described in Clause 1 of this By-law, a reasonable temporary alternative traffic route shall be provided for all property owners who require and cannot obtain access to their property as a result of the closure.
3. THAT during the hours of closing as described in Clause 1 of this By-law, adequate barricades and warning devices and detour signs shall be placed at each end of the subject highway portion closure.

AND FURTHER that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 13th day of July, 2009

.....
Ellen Anderson, Mayor

.....
Stephen Keast, Clerk

Minutes - Museum Advisory Committee



MEETING DATE: May 11th, 2009
LOCATION: Craigleith Heritage Depot
PREPARED BY: Suzanne Purdy

A. Call to Order

- Chair Bob Waind called the meeting to order.
- In attendance; Suzanne Purdy, Eleanor Pask, Rob Potter, Bob Waind, Bob Gamble and Bud McCannell

- Approval of Agenda

Eleanor Pask suggested two additions to the agenda; marketing and first anniversary.

Moved by: Eleanor Pask Seconded by: Rob Potter

THAT the Agenda of May 11th, 2009 be approved as amended , Carried.

- Declaration of Pecuniary Interest – None at this time
- Previous Minutes –

Moved by: Rob Potter Seconded by: Eleanor Pask

THAT the Minutes of March 9, 2009 be adopted as circulated with special mention that several topics were omitted from these minutes which shall be readdressed in today's agenda. Carried.

B. Deputations / Presentations

None.

C. Staff Reports

1. Artifact Acquisition reserve fund transfer to 2010. Suzanne spoke to this and advised the committee that these monies were not rolled over in the 2009 year and that a report to Council would be required before the 2010 budget process commences to secure a new reserve fund.
At this point Bob Gamble joined the meeting.

Bob Waind asked Bob Gamble to inquire into the status of the reserve fund as it did not affect budget. Bob Gamble suggested that Suzanne send a motion to finance which was dictated as follows;
That a reserve fund for artifact acquisition for the Craighleith Heritage Depot be restored and that a suitable amount of funding be contributed in each budget year. Further that these funds not be withdrawn without prior consultation with the Museum Advisory Committee.

Moved By: Rob Potter

Seconded By: Eleanor Pask

D. Correspondence

None

E. New and Unfinished Business

- Rob Potter suggested doing a power point presentation update of activities to Council, much like what the Blue Mountains Library Board presented recently. Eleanor agreed and added that this would be a good opportunity to show progress and thank Council for their support. Bob Gamble suggested this could also attract media attention. Rob Potter, Suzanne Purdy and Eleanor Pask will work on the power point presentation which they anticipate having prepared in time for the July 13th Council meeting. Bob Waind will contact the Clerk to inquire about time on this agenda.

Moved By: Rob Potter

Seconded By: Eleanor Pask

- Delco Truck. No business plan has been submitted as of this date.
- Volunteer Program job descriptions and scheduling: Suzanne expressed a need to open the museum on weekends using volunteer scheduling. The last Saturday the Depot was open attracted 37 visitors to the site. Much discussion took place about the feasibility of having volunteers man the Depot alone on weekends and it was suggested that two volunteers be scheduled for each shift. Suzanne is to hear back from the Young Canada Works application she'd submitted which, if successful, will help provide staffing on Saturdays.
- Newsletter: Rob Potter has been preparing the newsletter template and articles. Suzanne will submit an article and pictures, Eleanor will submit an article on volunteers and Bob Waind will submit a message from the Chair. Rob Potter suspects the newsletter will be ready for print by next week.

- A day of strategic planning is scheduled for Tuesday, June 9th at 12:00pm to take place at Bob Waind's residence. Eleanor Pask advised that she has taught strategic planning at a University level and will contribute her knowledge to the group.

F. Next Meeting Date

Monday June 9th, 2009 11:00 am – Bob Waind's residence.

G. Adjournment

Moved by: Bud McCannell Seconded by: all agreed

THAT this meeting do now adjourn, Carried.

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT



REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: July 14, 2009
REPORT NO.: EPW.09.057
SUBJECT: Construction/Development Status Report
PREPARED BY: Tom Gray, Engineering Design Technologist

A. Recommendations

THAT Council receives Report EPW.09.057 entitled "Construction / Development Status Report" for their information.

B. Background

Attached is the monthly report completed to keep Council apprised of the status of the current construction projects and the current development projects.

C. The Blue Mountains' Strategic Plan

The generation of this report furthers the Town's Strategic Goal #2 "Addressing the Town's municipal infrastructure needs", and Strategic Goal #6 "Providing a strong, well managed municipal government".

D. Environmental Impacts

The ongoing projects facilitate the ultimate sustainability of the community.

E. Budget Impact

None.

F. Attached

1. Construction Projects – Status Report, as of July 8, 2009
2. Development Projects – Status Report, as of July 8, 2009

Respectfully submitted,

Tom Gray
Engineering Design Technologist

Reg Russwurm
Director of Engineering & Public Works

For more information, please contact:
Tom Gray
tgray@thebluemountains.ca
519-599-3131 ext. 277

**INFRASTRUCTURE & RECREATION COMMITTEE UPDATE
CONSTRUCTION PROJECTS**

As of July 8, 2009

1. Highway 26, North Main - Due to issues with working in a cold water stream and the time of year, there is still 18m of watermain installation required to complete the connecting link. Ainley & Associates is preparing a tender for the installation of the remaining watermain this summer. The creek must not be running any water in order for this work to be completed.
2. Lora Bay – Phase 1B - Contractor has completed top lift of asphalt. The deficiencies at 90° bend on Sunset Blvd and Lora Bay Road have been completed.
3. Thornbury Water Treatment Plant Filter Replacement - Construction began August 8, 2008. This project reached Substantial Completion on April 3, 2009. Clean up and finalization will be completed by the end of July 2009.
4. Craigleith Road Sanitary Sewer - Warranty period ended September 7, 2008. Final inspection has been completed and deficiencies will be corrected in the next few months.
5. Thornbury Wastewater Treatment Plant - Key components of this expansion are upgraded headworks, the addition of 50% more aeration and clarifier capacity (one new aeration tank and one new clarifier), upgrades to the UV disinfection system, and the addition of a new emergency standby generation system. Preliminary design has been completed as well as 30% Final Design. The 60% Final design is currently being reviewed by Town Staff.
6. Mountain Drive Phase 2 Re-Construction - Contractor has substantially completed the Works. Contractor is working on curb repairs prior to placing top lift asphalt.
7. Camperdown Road - Major deficiencies include road surface, asphalt, and retaining wall. Some minor deficiencies also identified with curb and re-instatement. Discussions ongoing with Contractor and The Ainley Group regarding the correction of deficiencies.
8. Camperdown Sanitary Sewer - Drexler Construction has filed a statement of claim in Ontario Superior Court. Town Staff are in discussions with solicitors Aird and Berlis, and Skelton Brumwell.
9. Plan 915 - Reconstruction of Carmichael Crescent, Plater Street, Campbell Crescent, and Kinsey Place. Tenders closed on June 18th with B & J Contracting having the lowest bid. It is anticipated to start construction mid July.
10. Lake Drive Water and Wastewater Servicing Extension - The Town is moving ahead with the relocation of hydro poles that is necessary for safety and construction. Tenders closed on July 7th with SMRS Construction having the lowest bid. It is anticipated to start construction by August 1st with a completion date of November 30th, 2009.

**INFRASTRUCTURE & RECREATION COMMITTEE UPDATE
DEVELOPMENT PROJECTS**

As of July 8, 2009

1. Far Hills/Beaver Street –Deficiencies remain to be addressed.
2. Willow Creek/Monterra Ridge –Developer is constructing internal road network and storm water management pond.
3. Peaks Meadows – Certificate of Completion for Basic Services has been issued with a list of deficiencies to be corrected. Building permits have been issued.
4. Georgian Glen – Work under the Pre-Servicing Agreement has been completed. AFC drawings have been issued and the Town is waiting for the Developer to enter into a Development Agreement.
5. Edgewater Estates/Highway 26 – Construction of Phase II almost complete.
6. Orchard at Craigleith – Work is continuing on a number of units under construction. There are a substantial number of permits taken out for this project. The developer has been granted substantial completion of the below ground works. Many deficiencies yet to be addressed. Developer is requesting L. C. reduction.
7. Thornbury Horse Park - A site plan submission has been submitted and is under review to permit additional horse show events to take place.
8. Peaks Bay – Town has entered into Development Agreement for Phase 1 only which consists of the 25 easterly Lots. A Certificate of Completion for Basic Services has been issued which allows issuance of building permits but does not start Maintenance Period.
9. Keeper’s Cove Phase 1- A Certificate of Preliminary Acceptance has been issued for Phase 1 which has started the maintenance period and allows for occupancy.
10. Keeper’s Cove Phase II - Technical Review underway and there are some drainage issues that the Consultant and Developer are working out. Engineering is currently reviewing latest drawing submission.
11. Lora Bay - Phase 3 – The Town is working with the Developer in order to release a portion of the L.C.. A site inspection is required. Lora Bay (Lower Block) – Developer has submitted revised grading plans for approval. The Town has reviewed these drawings and has responded with a list of concerns and awaiting a reply from the developer’s consultant. Hydro One is requiring a 3.0 m easement at the front of all the lots in Lower Block. This is under review as it encroaches into the required 10 m green space buffer zone.
12. 11 Bay Street – Phase 1 building construction is nearing completion and the Developer has started on Landscaping.
13. Woodlands by Sierra – Water and sewer services construction almost complete.

14. Mill Pond – Developer has started with Landscaping.
15. Thorncroft – Construction complete. Formal request for Certificate of Completion and inspection required to begin maintenance period with developer. Preliminary inspection complete, drainage issues noted and concerns conveyed to developer. Pavement repairs complete. There are outstanding landscaping deficiencies. Developer is requesting reduction in L.C..
16. Neighbourhoods of Delphi Point – Developer has entered into a Pre-Servicing Agreement with the Town.
17. Lendvay Subdivision – Drawings have been issued “AFC for Pre-Servicing Only”. The Town and the Developer have entered into a Pre-Servicing Agreement and construction is underway.

STAFF REPORT: Engineering and Public Works – Solid Waste Division



REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: July 14, 2009
REPORT NO.: EPW.09.064
SUBJECT: Waste and Recyclables Collection
Contract Specifications 2009 - 2015
PREPARED BY: Jeffery Fletcher, Manager of Solid Waste
and Environmental Initiatives

A. Recommendations

THAT the Infrastructure and Recreation Committee receive report EPW.09.064, entitled "Waste and Recyclables Collection Contract Specifications 2009-2015" for their information.

B. Background

The existing waste collection contract currently conducted by Miller Waste Systems is due for retender as of the end of September 2009. It has been a total of 6 years since the start of the current contract which included two 3 year terms. Staff are in the process of developing two tender documents to acquire contractors for another 6 year outlook. One tender will be for curbside waste and recyclables collection, which also includes collection of recycle carts from multi-units and Town facilities and the other tender will be for containerized waste collection at multi-unit properties and Town facilities.

Tender Timeline 2009

July 14 – Infrastructure and Recreation Committee Report
August 10 – Infrastructure and Recreation Committee Report to Council
August 12 – Tender Release
September 2 – Tender Close
September 8 – Infrastructure and Recreation Committee Tender Report
September 21 – Council Approval
October 01 – Start new Contract based on Tender

Curbside Waste and Recyclables

There are many elements to the waste collection system which are supported by the Town's Solid Waste Collection By-Law 16/03. Town Staff recommend remaining status quo with the method of service delivery. However, a number of small changes to the specifications of the tender and the resulting contract may assist in improving the level of service provided to system users. A number of these changes have been outlined below.

Holiday Collection

Due to the resort nature of a large portion of the municipality the Town is requiring that waste materials be collected on all the statutory and optional holidays recognized in Ontario.

When a holiday falls on the regular collection day, collection of materials will not be rescheduled. Excluding, holiday collection already planned as follows: Thanksgiving Day (October 12th, 2009); Christmas Day 2009; New Years Day 2010; and Family Day (February 15, 2010). For the dates above collection has been rescheduled to move one day forward for the remainder of the week.

The Contractor must submit with their Tender a description of the holiday collection days for the entire length of the Contract.

Holidays for the purpose of this contract shall include:

- *New Year's Day – January 1*
- *Family Day – Third Monday in February*
- *Good Friday - Friday before Easter*
- *Easter Monday – Monday after Easter - Not a statutory*
- *Victoria Day – Monday before May 25*
- *Canada Day – July 1(except if on a Sunday)*
- *Civic Holiday – First Monday in August - Not a statutory*
- *Labour Day – First Monday in September*
- *Thanksgiving Day - Second Monday in October*
- *Remembrance Day – November 11 - Not a statutory*
- *Christmas Day – December 25*
- *Boxing Day – December 26*

Wednesday Waste Tipping

To reduce Landfill operational days the Tender will request no waste tipping at the Town Disposal Site on Wednesdays.

Collection from Stationary Boxes

Residents will be permitted and encouraged to place recyclables in their stationary waste box. Stationary waste boxes are commonly used at the end of driveways by “weekend” residents to store waste. It is imperative that the Contractor check each box each week for both garbage and recyclables. Recyclables may be left in clear bags (not blue or grey boxes) and bags shall be collected by the Contractors labourers. The Town will employ a flagging system on stationary waste boxes to assist with the efficiency of collection. The 2010 budget process will outline a stationary box flagging program.

Provisional Items

A number of provisional items from the last tender process were added to the collection in year 3 of the Contract. Those items included: empty paint cans and aerosol cans; tetra packages; and gable top poly coat (milk and juice) cartons.

This new Tender will be requesting provisional costs for the collection and processing of the following:

- Film plastics—plastic bags and packaging;
- Styrofoam-packaging;
- Textiles-used clothes and linens; and
- Plastic plant containers-green house trays and pots.

The Tender will request prices on two separate collection options for the provisional items. One option will be from curbside and the disposal site depot and another from depot only. Most of the provisional items are challenging to collect from curbside especially styrofoam, the option for a depot based collection may avoid potential curbside follies and be a low cost alternative.

The Waste Diversion Plan, created in 2008, identified enhanced blue/grey box capture as a means of obtaining a 60% diversion goal. Adding more materials to recycle program, such as those outlined above, could add 1 or 2% to the existing waste diversion rate.

System Change

There are two potential future developments in the waste collection and processing system - compost collection and mixed waste processing - that the contract will need to anticipate and be flexible enough to integrate.

The Town is currently conducting a composting collection and processing field test which will end in February of 2010. The field test will be followed up with a summary of the study and a business case. The business case will outline the resources needed to construct and operate a Town composting facility with enough capacity for the addition of residential and commercial kitchen organics.

A proponent in the Municipal Township of Southgate is proposing to build a waste processing facility that will process mixed residential waste. Town Staff have been in discussions with the proponent but have not reached a final decision with the approval of Council at this time. The actual construction and operation of the proposed plant is at least 3 years away. Town Staff consider the use of this proposed plant as advantageous in terms of increasing diversion and simplifying collection – however a full evaluation of the costs and advantages is currently underway.

In lieu of knowing the outcomes of the above future potential system changes, Staff are planning to proceed with a collection tender that does not consider these options. However, Staff will work with the Town Solicitor to ensure the contacts associated with these tenders have the flexibility to incorporate additional or different system features over the course of the next 6 years.

Fuel Index

An allowance for fluctuating fuel prices will be included in the collection contract. An index that allows for the Town to benefit if the price drops will be used. The formula will use the Statistics Canada price for diesel fuel in Ontario.

Waste Survey

In 2007 almost 300 residents responded to a waste management survey conducted by the Town. They responded to a number of questions related to the collection programs. One question asked if they have any comments regarding the blue/grey box program and 60% commented that the program was *great*. Also 63% stated the Town should take more materials. On the garbage collection side 83% stated they were satisfied with the garbage collection service.

Another question requested suggestions to improve the garbage collection service. The common suggestions included:

- Annual pick-up of bulky items;
- Bi-annual pick-up of yard waste; and
- Collection of source separated kitchen green waste.

Other reoccurring suggestions included a more convenient location for hazardous waste – which Staff believe has been provided – and inclusion of more recyclables in the blue box.

Bulky and Yard Waste Collection

The Provisional Service section of the Tender will request costs for the annual collection of bulky waste and metal white goods from curbside only, multi-units will not be included. This section will also request costs for the bi-annual collection of bundled or bagged yard waste from curbside only and not multi-units. The yard waste collection cost request will include an option for urban area collection only as well.

C. The Blue Mountains' Strategic Plan

This activity will assist in meeting the Town's Strategic Plan Goal #2, *addressing the Town's municipal infrastructure needs*.

D. Environmental Impacts

Municipal recycle programs have become an icon of the environmental movement. The Town's recycling program is a legislated responsibility; however the Town determines the effectiveness of the program through the details of the service delivery. Encouraging participation, making participation easier and continuing to add more recyclable materials to the program will improve the effectiveness of the recycling program. In 2008 the Town's curbside and multi-unit waste collection program managed 2,778 tonnes of waste, 31% of that was recycled and the remainder was landfill. With enhancements to the collection program it is anticipated that the percent diverted can be increased over the next collection contract term.

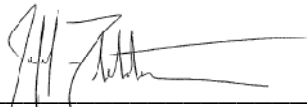
E. Budget Impact

An increase in cost for collection was anticipated for the remainder of 2009 and into 2010. However, actual cost will not be known until the close of the tender. The 2009 budget for waste collection and recycling processing is in the order of \$617,000.00.

F. Attached

None

Respectfully submitted,



Jeffery Fletcher,
Manager of Solid Waste and Environmental Initiatives

Reg Russwurm,
Director of Engineering and Public Works

For more information, please contact:

Jeffery Fletcher
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STAFF REPORT: Financial Information Services



REPORT TO: Infrastructure and Recreation Committee
MEETING DATE: July 14, 2009
REPORT NO.: FIS.09.33
SUBJECT: Water Consumption Appeal Process – Clarification
PREPARED BY: Ruth Prince, Manager of Revenue
John Caswell, Manager of Water and Wastewater Services

A. Recommendations

THAT Council receive Staff Report FIS.09.33, “Water Consumption Appeal Process – Clarification” for information purposes.

B. Background

Water Consumption Appeal Process

A Water Consumption Appeal Process was presented to the Finance and Administration Committee on July 24, 2007. The intent of the appeal process was to assist those residential water users previously on flat rate billing that were either unaware of the fact that they had leaking plumbing, or were unaware of the impact the leaking plumbing would have on their utility bill now based in part on consumption flow. It is the responsibility of the property owner or the tenant of the property to maintain the property in good repair. Any faulty plumbing should be repaired in a timely manner. Water charges and wastewater charges are comprised of a fixed charge and a charge based on metered consumption. Consideration of an appeal will be given to reducing the charges based on water consumption only.

Four requests have been processed to date for 2009. This resulted in billing reduction of \$2,104.30 for water and \$1,610.40 for wastewater. There are 4 additional requests that have been received but not yet processed.

Staff processed 28 requests in 2008. This resulted in billing reductions of \$22,132 for water and \$12,882 for wastewater.

In 2007, 30 requests were processed. This resulted in billing reductions of approximately \$14,000 for water and \$13,000 for wastewater.

Further to correspondence received from Mr. & Mrs. Bickerton and a presentation to the Infrastructure and Recreation Committee on May 26, 2009, Staff have determined that the appeal process does not apply in this case. The water consumption appeal process is for consumption charges only and for faulty plumbing that may have resulted in a large utility bill.

Flat Rate Charge (no meter installed – newly constructed building)

The flat rate charge is imposed on newly constructed buildings 60 days from the date the water service was inspected and a water meter has not been installed as per Town By-law 2009-22. The flat rate charge is the fixed charge per month (which includes 5 m³) plus an additional 5 m³ for consumption. Once the water meter is installed the fixed rate would be charged plus any additional consumption. However 180 days after the 60 days, (240 days after the lines have been inspected) a minimum bill with 30 m³ per month will be imposed where no water meter was inspected and approved.

For those homes that are without a water meter, a letter is enclosed each billing period, indicating that they are being billed as a home without a water meter and asking them to contact us to have the water meter approved and inspected. The actual utility bill also includes a comment asking property owners to have the water meter installed and inspected. The utility billing period before the consumption rate is increased to 30 m³, a letter is attached indicating the flat rate will increase if they do not call and have the meter inspected.

Mr and Mrs Bickerton had their water service inspected the end of October 2008 and 60 days later (December 2008) they were put on the utility billing system. At that time and still currently, they are charged the flat rate which is \$28.31 per month for water (fixed charge \$20.21 plus 5 m³ \$8.10) and \$26.33 for wastewater (fixed charge \$18.83 plus 5 m³ \$7.50). On June 17, 2009, Mr and Mrs Bickerson received their occupancy permit and to date we have not been contacted to have the water meter inspected. On July 6, 2009, the water technician went to verify that a remote had been installed and he was unable to locate the remote. At this time, they will remain on the billing system as a house without a water meter.

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government by developing clear and effective policies.

D. Environmental Impacts

E. Budget Impact

Water and wastewater revenue is reduced by the amount of water consumption appeals processed.

F. Attached

1. Water Consumption Appeal Process
2. Example of Letter that is sent to homes without water meters

Respectfully submitted,

Ruth Prince, Manager of Revenue

John Caswell, Manager of Water and Wastewater Services

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

By-Law No. 2009-

Schedule "C"

Water Consumption Appeal Process

It is the responsibility of the property owner or the tenant of the property to maintain the property in good repair. Any faulty plumbing should be repaired in a timely manner. From time to time, however, there may be plumbing problems that are not easily detected, which may result in higher than usual water consumption.

The intent of the appeal process is to assist those residential water users previously on flat rate billing, that are either unaware of the fact that they had leaking plumbing, or are unaware of the impact the leaking plumbing will have on their utility bill now based in part on consumption flow. The adjustment will assist the property owner to understand the relationship between the volume of water used and the resulting cost. This appeal process is established to authorize a one-time only reduction to metered water consumption due to a faulty plumbing problem (for example a leaky water faucet or a leaking toilet).

A request for an adjustment to water consumption must be made in writing to the Town; the requester will explain the nature of the problem, the length of time that the problem was in effect, and will confirm that the problem has since been corrected; paid invoices indicating that repairs were made to correct the problem may be required upon the Town's request.

An adjustment may be applied to situations that occur subsequent to the "start" meter reading date for residential billing purposes (ranging from late December, 2006 to early January, 2007)

Water charges and sewer charges are each comprised of a fixed charge and a charge based on metered water consumption. Consideration will be given to reducing the charges based on water consumption only. Any reduction will apply to the water consumption charge and, where applicable, to the sewer charge based on water consumption; the fixed charges will not be adjusted.

The billing adjustment will be the difference between the utility customer's estimated normal water consumption for the period under review and their actual water consumption for that period in cubic metres, multiplied by the total of the water consumption charge plus the sewer charge based on water consumption (where applicable) in effect for that period. The estimated normal water consumption for the period under review will be determined by the Town in consultation with the utility customer, but the Town's determination will be final. Adjustments will not be made where the difference is less than \$5. Any adjustment will be posted to the utility customer's account.

An adjustment may be made to metered water consumption or sewer charges with the approval of the Manager of Revenue.



Town of The Blue Mountains

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FIS.09.33 Attachment #2

May 22/2009

FINAL REQUEST

HOMES WITHOUT WATER METERS

Dear Resident:

Please find enclosed your utility bill for the period March 01/2009 to April 30/2009. Your account is currently on our billing system as a residence without a water meter.

In spite of our numerous requests for you to have your water meter installed and/or inspected your property is still on our billing system as a home without a water meter.

Please make arrangements to have your meter installed and/or inspected by **Friday June 19/2009**

If your water meter is not installed and/or inspected by Friday June 19/2009, the rates for your utility bill for the billing period May 01/2009 to June 30/2009 will be increasing to:

Water Flat rate: **\$62.96** per Month Sewer Flat Rate: **\$58.58** per month

This rate will continue to be charged until the water meter is installed and/or inspected.

All homes connected to municipal services must have a water meter installed.

Call 519-599-3131 ext 223 to make an appointment to have our Water Technician inspect your water meter installation.

Please note: Failure to respond to this letter may result in disconnection of your service without further notice.

Thank you for your immediate co-operation with the installation and inspection of your water meter.

Sincerely

Paula Shannon
519-599-3131 ext 223

PLEASE HAVE YOUR WATER METER INSTALLED AND/OR INSPECTED

The Blue Mountains will be a progressive four season community, building on its agricultural and recreational features, offering a healthy and supportive lifestyle to a diverse range of residents, businesses and visitors.