

This document can be made available in other accessible formats as soon as practicable and upon request

Minutes: Infrastructure & Recreation



MEETING DATE: Tuesday, May 15th 2012
MEETING TIME: 4:30pm
LOCATION: Ravenna Hall
PREPARED BY: Jenny-Maria Ferraro,
Administrative Assistant

A. Call to Order

- **Present:** Councillor John McKean, Deputy Mayor Duncan McKinlay, Councillor Bob Gamble, Councillor Joe Halos, Councillor Gail Ardiel, Director of Engineering and Public Works Reg Russwurm, CAO Troy Speck, Manager of Water and Wastewater John Caswell, Director of Recreation Shawn Everitt, Administrative Assistant Jenny-Maria Ferraro
- Approval of Agenda

Director of Recreation Shawn Everitt added an addition to the Agenda to be discussed as Item E.4, Farmer's Market Proposal for 2012.

Moved by: Duncan McKinlay Seconded by: Bob Gamble

THAT the Agenda of Tuesday, May 15th 2012, Infrastructure & Recreation Committee Meeting be approved as circulated, including any items added to the Agenda, **unanimously CARRIED**.

- Declaration of Pecuniary Interest

Committee Chair John McKean declared Pecuniary Interest to Agenda Item D.1. and asked Councillor Gamble to Chair the meeting for the duration of discussion.

- Previous Minutes

Moved by: Bob Gamble Seconded by: Joe Halos

THAT the minutes of the Tuesday, April 10th 2012, Infrastructure & Recreation Committee be adopted as circulated, **unanimously CARRIED**.

B. Deputations / Presentations

None.

C. Staff Reports as circulated

C.1 DOR.12.17 Northwinds Beach Washrooms

Terry Green

Shawn briefed Committee on the Report written by Manager of Parks and Trails, Terry Green. Shawn explained to Committee the issues with the washroom facilities at Northwinds Beach.

Shawn explained that with the location of the washrooms and the proximity to Georgian Bay, all work done has to be presented to the Grey Sauble Conservation Authority and to the Ministry of the Environment.

Manager of Water and Wastewater, John Caswell explained that the facilities actually are working properly, but because of the vandalism of items being flushed, the holding tank is in constant repair. John indicated that maintenance costs were getting very high.

Councillor Gamble asked if the unit will be heated in the winter or if it will have to be removed. Shawn explained that when the summer is over the pumps will all be pulled.

Councillor Gamble asked Staff what the source of the funding for this project was and Shawn indicated that in working with Finance a reserve fund seemed to fit best.

Councillor Halos asked Staff to confirm that if it was not for the undesirables being flushed into the system the system would work just fine. Shawn confirmed this.

Moved by: Duncan McKinlay Seconded by: Joe Halos

THAT Council receive Staff Report DOR.12.17 entitled "Northwinds Beach Washrooms" for information purposes; and,

THAT Council approve hiring C.C Tatham and Associates to complete design and drawings for a septic holding tank and pump chamber at a quoted cost of \$5,500 excluding HST, **unanimously CARRIED.**

C.2 EPW.12.018 Maintenance Standards for Sidewalks

Jim McCannell

As Manager of Roads and Drainage Jim McCannell was not present at the meeting, Reg Russwurm addressed the Report on his behalf.

Reg indicated that since the Report provides several factors for consideration in setting and achieving the desired levels of service for winter maintenance that Committee discuss the five decision points separately breaking down Service Area, Winter Maintenance Standard, Execution of Work, Liability of Risk and Cost Certainty as key decisions points.

Councillor Gamble indicated that maps provided with the Report depict areas as having sidewalks, which don't in fact have sidewalks, specifically King Street East, almost to Grey Street and beyond that corner to Huron Street off Elma Street. Reg assured Committee that Staff would look into the mapping of the areas and ensure that only sidewalks are indicated.

Councillor Gamble indicated that he feels that what the Town has been doing for the past 20 years should be carried on.

Councillor Gamble also indicated that there are a few residents in Snowbridge who have expressed concern that the Town has reneged on the idea to plow their sidewalks and the message should be made clear to them if the Town will or will not be clearing them. Reg indicated that the decision is up to Committee and Council, noting that he would not want Jim to make any decisions about expanding the service area without the endorsement of Committee and Council.

Deputy Mayor McKinlay noted that the sidewalks on Jozo Weider Blvd are made wider in order for pedestrians to use, as opposed to walking on the road where traffic is busy, in comparison to Snowbridge where the traffic is not busy enough to ensure that everyone is using the sidewalks.

Councillor Halos noted that in many other Municipalities residents are responsible to clear the sidewalks outside their homes.

Reg explained that the Town does not have a bylaw in place enforcing residents to clear their own sidewalks, noting further that there could be possible issues with enforcement as there are many part-time residents.

It was moved by Councillor Gamble and Seconded by Deputy Mayor McKinlay that Staff proceed with Option #3, which reads:

Clear Primary and Limit Secondary Sidewalks Clearing to Thornbury and Clarksburg (Existing Condition). The Town's current practice is to clear priority sidewalks in Thornbury, Clarksburg and the Village Commercial Core (Attachments 2) plus secondary sidewalks in Thornbury and Clarksburg (Attachment 3). This is the scope of service that the community is accustomed to and which any change will be measured against.

The motion was unanimously carried.

Reg briefed Committee on the second decision point: Winter Maintenance Standard

Councillor Gamble noted that he likes the idea of having a criteria set out, fully supporting Item #2.

Councillor McKean asked Staff if a de-icer can be laid on the sidewalks, the same way it is applied to the roads. Reg indicated that he was unsure, but would ask Jim if there is a piece of equipment which can apply de-icing fluid to sidewalks.

It was moved by Deputy Mayor McKinlay and seconded by Councillor Ardiel that:

Priority routes will be cleared upon the accumulation of 5 cm of snow within 16 hours, secondary routes will be cleared upon the accumulation of 5 cm of snow within 24 hours, and sand/salt mix will be applied as necessary for traction.

The recommendation was unanimously carried.

Reg briefed Committee on the third decision point: The Execution of the Work.

It was moved by Councillor Halos and seconded by Councillor Gamble that Staff proceed with Option 3, as written in the Report:

The Town has tendered for and retained a contractor in the past to undertake winter maintenance on sidewalks. Two contracts have been issued; one for the Thornbury / Clarksburg area and the other for the Village Commercial Core priority sidewalks. This model has worked well for the Town. Part of that success is due to the contractors hired. Furthermore, this model provides the ability to retain a specialised work force for a defined task thereby avoiding ongoing staffing overhead costs.

This recommendation was unanimously carried.

Reg then briefed Committee on the fourth decision point: Liability Risk.

Reg explained that if a Contractor works as an extension of Town Staff then they are covered under the Town's liability, but if the Committee decides to go with a model where the Contractor is paid a lump sum and to work at their own level of service, the Contractor then can work as he wishes, working for the Town, but is covered under his own liability.

Councillor Ardiel asked Staff what other Municipalities are doing and Reg explained that different models are being used. Reg indicated that his Report provides a few examples and there does not seem to be one favoured model.

Councillor Halos noted that there is not a huge difference between lump sum payment and hourly payment, indicating that he feels that hourly is usually the best way to pay for work.

Reg then asked how risk should be assigned.

Reg explained further that the question is if ever there were a slip and fall where does the liability come from: The Town or the Contractor.

Deputy Mayor McKinlay noted that the liability will go wherever it goes, as the Town has the liability to set a standard and the Contractor has the liability to meet the standard. If the Contractor did not do their part, then it is the problem of the Town because the Town has the responsibility to ensure that the Contractor is meeting the level of service which the Town has asked for.

Deputy Mayor McKinlay also noted that he believes the Town's legal Council will have to assist in writing the contract with the Contractor.

Committee Chair Councillor McKean asked Staff if the contract is up for renewal this winter and Reg indicated that is it and what is decided tonight will be in the terms of reference for the new tender.

Deputy Mayor McKinlay suggested that the appropriate risk be assigned to the Contractor. Reg suggested adding the phrase "and appropriate" to the recommendation.

It was then moved by Deputy Mayor McKinlay and seconded by Councillor Ardiel that the revised recommendation read:

The liability risk for injury claims will be transferred from the Town to the Contractor as available and appropriate in a service contract.

The motion was unanimously carried.

Reg then briefed Committee on the fifth discussion point: Cost Certainty.

Councillor Ardiel indicated that in her experience plow drivers prefer not to be paid hourly and they would prefer to have a longer contract than one year.

Reg clarified that the Town will set up the contract and if the drivers are paid hourly than they will be invoiced and paid accordingly and if they are paid in a lump sum, they will be paid the same amount regardless if they worked 500 hours or 2,500 hours.

Deputy Mayor McKinlay indicated that he supports the hourly rate, as the Town Staff will then be paying for the work that is done. Councillor Halos indicated that feels that paying hourly is fair to both parties.

Committee Chair Councillor McKean suggested that Staff review what the Town has done over the past 5 years and come up with an average number, using that in the contract as a lump sum, noting that any hours in addition be paid out at a certain amount hourly. Committee Chair Councillor McKean believes that over a three year contract it will all average itself out.

Councillor Ardiel indicated she is in favour with the suggestion made by Councillor McKean. Deputy Mayor McKinlay agreed as well.

Committee Chair Councillor McKean noted having GPS's attached to the trucks would assist in finding out where the drivers have been and what they have been doing. Reg indicated that there is the capability to do so and it would also assist with liability as the Town can track the location of the truck, where it was and what time it was there.

Councillor Halos noted that he feels it will get complicated and would prefer paying hourly.

It was moved by Deputy Mayor McKinlay and seconded by Councillor Ardiel that:

The contracted service will be bid on a lump sum basis for 110% of the 5 year average of hours, with an hourly rate for hours in excess of 110% of the 5 year average for a three year term.

The motion was carried, but was not unanimous.

Reg then discussed the final portion of the recommendation presented in the Report. Councillor Ardiel indicated that she needs to have her parking lot plowed before her Staff arrives to work.

Director of Recreation, Shawn Everitt noted that the Recreation department maintains the Town Hall Staff parking lot and they strive to have it done by 7:30 am and the Beaver Valley Community Center by 6:30am in order to accommodate parking for early morning skating.

The final statement in the recommendation was moved by Deputy Mayor McKinlay and seconded by Councillor Halos.

THAT Council adopt the same level of service for municipal parking lots maintained by the Roads and Drainage Division as that used for secondary sidewalks.

Councillor Halos noted page 26 of the Report which indicates that the City of Mississauga will begin snow clearing when accumulation of snow exceeds 15 cm (6 inches), to which he was surprised. Reg noted that it might be a typo, but will confirm and Report back to Committee.

Councillor Gamble noted concern with the map presented on page 38, in which Arrowhead Road, Craighleith Road and Camperdown Road are listed as having sidewalks. Reg ensured Committee the maps will be updated to reflect only sidewalks and not paved shoulders.

Moved by: Gail Ardiel

Seconded by: Bob Gamble

THAT Council receive Staff Report EPW.12.018, "Maintenance Standards for Sidewalks";

AND THAT Council adopt the following as the level of service for winter maintenance of sidewalks as fully described within Report EPW.12.018:

1. The service area will remain those sidewalks currently cleaned on a priority and secondary basis;
2. Priority routes will be cleared upon the accumulation of 5 cm of snow within 16 hours, secondary routes will be cleared upon the accumulation of 5 cm of snow within 24 hours, and sand/salt mix will be applied as necessary for traction;
3. Snow removal will be undertaken as a contracted service achieving the Town's minimum level of service criteria;
4. The liability risk for injury claims will be transferred from the Town to the Contractor as available and appropriate in a service contract;
5. The contracted service will be bid on a lump sum basis for 110% of the 5 year average of hours, with an hourly rate for hours in excess of 110% of the 5 year average for a three year term;

AND THAT Council adopt the same level of service for municipal parking lots maintained by the Roads and Drainage Division as that used for secondary sidewalks, **CARRIED.**

C.3 EPW.12.024 Water and Wastewater Capacity Assessment – 2011 Year End Report

John Caswell

Manager of Water and Wastewater John Caswell briefed Committee on the Report. No questions or concerns arose.

Moved by: Bob Gamble

Seconded by: Duncan McKinlay

THAT Council approve forwarding the 2011 Year End Report to the Grey County Planning Department as outlined in Report EPW.12.024 “Water and Wastewater Capacity Assessment – 2011 Year End Report.”, **unanimously CARRIED.**

C.4 EPW.12.036 Temporary Access and Land Purchase Agreements for the Slabtown Bridge Replacement

Tom Gray

As Engineering Design Technologist Tom Gray was not present at the meeting, Reg Russwurm briefed Committee on the Report.

Reg indicated to Committee that Staff are having regular communication with all of the residents of the area.

Reg noted that the contract has yet to be executed and that it must be done before June 4th. Reg indicated that he is confident that all the agreements will come together. Reg explained that he does not want to miss the opportunity to move forward and these agreements are needed to move forward.

Moved by: Gail Ardiel

Seconded by: Joe Halos

THAT Council receive Report EPW.12.036 entitled “Temporary Access and Land Purchase Agreements for the Slabtown Bridge Replacement”;

AND THAT Council approve the purchase of a road allowance widening from Roland and Martha Lacey in the amount of \$5,800; and,

AND THAT the Mayor and Clerk be authorized to execute the Temporary Access and Land Purchase Agreements upon the recommendation of the Director of Engineering and Public Works and the Town’s solicitor, **unanimously CARRIED.**

D. Information Reports / Correspondence

D.1 EPW.12.038 Capital and Development Status Report

Tom Gray

As Committee Chair Councillor McKean declared pecuniary interest to this agenda item, he left the meeting room for the duration of the discussion. Councillor Gamble chaired during this time.

Moved by: Duncan McKinlay Seconded by: Gail Ardiel

THAT Council receive Staff Report EPW.12.038 entitled "Capital and Development Status Report" for their information, **CARRIED.**

E. New and Unfinished Business

E.1 Town of the Blue Mountains Dog Park (letter)

Shawn Everitt

Shawn explained to Committee that he received correspondence from Mr. Corrigan, and that Mr. Corrigan was present as a member of the gallery.

Shawn explained that all 3 baseball diamonds have been used as dog parks over the last few years and there is a conflict with the current use of the baseball diamond being used as a dog park, as Shawn has found that recently the amount of dog droppings left on the diamonds is increasing. Shawn further explained that although the majority of the dropping are picked up there is an issue regarding the residue left on the playing field.

Shawn indicated that signs have been put up at the fields, clearly indicating that the ball diamonds are not to be used as dog parks anymore and that Terry Green has been documenting any concerns or issues.

Councillor Halos asked if dog parks have to be fenced. Shawn indicated that fencing is important to keep the area contained.

Deputy Mayor McKinlay asked Shawn if there is any other fenced areas that can be used. Shawn explained that in 2008 and 2009 he investigated the option of working a dog park into the capital budget, but it did not go through.

Shawn indicated that he has looked into Mauro Park, but the green space is not fenced and utilized by the Fall Fair. Councillor Ardiel noted that the fencing could be made with wider gates that could help for the preparation of the Fall Fair.

Committee then conquered that Mr. Corrigan be allowed to address Committee on the matter for no longer than 5 minutes.

Mr. Corrigan indicated to Committee and Council that the dog park at the ball diamond has been working out great and the group that uses the park in the morning, work hard to maintain a high standard and he hopes that rather than having the Town ban the dog park outright, that they could use it during the off season, or when games are not being played.

Deputy Mayor McKinlay asked Staff if the use that Mr. Corrigan is proposing has any risk to the playing field. Shawn indicated that on behalf of the Athletic Association, even if the droppings are picked up, there is still a residue and bacteria left.

Deputy Mayor McKinlay questioned what the difference is if it happens on public property and Shawn explained that there is no difference but a ball player has more of a chance to get bacteria on them sliding and diving and using the field for the intended purpose.

Shawn clarified that although the Town does not remove people from the ball diamond, it should be made clear that the diamonds are ball fields and not designated dog parks.

Councillor Halos asked Staff how they feel about Mr. Corrigan's suggestion, allowing dog owners to use the diamond when it is not in use for baseball games. Shawn indicated that he has no problem pulling the signs at the end of the ball season.

Deputy Mayor McKinlay asked Staff to confirm that up until 2010, there was a budget sheet for a dog park and at the decision of Council Staff did not move forward. Shawn confirmed.

Mr. Corrigan spoke, asking Staff and Committee what the decision is. Shawn clarified that the diamond was not to be used as a dog park as of tomorrow morning. Deputy Mayor McKinlay added that he does not want Staff to find any indication that it is used as a place to walk dogs.

E.2 Snowmobile Trail (E-mail)

Shawn Everitt

Shawn presented Committee with an e-mail he received from Keith Bumstead, indicating that he will no longer have access to an essential piece of the snowmobile trail next year, and is concerned about being able to get gas between Meaford and Collingwood.

Shawn indicated that the trail currently goes down the 10th Line, up John Street and cross on private property.

Deputy Mayor McKinlay asked Staff if the Clendenan Bridge was open would it aid their situation. Shawn explained that they did consider crossing the Clendenan Bridge to get to Clark Street and then into Clarksburg, picking up the trail again at Arthur Taylor Lane, but with two way snowmobile traffic and vehicle traffic the hill in Clarksburg is very dangerous.

Reg noted that the weight of the snowmobiles crossing the bridge is not a concern, but the groomer is as the bridge has a 9 tonne capacity.

Reg suggested that an Engineering Assessment be done if that route is being considered, as it is wise to confirm that the bridge is in fact safe for the use of snowmobiles.

Councillor Halos reminded Staff that it should be made clear that this is only a temporary solution.

Committee Chair Councillor McKean suggested that a notice to the property owners in the area be sent out, as snowmobiles might not always have high regard in the Community.

E.3 Update from OWWA Conference Reg Russwurm /John Caswell

John Caswell briefed Committee on the Ontario Water Works Association Conference he and Reg had recently attended.

Reg indicated that there was a lot of discussion surrounding Asset Management and Sustainable Funding. Reg noted that there was discussion on Operator Licensing in unionized environments. Reg also noted there was a lot of discussion around approval processes and getting Certificates of Approval completed in a timely manner.

Reg indicated that there is a lot of value for Staff attending these conferences as Staff can network and have conversations with experts in different areas.

Addition: E.4 Farmers Market 2012 Proposal

Councillor Halos asked if the vision for New Town Hall was going to be a building surrounded by farmers market. Shawn clarified that it was an idea and it still could be, but it is important to set a Policy for Staff to follow. Shawn noted that he was presented with another proposal based on the same notion.

Deputy Mayor McKinlay indicated that since the Farmers Market would take place on a Saturday, they could potentially use the Town Hall parking lot.

Shawn noted that one of the areas of concern is how the Thornbury BIA feels about Farmers Markets being in the core area.

Councillor Ardiel indicated that in Collingwood, they have a Farmers Market in the Town core, but it does not affect any of the business nearby.

Troy Speck indicated that the Farmers Market in Collingwood is BIA initiative, and moving forward he suggested to Staff that a discussion should be had in order to ensure fair market value.

Deputy Mayor McKinlay suggested that this matter be brought forward to the BIA.

F. Next Meeting Date(s)

Tuesday, June 12th 2012, 7:00pm, Town Hall, Council Chambers

G. Adjournment

Moved by: Gail Ardiel

Seconded by: Duncan McKinlay

THAT the Infrastructure & Recreation Committee Meeting of Tuesday, May 15th 2012 is adjourned at 6:28, **unanimously CARRIED.**