



Township of Georgian Bluffs Committee of the Whole Agenda

December 4, 2024, 5:00 p.m.

Council Chambers

Township Administration Offices

177964 Grey Road 18, RR#3, Owen Sound ON N4K 5N5

Council Chambers are open to the public. To watch this meeting virtually, visit the [Township of Georgian Bluffs' Council YouTube Channel](#).

This document can be made available in other accessible formats or with communications supports as soon as practicable and upon request.

Pages

1. **Call to Order**

2. **Land Acknowledgment Statement**

In the spirit of reconciliation, we acknowledge with respect, the history, spirituality, and culture of the Anishinaabek: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomi Nation, who have inhabited this land from time immemorial. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land. We also recognize, the Metis and Inuit whose ancestors shared this land and these waters. May we all, as Treaty People, live with respect on this land, and live-in peace and friendship with all its diverse peoples.

3. **Approval of Agenda**

Recommendation:

That the agenda be approved as presented.

4. **Declaration of Pecuniary Interest**

5. **Announcements**

6. **Public Hearings**

None.

7. Delegations/Public Question Period

7.1 Items On The Agenda

Any person who wishes to appear before Council regarding an item on the agenda shall make written application to the Clerk, by 3:00 p.m. the day of the meeting. To register: www.georgianbluffs.ca/delegations or call the Clerk's Office at 519-376-2729 ext. 603.

7.2 Items Not on The Agenda

Any person who wishes to appear before Council regarding an item not on the agenda may make written application to the Clerk, by the Thursday preceding the meeting they wish to speak at. To register: www.georgianbluffs.ca/delegations or all the Clerk's Office at 519-376-2729 ext. 603.

7.2.1 Bob Hope - Green Burials

6

8. Correspondence

8.1 Letter of Support from the Georgian Bluffs Climate Action Team - Green Burials

13

9. Staff Reports

9.1 Development & Infrastructure

9.1.1 DEV2024-064 - Award of Contract for Engineering Services for Pottawatomi Watermain Extension

14

Recommendation:

THAT Staff Report DEV2024-064, Award of Contract for RFP 2024-07, Engineering Services for Watermain Extension to the Community of Pottawatomi be received.

AND THAT a contract with the firm of WT Infrastructure Solutions Inc. for RFP 2024-07 in the amount of \$387,885.00 (excluding HST) be awarded.

AND THAT the Mayor and Clerk be authorized to execute a contract for services.

- 9.1.2 DEV2024-066 - Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive

20

Recommendation:

THAT Council receive Staff Report DEV2024-066, titled “Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive.”

AND That Council waive Section 4.1 Limits of By-Law 2019-047 Purchasing Policy to authorize a single-source contract;

AND THAT a single-source contract with the engineering firm GEI Consultants in the amount not to be exceeded of \$1,320,000.00 (excluding HST) be awarded;

AND THAT the Mayor and Clerk be authorized to execute a contract for services.

9.2 Community & Environmental Services

- 9.2.1 CES2024-16 - 2024-2025 Winter Operations Plan

51

Recommendation:

That the Proposed Winter Operations Plan, attached as Schedule A to report CES2024-16, be approved.

9.3 Corporate Services

Recommendation:

That Council hereby appoints members to Township Committees and Boards as follows:

1. One (1) Council member be appointed to the Owen Sound & North Grey Union Public Library Board;
2. Two (2) Council members be appointed to the Grey Sauble Conservation Authority Board;
3. One (1) Council member be appointed to the Inter-Township Fire Department Joint Board of Management; and
4. One (1) Council member to the Grey County Farm Safety Association Committee; and
5. One (1) Council member to the Physician Recruitment and Retention Committee; and;

That the following appointments made in 2024 remain in effect for the remainder of the Council term:

1. That Councillor Cathy Moore Coburn, appointed representative to the Grey Bruce OPP Detachment Board; and
2. That Mayor Sue Carleton, appointed representative to the Multi-Municipal Energy Working Group; and
3. That Deputy Mayor Grant Pringle, appointed representative to the Southwestern Ontario Isotope Coalition; and

That a by-law be presented at the January 15, 2025, meeting of Council to formalize appointments to Committees and Boards ending in November of 2026.

9.4 COR2024-051 - Committee of Adjustment - Council Member Appointments

Recommendation:

That report COR2024-051 be received; and

That staff be directed to present a by-law for enactment at the December 11, 2024, meeting of Council to appoint two members of Council to the Committee of Adjustment, expiring December 11, 2025.

10. Unfinished Business

None

11. New Business

None

12. Notice of Motion

13. Closed Session

None

14. Date of Next Regular Meeting/Adjournment

Last Council Meeting of 2024 - Wednesday, December 11, 2024 at 5:00 p.m.



Georgian Bluffs Climate Action Team

<https://www.facebook.com/GeorgianBluffsCAT>

Date goes here

To the Mayor and Council, Township of Georgian Bluffs
177964 Grey Road 18, R.R. #3,
Owen Sound, ON N4K 5N5

RE: Delegation on Natural Burial

The Georgian Bluffs Climate Action Team supports Bob Hope's proposal for designation of a natural burial site in the Mount Pleasant Cemetery. The existing area of interest is undeveloped grassland next to a forested area.

As green or natural burials are low impact, use less energy, consume fewer resources, are less toxic, and are environmentally friendly, there is significant community interest in having this option available.

We appreciate the years of work Bob has put into researching and promoting the practice of natural burial both in Owen Sound and in neighbouring communities.

Regards,

GBCAT Moderating Committee: Ann Schneider, Jenny Carver, Danuta Valleau
on behalf of GBCAT

**Deputation to The Township of Georgian Bluffs Council
presented by Robert Hope on behalf of
Natural Burial for Grey Bruce**

Natural Burial – what is it?

There are 2 components to natural burial: handling of the **body** & the **location** of the plot.
Options available for preparing the body, are designed to deliver the body's nutrients to the environment.

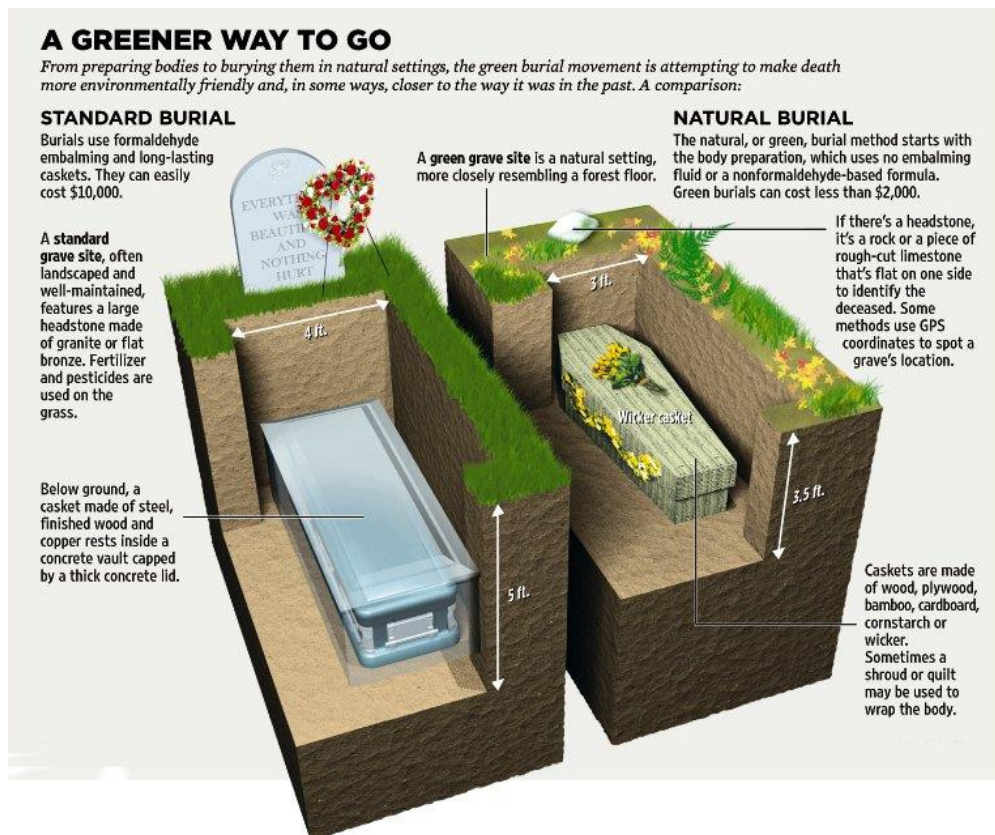
Preparing the body

The handling of the body is likely very similar to what is used in Jewish or Muslim burials. The body is not embalmed, clothing should be natural fibre and a coffin if used is untreated wood. Alternatives such as a shroud or a wicker basket are also possible and all are designed to decompose quickly. The body is placed at a 3-foot depth where the top surface is only propagated from blown in local seeds. This entire process meets existing Ontario laws.

Site location

The site location should be carefully selected to allow the body's nutrients to quickly engage with the surrounding nature around it. Once the body is buried, path maintenance or removing tree branches is usually all that is required while at the same time, encouraging growth of the species of plants around it. Location is important and the more natural and biodiverse the soil and plant life, the more naturally pleasing the burial site becomes.

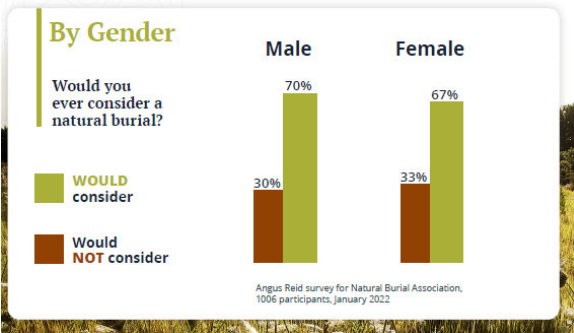
Definition: Natural burial is an environmentally sustainable alternative to existing funeral practices where the body is returned to the earth to decompose naturally and be recycled into new life. The ground cover is native trees, shrubs and flowers without pesticides or herbicides and becomes a protected natural preserve. Natural burial grounds use minimally intrusive markers (trees, shrubs, flat stones) with resting places set within the emerging forest that provide places for visitors to sit.



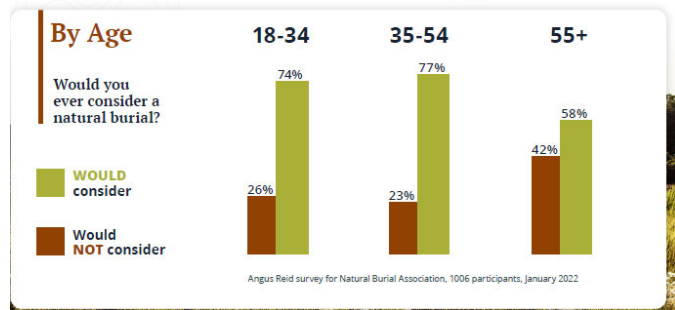
Who wants Natural Burial?

Based on a 2022 Angus Reid survey, 70% of southwest Ontarians would consider natural burial.

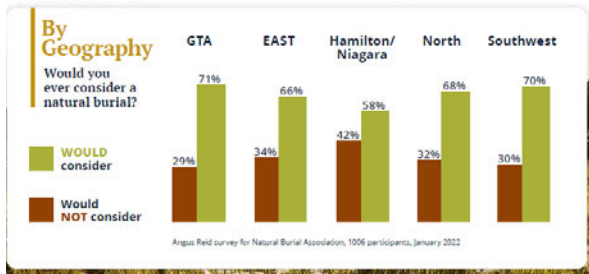
Natural Burial Has Broad Appeal:



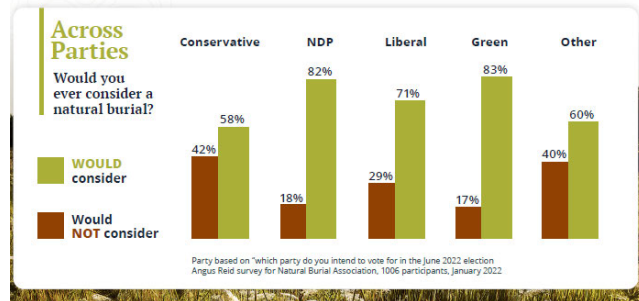
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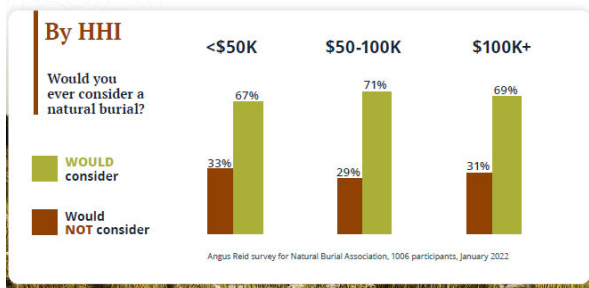
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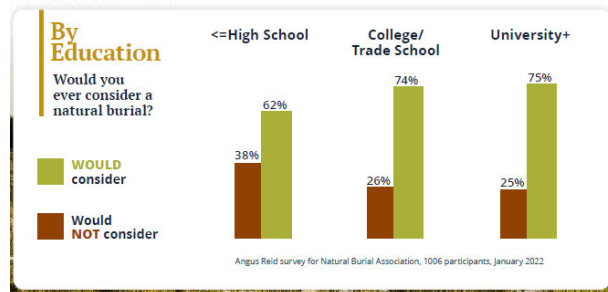
Natural Burial Has Broad Appeal:



Natural Burial Has Broad Appeal:



Natural Burial Has Broad Appeal:



Why people like natural burial

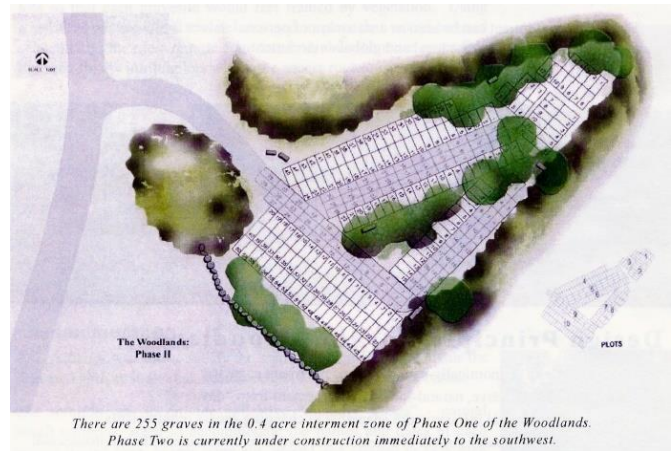
It's not just about being eco-friendly:

- Giving back to nature
- Consistent with faith and traditions
- A final resting place in nature
- Part of the cycle of life
- Leaving a legacy
- Natural & simple
- A nice place to visit
- It's a connection with the land
- It's the eco-friendly option
- Special case for Mount Pleasant – It's close to Legacy Ridge Golf Club

Mount Royal, Victoria BC - used as Best Practices for Natural Burial



Royal Oak Burial Park - Woodlands Natural Burial Section



WOODLANDS – GREEN BURIAL

PHILOSOPHY: Natural or green burial is regarded as a statement of personal values for those who seek to minimize their impact on the local and global environment. Green burial is available at the Burial Park in areas we refer to as WOODLANDS interment zones.

SITE PROTECTION: Woodlands interment zones are a place where individual graves become part of the local natural landscape and contribute to the environmental sustainability of the larger, community eco-system. Every Woodlands natural burial interment zone at the Burial Park - and the natural setting and eco-systems of the Woodlands and the interment sites located therein – are protected in perpetuity and cannot at any future date be converted to a conventional interment zone.

AT-NEED ASSIGNMENT ONLY: To manage and protect the restoration and reforestation process of a Woodlands eco-system, individual lot assignment in the Woodlands is only made on an at-need basis. Purchasers of pre-need interment rights in a Woodlands interment zone do not have a specific Woodlands zone or specific lot assigned to them until the time of the at-need requirement for a lot.

DIRECT EARTH BURIAL: Woodlands burial is an interment practice where human remains are returned to the earth to decompose naturally and contribute to new life. Human remains are prepared for Woodlands burial without embalming and are buried in a Burial Park approved and fully biodegradable casket or alternative container. No form of grave liner is used for Woodlands burial.

MEMORIALIZATION: The Burial Park has installed communal memorial stones for the purpose of making approved memorial inscriptions to commemorate Woodlands interments. Other than the Board installed memorial stones no other memorial marker, monument, edging or other stone, vase, ornament or any other structure is placed on, in or around any lot in a Woodlands interment zone. The Burial Park will remove any memorial product, personal item, decoration or floral tributes which do not comply with Woodlands and Burial Park Rules and Regulations.

PLANTINGS & VISITATION: Approved plantings that are placed at individual Woodlands interment sites coupled with the overall restoration and reforestation of a Woodlands ecosystem are collectively intended to become living memorials to the persons interred in Woodlands zones. As trees and plants mature and become established in Woodlands zones, visitors will be discouraged from seeking out individual graves as this will have a negative impact on the eco-system of the Woodlands. Visitors will be encouraged to use specially established memorial zones for reflection and remembrance.

PERMANENT & IRREVERSIBLE INTERMENT: Woodlands interments must be regarded as permanent and irreversible as a disinterment would be highly disruptive and damaging to the eco-system of the area as it matures. Woodlands disinterment would only be accommodated as ordered under legislation, regulation or a court order.

RULES & REGULATIONS: There are restrictions and limitations on the purchase and exercise of interment rights and on the form of approved memorial in the Woodlands interment zones. Persons who select Woodlands interment are expected, without exception, to comply with the rules and regulations of Woodlands interment zones specifically and the Burial Park generally.



Royal Oak Burial Park - Woodlands Natural Burial Section



Mount Pleasant, Georgian Bluffs

Potential location next to forested area

Potential location – (photos taken at our 16 persons visit a few weeks ago)



Preferred location is adjacent to the west end existing plots.



Possible next actions

Arrange to have a Landscape Designer create a plan that could meet the needs of both Georgian Bluffs and the citizens who requested Natural Burial. We would suggest using Thomas Dean who has designed the Owen Sound Natural Burial site along with the Gichi-Name Wiikwedong Reconciliation Garden.

When you think you have a natural burial plan developing, consider contacting another cemetery manager who has faced similar issues. Ilan played an integral role in the development of the green burial space at Royal Oak in Victoria, which emphasizes ecological restoration and the use of local indigenous plant material.

Contact **Ilan Highton, Executive Director**, Royal Oak Burial Park ilan.highton@robp.ca

Presented by: Robert Hope



Many thanks to Susan Greer, Executive Director of the Natural Burial Association (a Canadian non-profit organization) for her contribution and review of this presentation. [<susan@naturalburialassociation.ca>](mailto:susan@naturalburialassociation.ca)



Georgian Bluffs Climate Action Team

<https://www.facebook.com/GeorgianBluffsCAT>

November 26, 2024

To the Mayor and Council, Township of Georgian Bluffs
177964 Grey Road 18, R.R. #3,
Owen Sound, ON N4K 5N5

RE: Delegation on Natural Burial

The Georgian Bluffs Climate Action Team supports Bob Hope's proposal for designation of a natural burial site in the Mount Pleasant Cemetery. The existing area of interest is undeveloped grassland next to a forested area.

As green or natural burials are low impact, use less energy, consume fewer resources, are less toxic, and are environmentally friendly, there is significant community interest in having this option available.

We appreciate the years of work Bob has put into researching and promoting the practice of natural burial both in Owen Sound and in neighbouring communities.

Regards,

GBCAT Moderating Committee: Ann Schneider, Jenny Carver, Danuta Valteau
on behalf of GBCAT



Date: Wednesday, December 4, 2024

From: Kevin Verkindt, Manager of Engineering and Infrastructure

Subject: Award of Contract for Engineering Services for Pottawatomi Watermain Extension

Report DEV2024-064

This document and its attachments are public and available in an accessible format upon request.

Recommendation

THAT Staff Report DEV2024-064, Award of Contract for RFP 2024-07, Engineering Services for Watermain Extension to the Community of Pottawatomi be received.

AND THAT a contract with the firm of WT Infrastructure Solutions Inc. for RFP 2024-07 in the amount of \$387,885.00 (excluding HST) be awarded.

AND THAT the Mayor and Clerk be authorized to execute a contract for services.

Background

Twenty-five residential properties on Atkins Drive currently receive municipal water from a well. The municipal supply was constructed in 1987. Water received by properties from the system passes all require health and quality standards, but residents on the system have experienced concerns in respect to water pressure and colouration from the system. The system has increasingly been prone to repairs leading to periods of the well being out of commission and water being supplied from trucks. The existing system is the most expensive system in the Township resulting in the highest fixed rates, and the system is not yet sustainably financed.

Based on a review of the system, individual wells for each property are not deemed a suitable solution and the municipalities consultants have indicated that the concerns associated with the system would likely not be addressed by a new well being installed in a similar location.

In 2017 the Township undertook a Class Environmental Assessment to examine the possibility of connecting the East Linton Water System along Grey Road 1, through the Brooke area, and then connecting to the Pottawatomi System. The current East Linton Servicing Master Plan indicates a longer-term desire to extend water servicing from the



East Linton system to Atkins Drive. However, these proposals remain draft at this time, unfunded and likely many years away from being implemented.

As an interim solution, which would see infrastructure of benefit to the longer-term plan installed, staff are working with the City of Owen Sound on an agreement that would see the Township assume existing City water supplies to the VLA subdivision in Brooke, and extend this service to Atkins Drive, along Somers Street and Young's Drive (and County Road 17B).

The Township would need to install a bulk meter point, potentially upgrade existing mains infrastructure in the VLA, and extend a new main to Atkins. New connections to this main would be required. The City of Owen Sound would also require a connection fee reflecting the new connections being added to its system.

Analysis

A total project budget of \$2.5 million was approved in the 2024 budget for the extension of a watermain from the City of Owen Sound supply to the Community of Potawatomi.

The total project budget was established based on preliminary cost assessments, including estimates for construction and engineering fees. The engineering project scope includes pre-engineering, including public and Council presentations and public engagement, geotechnical and excess soils investigations, detailed engineering designs, well decommissioning plan, tender administration, contract administration, construction inspection and project management.

As part of the initial budgeting process, the engineering and contingency fees were anticipated to be approximately twenty percent (20%) of the construction budget. However, the technical and financial submissions received, and additional analysis of the project's technical complexity have led staff to believe that the total project construction budget may be higher than initially anticipated.

The bidding opportunity was issued on September 6, 2024 with a closing date of October 9, 2024. All proposals, including a technical proposal submission were opened at the Township of Georgian Bluffs Administration Building.

Five (5) proposals were received at the time of the proposal closing and the technical proposal submission was further evaluated by an evaluation team consisting of Township staff on October 25, 2024. The technical submission was to receive a score of 70% or greater for Township staff to evaluate the Proposal Price. One (1) proponent did not meet the minimum score; therefore, the Proposal Price was not evaluated further.

Staff are recommending that a contract be executed with the final top-ranked proponent, WT Infrastructure Solutions Inc.



Table 1 – Summary of Tender Submissions

Bidder Name	Proposal Price \$ (Excluding Contingency+Taxes)	Technical Proposal Score %
WT Infrastructure Solutions Inc.	351,885	77.00

The following bidders also submitted proposals:

- GSS Engineering Consultants Ltd.
- Tatham Engineering Ltd.
- GEI Consultants
- R.J. Burnside and Associated Ltd.

Technical scores varied between 65% and 79.5% and pricing varied between \$351,885 and \$545,270.

WT Infrastructure Solutions Inc. placed third for the technical score; the technical score is only one of the factors considered in determining the most suitable proponent. The price was factored in addition to the technical score. As a result, the technical score and proposal amount in the amount of \$351,885 (excluding Contingency and HST) totaled a final score of 81.60% and was submitted by WT Infrastructure Solutions Inc.

Table 2 - Breakdown of the Project Costs:

Item	Engineering Services for Watermain Extension to Community of Pottawatomi (\$)
Tender including Contingency	387,885.00
Non-Refundable Portion of HST (Tender Value)	6,826.25
Total Project Cost	394,681.25

Financial Impact

The 2025 budget included \$2,500,000 (\$250,000 in 2025 for estimated design work and \$2,250,000 in 2026 for estimated construction). To date Council has committed



\$500,000 to be funded from the Canada-Community Building Fund Reserve for this project. Design work is anticipated to be an additional \$144,681.25 over the original budget amount, staff recommend reallocating this portion of the 2026 allocated costs for construction to be reflective of 2025 work. Following public engagement, a variety of options will be presented to Council for their review and direction on the scope of work to be completed with corresponding financial options of each potential construction option.

Strategic Priorities

Demonstrate and Enhance Environmental Stewardship

Improve Communication, Collaboration and Transparency

Deliver Effective and Cost-Efficient Services

Conclusion

Staff recommends that WT Infrastructure Solutions Inc. be awarded Proposal No. 2024-07 Engineering Services for Watermain Extension to the Community of Pottawatomi, in the amount of \$387,885.00 (excluding HST).

The original budget estimate for the Watermain Extension to the Community of Potawatomi was \$2.5 million. The engineering cost estimates have alerted staff that an increase in the overall project construction budget may be required. Staff are actively working to manage costs and will provide ongoing updates to Council as the project progresses. Approval of the budget for engineering services presented in Staff Report DEV2024-064 will allow staff to continue the project without delay and ensure that necessary engineering resources are secured to meet project requirements.

Respectfully Submitted:

Kevin Verkindt, Manager of Engineering and Infrastructure



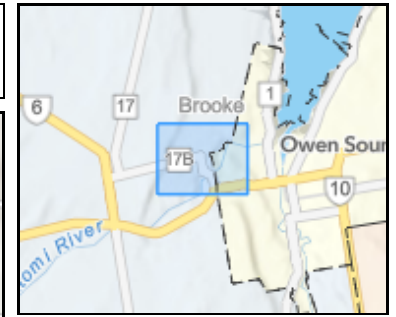
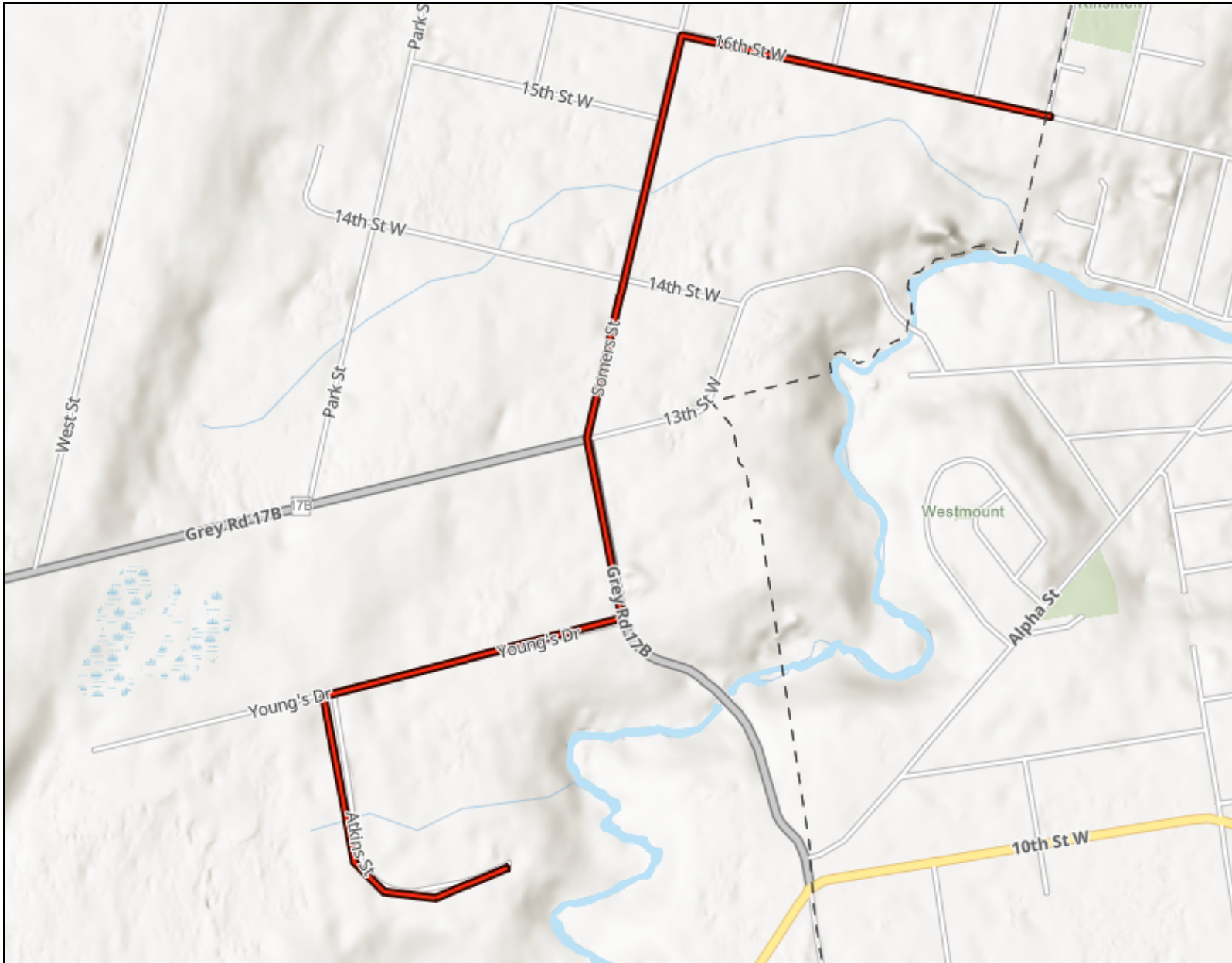
Report Approval Details

Document Title:	Award of Contract for Engineering Services for Pottawatomie Watermain Extension.docx
Attachments:	- Attachment 1 - Overview Map of Project Limits.pdf
Final Approval Date:	Nov 21, 2024

This report and all of its attachments were approved and signed as outlined below:

Michael Benner, Director of Development and Infrastructure

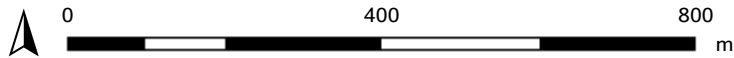
Niall Loble, Chief Administrative Officer



Legend

Notes

Print Date: 11/12/2024 11:05:08



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. Contains information licensed under the Open Government Licence – Grey County © County of Grey | © King's Printer for Ontario | THIS MAP IS NOT TO BE USED FOR NAVIGATION



Date: Wednesday, December 4, 2024

From: Kevin Verkindt, Manager of Engineering and Infrastructure

Subject: Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive

Report DEV2024-066

This document and its attachments are public and available in an accessible format upon request.

Recommendation

THAT Council receive Staff Report DEV2024-066, titled “Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive.”

AND That Council waive Section 4.1 Limits of By-Law 2019-047 Purchasing Policy to authorize a single-source contract;

AND THAT a single-source contract with the engineering firm GEI Consultants in the amount not to be exceeded of \$1,320,000.00 (excluding HST) be awarded;

AND THAT the Mayor and Clerk be authorized to execute a contract for services.

Background

In 2021, Old Beach Drive was significantly impacted by a large rain and wind event combined with high water levels, which caused Georgian Bay to overflow its banks and flood the front yards along Old Beach Drive. This also led to the shifting of culverts, resulting in damage to the road base. The road, and these infrastructure items need to be replaced. In addition to these infrastructure issues, residents have expressed concerns about speeding and conflicts between vehicles and pedestrian uses of the road.

Old Beach Drive is approximately 1.3 km long and is one of several roads the Township manages that runs immediately adjacent to the shoreline road allowance. The road has limited private property to the east side (water side) and serves approximately 40 residential properties (Attachment 2).

The road is also identified as part of the Great Lakes Waterfront Trail and is an attractive alternative route, especially for cyclists and walkers, seeking to explore the coastline without having to follow Grey Road 1. It is highlighted as a cycling route within the Grey County Cycling and Trails Masterplan.



Old Beach Drive is an older road and is in an advanced state of decline and has been recommended for a full replacement for some time. Over past years, high water events in Georgian Bay have significantly exacerbated this by lifting several cross culverts under the road, causing surface discontinuities in the surface.

At the intersection of Grey Road 1 and Old Beach Drive is the Balmy Beach Convenience Store. The existing road layout is not conducive to pedestrian use and limits access to the store by non-motorized uses (walking and cycling). It would be advantageous to consider non-motorized (active transportation) improvements to access the convenience store from Old Beach Drive. The road geometrics on Old Beach Drive in the vicinity of the convenience store is complex with steep gradients and may require a retaining wall to allow an accessible activated path and intersection improvements.

Staff have received complaints regarding vehicle conflicts in respect to access to private driveways, the convenience store parking area and Old Beach Drive. A variety of potential solutions could be considered through this work, including consideration for one-way traffic on Old Beach Drive.

Washington Avenue is approximately 145 m long and is an older road in an advanced state of decline and has been recommended for a full replacement. Washington Avenue is also not serviced by municipal water and no fire suppression is available to the residents.

To address these challenges, GEI Consultants were engaged in 2021 to review the reconstruction plans and develop a conceptual design for potential improvements to the road and surrounding area (Attachment 1).

East Linton Servicing

On May 31st, 2013, Staff prepared a report for the Environmental Committee (Attachment 3) in regard to extending the East Linton Water Distribution System. In May and November of 2013 residents on Old Beach Drive, called the Township to discuss the possibility of extending municipal services south along County Road 1 and on Old Beach Drive. As a result of the resident's inquiry, a survey was taken for the watermain extension.

The survey was sent to residents in September of 2014 (Attachment 4). The results indicate there were 9 residents or 60% interest within the fifteen southernmost properties along Old Beach Drive and Grey Road 1. The remaining northerly section of 34 properties indicated interest at 54%. Five percent of the survey did not respond. If the 2 (two) non responders were assumed to be "Yes" the result is 59% (Attachment 5).

Survey summary:



- 49 properties were identified within the survey boundary.
- 23 responded with a YES.
- 22 responded NO.
- 3 did not respond at all.
- 1 was YES/NO (requested more financial info).

There is an opportunity through this work to implement aspects of the East Linton Servicing Master Plan and the survey results to enhance the system in this area alongside this work.

As part of the East Linton Master Servicing plan, it is proposed to enhance the system by adding a new main along Old Beach to increase the number of loops in the system providing system wide benefits. This would also enable residents on Old Beach to upgrade water services to municipal water. Adding a main during road reconstruction is a cost efficient and effective way to improve this service and start addressing infrastructure upgrades required in the East Linton system.

If a new watermain is the preferred alternative by the residents, the Township could consider cost recovery mechanisms to recover all or part of the cost of the Project through local improvement charges on properties that benefit from the work. Therefore, a comprehensive understanding of O. Reg 586/06: *Local Improvement Charges – Priority Lien Status* is required.

East Linton Drainage

About 1991, Gamsby and Mannerow Limited prepared a Stormwater Management Study (SMS 1991) for the former Township of Sarawak in support of an Official Plan process. The SMS 1991 mapped 34 catchment areas across the Township, modeled peak runoff flows at each outlet, and reviewed existing culvert outlet sizes, with consideration to growth potential envisioned at that time. In 2016, the Township of Georgian Bluffs retained WSP to prepare an update to the SMS 1991 with specific review of Catchments A17 through A27, and with consideration to more recent growth potential opportunities.

Old Beach Drive is part of the Balmy Beach Drainage catchment area A17 and part of A18, as identified by the East Linton Stormwater Management Plan. Catchment A17 consists of the southernmost portion of the East Linton catchment area and includes areas spanning from Maple Ridge Crescent and the Indian Acres Subdivision. Catchment A18 is a small catchment located close to the shoreline.

Through updated work completed by GEI and presented to Council in October, the need to consider stormwater on Old Beach Drive and water movement from upstream areas to the bay was highlighted with the importance of public input and consideration for road cross sections needed.



Old Beach Drive is a rural cross section and relies on natural drainage away from the road. Up-gradient lands have denaturalized and hardscaped their lands leading to increasing amounts of surface drainage. Through redevelopment of many properties along Old Beach Drive, total roofed areas have increased as buildings have become larger, driveways and landscaping has become less permeable as properties upgrade from gravel to asphalt and concrete solutions.

Along much of this area, there is little or no designed stormwater infrastructure and in some locations, the road itself can be a barrier to water movement to the bay. Where they exist, culverts may be old, blocked or damaged, further disrupting flow.

Analysis

Staff engaged GEI Consultants in November 2024 for a Single Source Request for Quotation for engineering services for the reconstruction of Old Beach Drive and Washington Avenue, including the installation of new stormwater infrastructure, full depth road reconstruction, active transportation trail, and to pursue public interest for the installation of a new municipal supplied watermain complete with water services.

In addition, Staff have engaged GEI to complete the East Linton Stormwater Study Report to review catchment areas in the East Linton area, and to provide recommendations to address on-going drainage issues and concerns through to Georgian Bay. Generally, the recommendations of the East Linton Stormwater Study Report are to replace undersized culverts to accommodate the 100-year design storm event, upgrade existing outlets to Georgian Bay and to reestablish the roadside ditch network, or a more urban-style drainage system, consisting of curb and gutter and storm sewers.

Staff approached GEI for a Single Source Request on the basis of the previous work that GEI had been engaged in in the area including elements of background work and design, as per Attachment 1. If an alternative firm was engaged, this work would require to be re-completed by a new firm. By seeking to sole source this work, this repeat cost would be avoided.

The scope of work includes engineering services as they relate to the reconstruction of Washington Avenue, including the installation of new stormwater infrastructure, full depth road reconstruction, active transportation trail, and to pursue public interest for the installation of a new municipal supplied watermain complete with water services.

In summary, key considerations of the engineering services include the following:



- Engineering services as it relates to the full depth reconstruction of Old Beach Drive from Grey Road 1 to Balmy Beach Drive +/- 1335 m including, new stormwater collection and pipe, new outlet(s) to Georgian Bay complete with headwalls, new watermain complete with water services and fire protection, if applicable, active transportation trail, retaining wall, new road base complete with new hot mix asphalt
- Engineering services as it relates to full depth reconstruction of Washington Avenue from Old Beach Drive to Balmy Beach Drive. +/- 145 m including, new stormwater collection and pipe, new watermain complete with water services and fire protection, if applicable, new road base complete with new hot mix asphalt.

Staff engaged GEI for a value engineering cost estimate for engineering services, including, preliminary and final detail design, tendering administration, contract administration and inspection and warranty services.

GEI submitted a cost estimate of \$1,200,000.00 (excluding Contingency and HST).

Table 1 - Breakdown of the Project Costs:

Item	Engineering Services for Old Beach Drive Reconstruction (\$)
Cost Estimate	1,200,000
Contingency	120,000
Non-Refundable Portion of HST (Tender Value)	23,232
Total Project Cost	1,343,232

The breakdown for the project is as follows (excluding HST):

Contingency (if required and will only be commenced upon the discretion of the Township) - \$120,000.

Stage 1 – EA Phase Services (fees that are necessary to engage Council and the public and to complete necessary background studies, including a topographic survey) - \$143,886.

Stage 2 - Design Phase (fees that are necessary to progress detailed designs and tendering administration) - \$314,160.



Stage 3 - Construction Phase (fees that are necessary for project management, quality control and assurances, construction inspection and administration) - \$451,589.

Provisional Studies (If required and will only be commenced upon the discretion of the Township once a preferred alternative is identified) - \$290,000.

Financial Impact

The 2021/2022 work completed by GEI Consultants (formerly GM BluePlan) totaled \$33,780.15 and was funded from annual drainage operating budget.

As part of the Budget 2024 process staff provided a Budget Request for [Old Beach Drive Reconstruction](#) that was supported by Council. This included an initial estimate of \$2.64M - \$6.24M depending on the agreed scope of works.

GEI costs of \$1,200,000 are reflective of engineering services for full depth reconstruction of Old Beach Drive (including water), there is the potential for this cost to be lowered depending on the outcome of public consultation.

Assuming no water was being completed and Old Beach Drive was reconstructed to include new stormwater infrastructure and active transportation, the 2025 budget includes \$2,640,000 (2025 - \$100,000 estimated for engineering services and 2026 - \$2,540,000 estimated for construction and warranty) to be funded from the Roads Reserve.

Stage 1 and Stage 2 work would total \$458,046 which is an additional \$358,046 over the original budgeted amount, staff recommend reallocating this portion of the 2026 allocated costs to be reflective of 2025 work. Following public engagement, a variety of options will be presented to Council for their review and direction on the scope of work to be completed with corresponding financial options of each potential construction option.

Assuming water was being completed and Old Beach Drive and Washington Avenue was reconstructed to include new stormwater infrastructure and active transportation, the cost estimates would be \$6,200,000 (2025 – \$578,046 estimated for engineering services and 2026 - \$5,621,954 estimated for construction, construction inspection and administration and warranty)

Strategic Priorities

Improve Communication, Collaboration and Transparency

Deliver Effective and Cost-Efficient Services



Conclusion

Staff recommends that GEI Consultants be awarded a single-source contract for engineering services for the reconstruction of Old Beach Drive and Washington Avenue, in the amount not to be exceeded of \$1,320,000.00 (excluding HST).

Respectfully Submitted:

Kevin Verkindt, Manager of Engineering and Infrastructure



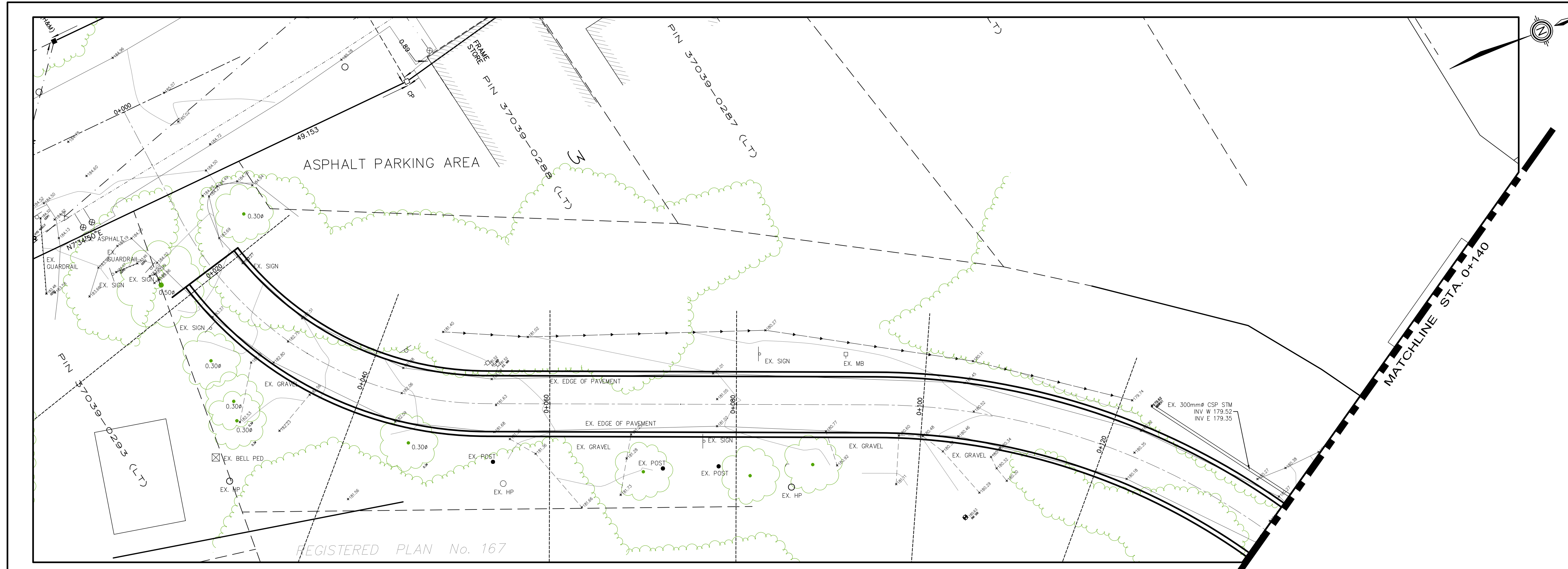
Report Approval Details

Document Title:	Award of Single Source Contract for Engineering Services for the Reconstruction of Old Beach Drive.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Concept Drawings.pdf- Attachment 2- Engineering Services for Old Beach Drive Reconstruction.pdf- Attachment 3 - Watermain Survey Staff Report.pdf- Attachment 5 - Watermain Survey Results.pdf- Attachment 4 - Watermain Survey.pdf
Final Approval Date:	Nov 22, 2024

This report and all of its attachments were approved and signed as outlined below:

Michael Benner, Director of Development and Infrastructure

Niall Loble, Chief Administrative Officer



NOTES:

BENCHMARK 1 ELEV. - 179.256 m
TOP OF SIB (AS SHOWN)

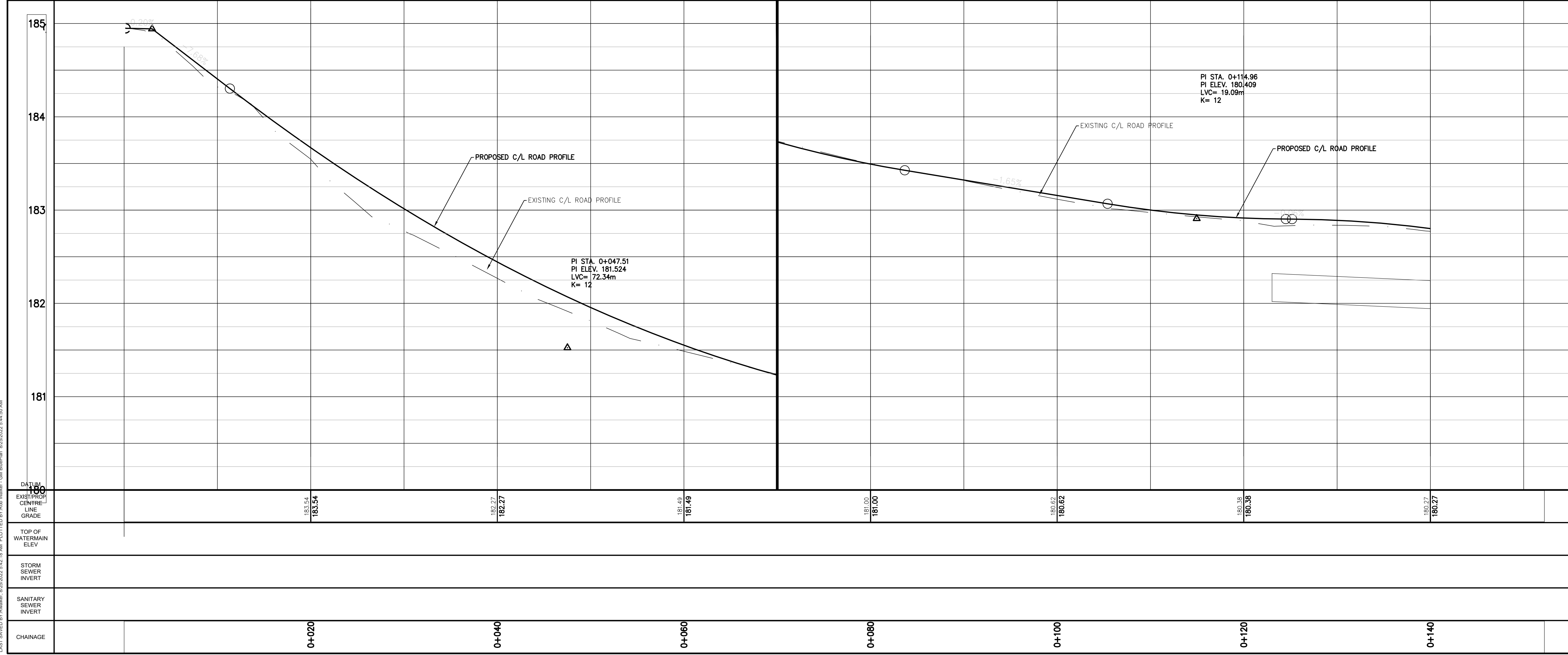
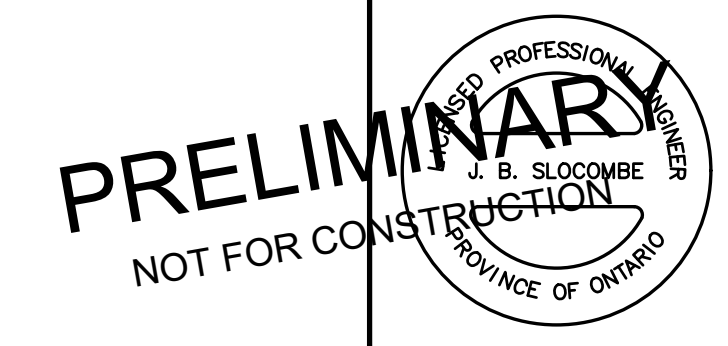
BENCHMARK 2 ELEV. - 177.674 m
TOP OF SIB (AS SHOWN)

BENCHMARK 3 ELEV. - 178.113 m
TOP OF SIB (AS SHOWN)

BENCHMARK 4 ELEV. - 180.632 m
TOP OF SIB (AS SHOWN)

THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.

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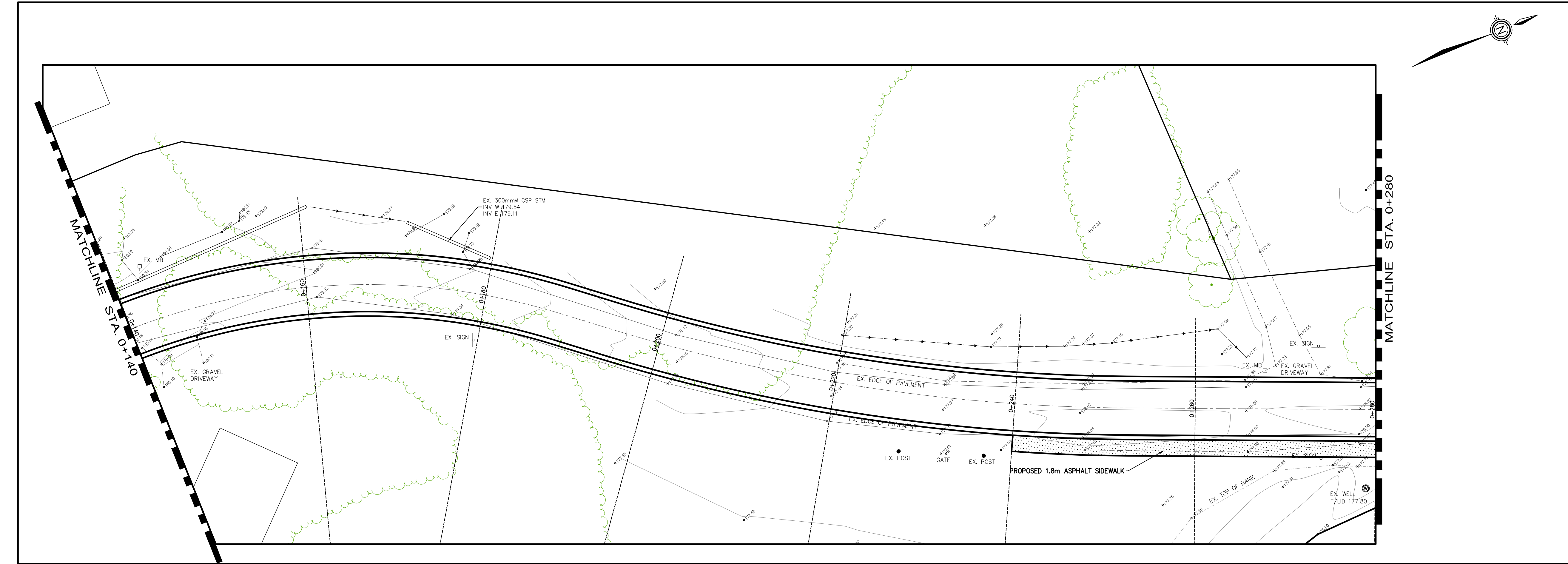


NO.	DATE	REVISION DESCRIPTION	CHKD



LOWER BALMY BEACH ROAD RECONSTRUCTION			
TOWNSHIP OF GEORGIAN BLUFFS			
LOWER BALMY BEACH ROAD PLAN & PROFILE STA 0+000 TO STA 0+140			
DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 2
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	

FILE: \\OwenSound\OwenSound\222-2022\22223 - 04 - Balmy Beach Drive Reconstruction\Drawings\22223-DPTON - HW\wg - LAYOUT1.PLT
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NOTES :

BENCHMARK 1 ELEV. - 179.256 m
TOP OF SIB (AS SHOWN)

BENCHMARK 2 ELEV. - 177.674 m
TOP OF SIB (AS SHOWN)

BENCHMARK 3 ELEV. - 178.113 m
TOP OF SIB (AS SHOWN)

BENCHMARK 4 ELEV. - 180.632 m
TOP OF SIB (AS SHOWN)

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NO.	DATE	REVISION DESCRIPTION	CHKD

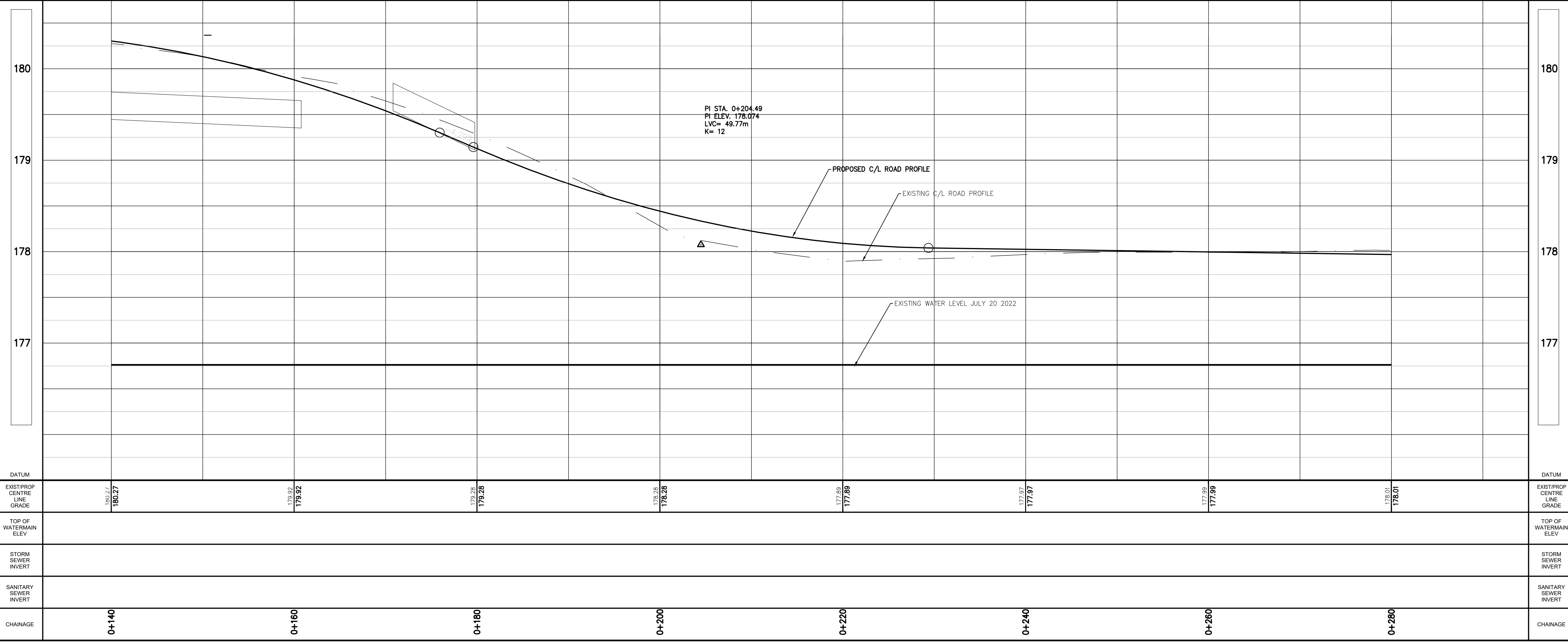


LOWER BALMY BEACH ROAD RECONSTRUCTION

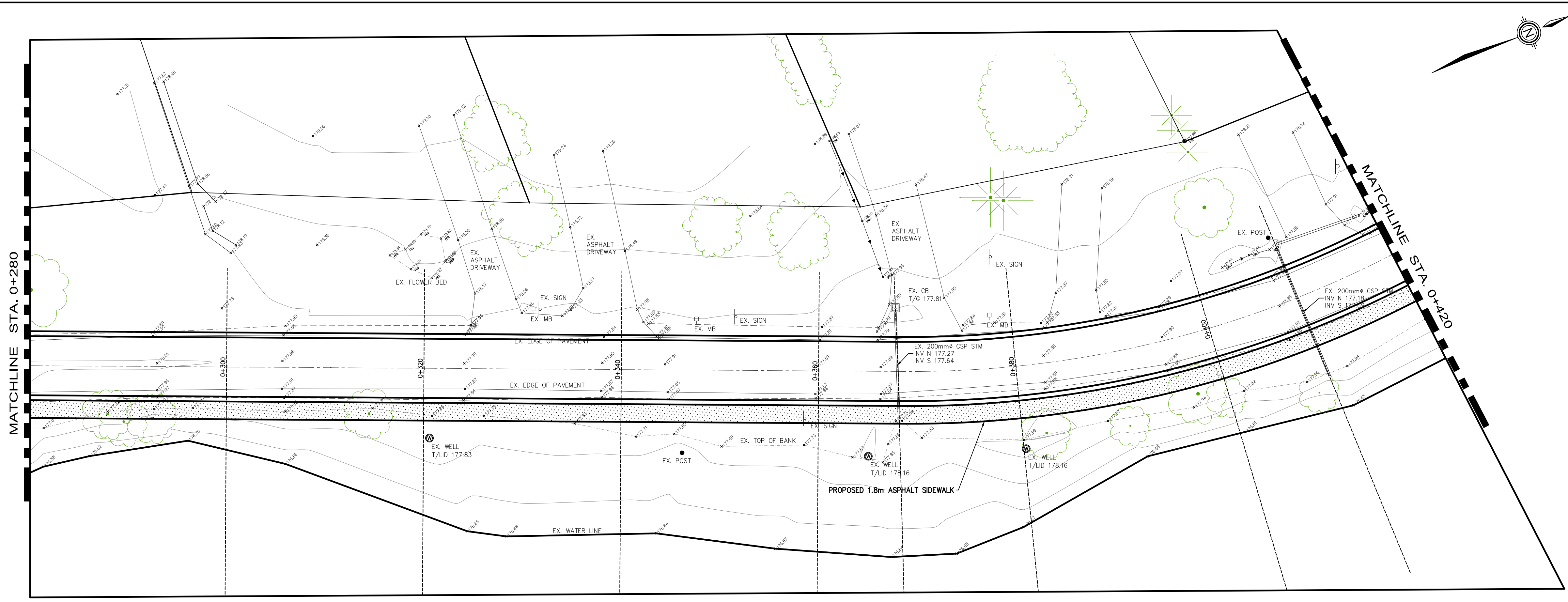
TOWNSHIP OF GEORGIAN BLUFFS

LOWER BALMY BEACH ROAD PLAN & PROFILE STA 0+140 TO STA 0+280

DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 3
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	



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 PLOTTER: HP DesignJet 5000 Series



TOWNSHIP OF GEORGIAN BLUFFS
KEY PLAN
NOT TO SCALE

NOTES :

BENCHMARK 1 ELEV. - 179.256 m

TOP OF SIB (AS SHOWN)

BENCHMARK 2 ELEV. - 177.674 m

TOP OF SIB (AS SHOWN)

BENCHMARK 3 ELEV. - 178.113 m

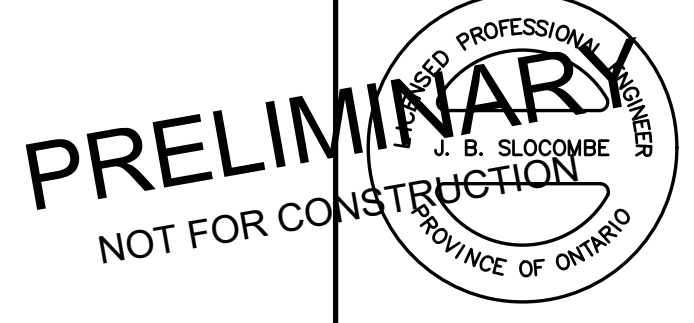
TOP OF SIB (AS SHOWN)

BENCHMARK 4 ELEV. - 180.632 m

TOP OF SIB (AS SHOWN)

THE POSITION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.

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NO.	DATE	REVISION DESCRIPTION	CHKD

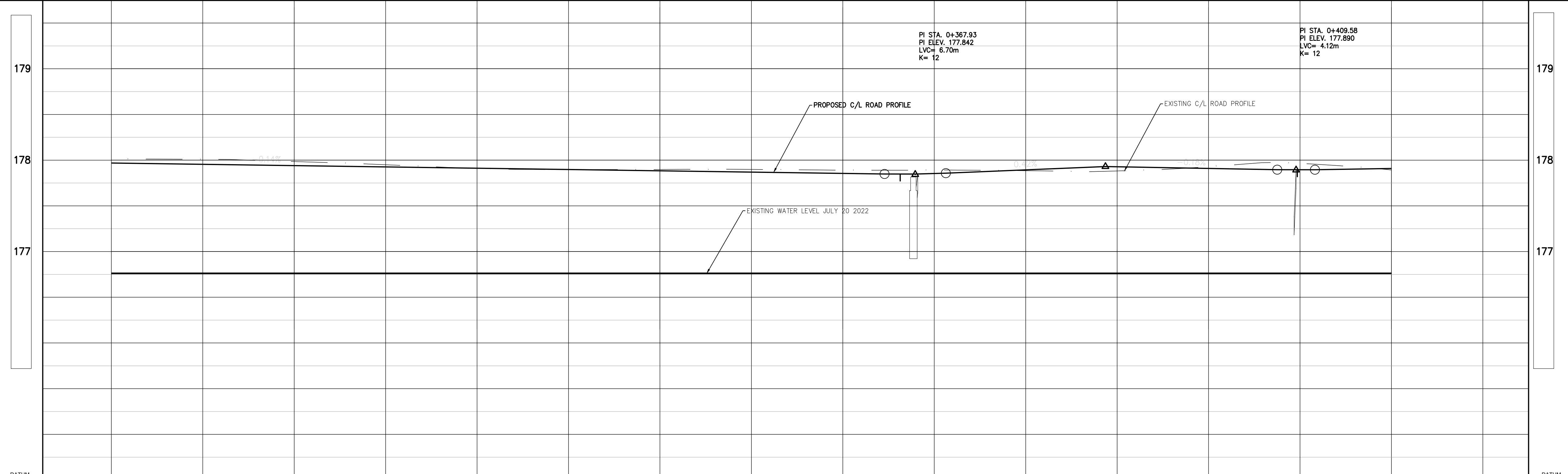


LOWER BALMY BEACH ROAD
RECONSTRUCTION

TOWNSHIP OF GEORGIAN BLUFFS

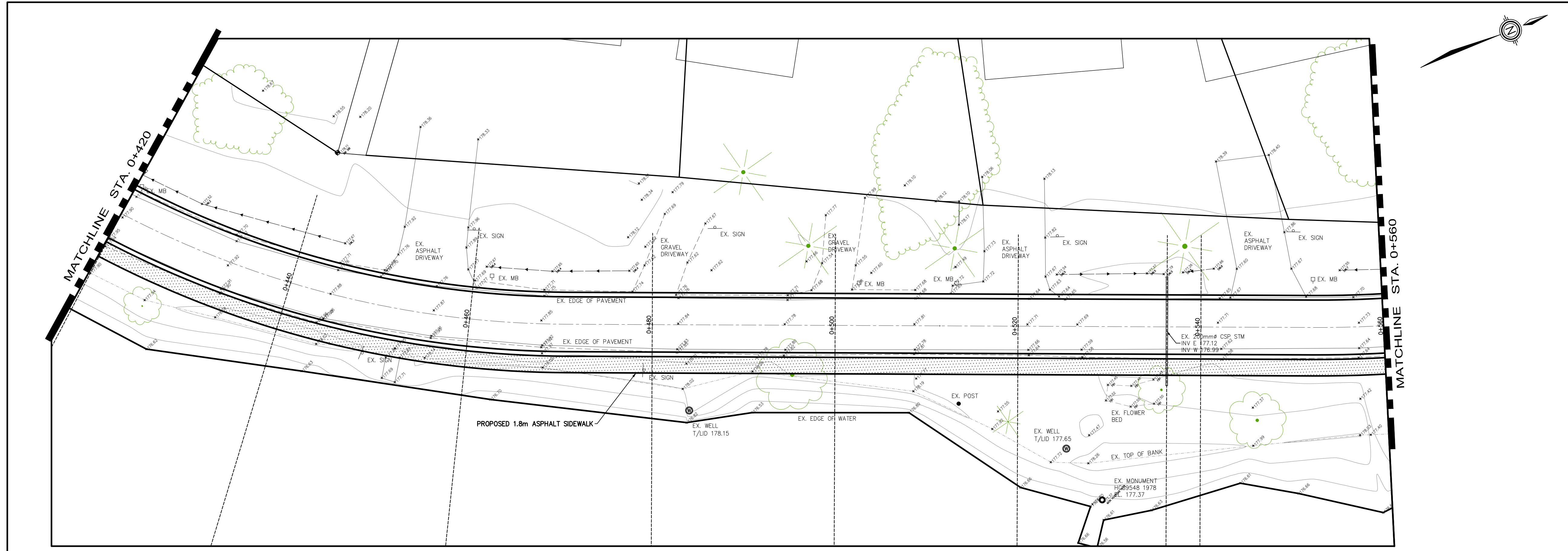
LOWER BALMY BEACH ROAD
PLAN & PROFILE
STA 0+280 TO STA 0+420

DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 4
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	



DATUM	EXIST/PROP CENTRE LINE GRADE	TOP OF WATERMAIN ELEV	STORM SEWER INVERT	SANITARY SEWER INVERT	CHAINAGE
178.01	178.01				0+280
177.95	177.95				0+300
177.91	177.91				0+320
177.90	177.90				0+340
177.89	177.89				0+360
177.88	177.88				0+380
177.83	177.83				0+400
177.80	177.80				0+420

FILE: \\OwenSound\OwenSound\222-2022\222223 - 04 - Beach Drive Reconstruction\Drawings\222223-DPTON - HRV.dwg LAYOUT1.PDF
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NOTES :

BENCHMARK 1 ELEV. - 179.256 m
TOP OF SIB (AS SHOWN)

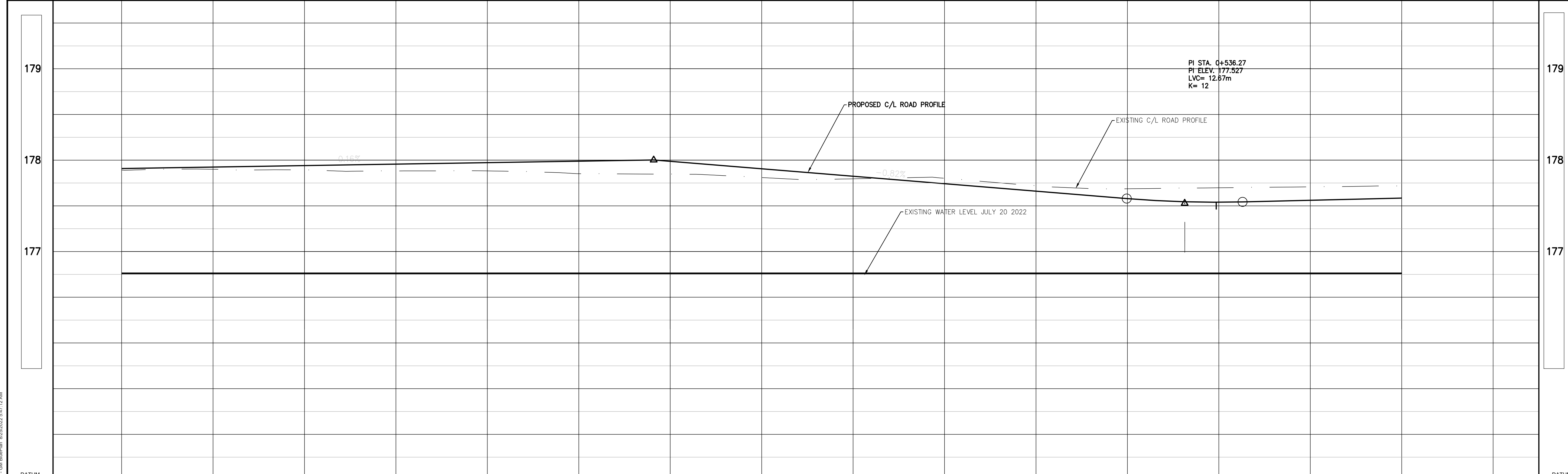
BENCHMARK 2 ELEV. - 177.674 m
TOP OF SIB (AS SHOWN)

BENCHMARK 3 ELEV. - 178.113 m
TOP OF SIB (AS SHOWN)

BENCHMARK 4 ELEV. - 180.632 m
TOP OF SIB (AS SHOWN)

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DATUM	0+420	0+440	0+460	0+480	0+500	0+520	0+540	0+560	DATUM
EXIST/PROP CENTRE LINE GRADE	177.89 177.89	177.89 177.89	177.86 177.86	177.84 177.84	177.79 177.79	177.72 177.72	177.70 177.70	177.71 177.71	EXIST/PROP CENTRE LINE GRADE
TOP OF WATERMAIN ELEV.									TOP OF WATERMAIN ELEV.
STORM SEWER INVERT									STORM SEWER INVERT
SANITARY SEWER INVERT									SANITARY SEWER INVERT
CHANNAGE	0+420	0+440	0+460	0+480	0+500	0+520	0+540	0+560	CHANNAGE

NO.	DATE	REVISION DESCRIPTION	CHKD

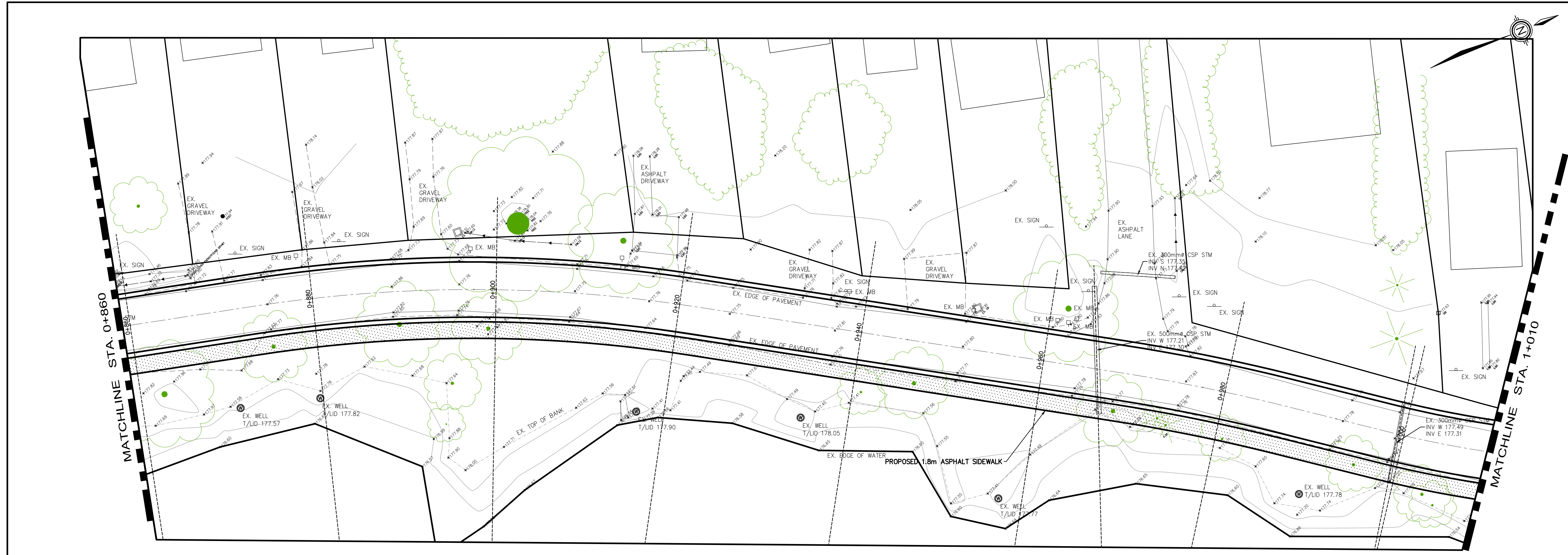
LOWER BALMY BEACH ROAD RECONSTRUCTION

TOWNSHIP OF GEORGIAN BLUFFS

LOWER BALMY BEACH ROAD
PLAN & PROFILE
STA 0+420 TO STA 0+560

DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 5
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	

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TOWNSHIP OF GEORGIAN BLUFFS
KEY PLAN
NOT TO SCALE

NOTES :

BENCHMARK 1 ELEV. - 179.256 m
TOP OF SIB (AS SHOWN)

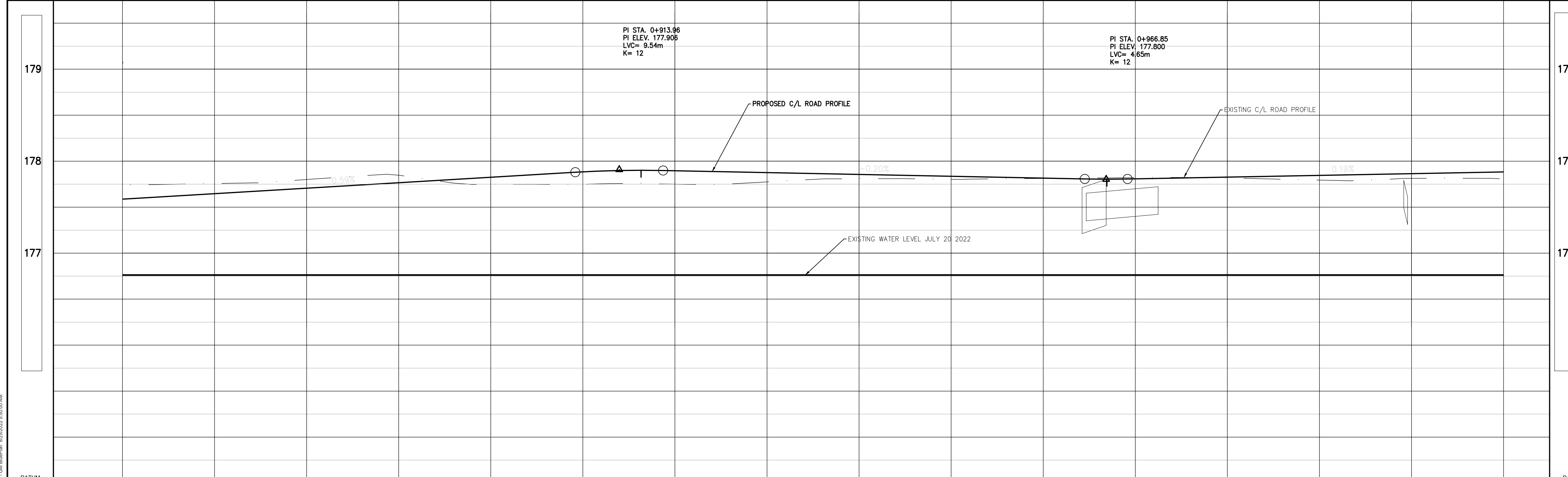
BENCHMARK 2 ELEV. - 177.674 m
TOP OF SIB (AS SHOWN)

BENCHMARK 3 ELEV. - 178.113 m
TOP OF SIB (AS SHOWN)

BENCHMARK 4 ELEV. - 180.632 m
TOP OF SIB (AS SHOWN)

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DATUM										DATUM	
EXIST/PROP CENTRE LINE GRADE	177.74 177.74	177.80 177.80	177.75 177.75	177.75 177.75	177.81 177.81	177.81 177.81	177.81 177.81	177.81 177.81	177.81 177.81	EXIST/PROP CENTRE LINE GRADE	177.81 177.81
TOP OF WATERMAN ELEV										TOP OF WATERMAN ELEV	
STORM SEWER INVERT										STORM SEWER INVERT	
SANITARY SEWER INVERT										SANITARY SEWER INVERT	
CHAINAGE	0+860	0+880	0+900	0+920	0+940	0+960	0+980		1+000	CHAINAGE	

NO.	DATE	REVISION DESCRIPTION	CHKD



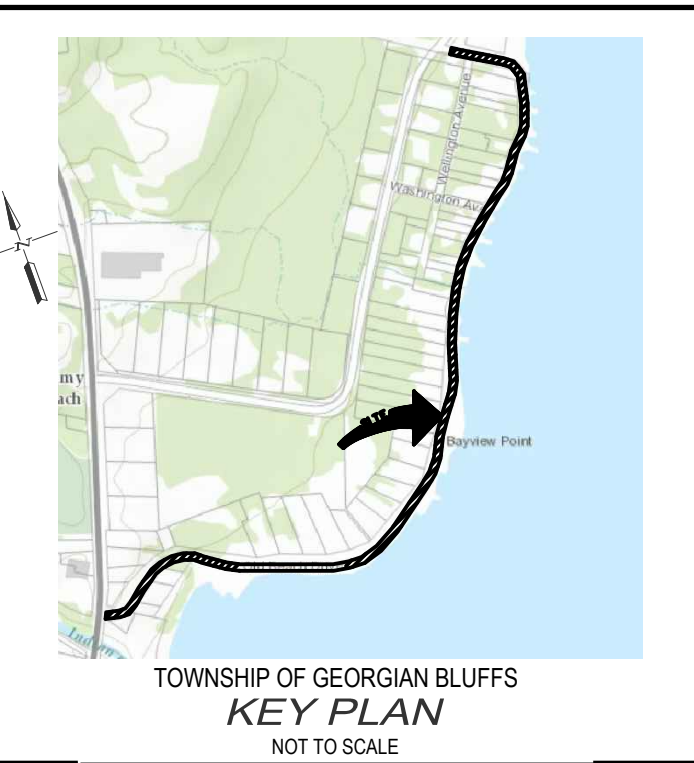
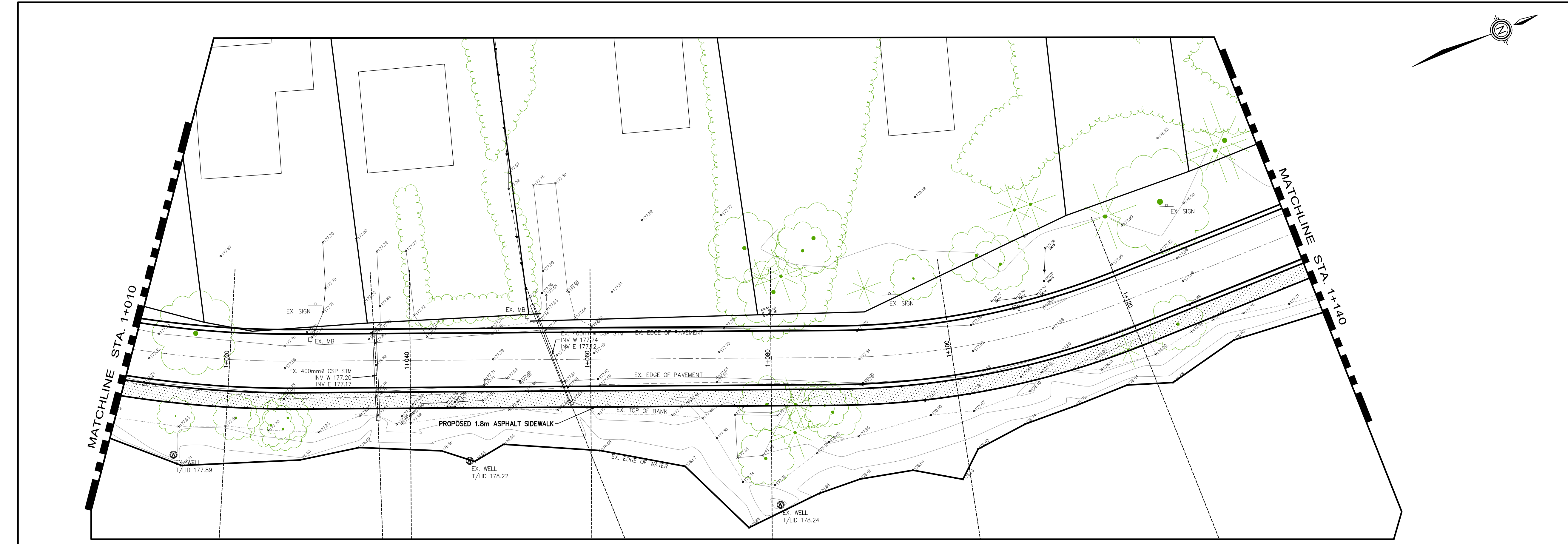
LOWER BALMY BEACH ROAD
RECONSTRUCTION

TOWNSHIP OF GEORGIAN BLUFFS

LOWER BALMY BEACH ROAD
PLAN & PROFILE
STA 0+860 TO STA 1+010

DRAWN BY:	APPROVED BY:	PROJECT NO.:	DRAWING NO.:
R.J.W.	J.B.S.	222223	8
DESIGNED BY:	DATE:	SCALE:	
J.B.S.	JULY 20, 2022	1:250 HOR 1:25 VERT	

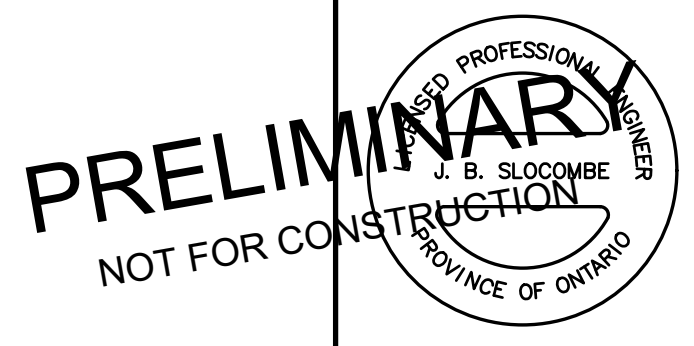
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NOTES:

- BENCHMARK 1 ELEV. - 179.256 m
TOP OF SIB (AS SHOWN)
- BENCHMARK 2 ELEV. - 177.674 m
TOP OF SIB (AS SHOWN)
- BENCHMARK 3 ELEV. - 178.113 m
TOP OF SIB (AS SHOWN)
- BENCHMARK 4 ELEV. - 180.632 m
TOP OF SIB (AS SHOWN)

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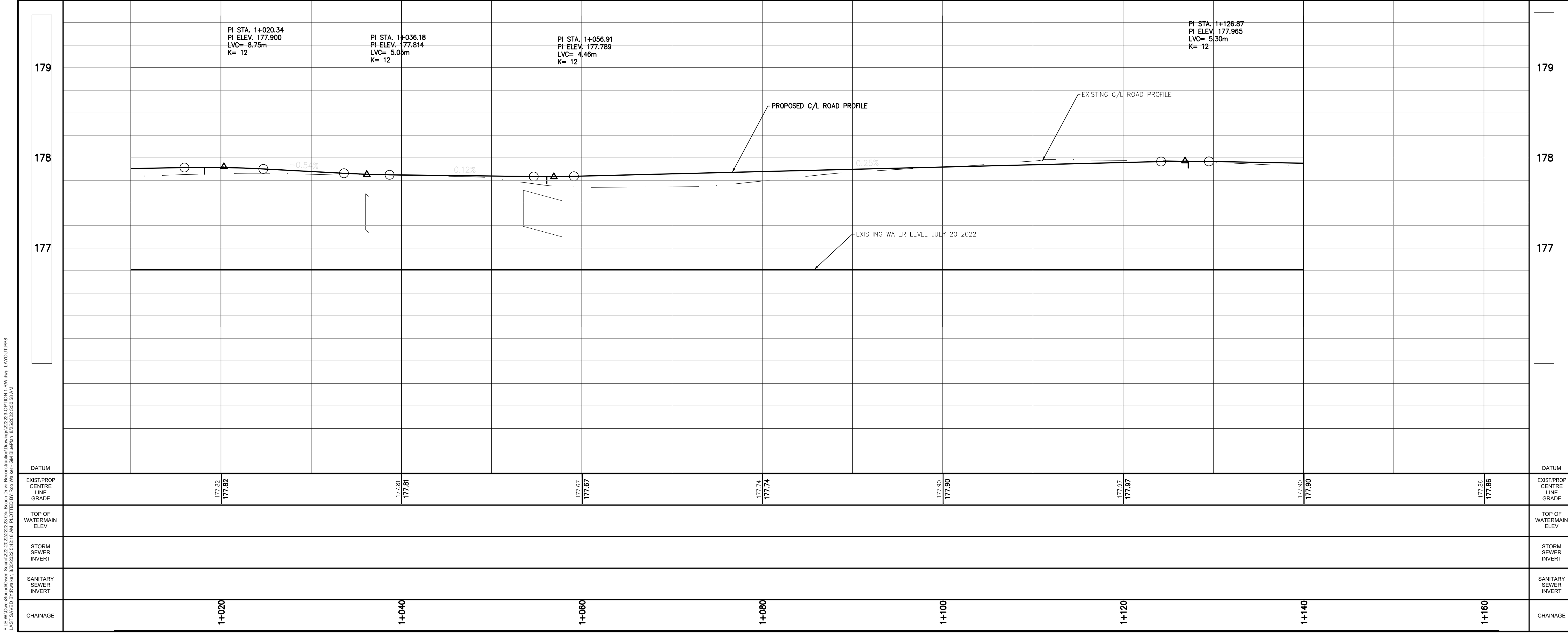


LOWER BALMY BEACH ROAD RECONSTRUCTION

TOWNSHIP OF GEORGIAN BLUFFS

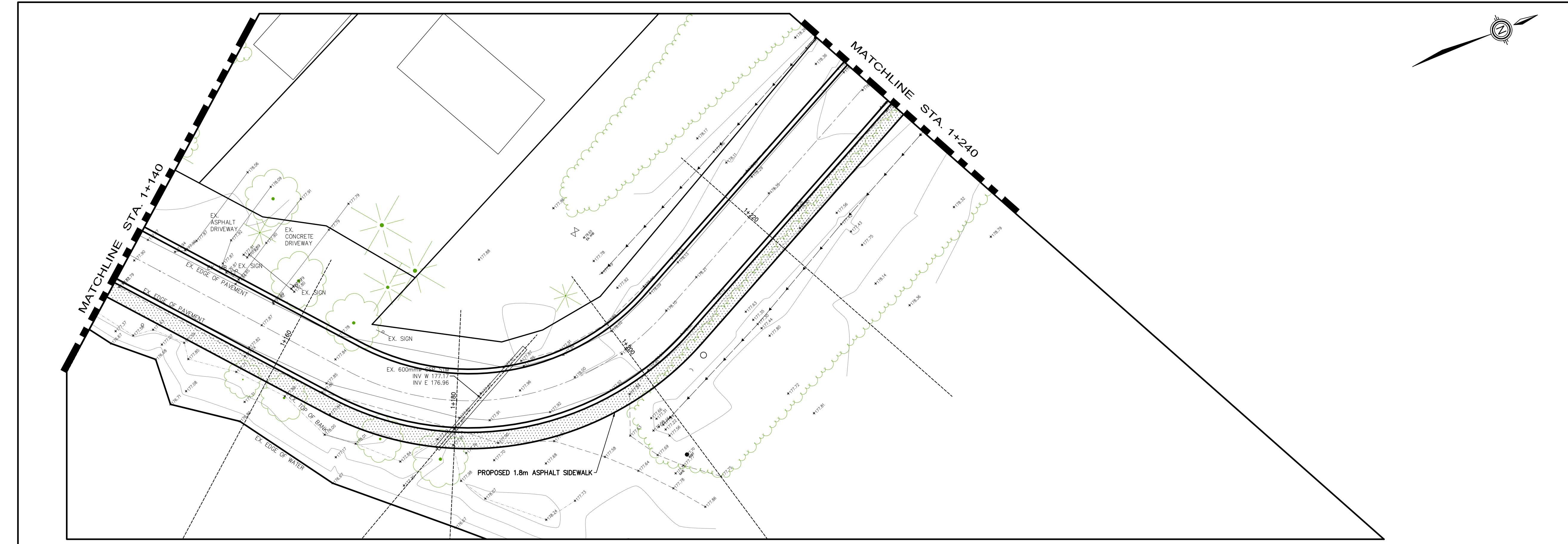
LOWER BALMY BEACH ROAD PLAN & PROFILE STA 1+010 TO STA 1+140

DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 9
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	



FILE: \\OwenSound\Drawings\222-2022\22223-04-Balmy Beach Road Reconstruction\Drawings\22223-04-PLAN_LAYOUT.PDF
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 LAST REVISED BY: J.B.S. DATE: 2022-07-20

EXIST/PROP CENTRE LINE GRADE	TOP OF WATERMAIN ELEV	STORM SEWER INVERT	SANITARY SEWER INVERT	CHAINAGE	DATUM	EXIST/PROP CENTRE LINE GRADE	TOP OF WATERMAIN ELEV	STORM SEWER INVERT	SANITARY SEWER INVERT	CHAINAGE
177.82				1+020		177.81				1+040
177.67				1+060		177.74				1+080
177.90				1+100		177.97				1+120
177.90				1+140		177.86				1+160



NOTES :

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TOP OF SIB (AS SHOWN)
- BENCHMARK 2 ELEV. - 177.674 m**
TOP OF SIB (AS SHOWN)
- BENCHMARK 3 ELEV. - 178.113 m**
TOP OF SIB (AS SHOWN)
- BENCHMARK 4 ELEV. - 180.632 m**
TOP OF SIB (AS SHOWN)

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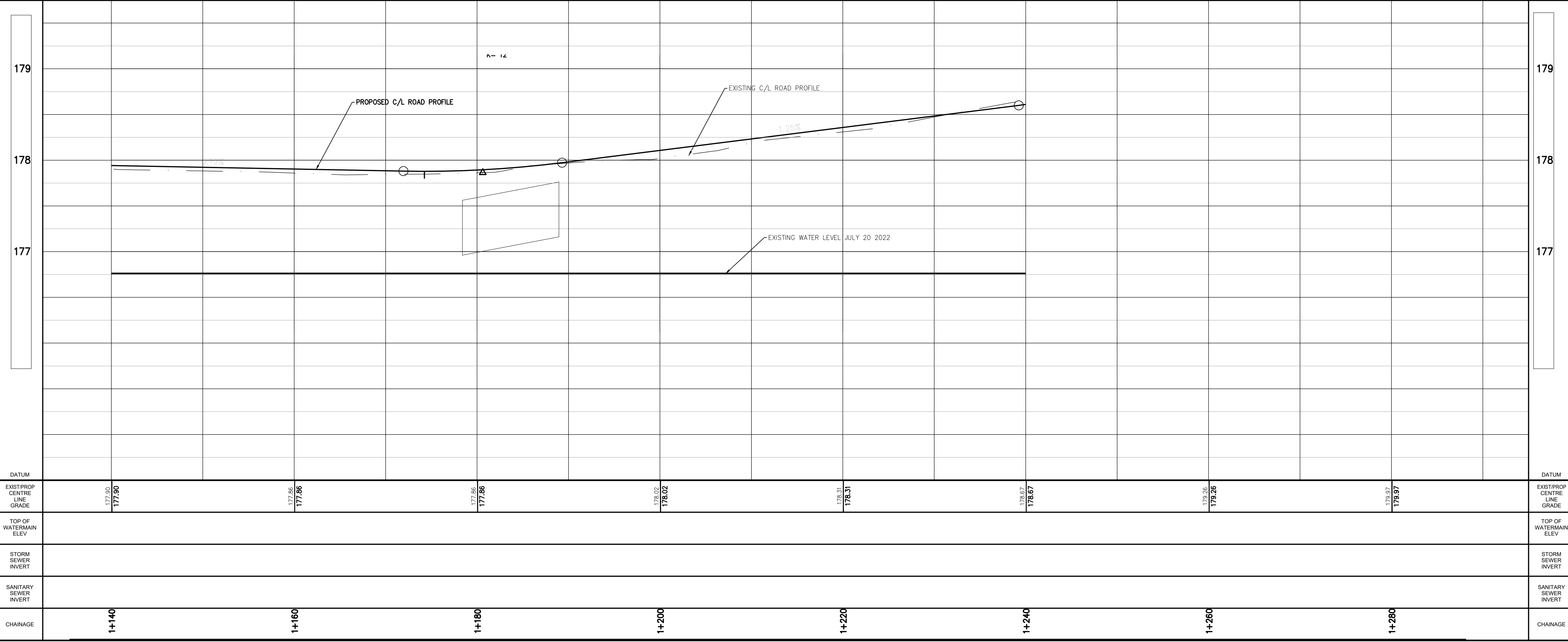


LOWER BALMY BEACH ROAD RECONSTRUCTION

TOWNSHIP OF GEORGIAN BLUFFS

LOWER BALMY BEACH ROAD
PLAN & PROFILE
STA 1+140 TO STA 1+240

DRAWN BY: R.J.W.	APPROVED BY: J.B.S.	PROJECT NO.: 222223	DRAWING NO.: 10
DESIGNED BY: J.B.S.	DATE: JULY 20, 2022	SCALE: 1:250 HOR 1:25 VERT	



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Legend

Notes

Print Date: 11/12/2024 14:49:54



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TOWNSHIP OF GEORGIAN BLUFFS

Date: March 16, 2015
Report To: Environment Committee
From: Peter Paquette, Director of Operations
Subject: Old Beach Drive Water main
Report #: Op.15.23

Strategic Plan:

2.1 Water and Waste Water Systems

Operate water and waste water systems to maintain a high standard of public health and safety, protect the environment and ensure long term financial sustainability.

Summary:

At the February 9th, 2015 Environment Committee meeting the following direction was given to Operations:

Prepare a report on:

- **how far the water line could extend** (based on the results of the survey)
- **costs to upgrade the 3" line to a 6" line** (existing water main)
- **extension of the 3" line with upgrades later**

Comments:

On May 31st, 2013, Chris Thompson, former Operations Manager prepared a report for the Environmental Committee in regard to extending the East Linton Water Distribution System, ER008-2013 is attached. In May and November of 2013 Mr. Beattie, of 318601 Grey Road 1 and Mrs. Cindy Harris, of 109 Old Beach Drive (herein OBD), called Operations to discuss the possibility of extending municipal services south along County Road 1; and to a point just south of the Municipal boat launch on Old Beach Drive. Since then, several other residents have indicated interest in municipal water including a deputation from Verna Simpson and Debbie Aitken, requesting an extension to the water main. Direction from Murray Hackett, CAO was requested, and Holly Morrison was consulted on the process for staff to collect information on the issue. Murray Hackett determined that a survey of the residents on OBD should be undertaken to determine if there was sufficient interest in looping with the water main on Balmy Beach Road or a partial extension to service the southern section.

The survey was sent to residents in September of 2014. The results of the survey are attached in Table 2 and a colour coded plan of the area showing each response is attached for a visual reference. The results indicate there are 9 residents or 60% interest within the fifteen southernmost properties along OBD and Grey Road 1. The remaining northerly section of 34 properties indicated interest at 54%. Five percent of the survey did not respond. If the 2 (two) non responders were assumed to be "Yes" the result is 59%.

Survey summary:

- 49 properties were identified within the survey boundary.
- 23 responded with a YES.

- 22 responded NO.
- 3 did not respond at all.
- 1 was YES/NO (requested more financial info).

Based on the results of the survey, estimates to install various sections of water main were prepared and are presented in Table 1 below.

Director of Operations, Peter Paquette notes that preliminary analysis of reserve capacity in the system indicates there is sufficient supply of water for peak day use. Fire supply combined with peak day demand would require modeling by an engineer to determine if fire flows would meet the Ministry of the Environment’s (MOE) minimum specification for supply.

Financial Considerations:

Construction estimates Class ‘D’ Grey Road 1 and Old Beach Drive.

TABLE 1

Old Beach Road Water Main extension ESTIMATE

Section Description	FROM	TO	Length metres	Replace water main metres	Diameter Size mm	Number of Services	Estimated Engineering & Contingency Costs	Estimated Cost per metre	Cost to Homeowner per service (per 30m)	Construction Estimate
Grey County Rd 1 Extend new trunk water main	Intersection of Balmy Beach Rd	South to end of existing 100mm water main East Side	160	150	200-300	0	15%	\$325./m		\$ 52,000
Trunk Funded from General Capital										
Grey County Rd 1	End of existing 100mm water main East side	Intersection of Old beach Dr.	200	0	150	5	30%	\$300./m	\$ 12,000 (per 30m \$9,000)	\$ 60,000
Old Beach Dr.	Grey county Rd 1	To 380 meters north	380	0	150	10	15%	\$250./m	\$ 9,500 (per 30m \$7,500)	\$ 95,000
Old Beach Dr.	380 m north of County Road 1	To intersection with existing water main	820	0	150	34	12%	\$250./m	\$ 6,000 (per 30m \$7,500)	\$ 205,000
New water main only No replacement water main or temporary	End of existing 100mm water main on County Road 1	Connection with Balmy Beach road water main on Old Beach Drive	1400	0	150	49	10%	\$200./m	\$ 5,800 (per 30m \$6,000)	\$ 280,000
Construct all at once										
New water main from Balmy Beach Road to Balmy Beach Road			1560	150	Varies	49	10%	\$225./m	\$ 7,200 (per 30m \$6,750)	\$ 351,000

Preliminary cost estimates indicate it would be less expensive for individual property owners if the entire loop were installed and charged on a per lot basis.

Option #1 – Sufficient Supply

If there is sufficient supply for 15 additional services in the “southern zone”, the cost to connect to the existing 100mm diameter water main, install 200m of new 150mm diameter water main along Country Road 1 and northerly 380m on OBD, would cost \$155,000 or \$10,333.00 per service to construct.

Option #2 – Close Loop

Install new trunk main on Country Road #1 and distribution main on OBD. Total Length 1560m, supply 49 new services, cost per service \$7,200.00.

Based on average lot frontage of 30m it is still more cost effective to construct the loop system.

Recommendation:

That the Environment Committee receives this report for information from the Director of Operations, Peter Paquette and further that committee provide direction for staff on how to proceed.

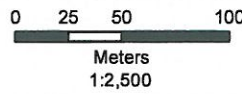
Respectfully submitted,
Peter Paquette,
Director of Operations

Reviewed by: _____

Supported by: _____
Holly Morrison, Acting CAO



Watermain Survey Properties
Old Beach Drive



Survey Reponse

 Yes	 No/Either	 No Response
<hr style="border: 1px solid blue; width: 100%;"/>		
Existing Watermain		
<hr style="border: 1px solid pink; width: 100%;"/>		
Proposed 150mm Watermain		

Data Sources: Municipality of Georgian Bluffs,
County of Grey, Teranet
Projection: NAD 1983, UTM Zone 17N
Date Created: 3/3/2015



Township of Georgian Bluffs

Property Owner Poll Old Beach Drive Watermain Extension

Dear Property Owner:

Several residents living along Old beach Dr. have requested the Township of Georgian Bluffs investigate the possibility of extending municipal water servicing to Old Beach Drive, between Grey County Road #1 and Balmy Beach Road. Based on preliminary discussions with our Engineer, it appears there is sufficient water capacity in the system to extend the watermain to the area described above. The Township proposes to connect all properties abutting the roads indicated in orange on the attached map.

Prior to the Township moving forward and spending any funds, we are requesting a response as to whether or not you are interested in pursuing the installation of municipal water to your property for connection at the property line.

At this time, the cost to install the watermain and any other water related equipment are unknown. A review of the pressure and flows within the East Linton distribution system needs to be completed before any construction estimates can be completed. Future public meetings and consultations will be held once all factors and estimated costs are known.

This is a preliminary investigation to determine IF there is interest in moving forward with the extension of Municipal water. Should sixty percent (60%) of the property owners circulated indicate interest in having municipal water by marking an "X" beside the "Yes", the Township will move forward with the preliminary investigation, design, environmental assessment and construction cost estimates on this matter. Please read the following statement and indicate your opinion by in one of the boxes below. Responses must be returned before October 3rd 2014.

Please contact Desirée van Dijk, Operations Assistant, at dvandijk@georgianbluffs.on.ca , or 519-376-2729 ext 240, with any questions. Kindly return your response with your name & address before October 3rd, 2014.

Yours truly,

Peter Paquette,
Director of Operations

.....
I support investigating the possibility of constructing new watermain on Old Beach Drive and I would connect to municipal water if it were available on Old Beach Drive:

YES

NO

Name: _____

Address: _____

177964 Grey Road 18, RR # 3, Owen Sound, Ontario. N4K 5N5

Phone: 519-376-2729 Fax: 519-372-1620

Website: www.georgianbluffs.on.ca



Date: Wednesday, December 4, 2024

From: Jerry Haan, Manager of Operations, Fleet, Facilities and Waste Services

Subject: 2024-2025 Winter Operations Plan

Report CES2024-16

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That the Proposed Winter Operations Plan, attached as Schedule A to report CES2024-16, be approved.

Background

The Township's Operations team provides a full suite of winter maintenance services including roadway de-icing, roadway plowing, sidewalk clearing and snow removal for 754-lane kilometers of roads and 12 km of sidewalks.

Ontario municipalities must meet the maintenance timing requirements set out in the Minimum Maintenance Standards (MMS) contained in Ontario Regulation 239/02 (as amended) of the Municipal Act.

To assist in defending the Township in a winter maintenance claim, the Township is advised to have a Council approved plan coupled with records management documenting winter operational activities.

Analysis

The MMS regulation requirements are different for different roadway classifications. Roadway Classifications are determined by their Average Annual Daily Traffic (AADT) volumes. The higher the AADT, the shorter the timelines are for addressing winter maintenance. This is why the public may see a difference in maintenance frequency between high volume roads such as the provincial highways, county roads and the Township roads. The Township of Georgian Bluffs has class 4 and 5 roads and



therefore the Winter Operations Plan is based on ensuring the Operations team will meet the MMS requirements of class 4 and 5 roads.

Financial Impact

There is no financial impact with this report.

Strategic Priorities

Enhancing Service Delivery

Ensuring service delivery efficiency

Conclusion

The Winter Operations plan as attached is the same as last year with minor administrative changes. A new section has been added, based on Council feedback in 2023 called 'What to Expect' and provides a plain language summary of what residents might anticipate seeing from the Township during winter operations. This content was shared online in 2023/24 winter and will be online again in winter 2024/25. The Operations team is not fully staffed as of the authoring of this report and recruitment efforts are ongoing, however, the team is staffed adequately to provide coverage for all required plow routes. Winter sand and salt materials are fully stocked and the fleet is fully functional and ready for winter.

Respectfully Submitted: Jerry Haan, Manager of Operations, Fleet, Facilities and Waste Services.



Report Approval Details

Document Title:	2024-2025 Winter Operations Plan.docx
Attachments:	- Council Winter Operations Plan - 2024-2025.docx
Final Approval Date:	November 21, 2024,

This report and all of its attachments were approved and signed as outlined below:

Niall Lobley, Director of Community Services

— *Township of* —
**GEORGIAN
BLUFFS**
"Come for the views, Stay for a lifetime"

Winter Operations for The Township of Georgian Bluffs
(Winter Season 2024-2025)

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Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Georgian Bluffs continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Georgian Bluffs.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

The previous Winter Operations Plan for the Township of Georgian Bluffs was endorsed by Council on December 15th, 2021. The intent is to review this plan when legislative and operative changes are required.

Definitions

Anti-icing means the application of liquid deicers directly to the road surface in advance of a winter event.

Continuous Winter Event Response is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the onset of the winter event.

Highway means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road means a road with an asphalt surface, concrete surface, composite pavement, or Portland cement.

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Route of Representative Roads is another term used for patrol routes.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically, such routes include gravel and other unpaved roads, where the use of salt or other freeze- depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

Spot Winter Event Response is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone, or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost, or ice to which, a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

Objective of Winter Operations Management

The Township of Georgian Bluffs is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort the Township of Georgian Bluffs will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The Township of Georgian Bluffs public works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Township of Georgian Bluffs.

Policy Statement

The Township of Georgian Bluffs will conduct safe and sustainable snow fighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Georgian Bluffs will provide efficient and cost-effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan,
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments,
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

What to Expect

From November 15 to April 15, Township staff patrol the roads in the early morning hours to review the road conditions and determine whether to deploy snow clearing equipment. The Township's level of service for winter maintenance of its roads and sidewalks is the Minimum Maintenance Standards found in Ontario Regulation 239-02 of the Municipal Act. For Township roads in general, this means that if snowfall reaches the threshold of 8 centimeters of snow, or if freezing rain or ice is present or may become present, plows will be deployed shortly thereafter.

The Township's 8 roadway plow routes typically take 5 hours to complete and will receive one pass per day if required. For example, if snowfall of 8 centimeters is reached at 3 a.m., the plows would be sent out and all roads should be plowed by approximately 8:00 a.m.

The Township currently employs contractors to complete its sidewalk winter maintenance. In general, sidewalks within the Township will be plowed once daily. Timing of the snow clearing will depend upon the current storm timing as well as a slight time delay compared to the road plows to ensure the road plows do not “refill” the sidewalks with snow.

The Township does not provide 24 hours snow clearing but is committed to winter maintenance in the morning hours of each day.

Some factors that can affect snow clearing are the timing and severity of the snow, as well as staffing challenges or equipment breakdowns. If you notice a delay in snow clearing, please be assured that Township staff are hard at work clearing snow and will be by in the near future.

Winter Maintenance Program

The major activities related to winter maintenance are:

- Snow plowing
- Sand application
- Salt and sand storage
- Snow removal
- Snow storage
- Sidewalk plowing and sanding

The Township of Georgian Bluffs is responsible for winter maintenance on:

- Paved Roads: 641 lane km
- Unpaved Roads: 236 lane km
- Sidewalks: 12 km

Level of Service

The Township of Georgian Bluffs provides the following level of service based on the Minimum Maintenance Standards for Municipal Highways (O. Reg. 239/02) during the winter maintenance season, as set out in 3.3.0, in response to a winter event:

Snow Accumulation, Roadways

- 1) The standard for addressing snow accumulation on roadways is,
 - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - b. after the snow accumulation has ended, to address the snow accumulation to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

- 2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
- 3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties, or responsibilities, include one or more of the following:
 - a. Patrolling highways.
 - b. Performing highway maintenance activities.
 - c. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- 4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - a. performing an actual measurement,
 - b. monitoring the weather; or
 - c. performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- 5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - a. plowing the roadway,
 - b. salting the roadway,
 - c. applying abrasive materials to the roadway,
 - d. applying other chemical or organic agents to the roadway,
 - e. any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- 6) This section does not apply to that portion of the roadway,
 - a. designated for parking,
 - b. consisting of a bicycle lane or other bicycle facility; or
 - c. used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE SNOW ACCUMULATION – ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow Accumulation on Roadways, Significant Weather Event

- 1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,
 - a. to monitor the weather in accordance with section 3.1 of O. Reg. 366/18; and

- b. if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.
- 2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.
- 3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - a. declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - b. address snow accumulation on roadways in accordance with section 4 of O. Reg. 366/18, s. 7.

Ice Formation on Roadways and Icy Roadways

- 1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - a. Monitor the weather in accordance with section 3.1 of O. Reg. 366/18.
 - b. Patrol in accordance with section 3 of O. Reg. 366/18.
 - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.
- 2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.
- 3) Subject to section 5.1 of O. Reg. 366/18, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.
- 4) For the purposes of this section, treating a roadway means applying material to the roadway, including, but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.
- 5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1 ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2 TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy Roadways, Significant Weather Event

- 1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,
 - a. to monitor the weather in accordance with section 3.1 of O. Reg. 366/18; and
 - b. if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.
- 2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in the Table 2 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.
- 3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - a. declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - b. treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Snow Accumulation on Sidewalks

- 1) Subject to section 16.4 of O. Reg. 366/18, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,
 - a. to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and

- b. to provide a minimum sidewalk width of one metre. O. Reg. 366/18, s. 15.
- 2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.
- 3) If the depth of snow accumulation on a sidewalk exceeds eight centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.
- 4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.
- 5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,
 - a. plowing the sidewalk,
 - b. salting the sidewalk,
 - c. applying abrasive materials to the sidewalk,
 - d. applying other chemical or organic agents to the sidewalk, or
 - e. any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow Accumulation on Sidewalks, Significant Weather Event

- 1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,
 - a. to monitor the weather in accordance with section 3.1 of O. Reg. 366/18; and
 - b. if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.
- 2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.
- 3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - a. declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - b. address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice Formation on Sidewalks and Icy Sidewalks

- 1) Subject to section 16.6 of O. Reg. 366/18, the standard for the prevention of ice formation on sidewalks is to,
 - a. monitor the weather in accordance with section 3.1 of O. Reg. 366/18 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and

- b. treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.
- 2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.
- 3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.
- 4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy Sidewalks, Significant Weather Event

- 1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,
 - a. to monitor the weather in accordance with section 3.1 of O. Reg. 366/18; and
 - b. if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.
- 2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.
- 3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,
 - a. declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
 - b. address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Declaration of Significant Weather Event

- 1) A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:
 - a. By posting a notice on the municipality's website.
 - b. By making an announcement on a social media platform, such as Facebook or Twitter.
 - c. By sending a press release or similar communication to internet, newspaper, radio, or television media.
 - d. By notification through the municipality's police service.

- e. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.
- 2) A Significant Weather Event may be declared by the Manager of Operations, Fleet and Waste Services or his or her designate and will be based on warnings provided by Environment Canada for this area.
- 3) When the Township of Georgian Bluffs declares a significant weather event, this shall also mean they have declared an exemption from the Hours-of-Service Regulation O. Reg. 555/06 under section 3 (1) 4.1.

Operations

Winter Maintenance Season

The winter maintenance season for which the Township of Georgian Bluffs will perform winter highway maintenance commences on **November 15 and ends on April 15 of the following year.**

General

The following information is a representation of what occurs when an average storm event occurs. Route plowing times take an average 5 hours and the amount of material used may vary depending on the temperature/wind conditions that occur during any storm event. When required, daily winter operations are generally completed between the hours of 3 AM and 4 PM.

Weather Monitoring

From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent.

To determine an effective winter event response and allocate the appropriate resources the Township of Georgian Bluffs supplements road patrol information with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors,
- Monitoring websites www.theweathernetwork.ca, <https://weather.gc.ca> and WSP Decision Vue forecasts,
- Staff also monitor pavement temperatures by means of on-board infra-red thermometers which are mounted on the patrol and other trucks.

Winter Preparations

In the months prior to the start of the winter maintenance season, the Township of Georgian Bluffs undertakes the following tasks to prepare for the upcoming winter season:

Prior to the Winter Season

Prior to the winter season, the Township of Georgian Bluffs will:

- 1) Conduct a mandatory training session for staff where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training, and safety precautions will be

discussed. Any issues resulting from the meeting shall be resolved either at the meeting or prior to the winter season.

- 2) Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, record keeping requirements and callout procedures.
- 3) Inspect equipment to ensure proper working order. Schedule and complete all equipment repairs.
- 4) Arrange for the delivery of materials (salt, sand) and begin filling storage facilities.
- 5) Confirm that known winter operation hazards are identified in documentation and or on site.

Winter Patrol

During the winter maintenance season, the Township of Georgian Bluffs carries out a winter patrol on a route of representative roads as required by the Minimum Maintenance Standards. A patrol of representative roads will occur once daily. The purpose of the patrol is to monitor weather and road conditions and mobilize winter maintenance operators and equipment should the need arise.

On the approach of a winter event or during a winter event, the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of the winter event or the direction from which the storm approaches.

Boundary Roads

The Township has written Boundary Road Agreements with the Township of South Bruce Peninsula and the City of Owen Sound. The agreement specifies which Municipality has responsibility for snow clearing.

Township of South Bruce Peninsula

The Township of Georgian Bluffs maintains a “Boundary Road Agreement” with the Township of South Bruce Peninsula for the winter maintenance of the South Bruce Peninsula portion of Concession 21, also known as Elm Street, which is a total distance 1.04 km. There is no financial compensation exchanged for these services.

City of Owen Sound

The Township of Georgian Bluffs maintains a “Boundary Road Agreement” with the City of Owen Sound for the winter maintenance of 1.09km of 8th Ave. W. and concession roads 2 & 3 from the city limits 1200 m north of Sub Rd 5 to 350 m north thereof. There is no financial compensation exchanged for these services.

External Agreements for Road Maintenance

Grey County Winter Patrolling

Grey County provides 24/7 winter road patrolling. If the municipalities wishes, the County representative could call a municipal contact to advise them when the patrol in their vicinity-initiated plowing. It is recognized that this is for information only and the municipality would be responsible for assessing their roads and initiating winter services when they are justified.

Grey County shares the use of sand for road maintenance out of the Keppel and Sarawak yards. Grey County is invoiced to cover Township costs.

Snow removal on Urban County Roads

As in the past when snow removal is required on County Roads in urban areas, the municipality will call the appropriate County Area Foreman to obtain endorsement to remove snow. The municipality will remove the snow unless other arrangements are made with the Area Foreman. Grey County pays 50% of the actual cost of the approved snow removal.

Winter Maintenance Service Routes

The municipality provides winter maintenance services on nine plow routes and three-sidewalk routes, seven days a week for the duration of the prescribed winter season.

Communications

All trucks, backhoes and graders have GPS and a two-way radio for internal communication. All radios are programmed to be able to communicate with the Inter-township Fire Department in case of emergencies. Supervisory staff are also provided cellular phones to be utilized for call-ins, communications with emergency services and neighbouring municipalities.

Municipality communicates important information to the public via:

- Media press releases
- Information posted on municipal website: www.Georgianbluffs.ca
- Social Media

Staffing and Hours of Work

The Township of Georgian Bluffs has 14 full-time employees assigned to winter operations. The Township follows a schedule for weekend call ins of operators for roads and sidewalks.

The Township of Georgian Bluffs adheres to the hours of service as set out in the Highway Traffic Act, Reg.555/06. The Township recognizes 12:00am as the start of the “day” and operate under Cycle 1 of the regulation.

Road Closure Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police may request signs be placed to close the road. Rb-92 Road Closed Signs on portable stands, and barricades will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police to close a road to traffic, the Supervisor of Operations or their designate will organize staffing and equipment to place the signs and barricades. The Supervisor of Operations or their designate will contact the Manager of Operations, Fleet and Waste Services and request that a media release be sent to the local news, radio stations and other designated agencies advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Supervisor of Operations or their designate will advise Ontario Provincial Police.

Highway and County Road Closures

The Township Operations Department has a supply of barriers and “Road Closed Signs” to be used in the case of an emergency road closure. The MTO and Grey County also have the same to be used on their respective roads for emergency road closures. Highway closures will only be closed by the MTO, or OPP. County roads will only be closed by the County Staff.

Public Service Announcements

The OPP, Bruce County, MTO and Grey County are planning to broadcast public service announcements on local radio stations. These announcements provide tips and information to drivers, promoting safe driving. The Township has also arranged for information about winter weather events to be provided to anyone calling into the Town during a significant weather event.

Deposit of Snow on The Roadway

The Highway Traffic Act RSO. 1990, c H.8 s181 states the following:

“No person shall deposit snow or ice on the road without permission in writing from the Ministry or road authority responsible for the maintenance of the road”

Depositing snow on the road creates a driving hazard and puts the safety of others at risk. Should a patroller or snowplow operator observe instances where they notice snow being deposited onto the road, they will report this to the Roads Supervisor so that a letter, being mailed to the property owner that deposited snow on the roadway. Property owners are responsible for the work done by third party contractors.

Parking on the Street or Roadway

It is expected that vehicles will not be parked on the street, roadway, turn arounds, or leave overnight in Municipal parking lots between November 14 and April 14 as to allow for proper winter control operations.

The Highway Traffic Act RSO. 1990, s134.1 states the following:

“Vehicles obstructing proper maintenance of the roadway may be towed at the Owners expense.”

Where and when appropriate, patrol staff will leave laminated cards stating “This vehicle is inhibiting snow clearing operations. Please have it moved off the road allowance or it will be towed at your expense.” affixed to the vehicle. Repeat offenders may be towed at the Roads Supervisors discretion.

Any vehicle abandoned or otherwise left in a dangerous or problematic location will be towed at the owner’s expense so that proper snowplow operations can be completed.

No Maintenance Roads or Seasonal Roads/Unopened Road Allowance

No maintenance, seasonal roads, and unopened road allowance roads list will be created and documented on a map going forward. Signage “stating “no maintenance road, roadway not assumed by the municipality” is posted stating such at either end of the roadway.

This list is in the development stages and will be ongoing and updated going forward. Under policy TRA 010-10, this means this road is not maintained by the Municipality and that the roadway is an un-assumed municipal roadway and if it is being used it is being done at his/her own risk.

School Bus Turn Around Locations

At the beginning of every winter season the Municipality requests an email list of bus turnaround areas from the school bus organizations. This allows the plow operators to be aware that these areas and dead ends need to be pushed back a little wider for the bus to be able to turn around. This information is shared with all the snow plow operators.

Mailbox Damage

Mailboxes and posts that are installed as per the Canada Post requirements, a height of 107cm (42") or higher, and that are clearly damaged via contact with a plow or truck shall be replaced or repaired by the Township. Damages to mailbox or post by snow load or snow/slush leaving the blade of the plow are not the responsibility of the Township to repair. Clearing of snow and ice from around the mailbox and post is also the responsibility of the owner.

Monitoring and Updating the Winter Operations Plan

Safe and sustainable winter operations include, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices, and procedures (the "four Ps") of the Township of Georgian Bluffs in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the "four Ps" annually.

- Winter: Implement program changes
- Spring: Review previous season's operations
- Summer: Revise practice, policies, and procedures
- Fall: Train staff on revised practices, policies, and procedures

At the end of the winter season, a meeting will be held annually with all winter operations staff to review the overall seasonal issues and discuss how these concerns may be resolved. Prior to the start of the next winter season the Township of Georgian Bluffs shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures. Dependent upon the significance of an operational change, changes may be able to be implemented mid-season. Requested changes from outside sources will be reviewed by operations staff to determine if they can be accommodated mid-season or if they will be taken into consideration for the next winter season.



Date: Wednesday, December 4, 2024

From: Carly Craig, Manager of Legislative Services/Clerk

Subject: Council Committee and Board Appointments

Report COR2024-050

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That Council hereby appoints members to Township Committees and Boards as follows:

1. One (1) Council member be appointed to the Owen Sound & North Grey Union Public Library Board;
2. Two (2) Council members be appointed to the Grey Sauble Conservation Authority Board;
3. One (1) Council member be appointed to the Inter-Township Fire Department Joint Board of Management; and
4. One (1) Council member to the Grey County Farm Safety Association Committee; and
5. One (1) Council member to the Physician Recruitment and Retention Committee; and
6. One (1) Council member to the Community Schools Alliance; and

That the following appointments made in 2024 remain in effect for the remainder of the Council term:

1. That Councillor Cathy Moore Coburn, appointed representative to the Grey Bruce OPP Detachment Board; and
2. That Mayor Sue Carleton, appointed representative to the Multi-Municipal Energy Working Group; and



3. That Deputy Mayor Grant Pringle, appointed representative to the Southwestern Ontario Isotope Coalition; and

That a by-law be presented at the January 15, 2025, meeting of Council to formalize appointments to Committees and Boards ending in November of 2026.

Background

As the 2022-2026 Council term commences, it is necessary for Council to make appointments to committees to ensure the continuation of Township business and to encourage public participation in Township governance. It is also good practice for Council to review the committees they participate in and make any necessary changes to these committee composition and Council membership on various Committees and Boards.

In keeping with past practice and following report LEG2023-01, Council adopted a resolution to appoint members to various Boards and Committees for a two-year term. This appointment term ends on January 17, 2025, and therefore staff are seeking direction on any changes to Council appointments at this point in the term with a By-Law to be enacted at the January 15, meeting of Council.

All public appointments made by Council remain in effect through to the end of the Council term, with the exception of the Georgian Bluffs Police Services Board, through the now in-force *Community Safety and Policing Act, 2019*.

Analysis

Council and Committee of the Whole

Committee	Number of members	Meeting Times/Frequency
Council	7	Alternating Council and Committee of the Whole meetings on Wednesdays commencing at 5:00 p.m. (typically the first three Wednesdays of the month, with one week between rotations)
Committee of the Whole	7	See above.

Appointment of Alternate Member to County Council



The Mayor and Deputy Mayor, by virtue of office are members of Grey County Council. The *Municipal Act, 2001*, provides for the appointment of an alternate member to serve on County Council in the absence of a regular member, when the person is unable to attend a meeting of the County Council for any reason. The person appointed must act as same for the entire term.

Councillor Cathy Moore Coburn remains the appointed alternate to Grey County Council and was appointed for the duration of the 2022-2026 Council term.

Active Statutory Committees

Committee	Number of Members	Statutory authority	Meeting times/ frequency
Owen Sound & North Grey Union Public Library Board	2 – 1 Council member + 1 citizen	<i>Public Libraries Act</i>	6:00 pm – 4 th Thursday Must meet at least 10 times per year per <i>PLA</i>
Grey Sauble Conservation Authority Board	2 Council members	<i>Conservation Authorities Act</i>	Afternoon – 4 th Wednesday, every month
Property Standards Committee	3 citizen members	<i>Building Code Act</i> and By-law 55-2015	When an appeal of a property standards order has been received
Source Water Protection Committee	1 citizen member (appointed by resolution in 2019)	<i>Clean Water Act</i>	
Grey Bruce OPP Detachment Board	1 Member of Council from each participating municipality + 4 citizen members + 3 provincial appointees	<i>Community Safety and Policing Act</i>	To be determined. Must meet at least 4 times per year per the <i>CSPA</i>

Other Current Active Local Boards and Advisory Committees

Committee	Number of Members	Statutory authority	Meeting times/ frequency



Inter-Township Fire Department Board of Management	Mayor + Deputy Mayor + 1 Council member + 1 citizen member from each municipality	By-law 2023-048 operating agreement with Meaford	2:00 pm – 2 nd Tuesday, quarterly
Biodigester Joint Board	Mayor + Deputy Mayor	By-law 57-2012 – agreement with Chatsworth	
Bruce Peninsula & District Veterinary Committee	1 Council member	Terms of Reference adopted by Committee	
Grey County Farm Safety Association	1 Council member	N/A	Bi-monthly
Physician Recruitment and Retention Committee	1 Council member	Terms of Reference adopted by Committee	
Multi-Municipal Energy Working Group	1 Council member + 1 citizen	Terms of Reference adopted by Committee	
Community Schools Alliance	1 Council member	Terms of Reference adopted by Committee	
Southwestern Ontario Isotope Coalition	1 Council member	N/A	

Council Appointments by Virtue of Office (Mayor and Deputy Mayor)

In addition to County Council, and as outlined in the terms of reference By-law 57-2012, the Biodigester Joint Board of Management representation shall be comprised of the Mayor and Deputy Mayor of each respective Township (Georgian Bluffs and Chatsworth). As referenced in the chart above, and similar to the Biodigester Board, the ITFD Board is to be comprised of the Mayor, Deputy Mayor, and one Councillor as prescribed by By-law 2023-048. These appointments will be accounted for in the committee and board appointment by-law being presented for enactment at the January 15th meeting of Council.



Changes Since January 2023 Appointments

Since report LEG2023-01 was considered, Council made appointments to the Multi-Municipal Energy Working Group, Southwestern Ontario Isotope Coalition and the Grey Bruce OPP Detachment Board. Appointments to the Multi-Municipal Energy Working Group and the Southwestern Ontario Isotope Coalition were made at the March 20, 2024 meeting of Council. As these appointments were recently made, staff are recommending that these appointments remain in effect until the end of the 2022-2026 Council term.

Furthermore, the Community Safety and Policing Act came into force on April 1, 2024, dissolving the former Georgian Bluffs Police Service Board. The new legislation created the Grey Bruce OPP Detachment Board. Given that this Board has not yet had a meeting, staff are recommending representation remain the same through the end of the term.

Council passed By-Law 2023-076 to dissolve the Shallow Lake Village Improvement Project Board and therefore no appointment is required.

Financial Impact

Further to the existing Council Remuneration Policy, each member is compensated for attendance at meetings, including associated mileage.

Strategic Priorities

Approval of the recommendation as included in this report achieves the 5th Strategic Goal, Deliver Effective and Cost-Efficient Services, as defined in the 2020-2024 Strategic Plan.

Conclusion

As the Council term commences, Council is required to make appointments to committees to ensure continuation of business and allow opportunity for public participation on Boards and Committees. Upon discussion of Council, staff will prepare a by-law to finalize appointments for consideration at the January 15th Council meeting.

Respectfully Submitted: Carly Craig, Manager of Legislative Services/Clerk



Date: Wednesday, December 4, 2024

From: Rayburn Murray, Deputy Clerk

Subject: COR2024-051

Report Committee of Adjustment – Council Member Appointments

This document and its attachments are public and available in an accessible format upon request.

Recommendation

That report COR2024-051 be received; and

That staff be directed to present a by-law for enactment at the December 11, 2024, meeting of Council to appoint two members of Council to the Committee of Adjustment, expiring December 11, 2025.

Background

Section 44 of the *Planning Act, 1990*, provides municipalities with the authority to establish a Committee of Adjustment. By-law 2022-042, being a By-law to establish a Committee of Adjustment and Committee procedures, was passed by Council on July 13, 2022, requiring that two (2) Council members shall be appointed to the Committee.

Section 44 (3) of the *Planning Act* provides that the members of the Committee who are members of a Council shall be appointed annually. As per the annual appointment requirements, Councillor Cathy Moore Coburn and Councillor Ryan Thompson were appointed to the Committee of Adjustment by By-law 2022-074 on December 14, 2022 for a one-year term and by By-law 2023-085 on December 13, 2023, for an additional one-year term.

At this time, staff are looking for direction from Council to appoint two members of Council to the Committee of Adjustment for a one year term. Following direction, a by-law will be presented at the December 11, 2024 Council meeting.



Financial Impact

Members of the Committee of Adjustment are compensated per By-law 2021-088 – Council Remuneration Policy.

Conclusion

Per the requirements of the Planning Act, Council is required to re-appoint members to the Committee of Adjustment on an annual basis.

Respectfully Submitted: Rayburn Murray, Deputy Clerk