



Township of Georgian Bluffs Committee of the Whole Agenda

March 12, 2025, 5:00 p.m.

Council Chambers

Township Administration Offices

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

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. **Territorial Acknowledgment**

In the spirit of reconciliation, we acknowledge with respect, the history and living 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. We recognize that these lands are the territories of the Chippewas of Saugeen and the Chippewas of Nawash, collectively known as the Saugeen Ojibway Nation, the keepers of this land.

Georgian Bluffs is located on lands encompassed by Treaties 45 ½ , 67, 72, 82 and 93. We reflect on our role as Treaty People and, the need to live in respect and peace and show respect to the first peoples who inhabit these lands and waters.

3. **Adoption of Agenda**

Recommendation:

That the order of business be amended to consider Item 8.2.1. - DEV2025-17 - Municipal Class Environmental Assessment Structure D-007 Progress Report and Item 8.2.2. -DEV2025-18 - Structure S-005 Structural Load Analysis immediately following presentations by Pearson Engineering (Items 7.1.1. and 7.1.2.); and

That the agenda be approved as amended.

4. **Announcements**

5. Declaration of Pecuniary Interest

6. Announcements

7. Public Participation

7.1 Presentations

Any person who wishes to make a presentation to Council must register with the Clerk at least seven (7) days in advance of the scheduled meeting. To register you can:

1. Complete the online delegation form:
www.georgianbluffs.ca/delegations.
2. Call the Clerk's Office at 519-376-2729 ext. 601.

7.1.1 Pearson Engineering - D-007 Sideroad 3 Municipal Class Environmental Assessment Updates 7

7.1.2 Pearson Engineering - Structure S-005 Keppel Sarawak Townline Bridge Options 26

7.2 Delegations on Agenda Items

Any person who wishes to appear before Council regarding an item on the agenda must register with the Clerk's Office. To register you can:

1. Complete the online delegation form:
www.georgianbluffs.ca/delegations.
2. Call the Clerk's Office at 519-376-2729 ext. 601; or
3. Register in Council Chambers with the Clerk prior to the meeting start time (5:00 p.m.)

7.3 Public Inquiries

Any person who wishes to appear before Council with a question or inquiry must register with the Clerk's Office. To register you can:

1. Complete the online delegation form:
www.georgianbluffs.ca/delegations.
2. Call the Clerk's Office at 519-376-2729 ext. 601; or
3. Register in Council Chambers with the Clerk prior to the meeting start time (5:00 p.m.)

8. Recommendation Reports

8.1 Office of the CAO

- 8.1.1 CAO2025-12 - Award of RFP2025-05 Non-Union Pay Equity and Compensation Review 46

Recommendation:

That RFP2025-05 Non-Union Pay Equity and Compensation Review, be awarded to Gallagher Benefit, at a cost of \$32,459.25, and

That Council endorse the municipal comparator matrix detailed herein.

8.2 Development & Infrastructure

- 8.2.1 DEV2025-17 - Municipal Class Environmental Assessment Structure D-007 Progress Report 53

Recommendation:

THAT Council receive Staff Report DEV2025-018, Municipal Class Environmental Assessment (MCEA) Structure D-007 Progress Report and consider the following recommendation;

THAT Council adopt Alternative 4 of permanently closing and removing Structure D-007.

AND THAT Council direct Staff to proceed with an amended engineering scope of work with Pearson Engineering to proceed with the permanent closure and removal of Structure D-007;

AND THAT \$271,300 be funded from the Bridges Reserve to support the construction for the permanent closure and removal as needed.

- 8.2.2 DEV2025-18 - Structure S-005 Structural Load Analysis 68

Recommendation:

THAT Council receive Staff Report DEV2025-18, Structure S-005 Structural Load Analysis and consider the following recommendation;

THAT Council adopt Alternative 4 of permanently closing and removing Structure S-005.

8.2.3	DEV2025-19 - Deeming Bylaw and Quit Claim for Marietta Heidolph	101
-------	---	-----

Recommendation:

It has been demonstrated that the proposed application is consistent with the Provincial Planning Statement, 2024, conforms with the Niagara Escarpment Plan, conforms with the County Official Plan, and complies with the general intent and purpose of the Township's Zoning By-law 2020-020.

As such, it is recommended that:

1. Council directs Township staff to proceed with a quit claim which delivers a transfer for nominal consideration to the owner in respect of Louise Street, as described in Plan 180 and identified by PIN 37023-0312 (LT).
2. Council passes a bylaw deeming Plan 180 to not be a registered plan of subdivision for the purpose of Sections 50(3) and in accordance with Section 50(4) of the Planning Act.

8.2.4	DEV2025-20 - OSIM Progress Report and Budget Amendment	123
-------	--	-----

Recommendation:

THAT Council receive Staff Report DEV2025-020, OSIM Progress Report and Budget Amendment;

AND THAT Council amend the existing approved budget of \$44,370 (excluding HST) to \$53,370 (excluding HST) to be funded from the Bridges Reserve.

8.3 Corporate Services

8.3.1	COR2025-13 - Procurement Policy Updates	133
-------	---	-----

Recommendation:

That staff report COR2025-13 be received for information; and

That staff be directed to present an updated Township of Georgian Bluffs Procurement Policy and approving by-law for Council's consideration at an upcoming Council meeting.

Recommendation:

That staff be directed to negotiate a single source Meter Replacement Project with Neptune Technology Inc.; and

That following negotiations staff be directed to enter into an agreement for the Meter Replacement Project with an upset financial limit of \$704,000; and

That staff be directed to include an update to Council upon execution of the agreement, and prior to the start of any works in the Township which provides the final financial cost and estimated project timeline.

9. Updates from Members Appointed to County Council, Committees, and Local Boards

9.1 County Council

9.2 Other Boards and Committees

10. Unfinished Business

None.

11. New Business

None.

12. Notice of Motion/Notice of Discussion**13. Closed Session****Recommendation:**

That the Council of the Township of Georgian Bluffs move into closed session at __:__ p.m. in the Sarawak Room with the Chief Administrative Officer, Deputy CAO/Director of Corporate Services, and Manager of Legislative Services/Clerk remaining in the room to discuss:

13.1 advice that is subject to solicitor-client privilege, including communications necessary for that purpose (open meeting exemption "f" of section 239(2) of the Municipal Act, 2001 - STRA Enforcement Opinion

14. Reporting Out of Closed Session

15. Adjournment

Date of next regular meeting:

Council - March 19, 2025 @ 5:00 p.m.



Georgian Bluffs



PEARSON
ENGINEERING

SCHEDULE
MUNICIPAL CLASS
ENVIRONMENTAL
ASSESSMENT

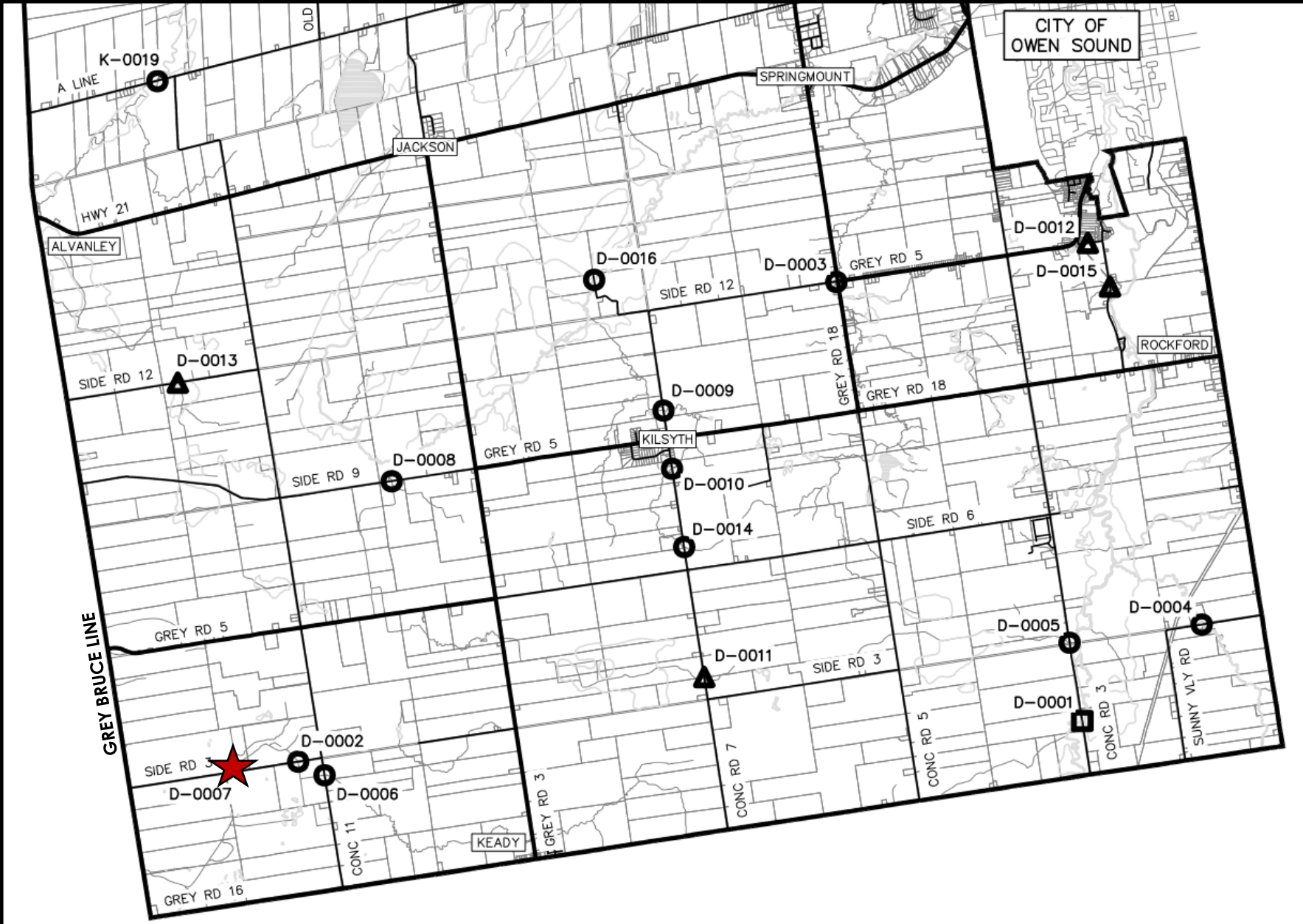
STRUCTURE
D-0007
SIDEROAD 3

TOWNSHIP OF
GEORGIAN BLUFFS
COUNTY OF GREY

AGENDA

- Project Location
- Existing Conditions
- Study Purpose
- Stakeholder Considerations
- Background Studies
- Municipal Class EA Process
- Evaluation Criteria
- Alternative Solutions
- Alternative Solution Evaluation
- Preferred Design Alternative
- Question Contacts





PROJECT LOCATION

Structure D-0007 is located in the former Township of Derby, now the Township of Georgian Bluffs, Ontario. The existing concrete structure conveys flows for the Keady Creek, a Sauble River Tributary, on Sideroad 3.

The structure is located approximately 1.5 km east of the Grey Bruce Line between Lots 3 & 4 of Concession 11.



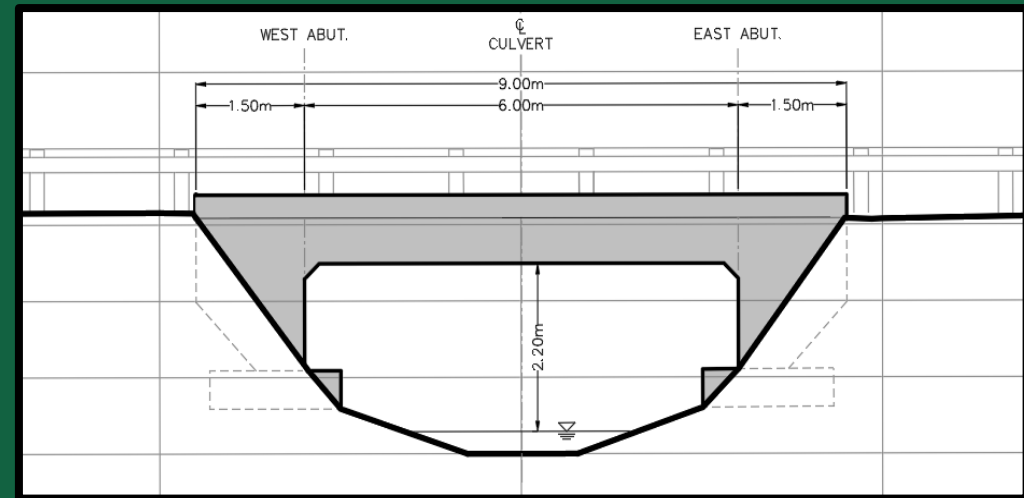
**PEARSON
ENGINEERING**

EXISTING CONDITIONS

The existing structure consists of a cast-in-place, open bottom, concrete rigid frame complete with a steel beam guiderail barrier system on either side of the roadway. The structure has an overall span of 6.0m and a rise of 2.2m measured from centerline of creek. Based on previous OSIM inspection reports and information provided by the Town, the structure was constructed in approximately 1925.



Structure D-0007 underwent a load evaluation in 2010 and was permanently closed to traffic in 2018 due to continued deterioration. The wingwalls are experiencing wide shear cracking and outward rotation. The foundations are exposed due to scouring and exhibiting severe. The abutment walls are in poor condition with wide cracks in multiple locations.



EXISTING CONDITIONS



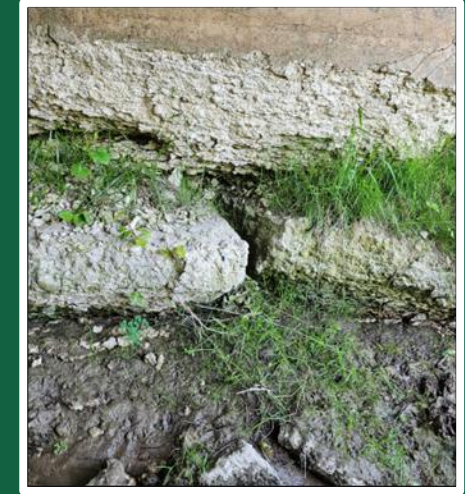
View of Structure Facing East



View of Spalling on East Abutment



View of Wide Crack & Rotation at Wingwall



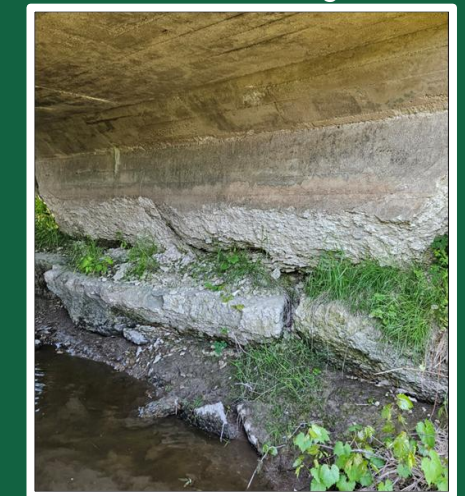
View of Wide Cracking at West Footing



View of Interior Soffit



View of Wide Cracking at Abutment/Wingwall



View of West Footing and Abutment Wall

STUDY PURPOSE

As per the biennial visual inspection completed by Pearson Engineering Ltd. in accordance with the Ontario Structure Inspection Manual (OSIM) in 2024, the existing structure is considered to be in overall poor condition with advanced deterioration.

The existing structure is currently closed to all traffic loads due to load carrying capacity concerns. Structure D-0007 serves as a connection for traffic on Sideroad 3, between Concession 11 and the Grey Bruce Line.

The Township of Georgian Bluffs initiated a Municipal Class Environmental Assessment (MCEA) in September 2024 to consider multiple design alternatives prior to selecting a preferred solution. Multiple background studies and investigations have been completed to support this process.



STAKEHOLDER CONSIDERATIONS

GREY SAUBLE CONSERVATION AUTHORITY (GSCA)

Since the structure is located within the Grey Sauble Conservation Authority (GSCA) regulated limits, permit approval will be required. Conservation authorities regulate activities to manage natural hazards and protect ecosystems. The permitting process ensures that the project will not negatively impact the environment, particularly adjacent watercourse and wetlands.

ONTARIO FEDERATION OF SNOWMOBILE CLUBS (OFSC)

Structure D-0007 has been historically utilized in the past as a part of the OFSC trail system. Snowmobile trails often attract tourists, contributing to the local economy through spending on fuel, food, and other services. The removal of a bridge can disrupt the continuity of a snowmobile trail network, making certain routes inaccessible and/or potentially isolating parts of the trail system. The assessment of the structure should consider the potential of a reduced number of trail users (visitors), negatively impacting local businesses.



2025 Grey County Maps – Public GIS Site



Historical OFSC Mapping



STAKEHOLDER CONSIDERATIONS

LOCAL RESIDENTS/BUSINESSES

- Sideroad 3 is currently home to one private residential dwelling (west of structure), as well as several agricultural field entrances.
- Properties located east and west of the existing structure are owned by the same private landowner.
- Concession 11 between Grey Road 5 and Grey Road 16 has a total of five private residential dwellings, as well as a functional gravel pit owned by E.C. King Contracting.
- The gravel road spans one concession terminating at the Grey Bruce Line and Concession 11, where a Grey Sauble Conservation Authority wetlands is located.
- The Sideroad 3 traffic count is classified as “low” to “very Low” (ADT \leq 12). It should be noted that due to the closure of the structure, current traffic loading data may be skewed.



STAKEHOLDER CONSIDERATIONS

TOWNSHIP OF GEORGIAN BLUFFS

- The Township of Georgian Bluffs currently boasts an inventory of 16 bridges and 30 culverts.
- Based on the asset management information prepared by Pearson Engineering during the 2024 Biennial OSIM Inspection Program, the average replacement cost of the Township's bridge and culvert inventory is approximately \$1,250,000 per structure (2024 \$).
- As per the '10-Year Capital Works Plan' prepared by Pearson Engineering in 2024, 13% of all bridges and 16% of all culverts in the Township's inventory are considered in poor condition.
- A total of 35 rehabilitation / replacement projects are recommended between 2026 to 2034.
- The total project cost estimate for the '10-Year Capital Needs Plan' is ± \$19,000,000 assuming 3% inflation per year.
- Therefore, the Township needs to be allocating approximately \$1,900,000 / year into their annual budget for upcoming bridge and culvert work.



BACKGROUND STUDIES

CULTURAL HERITAGE EVALUATION REPORT

- Fieldwork completed by TMHC October 17th, 2024.
- Investigated a total of nine (9) areas of potential heritage value in accordance with the Ontario Heritage Act (O.REG. 9/06).
- The report determined that the rigid frame design of the culvert exhibits an early example of its style.
- TMHC concluded in their evaluation report that the structure only meets 1 of the 9 criteria (Design/Physical Value) for determining heritage value. Therefore, no further heritage evaluation is required.

ARCHAEOLOGICAL ASSESSMENT - STAGE 1

- Fieldwork completed by TMHC October 22nd, 2024.
- Investigated multiple information sources to verify past settlement history and previous archeological studies close to the project site.
- TMHC concluded in their Archaeological Assessment Report that areas within the Municipal right-of-way have been previously disturbed and have no archeological value. Areas beyond the right-of-way limits may have low potential archeological value.
- Given that any construction activities completed in the future at the bridge site can be restricted to the limits of the Municipal right-of-way, no further Archaeological Assessment is required.



BACKGROUND STUDIES

NATURAL ENVIRONMENT STUDY

- Fieldwork completed by Cambium Inc. October 17th, 2024.
- The report outlines potential habitats for bird, reptile, amphibian and invertebrate species designated as Species at Risk (no fish species).
- Cambium concluded that protection measures can be implemented during construction to mitigate harmful impacts to the surrounding environment.
- Necessary permits should be obtained from DFO and GSCA prior to construction.

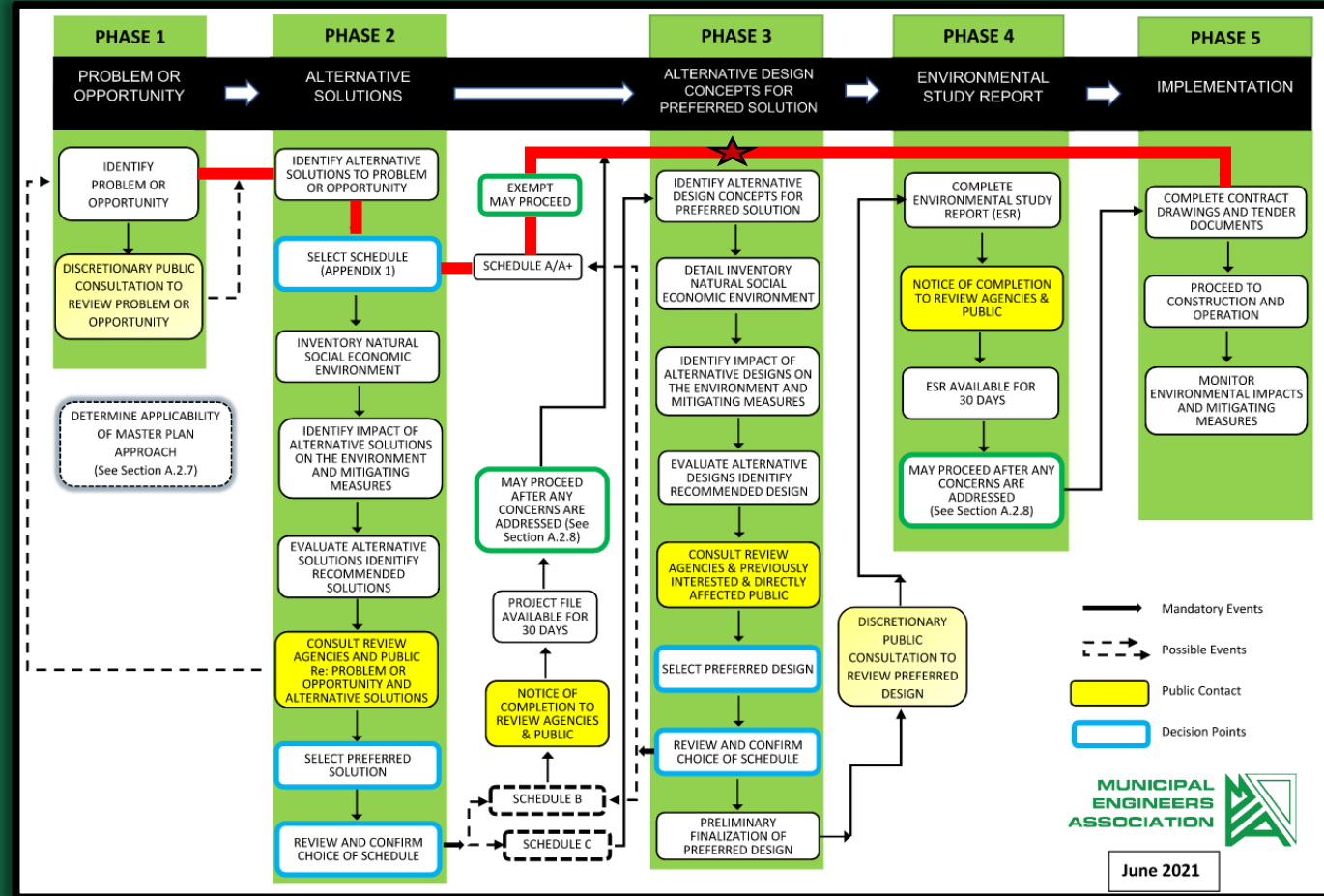
HYDROLOGY & HYDRAULIC ASSESSMENT REPORT

- Survey by Pearson Engineering Ltd. October 16th, 2024
- Investigated multiple information sources to verify past settlement history and previous archeological studies close to the project site.
- The existing structure was found to have a headwater elevation of 240.59 meters above sea level at a peak flow of 20.5m³/s meeting the local 100-year storm event.
- The hydrological modelling information was utilized to verify hydraulic sizing requirements for multiple design alternatives.



MUNICIPAL CLASS EA PROCESS

- Based on the completed background studies, it has been determined that the MCEA is classified as an “Exempt” project (previously known as Schedule ‘A/A+’) in accordance with Section 31a of the MCEA User Guide developed by the MEA.
- Table A - Section 31a – Reconstruction of, or alteration to a structure or the grading adjacent to it, when the structure is over 40 years old and has been found not to have cultural heritage value or interest.
- Currently, the project is between Phase 2 and 5 of the MCEA flow chart shown.
- As directed by the Township, the project is evaluating the feasibility, cost and overall impact of multiple design alternatives.
- The design alternatives are evaluated based on a set of criteria described on the following slide.



EVALUATION CRITERIA

GENERAL

- Ability to address the Problem Statement.

NATURAL

- Protection of the natural and physical environment.
- Includes considerations for water, wildlife, air and vegetation, as well as species at risk environmentally sensitive habitats.

SOCIAL

- Road usage, traffic movements and availability of alternative routes.
- Access to emergency services.
- Active transportation networks include connection to trail systems.

CULTURAL

- Protection of archaeological and/or cultural heritage resources.
- Cultural landscapes, fixed archaeological structures on land and water, and built environments.

ECONOMIC

- Construction costs, long term operating costs and maintenance costs.
- Overall municipal transportation system and potential capital commitments.
- Potential risks associated with Townships liability.

TECHNICAL

- Type and complexity of construction.
- Future maintenance requirements (short and long term).
- CHBDC and road design standards.



ALTERNATIVE SOLUTIONS

The following alternatives were identified to address the structural deficiencies, continued deterioration and safety risks associated with Structure D-0007.

#	Alternative	Estimated Useful Service Life	Description
1	Do Nothing (Maintain Existing Structure)	N/A	Maintain bridge closure and consider restricting all traffic types. Reassess in 3-5 years.
2	Rehabilitation	N/A	Rehabilitation of Structure D-0007 is not feasible due to severely deteriorated condition of the structure.
3A	Precast Concrete Box Culvert	75-90 Years	Replacement of Structure D-0007 with a precast concrete box culvert complete with new guiderail barriers, roadway widening and segmental block retaining walls on each end of the culvert.
3B	Twin SPCSP Culverts	40-60 Years	Replacement of Structure D-0007 with a twin structural plate corrugated steel pipe (SPCSP) culverts complete with new guiderail barriers, roadway widening and segmental block retaining walls on each end of the culvert. Creek realignment may be necessary.
4	Permanent Removal	N/A	Excavation and removal of Structure D-0007 structure, as well as reinstatement of creek embankments. Installation of roadway turnarounds, barricades and signage.

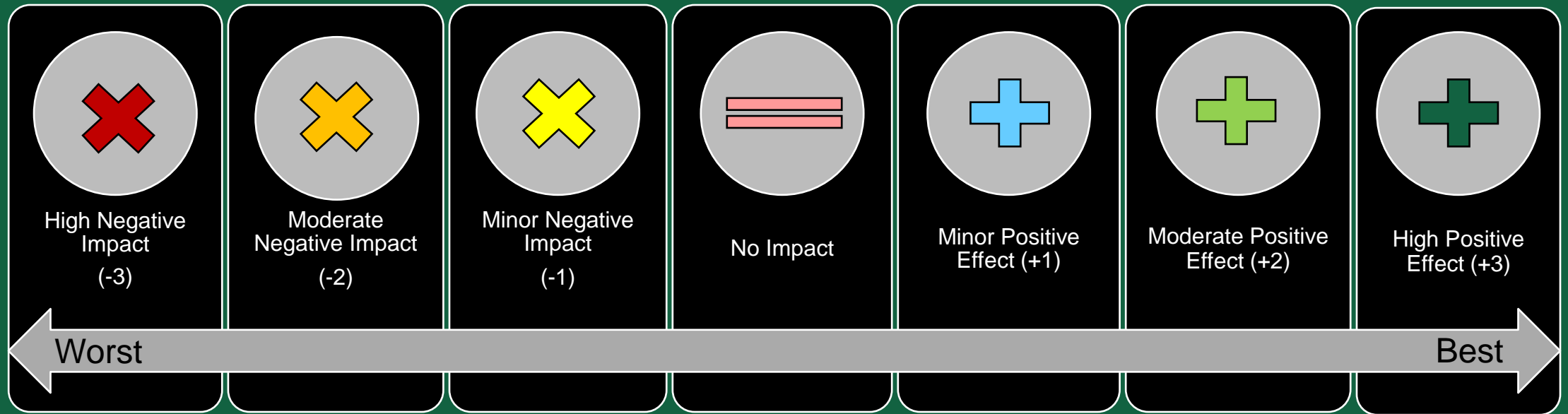


ALTERNATIVE SOLUTION EVALUATION

Evaluation Criteria	Alternative 1 Do Nothing	Alternative 3A Precast Concrete Box Culvert	Alternative 3B Twin SPCSP Culverts	Alternative 4 Permanent Removal
Natural Environment	No immediate impact to fish and wildlife. Continuing erosion issues. No hydraulic flow improvements.	Temporary impact to fish habitat. Stabilize erosion on embankments. No hydraulic flow improvements.	Temporary impact to fish habitat. Stabilize erosion on embankments. Creek Re-alignment. No hydraulic flow improvements.	Temporary impact to fish habitat. Stabilize erosion on embankments. No future construction disturbance. Improved Hydraulic flow capacity.
Social Environment	Does not reinstate traffic flow on roadway. No safety improvements.	Reinstates traffic flow on roadway. Improved roadway safety with two lane structure.		Does not reinstate traffic flow on roadway.
Cultural Environment	No cultural or archaeological impact.	Minimal cultural or archaeological impact.		
Transportation	No through traffic permitted on Side Road 3. Future impacts to OFSC trail system.	Widening and reopening of road for agricultural, construction and recreational vehicle use.		No through traffic permitted on Side Road 3. Revised OFSC trail system.
Economic Environment	No initial capital cost. Future budgetary costs. Reduction in Municipal Infrastructure assets.	Highest initial capital cost. 75 to 90 years of useful Service Life. Regular future maintenance needs.	High initial capital cost. 40 to 60 years of useful Service Life. Regular future maintenance needs.	Low initial capital cost. No long-term maintenance costs.
Technical	Structural condition not improved. Load carrying capacity issues and continued deterioration.	Long term solution. New code complaint structure. Improved roadway geometry at structure.		Simple construction efforts. Addresses current structure safety concerns. No long-term maintenance costs.
Construction Cost	\$0 + Roadway Maintenance	\$900,000 – \$1,100,000 (Two-lane structure)	\$850,000 - \$950,000 (Two-lane structure)	\$250,000 - \$300,000 + Roadway Maintenance



ALTERNATIVE SOLUTION EVALUATION



Each design alternative is assigned a score based on the significance of their impact for each criteria (previous slide). The symbols above are used to identify their effect on a scale from (-3) to (+3).

- ±3 – High Importance
- ±2 – Moderate Importance
- ±1 – Minor Importance

DESIGN ALTERNATIVE EVALUATION

Evaluation Criteria	Alternative 1 Do Nothing	Alternative 3A Precast Concrete Box Culvert	Alternative 3B Twin SPCSP Culverts	Alternative 4 Permanent Removal
Natural Environment				
Social Environment				
Cultural Environment				
Transportation				
Economic Environment				
Technical				
Overall Scoring	-5	+0	+0	+4



PREFERRED DESIGN ALTERNATIVE

ALTERNATIVE 4: PERMANENT REMOVAL

Based on the results of the Design Alternative Evaluation, the preliminary preferred design solution is 'Alternative 4', which recommends the permanent removal of the existing culvert structure. Key parameters to consider as part of this evaluation are as follows:

- Side Road 3 is surrounded by various County roads (CR16, Grey Bruce Line and CR5), which are more heavily used roadway systems. Sideroad 3 extends one concession with a current ADT of 12 vehicles.
- The roadway currently provides access to one private dwelling and five agricultural fields which can all be accessed via the Grey Bruce Line or Concession 11.
- The maximum detour distance created by the structure removal is approximately 9.1km. Although this detour route will have a very minor impact to the Township's traffic network, significant impacts to local property owners may occur.
- The Ontario Federation of Snowmobile Clubs (OFSC) will be required to develop an alternative route for the connecting link from Concession 11, west to the Municipality of Arran-Elderslie.
- The Township has an increased bridge and culvert inventory that requires a significant economic commitment for the next 10 years.

The Township is advised to review the results of the design alternative evaluation completed as part of the MCEA process and confirm the preferred design alternative.



QUESTION CONTACTS

Township of Georgian Bluffs

Kevin Verkindt
Manager, Engineering and Infrastructure
117964 Grey Road 18,
Owen Sound, ON, N4K 5N5



Pearson Engineering Ltd.

Jesse Borges, P. Eng., PMP
Structural Project Manager
345 8th Street East
Owen Sound, ON, N4K 1L3
jborges@pearsoneng.com



PEARSON
ENGINEERING



Georgian Bluffs



PEARSON
ENGINEERING

DESIGN
ALTERNATIVE
ASSESSMENT

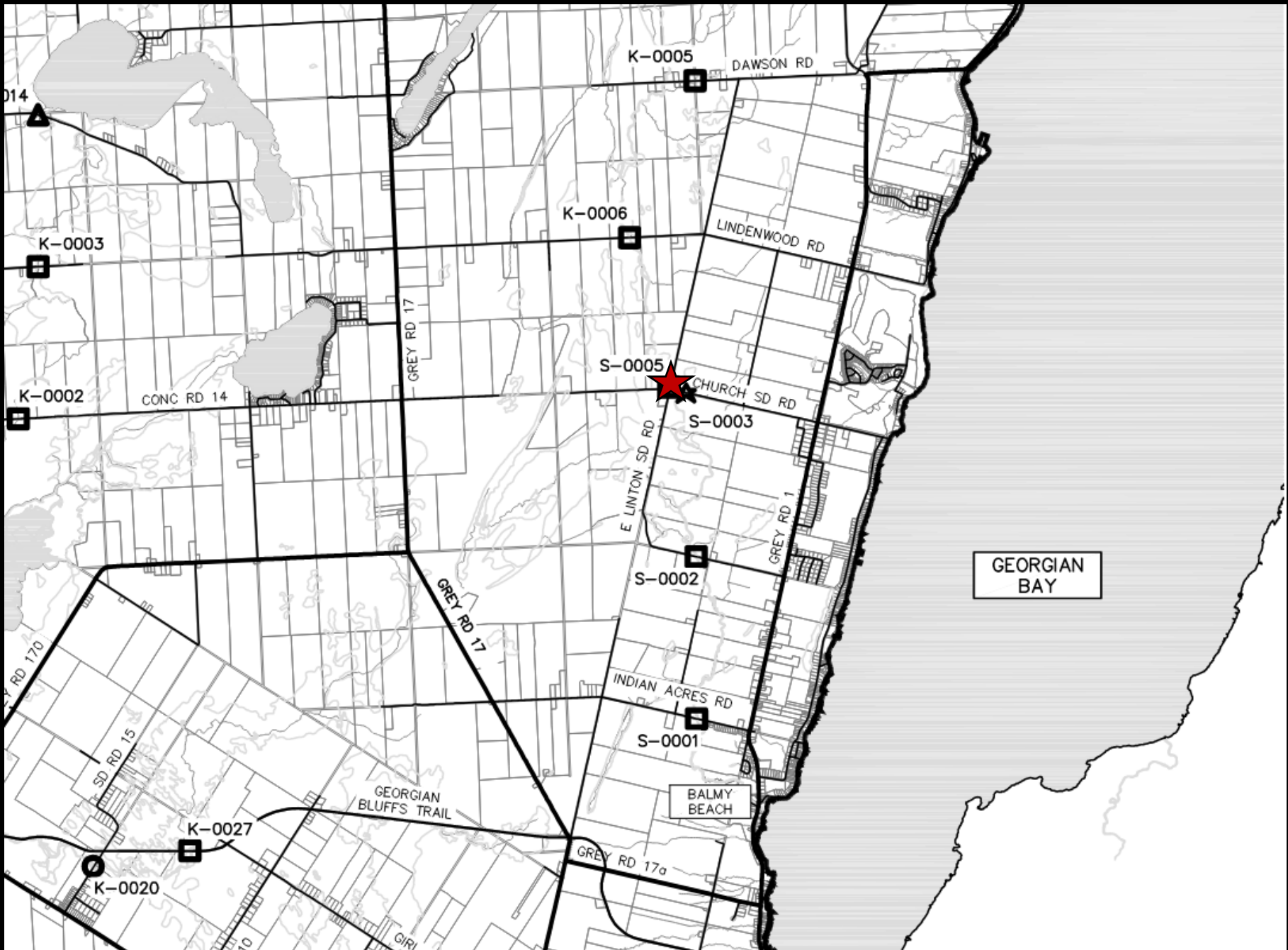
STRUCTURE
S-0005
SARAWAK KEPPEL
TOWNLINE

TOWNSHIP OF
GEORGIAN BLUFFS
COUNTY OF GREY

AGENDA

- Project Location
- Existing Conditions
- Project Purpose
- Stakeholder Considerations
- Alternative Solutions
 - Alternative 1
 - Alternative 2A
 - Alternative 2B
 - Alternative 3
- Alternative Solution Evaluation
- Preferred Design Alternative
- Question Contacts





PROJECT LOCATION

Structure S-0005 is located in the former Township of Sarawak, now the Township of Georgian Bluffs, Ontario. The existing structure conveys flow for the Indian Creek, on Sarawak Keppel Townline.

The structure is located approximately 25m north of Church Sideroad West between Lot 34, Concession 14 in Keppel, and Lot 28, Concession 1 in Sarawak.

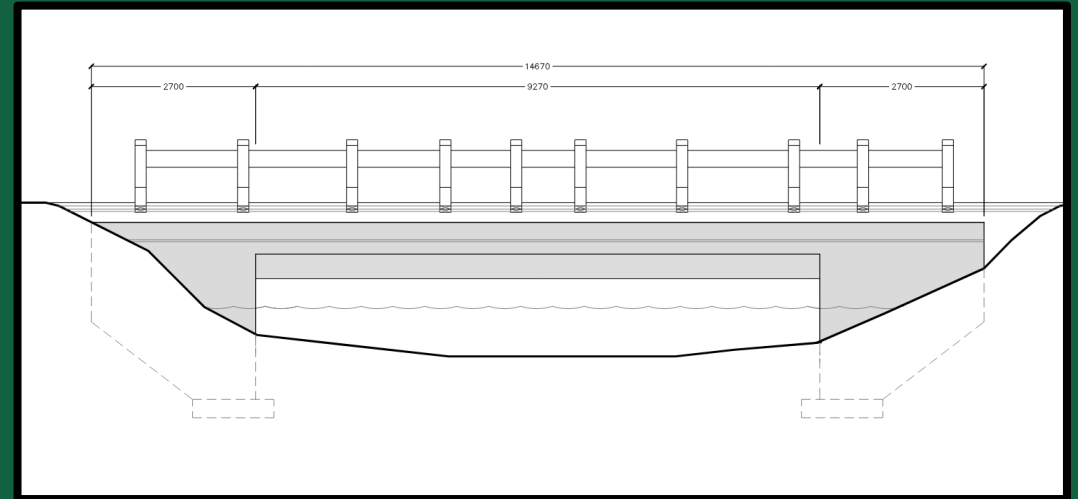


**PEARSON
ENGINEERING**

EXISTING CONDITIONS

The existing load carrying superstructure of the bridge utilizes a steel frame of a flatbed trailer, which spans 14.1m over an existing concrete T-beam bridge (original structure). The concrete T-beam bridge spans 9.3m and conveys water flow for the Indian creek. The original structure was previously owned by Grey County until it was purchased by the Township in 2015/2016. After purchasing the structure, the steel superstructure was installed over the original bridge to allow the roadway to remain open.

Due to the poor condition of the bridge, the 2024 OSIM report recommended that the bridge undergo a load evaluation prior to the end of 2024 to ensure the safety of the public. As a result, the structure was recommended for temporary closure (by March 31, 2025) due to load carrying capacity limitations. It is recommended that the bridge remain closed until the Township makes a decision regarding the future usage of the structure.



EXISTING CONDITIONS (SUPERSTRUCTURE)



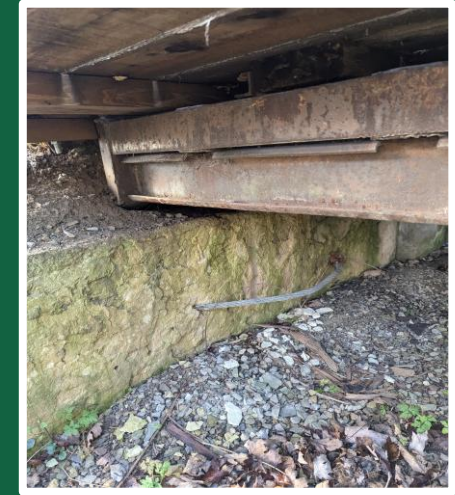
View of Structure Facing North



View of Barrier Lap Splice



View of Superstructure
Corrosion



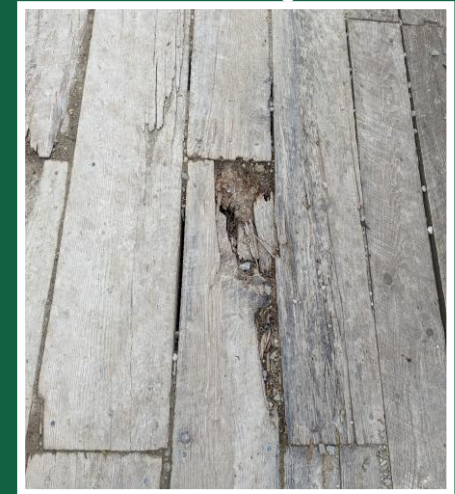
View of Superstructure
Bearing



View of Barrier System

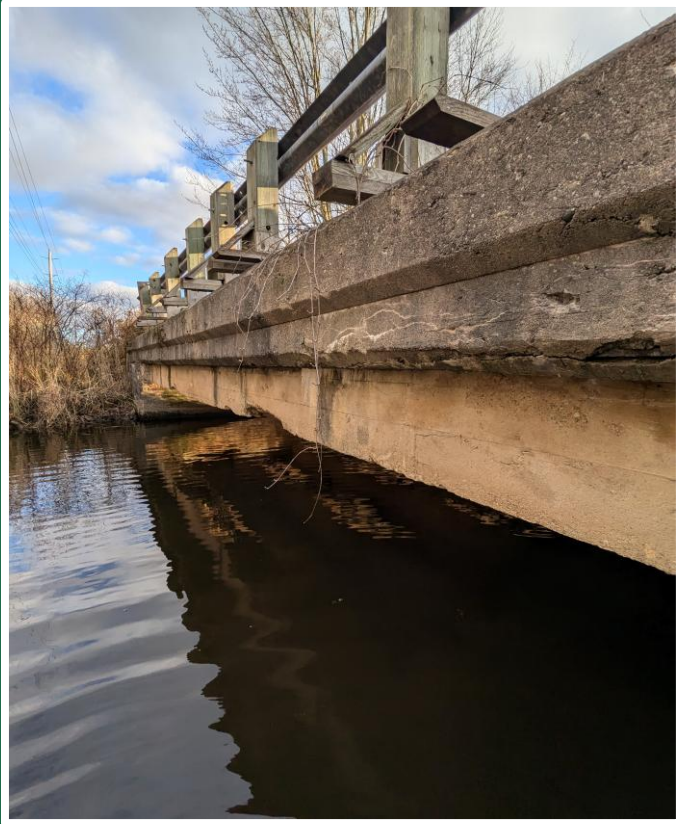


View of Approach
Facing North



View of Rotten Deck Boards

EXISTING CONDITIONS (OLD STRUCTURE)



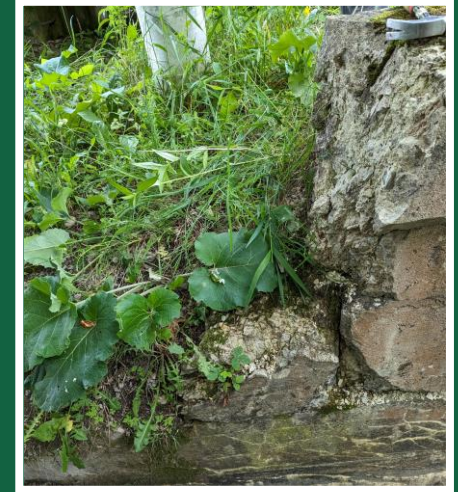
View of East Exterior Soffit and Curb



View of Deteriorated
Abutment/wingwall



View of Wingwall
Deterioration



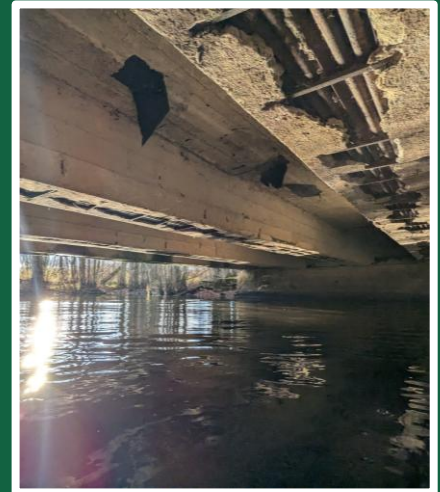
View of Spalled Wingwall



View of Exposed Rebar in
Concrete T-Beam



View of Concrete Curb and
Deck Top



View of Spalled T-Beams

PROJECT PURPOSE

Prior to 2024, Structure S-0005 was not a part of the Township's Biennial OSIM Inspection Program. Based on the OSIM inspection completed by Pearson Engineering in 2024, the structure appeared to be in overall poor condition due to significant deterioration.

The existing structure is currently set to be closed by March 31, 2025 to all traffic (vehicle, pedestrian and recreational) due to safety concerns. The structure currently supports a portion of the OFSC Trail Network and a Hydro One utility corridor and is located within a GSCA and NEC regulated area.

As a result of the upcoming temporary closure of the bridge, the Township has completed a review of various design alternatives that are available to be implemented in the future. This presentation has been prepared to outline the advantages and disadvantages of each option.



STAKEHOLDER CONSIDERATIONS

GREY SAUBLE CONSERVATION AUTHORITY (GSCA)

Since the structure is located within the Grey Sauble Conservation Authority (GSCA) regulated limits, permit approval will be required. Conservation authorities regulate activities to manage natural hazards and protect ecosystems. The permitting process ensures that the project will not negatively impact the environment, particularly the watercourse and wetlands.



2025 Grey County Maps – Public GIS Site

ONTARIO FEDERATION OF SNOWMOBILE CLUBS (OFSC)

Currently, Structure S-0005 is being utilized as part of the OFSC trail system. Snowmobile trails often attract tourists, contributing to the local economy through spending on fuel, food, and other services. The design alternative evaluation for the structure should consider the limited availability for a detour route, due to the local wetlands and adjacent escarpment.



2025 OFSC Mapping



STAKEHOLDER CONSIDERATIONS

LOCAL UTILITIES

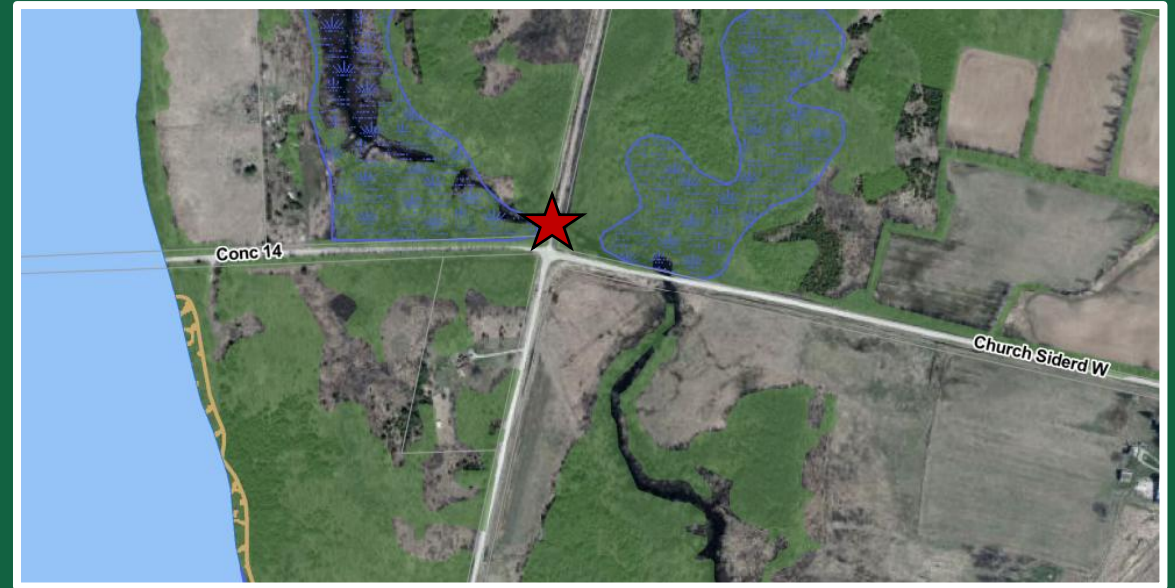
The Sarawak Kepple Townline currently supports a Hydro-One utility corridor located on the east side of the roadway. This segment of the roadway does not currently provide access to any private residential dwellings. It is unknown at this time if there are any other utility services located on the roadway adjacent to the existing bridge structure.



Google Maps Street View - June 2021

NIAGARA ESCARPMENT COMMISSION (NEC)

The Niagara Escarpment Plan has designated the bridge location as a regulated area. Further bridge development in this location will be limited. The NEC has designated the location of S-0005 as 'Natural Area' which strictly regulates construction. If the structure is fully removed; the establishment of a future crossing in this area will be difficult.



2025 Grey County Maps – Public GIS Site



STAKEHOLDER CONSIDERATIONS

TOWNSHIP OF GEORGIAN BLUFFS

- The Township of Georgian Bluffs currently boasts an inventory of 16 bridges and 30 culverts.
- Based on the asset management information prepared by Pearson Engineering during the 2024 Biennial OSIM Inspection Program, the average replacement cost of the Township's bridge and culvert inventory is approximately \$1,250,000 per structure (2024 \$).
- As per the '10-Year Capital Works Plan' prepared by Pearson Engineering in 2024, 13% of all bridges and 16% of all culverts in the Township's inventory are considered in poor condition.
- A total of 35 rehabilitation / replacement projects are recommended between 2026 to 2034.
- The total project cost estimate for '10-Year Capital Needs Plan' is ± \$19,000,000 assuming 3% inflation per year.



EVALUATION CRITERIA

GENERAL

- Ability to address the Problem Statement.

NATURAL

- Protection of the natural and physical environment.
- Includes considerations for water, wildlife, air and vegetation, as well as species at risk environmentally sensitive habitats.

SOCIAL

- Road usage, traffic movements and availability of alternative routes.
- Access to emergency services.
- Active transportation networks include connection to trail systems.

CULTURAL

- Protection of archaeological and/or cultural heritage resources.
- Cultural landscapes, fixed archaeological structures on land and water, and built environments.

ECONOMIC

- Construction costs, long term operating costs and maintenance costs.
- Overall municipal transportation system and potential capital commitments.
- Potential risks associated with Townships liability.

TECHNICAL

- Type and complexity of construction.
- Future maintenance requirements (short and long term).
- CHBDC and road design standards.



ALTERNATIVE SOLUTIONS

The following alternatives were identified to address the structural deficiencies, continued deterioration and safety risks associated with Structure D-0007.

#	Alternative	Construction Duration	Estimated Useful Service Life	Estimated Construction Cost	Description
1	Do Nothing (Maintain Existing Structure)	1 Week	N/A	<\$10K	Fully close bridge to all pedestrian and vehicular traffic. Install permanent dead-end barricades and signage reassess in 3 to 5 years.
2A	Minor Rehabilitation	2-3 Weeks	5-10 Years	\$50K-75K	Replacement of existing deteriorated wood deck system with laminated wood deck. Replacement of existing barrier system with steel beam guiderail and timber post system.
2B	Major Rehabilitation	3-5 Weeks	10-15 Years*	\$100K-125K	Full replacement of upper superstructure with four steel girders and laminated wood deck system. Replacement of existing barrier system with steel beam guiderail system.
3	Permanent Removal	4-6 Weeks	N/A	\$150K-175K	Full removal of steel superstructure and original concrete structure. Installation of dead-end barricades and signage.

* Service-life is subject to change based on condition and rate of deterioration of original concrete structure



ALTERNATIVE 1 DO NOTHING (TEMPORARY CLOSURE)

PROS	CONS
<p>Cost Effective No Immediate design, construction or contract administration costs.</p>	<p>Temporary Solution Temporary closure of the structure does not present a long-term solution for transportation.</p>
<p>Impact No environmental, cultural, archaeological impact due to no construction activities.</p>	<p>Social Impact Full closure of the structure prevents the crossing of Indian Creek for local traffic, trail users and Hydro-One utility vehicles.</p>
	<p>Potential Increased Cost Prolonging the removal, rehabilitation or replacement of the structure adds inflated construction costs for future work.</p>
	<p>Municipal Inventory The Township has many structures that are up for rehabilitation or replacement in the next 10 years. Delaying action on Structure S-0005 may result in a budgetary overload in future years.</p>



ALTERNATIVE 2A MINOR REHABILITATION

PROS	CONS
<p>Cost Effective Minor rehabilitation is generally less expensive than more strenuous alternatives, making it a budget friendly alternative.</p>	<p>Temporary Solution A minor rehabilitation only provides a temporary fix, further repair will be required in the future.</p>
<p>Impact Low environmental, cultural, archaeological or social impact due to minimal construction activities.</p>	<p>Load Restrictions Due to the limited capacity of the steel superstructure, a load posting will be required limiting traffic loads on the bridge to 4 tonnes after the bridge rehabilitation.</p>
<p>Extended Lifespan By addressing the bridge deck deterioration and barrier instability, the bridge useful service-life can be extended by approximately 5-10 years. Service-life may be adjusted in the future based on condition of steel superstructure and original concrete structure.</p>	<p>Potential Increased Cost Prolonging the full removal or replacement of the structure adds inflated construction costs for future work.</p>
<p>Construction Duration Minor rehabilitation requires less on-site construction time due to limited scope of work. This results in less impacts to traffic and public.</p>	<p>Municipal Inventory The Township has many structures that are up for rehabilitation or replacement in the next 10 years. Prolonging full removal/replacement on Structure S-0005 may result in a budgetary overload in future years.</p>



ALTERNATIVE 2B MAJOR REHABILITATION

PROS	CONS
<p>Municipal Inventory The Township has many structures that are up for rehabilitation or replacement in the next 10 years. By completing a major rehabilitation, it will increase the useful service life of the structure, reducing near future budgetary needs.</p>	<p>Social Impact A major rehabilitation of the structure temporarily disrupts the crossing of Indian Creek for trail users and Hydro-One utility vehicles.</p>
<p>Impact Low environmental, cultural, archaeological or social impact due to minor construction activities.</p>	<p>Cost The cost of major rehabilitation is significant when considering the potential service-life of the rehabilitated structure, which is dictated by the condition and rate of deterioration of the original concrete structure.</p>
<p>Extended Lifespan By addressing the bridge superstructure/deck deterioration and barrier instability, the bridge useful service life can be extended by roughly 10-15 years.</p>	<p>Construction Duration Major rehabilitation requires more on-site construction time due to increased scope of work. This results in an increased impact to traffic and the public.</p>
<p>Load Capacity By replacing the entire steel superstructure, the load carrying capacity of the bridge can be increased. To support recreation use and maintenance vehicles, a load limit of 10 tonnes would be sufficient.</p>	

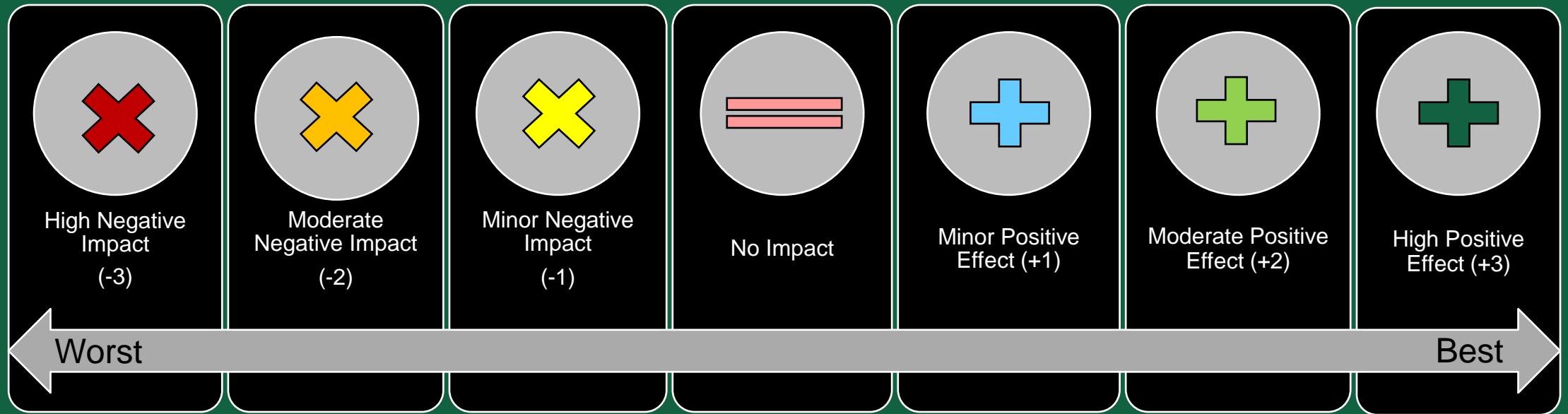


ALTERNATIVE 3 PERMANENT REMOVAL

PROS	CONS
<p>Future Cost Full removal of the structure will be more cost effective in the long-term. No future maintenance, rehabilitation or replacement costs.</p>	<p>Social Impact A full removal of the structure prevents the crossing of Indian Creek for trail users and Hydro-One utility vehicles.</p>
<p>Reduced Maintenance Over time maintenance needs can be significant. By permanently removing the bridge, there are no ongoing maintenance needs in the future.</p>	<p>Initial Cost Full removal of both the superstructure and the original structure is the most expensive construction cost of all alternatives. This is due to longer construction times, environmental protection and equipment needs.</p>
<p>Environmental Restoration Full removal of the structure requires temporary environmental impacts, but reinstates the natural watercourse embankments and improves the hydraulic capacity of the watercourse at the crossing.</p>	
<p>Municipal Inventory The Township has many structures that are up for rehabilitation or replacement in the next 10 year. Full removal of the structure decreases the Township's inventory, which reduces strain on the future capital works budget.</p>	



ALTERNATIVE SOLUTION EVALUATION



Each design alternative is assigned a score based on the significance of their impact for each criteria (previous slide). The symbols above are used to identify their effect on a scale from (-3) to (+3).

±3 – High Importance
±2 – Moderate Importance
±1 – Minor Importance

DESIGN ALTERNATIVE EVALUATION

Evaluation Criteria	Alternative 1 Do Nothing	Alternative 2A Minor Rehabilitation	Alternative 2B Major Rehabilitation	Alternative 3 Permanent Removal
Natural Environment				
Social Environment				
Transportation				
Economic Environment				
Technical				
Overall Scoring	-7	+1	+2	+5



PREFERRED DESIGN ALTERNATIVE

ALTERNATIVE 3: PERMANENT REMOVAL

Based on the results of the Design Alternative Evaluation, the preliminary preferred design solution is 'Alternative 3', which recommends the permanent removal of the existing bridge structure. Key parameters to consider as part of this evaluation are as follows:

- The Keppel Sarawak Townline is a no maintenance roadway with a narrow road surface.
- The maximum detour distance created by the structure removal is approximately 6.3km.
- A majority of the traffic utilizing Structure S-0005 is recreational. Therefore, a permanent bridge closure / removal will have minimal impacts to Township traffic network.
- The roadway does not currently provide access to private residential dwellings, only agricultural fields which can all be accessed via the surrounding properties.
- The Ontario Federation of Snowmobile Clubs (OFSC) will be required to develop an alternative route for the connecting link from Church Sideroad West, north to the Lindenwood Sideroad.
- The proximity of the bridge to the intersection, the grading of the approaches, width of the bridge / roadway and the lack of guiderail systems increases safety concerns at the crossing.



Photo example from
Orchardville Bridge

QUESTION CONTACTS

Township of Georgian Bluffs

Kevin Verkindt
Manager, Engineering and Infrastructure
117964 Grey Road 18,
Owen Sound, ON, N4K 5N5



Pearson Engineering Ltd.

Jesse Borges, P. Eng., PMP
Structural Project Manager
345 8th Street East
Owen Sound, ON, N4K 1L3
jborges@pearsoneng.com



PEARSON
ENGINEERING

Date: Wednesday, March 12, 2025

Meeting Type: Committee of the Whole

From: Brittany Drury, Deputy CAO / Director of Corporate Services

Subject: Award of RFP2025-05 Non-Union Pay Equity and Compensation Review

Report#: CAO2025-12

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

Recommendation

That RFP2025-05 Non-Union Pay Equity and Compensation Review, be awarded to Gallagher Benefit, at a cost of \$32,459.25, and

That Council endorse the municipal comparator matrix detailed herein.

Background

The Township formally established parameters for completion of market checks via creation of the Human Resources Policy manual in 2018. This includes a Pay Admin Policy, requiring market checks to be completed every four years to ensure the Township is paying employees fairly and achieving external equity.

The Township has previously completed salary reviews in 2014, 2018 and 2021. The scope of each review varied, with 2021 including an organizational structure component. The Township has not conducted a pay equity review since 2018.

Through the 2021 review, Council established a benchmark of maintaining salaries to the 60th percentile, seeking to ensure market competitiveness and demonstrating Council's commitment to attracting and retaining the best, most qualified staff team to lead the Township into the future.

Completion of a compensation and pay equity review was included in the 2025 Budget, as approved by Council in January of this year.

Analysis

RFP2025-05, seeking an external consulting service to complete a non-union compensation and pay equity review, was posted to the Township's Bids and Tenders page on January 27th. The RFP defined the scope of work required, project goals and objectives, and timelines for completion. The RFP closed on February 14th, with 8 submissions received.

The submission evaluation process was divided into two parts, technical and financial. The evaluation team first scored each technical submission, considering level of experience, completion of similar projects, project understanding and level of detail included in their respective workplans. All submissions scoring a minimum of 70% progressed to the financial phase, considering the submitted cost of project completion.

In performing this exercise, the top scoring submission in both the technical and financial reviews is recommended for reward, being Gallagher Benefit. Gallagher Benefit scored a total of 92% out of a possible 100, receiving the highest scores of all submissions in company experience, relevant project experience and project understanding. Additionally, Gallagher Benefit quoted the lowest project cost of all submissions considered in the second, financial submission phase, of \$32,459.25.

Gallagher Benefit has completed multiple similar scale projects for municipal organizations throughout the province and Grey, Simcoe, Huron and Bruce Counties, including:

- Grey County
- Bruce County
- Town of Collingwood
- City of Owen Sound
- Town of Saugeen Shores
- Municipality of Brockton
- Municipality of Central Huron
- Municipality of Huron East, and more.

The scope of work defined for 2025 will compare the Township's compensation structure to comparable municipalities throughout Ontario to ensure compliance with pay equity legislation and further, that the Township is continuing to achieve remuneration at the 60th percentile. To establish appropriate municipal comparators for

use throughout the project, staff propose defining a matrix of comparative metrics, ranked by relative importance. For example, should Council define population size as the greatest factor in determining comparative organizations, municipalities with similar population size to that of the Township will be selected to form part of the comparator group.

Metrics to consider in defining municipal comparators often include:

- Population size,
- Size and type of road network,
- Operating and Capital budget amounts,
- Scope of services (rec programs, licensing programs, etc.)
- Staff compliment,
- Average home assessment,
- Geographic location (proximity to the Township),
- Ontario Living Wage Catchment
 - Living wage catchments are generated using Statistics Canada data, combining cost of living factors to determine the appropriate living wage in a geographic area. The Township falls within the Grey Bruce Perth Huron Simcoe catchment. This means cost of living and the associated living wage remains relatively consistent across Grey, Bruce, Perth, Huron and Simcoe Counties. [Click here to learn more about living wage catchments.](#)
- Salary benchmark (ie. Compensating to the 60th percentile)

Municipal comparators will be weighted by their placement on the matrix, with Council determining which metrics should be given most importance. A preliminary matrix has been drafted below in Figure A. Council is invited to amend the order of importance and weight assigned to each metric, or add other metrics, through consideration of this report. Council's endorsed matrix will be provided to the consulting party upon onboarding to select 10-12 municipal comparators for use throughout the compensation review process.

For comprehension, rankings are demonstrated on a scale of 1 to 5. 5 being the most important comparator metric and 1 being the least important comparator metric.

Each comparator is then ranked on their similarity to the Township's established baselines. 5 is the most similar, and 1 being least similar. To achieve the weighted importance of the established criterium, the rank assigned to each comparator is then multiplied by the weight assigned to each metric.

Municipality A and B are provided for example purposes only.

Figure A. Comparator Matrix

Criteria	Ranking	Township of Georgian Bluffs Baseline	Municipal Comparator 1		Municipal Comparator 2	
			Municipality A	Municipality B	Metric	Rating
Ontario Living Wage Catchment	5	Grey Bruce Perth Huron Simcoe	Grey Bruce Perth Huron Simcoe	4	Greater Toronto Area	1
Combined Annual Budget	5	Total: \$24,669,585	Total: \$41,000,000	3	Total: \$1,398,338,000	1
Average home assessment	4	\$300,000	\$350,000	4	\$566,000	2
Employee compliment	4	47.5	70	4	3700	1
Geographic location	4	Grey County	Simcoe County	4	Peel Region	1
Salary benchmark	3	60th	60th	3	75th	1
Population size	3	11,100	12,966	3	791,486	1
Scope of services (AMO Classification)	1	Small Urban	Small Urban	1	Urban, City	1
Weighted Score				102		33

To generate the weighted score indicated above, the rank assigned to each comparator is multiplied by the respective criteria's ranking. The sum of the multiplied ranks are then added together to generate a total weighted score.

The highest possible score a municipal comparator can achieve is 117.

A comparator must achieve a weighted score of 70 (60%) to be considered a comparator to the Township of Georgian Bluffs. In the example provided above, Municipality A would be considered an appropriate comparator, whereas Municipality B, would not.

Following endorsement of the matrix and award of the successful party, staff will commence onboarding of the consultant and information transfer. The project is anticipated to complete within Q3 of 2025.

Financial Impact

Completion of a compensation and pay equity review was included in the 2025 Budget, as approved by Council in January of this year. A budget of \$35,000 was allocated to completion of the project. The submission recommended for award provided a project budget of \$32,459.25, under the Township's allocated budget.

Strategic Lenses

Diversity, Equity, Inclusion, and Belonging

Routine market checks ensure the Township is maintaining and prioritizing fair and equitable remuneration programs for all employees. The Township is bound by the *Pay Equity Act*, 1990, requiring gender neutrality and equality throughout positions, pay bands and the Township's compensation structure. The scheduled review will consider Pay Equity standards and make recommendations for any potential remediating actions required by the Township.

Truth and Reconciliation

No positive impact.

Climate Change

Submissions received to the tender posting were submitted virtually, minimizing paper resources used to facilitate the tender process. Information transfer will be facilitated virtually to further minimize hard copy resources.



Conclusion

As the highest scoring, lowest cost submission evaluated throughout the tiered grading process, it is recommended that RFP2025-05, for completion of a Non-Union Compensation and Pay Equity Review, be awarded to Gallagher Benefit.

Respectfully Submitted: Brittany Drury, Deputy CAO / Director of Corporate Services



Report Approval Details

Document Title:	CAO2025-12 - Award of RFP2025-05 Non-Union Pay Equity and Compensation Review.docx
Attachments:	
Final Approval Date:	Feb 27, 2025

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

Niall Loble, Chief Administrative Officer

Date: Wednesday, March 12, 2025

From: Kevin Verkindt, Manager, Engineering and Infrastructure

Subject: Municipal Class Environmental Assessment Structure D-007 Progress Report

Report#: DEV2025-17

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

Recommendation

THAT Council receive Staff Report DEV2025-018, Municipal Class Environmental Assessment (MCEA) Structure D-007 Progress Report and consider the following recommendation;

THAT Council adopt Alternative 4 of permanently closing and removing Structure D-007.

AND THAT Council direct Staff to proceed with an amended engineering scope of work with Pearson Engineering to proceed with the permanent closure and removal of Structure D-007;

AND THAT \$271,300 be funded from the Bridges Reserve to support the construction for the permanent closure and removal as needed.

Background

Due to the poor condition Structure D-0007 was closed in 2019 based on recommendations provided in historical OSIM reports. The concrete structure is exhibiting signs of significant deterioration, especially below the deck top surface. The concrete substructures are in extremely poor condition due to heavy deterioration, section loss and wide cracking. Vertical cracks have been noted at wingwall-to-abutment connections which are exhibiting signs of lateral rotation. Wide horizontal cracking was noted between the abutment wall to footing connection, and the footings are exhibiting significant undermining issues.

During the Special Council meeting on December 4, 2023, Council members highlighted the importance of Structure D-007 and Council took proactive steps to ensure it

receives the necessary funding and attention. Council approved Structure D-007 in the 2024 Budget Request for further consideration.

Staff proceeded with a Request for Proposal (RFP) for a thorough assessment of background studies and potential future alternative options of the bridge and retained the engineering services of Pearson Engineering (the Consultant).

The scope of work in the RFP included evaluating alternative solutions, preparing a concept design and cost estimates for the recommended solution and analyzing the level of complexity of the project.

Analysis

Pearson Engineering has identified four preliminary alternatives (Attachment 1).

Do Nothing

The bridge is currently closed and barricaded to prevent access. The bridge will further deteriorate and will eventually result in the Township removing.

Replace the Bridge with Single-Lane Bridge or Replace with Twin Corrugated Steel Pipe (CSP) Arch Culvert

This option has a much higher cost than closure, but it would eliminate load postings, improve road safety and avoid the need for a long-term detour.

The bridge was closed in 2019, To date, the Township has received no petitions or correspondence from the public to reopen. Sideroad 3 is estimated to be classified as a low volume local road and is well below the 400 Average Annual Daily Traffic (AADT) threshold for low volume identified by the MTO Structural Manual.

Permanently Close and Remove the Existing Bridge

As the bridge has been closed for several years and the roadway is only accessed by one adjacent property owner this option would have minimum impact. Eventually, the bridge would need to be removed and areas for turn-around would be put in-place.

The MCEA Study considered the options outlined in the table below the table also provides a summary of the alternatives and cost:

Alternative	Structure D-007 Alternative	Estimated Cost	Summary



1	Do Nothing	\$0	Do nothing will eventually result in the need for the removal of the bridge.
2	Replace with Precast Concrete Box Culvert	\$1,032,800.00	High cost but allows for a long service life and increased load capacity.
3	Replace with Twin CSP Arch Culvert	\$897,400.00	High cost and will allow for an average service life ~25-50 years. Twin CSP pipes will be required to meet the hydrology and hydraulics of Keady Creek.
4	Permanent Closure and Removal	\$271,300.00	Less expensive option. As the structure is closed this option could be implemented in a relatively short timeframe with an approved budget for removal.

MCEA Level of Complexity

Level of complexity or sensitivity can relate to the nature of the problem or opportunity being addressed, the level of investigation required to assess alternatives and environmental effects, and public, Indigenous Community, and agency issues and concerns. The level of complexity may affect the selection of the project schedule, and the scope of each phase in the MCEA process as well as the need to revisit steps in the process. The level of complexity will therefore affect the manner in which a project proceeds through the process.

The complexity of a project is based on many components, including environmental effects, public and agency input and technical considerations, and how these interrelate on a specific project.

Historically, the MCEA would allow proponents to elevate any project to a higher schedule if they wanted to follow a more comprehensive planning process for a project with less or no requirements (e.g., Schedule A). However, as Schedule A and A+ projects are now exempt from the *Environmental Assessment Act* (EAA), they can no longer be elevated to a Schedule B or C process.

While the MCEA document defines the minimum requirements, the proponent is responsible for “customizing” it to reflect the specific complexities and needs of a project.¹

To date, Pearson Engineering has completed the following background studies:

- Cultural Heritage Evaluation Report prepared by TMHC Inc.
- Archeological Assessment Stage 1 Report prepared by TMHC Inc.
- Natural Environment Study (NES) prepared by Cambium Inc.
- Hydrology and Hydraulics Evaluation Report prepared by Pearson Engineering

Pearson Engineering has thoroughly reviewed the necessary background reports as part of the MCEA process and has concluded that Structure D-007 holds no significant cultural heritage, archeological and natural environmental value within the study limits.

These findings have allowed Pearson Engineering to determine that the project qualifies to proceed under a MCEA Schedule A+, meaning it is exempt from additional studies, public consultation and does not require a Project File to be submitted to the Ministry as per the *Environmental Assessment Act*.

This conclusion supports the notion that the project can move forward without further concerns, streamlining the approval process.

¹ Municipal Engineers Association (2023), Municipal Class Environmental Assessment

Financial Impact

The 2025 budget included an estimated financial carry-forward for Sideroad 3 bridge (D-007) of \$2,300,000 to be funded from the Bridges Reserve:

- 2025 - \$200,000 for background studies and pre-work
- 2026 - \$300,000 for design work
- 2027 - \$1,800,000 for construction & warranty work

As of December 31, 2024, \$51,394.45 had been incurred for Pearson's work (total contract value awarded was \$148,140). Staff do anticipate 2025 work to be completed against this awarded contract value.

Staff are requesting Council to move forward, from the 2026 portion of the financial ask, \$271,300. Assuming the removal of the bridge was to proceed, this would eliminate a financial burden on the Bridges Reserve of \$1,828,700.

Strategic Priorities

Enhancing Service Delivery

Enhancing Environment and Infrastructure

Conclusion

Staff recommend completing the MCEA project based on Pearson's recommendation on proceeding with a Schedule A+ (exemption) and selecting Alternative 4, closing and removing the existing bridge.

Staff recommend that the remaining budget dedicated to the MCEA be reallocated to an amended engineering scope with Pearson Engineering and proceed with the detailed design, pre-tender and final tender administration and construction and warranty administration for the permanent closure and removal of Structure D-007. Also, a capital construction budget must be created for the construction portion of the removal of Structure D-007.

Alternatively, Council can reject the preliminary choice of Alternative 4 of and take the opportunity to re-order the assessment criteria and direct staff to change the preferred alternative.

Respectfully Submitted:

Kevin Verkindt, Manager, Engineering and Infrastructure

Report Approval Details

Document Title:	MCEA Structure D-007 Progress Report.docx
Attachments:	<ul style="list-style-type: none"> - Attachment 1 - Structure D-0007 Preliminary Alternative Drawings.pdf - Attachment 2 - Structure D-0007 Preliminary Alternative Construction Cost Estimates .pdf
Final Approval Date:	Mar 4, 2025

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

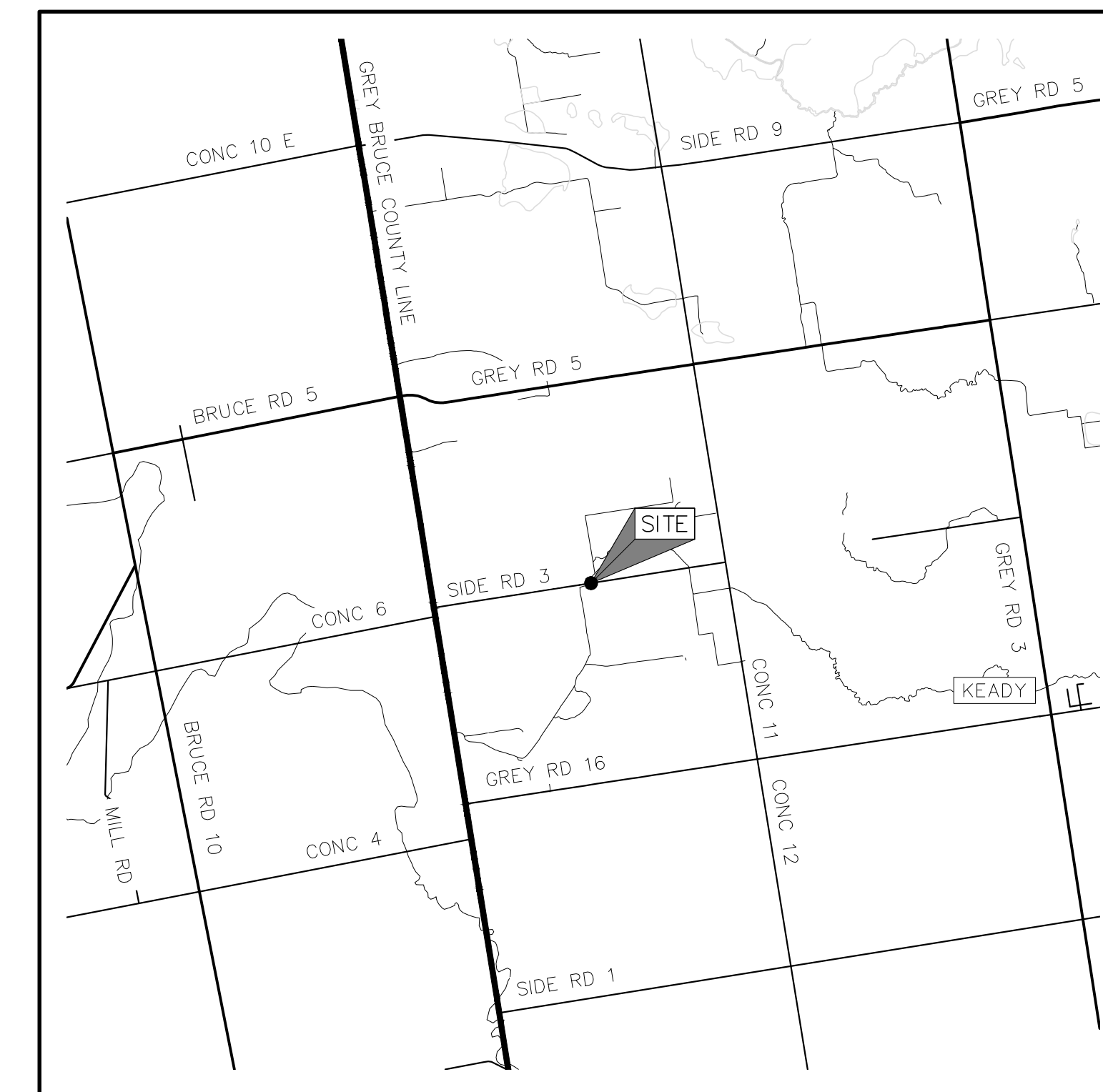
Michael Benner, Director of Development and Infrastructure

Niall Loble, Chief Administrative Officer

**STRUCTURE D-0007
 ENVIRONMENTAL ASSESSMENT
 SIDEROAD 3, GEORGIAN BLUFFS
 COUNTY OF GREY, ON**

DRAWING LIST

- ND-1 - NOTES AND DETAILS
- SP - SITE PLAN
- ECPP - EXISTING CONDITIONS PLAN AND PROFILE
- DA1 - DESIGN ALTERNATIVE 1 - PRECAST CONCRETE CULVERT
- DA2 - DESIGN ALTERNATIVE 2 - TWIN CSP ARCH CULVERT
- DA3 - DESIGN ALTERNATIVE 3 - PERMANENT CULVERT REMOVAL

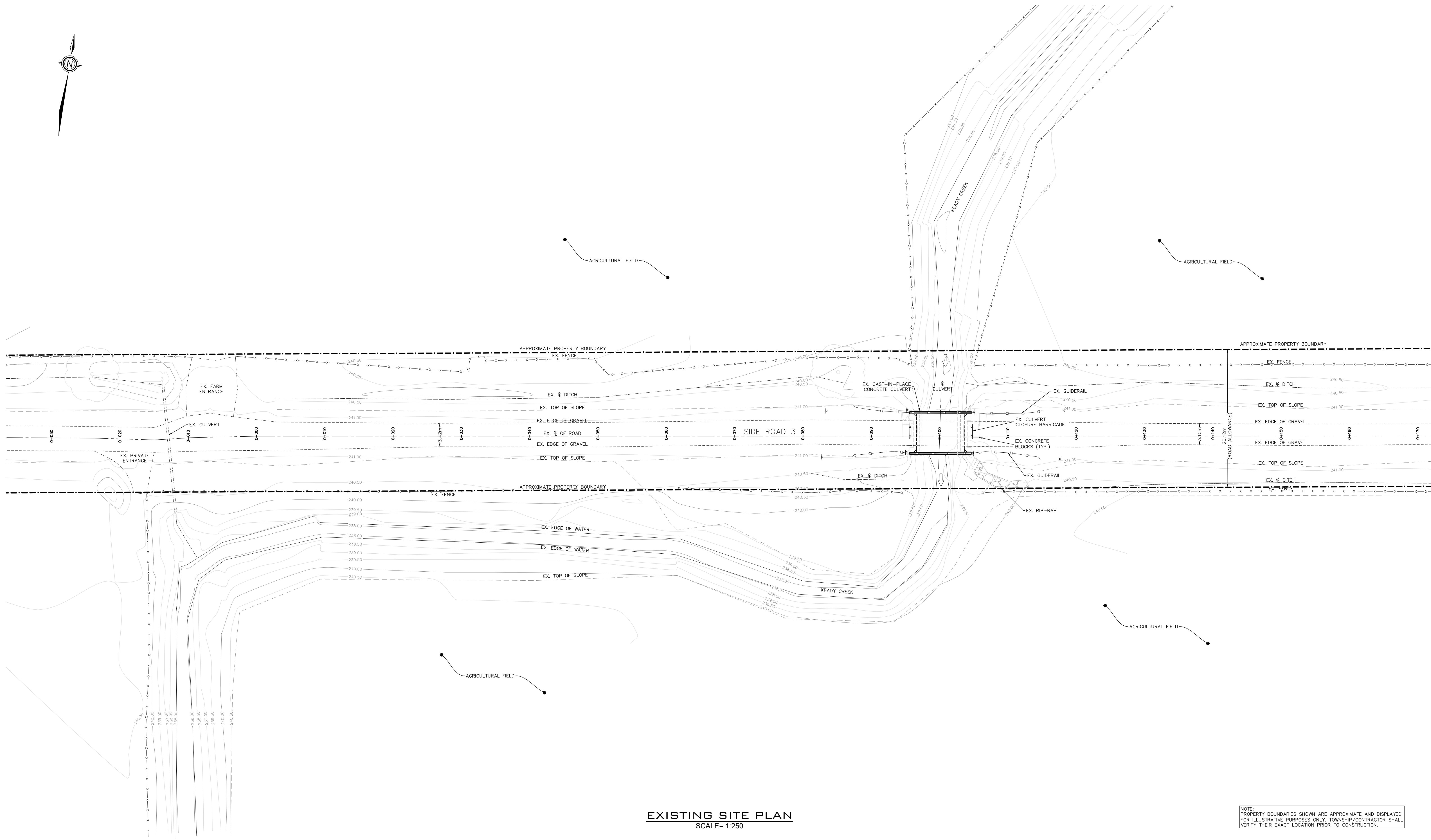
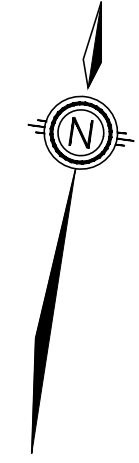


SITE PLAN
 N.T.S.

TOWNSHIP OF
 GEORGIAN BLUFFS
 177964 GREY ROAD 18
 OWEN SOUND, ON
 N4K 5N5



PEARSON
ENGINEERING
 PEARSONENG.COM PH. 705.719.4785



EXISTING SITE PLAN
SCALE= 1:250

NOTE: PROPERTY BOUNDARIES SHOWN ARE APPROXIMATE AND DISPLAYED FOR ILLUSTRATIVE PURPOSES ONLY. TOWNSHIP/CONTRACTOR SHALL VERIFY THEIR EXACT LOCATION PRIOR TO CONSTRUCTION.

P:\x\codesk\va\working\folders\24140 - Georgian Bluffs, Side Rd 3 - Structure D-007EA\DESIGN DWG\24140 - Structure D-007 EA - TW.dwg Layout:SP Plotted Jan 16, 2025 @ 2:11pm by tpepler @ PEARSON ENGINEERING LTD.

NO.	REVISION	NOTE	DATE	BY
1	ISSUED FOR DISCUSSION		01/17/25	J.B.

BENCHMARK
 BM#1 = 245.32m
 TOP OF NAIL IN HYDRO POLE LOCATED APPROXIMATELY 1.41km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#2 = 243.48m
 TOP OF NAIL IN HYDROPOLE LOCATED APPROXIMATELY 1.13km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#3 = 242.90m
 TOP OF SOUTH EDGE OF BRIDGE LOCATED EAST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

PRELIMINARY
NOT FOR CONSTRUCTION

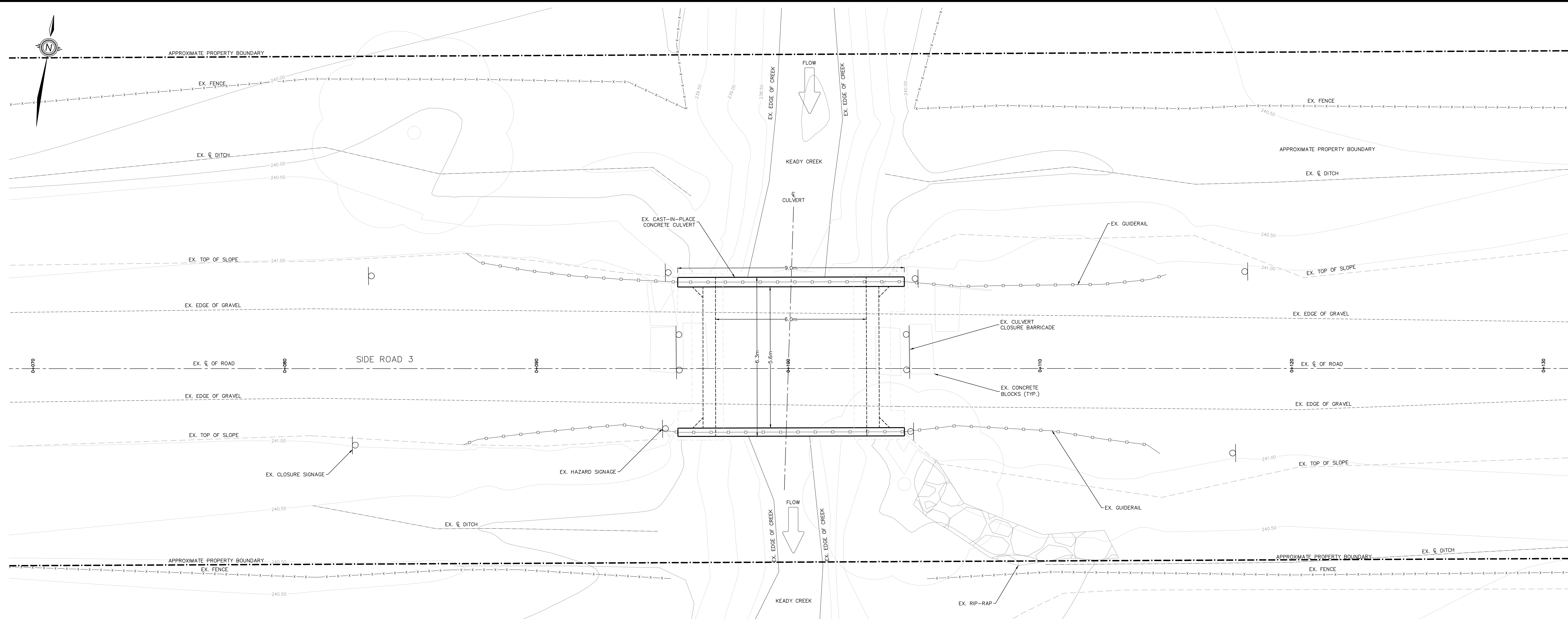
STRUCTURE D-007
THE TOWNSHIP OF
GEORGIAN BLUFFS

EXISTING SITE PLAN

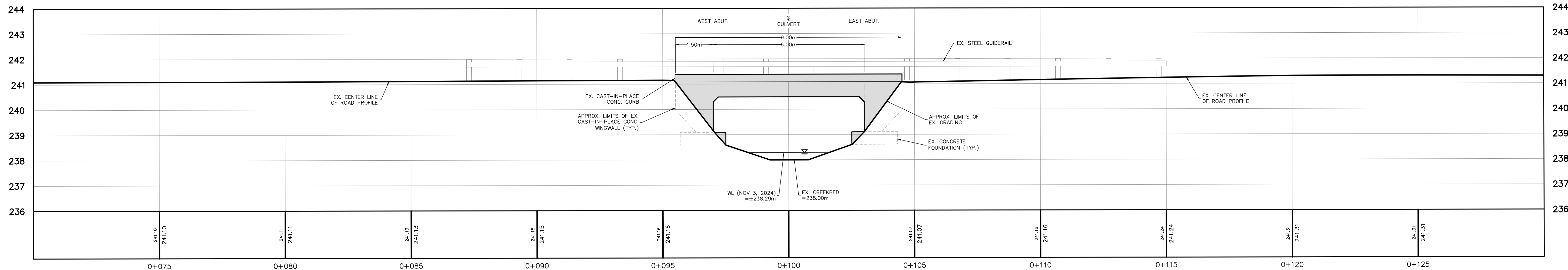
PEARSON ENGINEERING
PEARSONENG.COM PH. 705.719.4785

DESIGNED BY	J.B.	HORIZ SCALE	HORIZ	PROJECT #	24140
DRAWN BY	T.W.	VERT SCALE	VERT	DRAWING #	SP
CHECKED BY	J.B.	DATE	NOVEMBER 2024	REVISION #	0

P:\Autodesk Vault\Working Folders\24140 - Georgian Bluffs, Side Rd 3 - Structure D-007EA\DESIGN DWGS\24140 - Structure D-007 EA - TW.dwg Layout:ECP-Plotted on 16, 2025 @ 2:11pm by Iweppler @ PEARSON ENGINEERING LTD.



EXISTING CONDITIONS PLAN
SCALE= 1:75



EXISTING ROADWAY PROFILE
SCALE= 1:75

NO.	REVISION NOTE	DATE	BY
1	ISSUED FOR DISCUSSION	01/17/25	J.B.

BENCHMARK
 BM#1 = 245.32m
 TOP OF NAIL IN HYDRO POLE LOCATED APPROXIMATELY 1.41km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#2 = 243.48m
 TOP OF NAIL IN HYDROPOLE LOCATED APPROXIMATELY 1.13km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#3 = 242.90m
 TOP OF SOUTH EDGE OF BRIDGE LOCATED EAST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

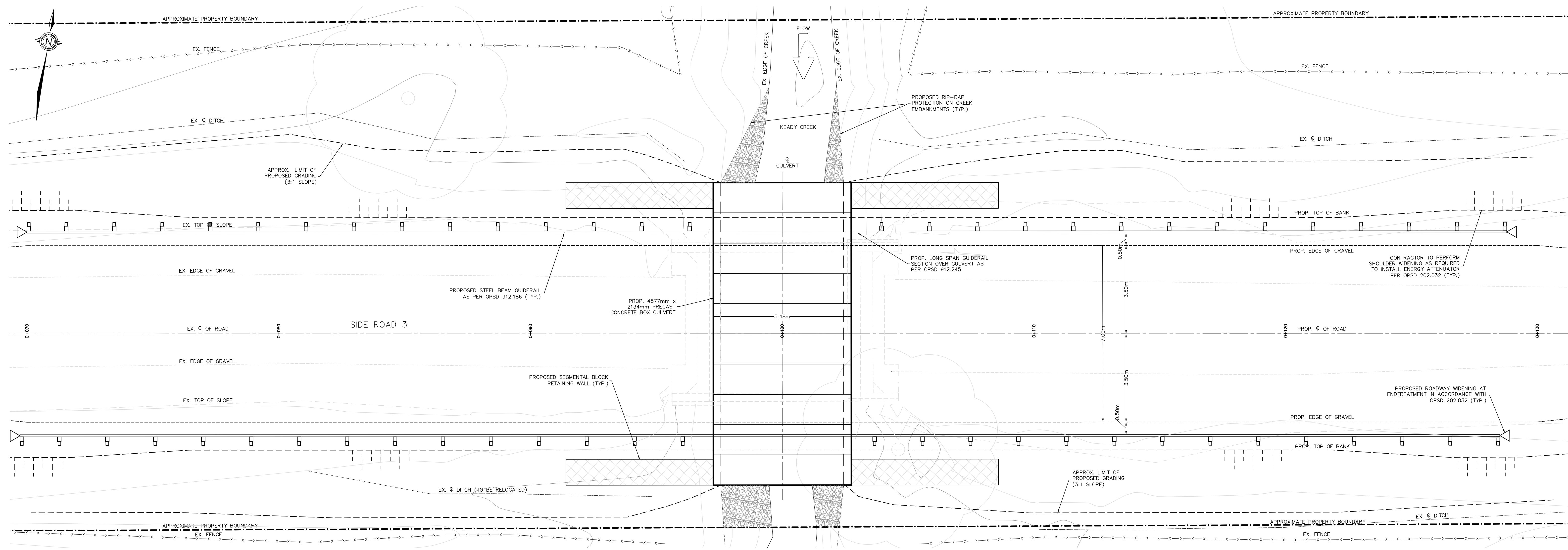
PRELIMINARY
NOT FOR CONSTRUCTION

STRUCTURE D-007
 THE TOWNSHIP OF
 GEORGIAN BLUFFS

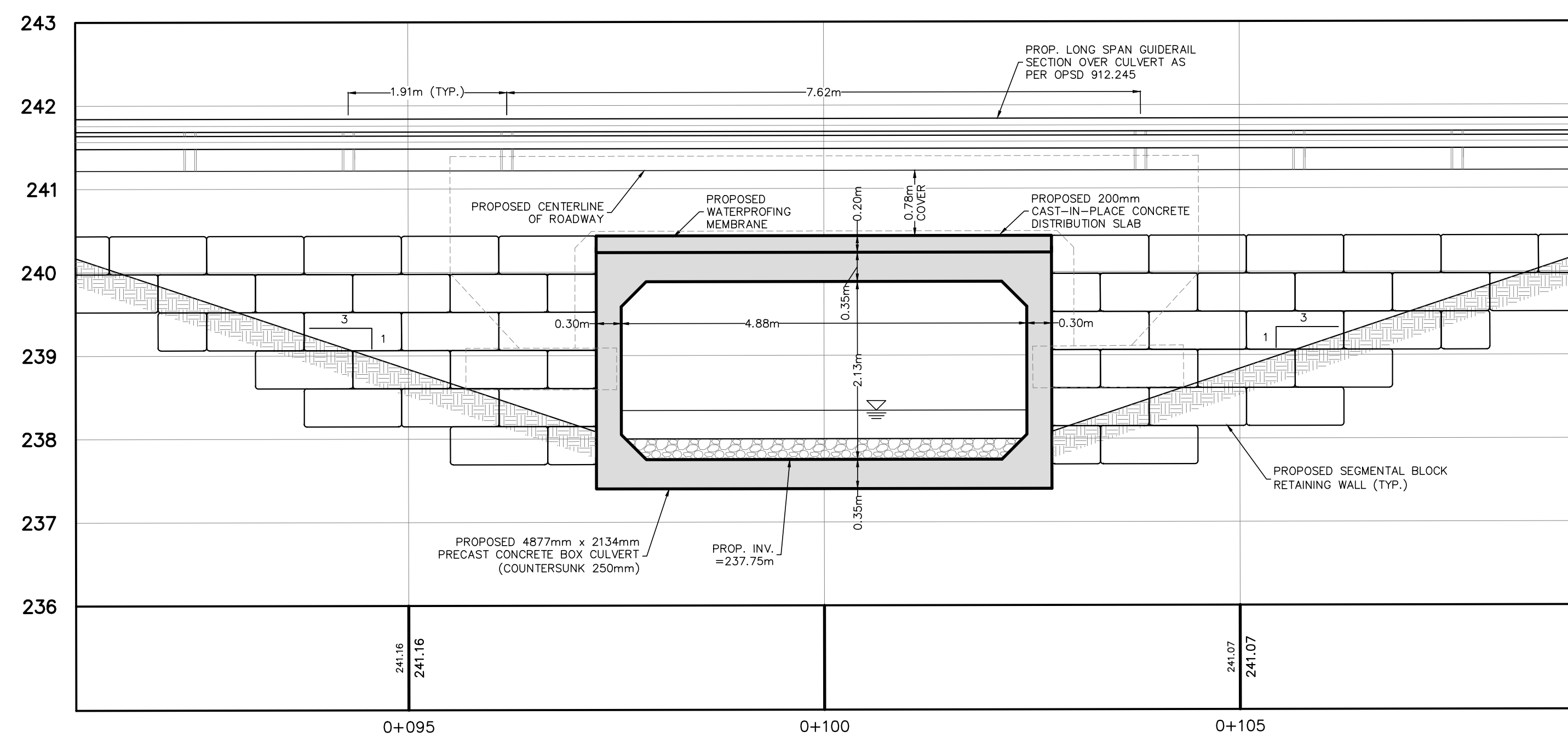
EXISTING CONDITIONS
 PLAN AND PROFILE

PEARSON ENGINEERING
PEARSONENG.COM PH. 705.719.4785

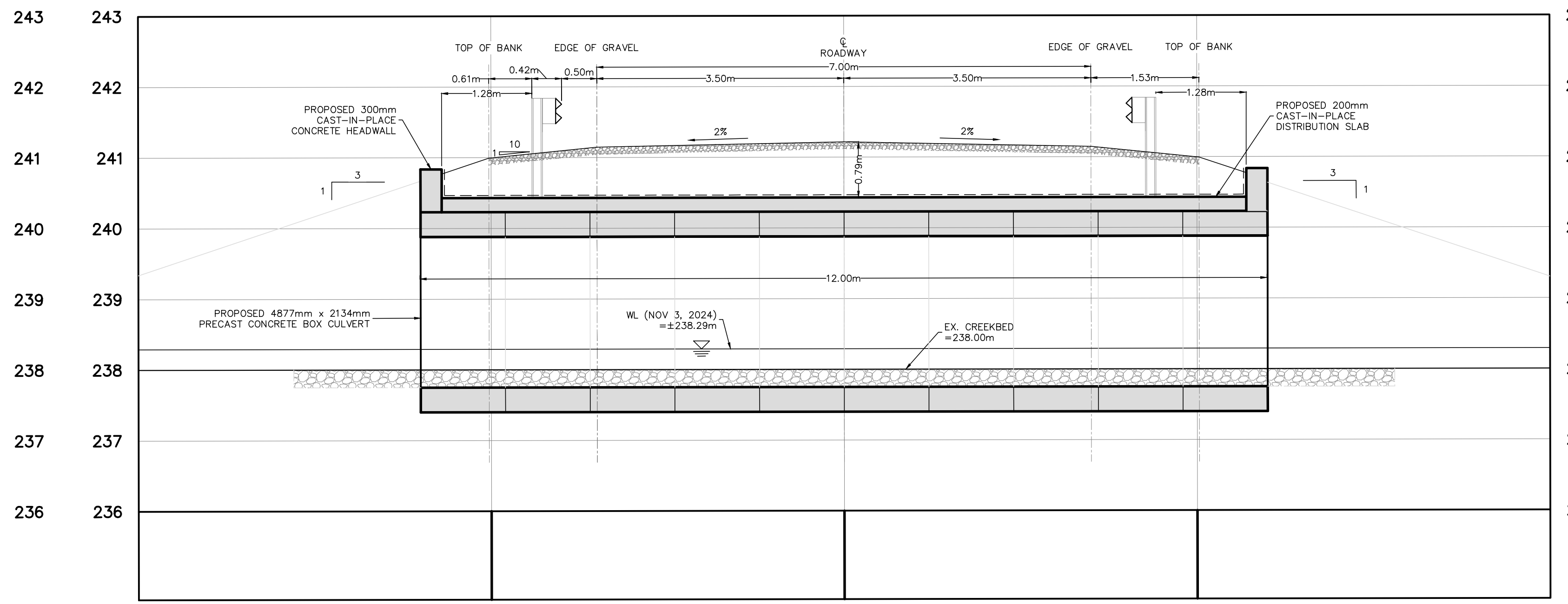
DESIGNED BY	J.B.	HORIZ SCALE	HORIZ	PROJECT #	24140
DRAWN BY	T.W.	VERT SCALE	VERT	DRAWING #	ECP
CHECKED BY	J.B.	DATE	NOVEMBER 2024	REVISION #	0



EXISTING CONDITIONS PLAN
SCALE= 1:75



CULVERT PROFILE
SCALE= 1:50



CULVERT SECTION
SCALE= 1:50

BENCHMARK

BM#1 = 245.32m
TOP OF NAIL IN HYDRO POLE LOCATED APPROXIMATELY 1.41km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

BM#2 = 243.48m
TOP OF NAIL IN HYDROPOLE LOCATED APPROXIMATELY 1.13km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

BM#3 = 242.90m
TOP OF SOUTH EDGE OF BRIDGE LOCATED EAST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

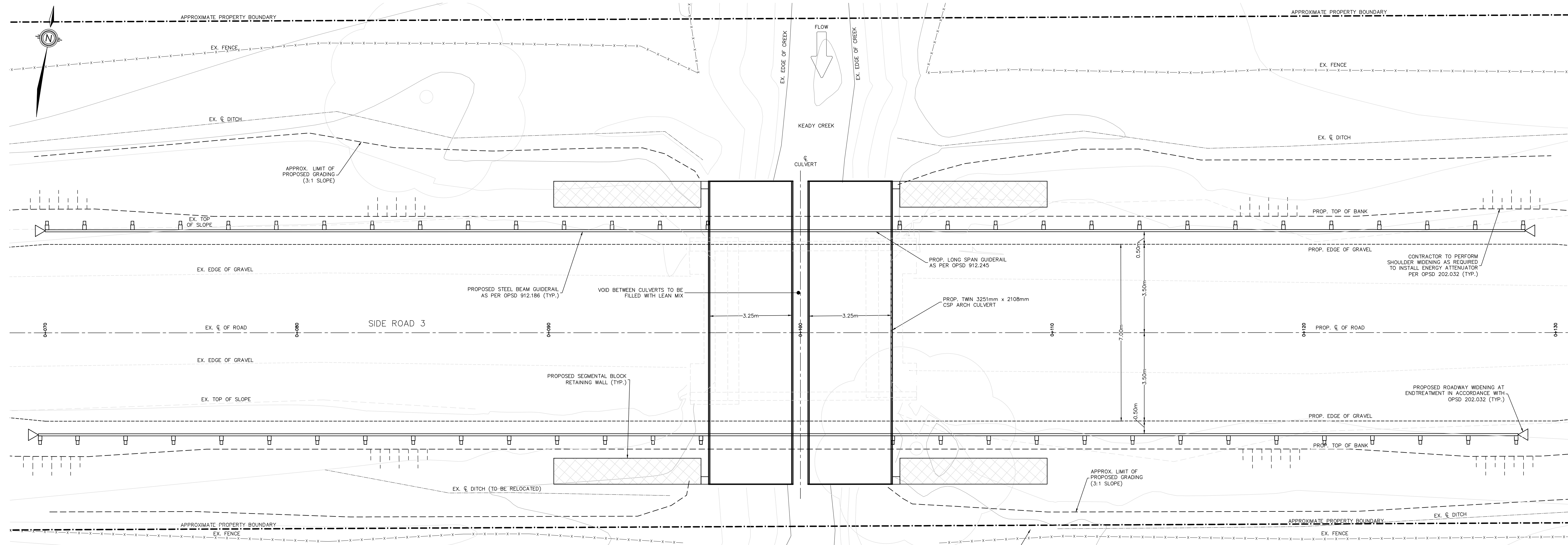
NO.	REVISION NOTE	DATE	BY
1	ISSUED FOR DISCUSSION	01/17/25	J.B.

PRELIMINARY
NOT FOR CONSTRUCTION

STRUCTURE D-0007
THE TOWNSHIP OF
GEORGIAN BLUFFS
DESIGN ALTERNATIVE 1
PRECAST CONCRETE BOX CULVERT
PLAN AND PROFILE

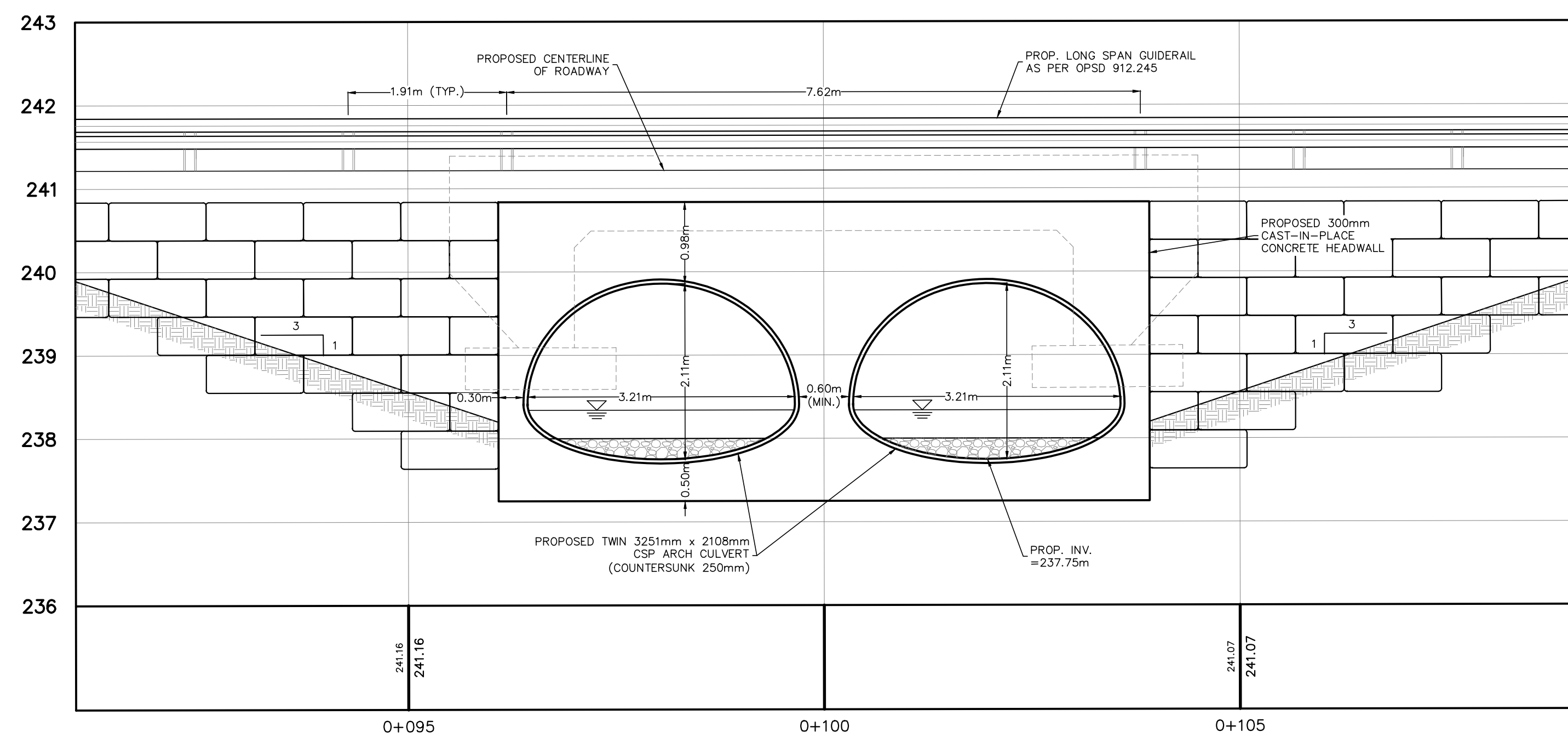
		DESIGNED BY	J.B.	HORIZ SCALE	HORIZ	PROJECT #	24140
		DRAWN BY	T.W.	VERT SCALE	VERT	DRAWING #	DA1
		CHECKED BY	J.B.	DATE	NOVEMBER 2024	REVISION #	0

P:\Autodesk Vault\Working Folders\24140 - Georgian Bluffs, Side Rd 3 - Structure D-0007EA\DESIGN DWGS\24140 - Structure D-0007 EA - TW.dwg Layout:DA1 Plotted Jan 16, 2025 @ 2:11pm by tweppler @ PEARSON ENGINEERING LTD.

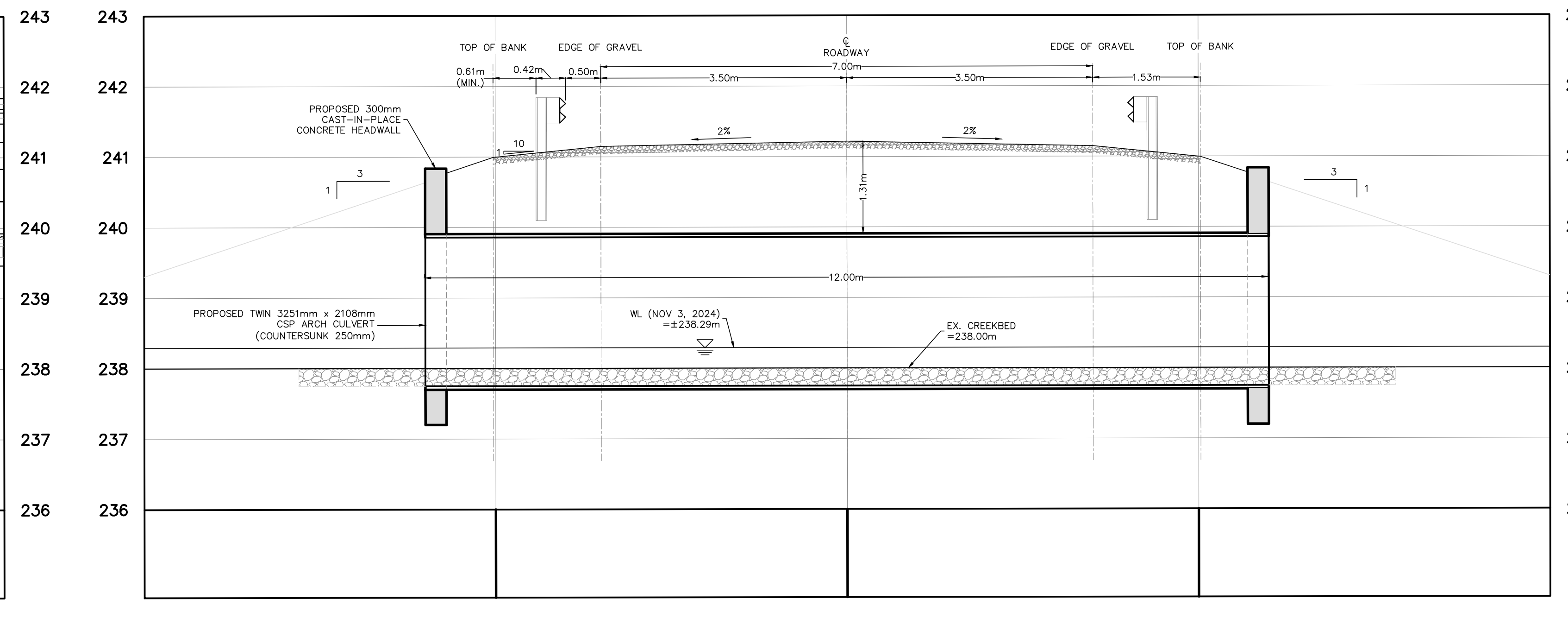


EXISTING CONDITIONS PLAN

SCALE= 1:75



CULVERT PROFILE
SCALE= 1:50



CULVERT SECTION
SCALE= 1:50

NO.	REVISION NOTE	DATE	BY
1	ISSUED FOR DISCUSSION	01/17/25	J.B.

BENCHMARK
 BM#1 = 245.32m
 TOP OF NAIL IN HYDRO POLE LOCATED APPROXIMATELY 1.41km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#2 = 243.48m
 TOP OF NAIL IN HYDROPOLE LOCATED APPROXIMATELY 1.13km WEST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.
 BM#3 = 242.90m
 TOP OF SOUTH EDGE OF BRIDGE LOCATED EAST OF SUBJECT STRUCTURE ALONG SIDEROAD 3.

**PRELIMINARY
NOT FOR CONSTRUCTION**

STRUCTURE D-0007
 THE TOWNSHIP OF
 GEORGIAN BLUFFS
 DESIGN ALTERNATIVE 2
 TWIN CSP ARCH CULVERT
 PLAN AND PROFILE



DESIGNED BY	J.B.	HORIZ SCALE	HORIZ	PROJECT #	24140
DRAWN BY	T.W.	VERT SCALE	VERT	DRAWING #	DA2
CHECKED BY	J.B.	DATE	NOVEMBER 2024	REVISION #	0

**TOWNSHIP OF GEORGIAN BLUFFS
D-0007 EA STUDY
DESIGN ALTERNATIVE 1
PRECAST CONCRETE BOX CULVERT**



**PEARSON
ENGINEERING**

**Project No. 24140
January 16, 2025**

ENGINEER'S CONSTRUCTION COST ESTIMATE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL
1	Site Mobilization, Demobilization and Misc. Project Costs	L.S.	1	\$75,000.00	\$75,000.00
2	Traffic Control and Signage (Full Road Closure)	L.S.	1	\$10,000.00	\$10,000.00
3	Environmental Protection	L.S.	1	\$20,000.00	\$20,000.00
4	Clearing, Grubbing & Tree Removal	L.S.	1	\$5,000.00	\$5,000.00
5	Fish Rescue	L.S.	1	\$5,000.00	\$5,000.00
6	Excavation	L.S.	1	\$35,000.00	\$35,000.00
7	Removal and Disposal of Culvert	L.S.	1	\$30,000.00	\$30,000.00
8	Water Diversion and Worksite Isolation	L.S.	1	\$150,000.00	\$150,000.00
9	Dewatering	L.S.	1	\$35,000.00	\$35,000.00
10	Design, Fabrication and Delivery of Culvert	L.S.	1	\$325,000.00	\$325,000.00
11	Assembly Installation of Culvert	L.S.	1	\$25,000.00	\$25,000.00
12	200mm Thick Distribution Slab	m ³	13.2	\$1,000.00	\$13,200.00
13	Segmental Block Retaining Wall	m ²	50.0	\$750.00	\$37,500.00
14	Concrete in Headwalls	m ³	2.0	\$2,000.00	\$4,000.00
15	Supply and Install Waterproofing	m ²	80.0	\$125.00	\$10,000.00
16	Granular B	Tonne	975.0	\$30.00	\$29,300.00
17	Granular A	Tonne	60.0	\$35.00	\$2,100.00
18	Supply and Installation of Steel Beam Guiderail	m	60.0	\$375.00	\$22,500.00
19	Supply and Installation of Guiderail End Treatment	Each	4.0	\$9,500.00	\$38,000.00
20	100mm Topsoil and Hydroseed	m ²	1,000.0	\$20.00	\$20,000.00
21	Erosion Control Blankets	m ²	1,000.0	\$20.00	\$20,000.00
22	River Stone Inside Culvert	m ²	60.0	\$120.00	\$7,200.00
23	Steel Reinforcing	Tonne	2.0	\$4,500.00	\$9,000.00
24	Contingency Allowance	L.S.	1	\$90,000.00	\$90,000.00
25	Material Test Allowance	L.S.	1	\$15,000.00	\$15,000.00
Construction Cost Estimate (Excluding HST)					\$1,032,800.00

**TOWNSHIP OF GEORGIAN BLUFFS
D-0007 EA STUDY
DESIGN ALTERNATIVE 2
TWIN CSP ARCH CULVERT**



**PEARSON
ENGINEERING**

**Project No. 24140
January 16, 2025**

ENGINEER'S CONSTRUCTION COST ESTIMATE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL
1	Site Mobilization, Demobilization and Misc. Project Costs	L.S.	1	\$65,000.00	\$65,000.00
2	Traffic Control and Signage (Full Road Closure)	L.S.	1	\$10,000.00	\$10,000.00
3	Environmental Protection	L.S.	1	\$20,000.00	\$20,000.00
4	Clearing, Grubbing and Tree Removal	L.S.	1	\$5,000.00	\$5,000.00
5	Fish Rescue	L.S.	1	\$5,000.00	\$5,000.00
6	Excavation	L.S.	1	\$35,000.00	\$35,000.00
7	Removal and Disposal of Culvert	L.S.	1	\$30,000.00	\$30,000.00
8	Water Diversion and Worksite Isolation	L.S.	1	\$150,000.00	\$150,000.00
9	Dewatering	L.S.	1	\$35,000.00	\$35,000.00
10	Supply, Fabrication and Delivery of SPCSP Culverts	L.S.	1	\$200,000.00	\$200,000.00
11	Assembly and Installation of SPCSP Culverts	L.S.	1	\$50,000.00	\$50,000.00
12	Concrete in Headwalls Cutoff Walls	m ³	10.2	\$1,800.00	\$19,000.00
13	Segmental Block Retaining Wall	m ²	50.0	\$750.00	\$37,500.00
14	Granular B	Tonne	1,100.0	\$30.00	\$33,000.00
15	Granular A	Tonne	80.0	\$35.00	\$2,800.00
16	Supply and Installation of Steel Beam Guiderail	m	60.0	\$375.00	\$22,500.00
17	Supply and Installation of Guiderail End Treatment	Each	4.0	\$9,500.00	\$38,000.00
18	100mm Topsoil and Hydroseed	m ²	1,000.0	\$20.00	\$20,000.00
19	Erosion Control Blankets	m ²	1,000.0	\$20.00	\$20,000.00
20	River Stone Inside Culvert	m ²	80.0	\$120.00	\$9,600.00
21	Contingency Allowance	L.S.	1	\$80,000.00	\$80,000.00
22	Material Testing Allowance	L.S.	1	\$10,000.00	\$10,000.00
Construction Cost Estimate (Excluding HST)					\$897,400.00

**TOWNSHIP OF GEORGIAN BLUFFS
D-0007 EA STUDY
DESIGN ALTERNATIVE 3
PERMANENT CULVERT REMOVAL**



**PEARSON
ENGINEERING**

Project No. 24140

January 16, 2025

ENGINEER'S CONSTRUCTION COST ESTIMATE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	TOTAL
1	Site Mobilization, Demobilization and Misc. Project Costs	L.S.	1	\$25,000.00	\$25,000.00
2	Traffic Control and Signage (Full Road Closure)	L.S.	1	\$10,000.00	\$10,000.00
3	Environmental Protection	L.S.	1	\$20,000.00	\$20,000.00
4	Clearing, Grubbing and Tree Removal	L.S.	1	\$5,000.00	\$5,000.00
5	Excavation	L.S.	1	\$35,000.00	\$35,000.00
6	Removal and Disposal of Culvert	L.S.	1	\$30,000.00	\$30,000.00
7	Temporary Shoring and Debris Collection	L.S.	1	\$50,000.00	\$50,000.00
8	Granular B	Tonne	200	\$30.00	\$6,000.00
9	Granular A	Tonne	70	\$35.00	\$2,500.00
10	Rip-Rap on Geotextile	m ²	65	\$120.00	\$7,800.00
12	Supply and Installation of Turnaround Barrier and Signage	L.S.	1	\$20,000.00	\$20,000.00
13	100mm Topsoil and Hydroseed	m ²	750	\$20.00	\$15,000.00
11	Erosion Control Blanket	m ²	750	\$20.00	\$15,000.00
16	Contingency Allowance	L.S.	1	\$25,000.00	\$25,000.00
17	Material Testing Allowance	L.S.	1	\$5,000.00	\$5,000.00
Construction Cost Estimate (Excluding HST)					\$271,300.00

Date: Wednesday, March 12, 2025

From: Kevin Verkindt, Manager, Engineering and Infrastructure

Subject: Structure S-005 Structural Load Analysis

Report#: DEV2025-18

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

Recommendation

THAT Council receive Staff Report DEV2025-18, Structure S-005 Structural Load Analysis and consider the following recommendation;

THAT Council adopt Alternative 4 of permanently closing and removing Structure S-005.

Background

In 2024, Pearson Engineering completed the Biennial OSIM Inspections of the Township's bridge and culvert inventory (roadway and trail structures), which included the inspection of S-0005 known as the Keppel-Sarawak Townline Bridge. As part of the 2024 OSIM Inspection Report for S-0005, it was recommended that a detailed load evaluation be completed on the bridge as the structure was noted to be in poor condition.

Keppel-Sarawak Townline Bridge is a single lane, single span structure located between Lot 34, Concession 14 in Keppel, and Lot 28, Concession 1 in Sarawak. The existing load carrying superstructure of the bridge utilizes the steel frame of a flatbed trailer, which spans over an existing concrete T-beam bridge (original structure). The concrete T-beam bridge spans 9.3m and conveys water flow for the Indian creek. The concrete structure has five (5) cast-in-place T-beams. The beams support a cast-in-place concrete deck, and bear on cast in-place concrete abutment walls. Though not visible, it is assumed that the original structure is supported by concrete shallow foundations.

In August 2016, Council approved By-Law No. 77-2016 where the Township entered into a Memorandum of Understanding with the South Bruce Peninsula All-Terrain

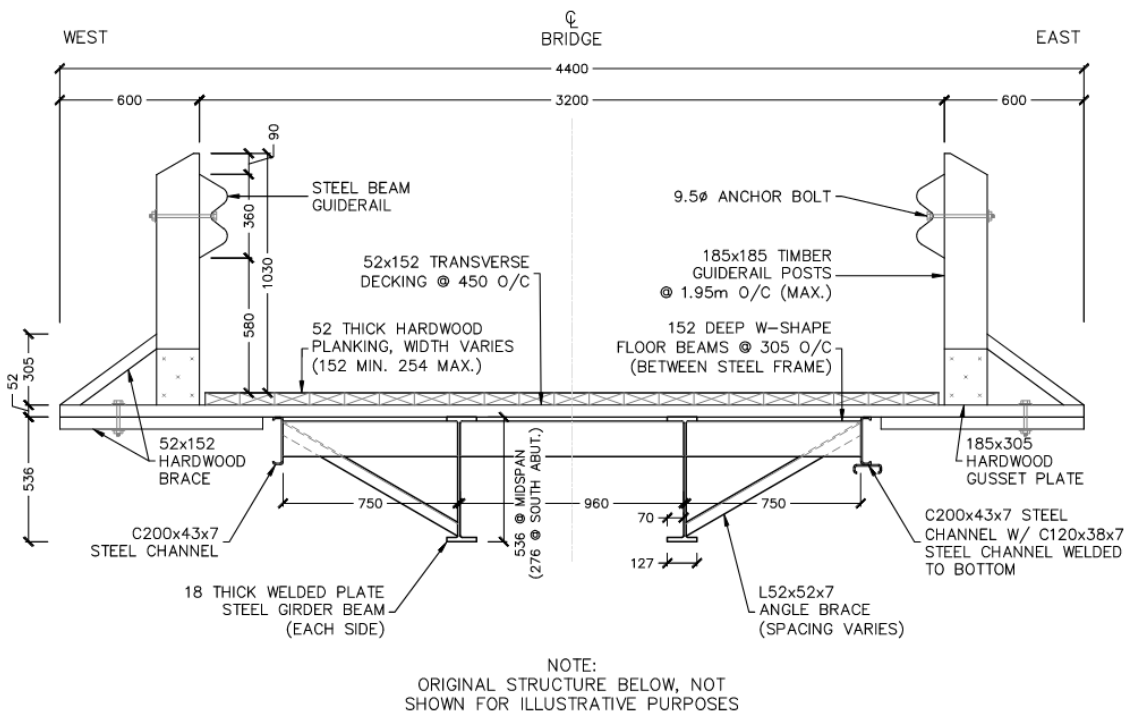
Vehicle (SBPATV) Club for the permission to use the structure to legally enter, establish, maintain, groom, sign, and use that portion of the structure (Attachment 1).

Section 3 states the local ATV club shall maintain the bridge to be used in reasonably good condition. This includes but is not limited to the installation of a steel deck over top of the existing concrete structure to ensure required loading can be accommodated, the installation of guardrails, signage, approach and exit ramps, and lockable gates.

It is believed that due to the poor condition of the original concrete structure, the SBPATV Club elected to install a flatbed trailer over the bridge to remove the live loading from the concrete deck. As the elevation of the bridge structure was increased after the installation of the flatbed trailer without any adjustments to the roadway vertical alignment, the approaches leading up to the bridge are considered very steep.

During the installation of the flatbed trailer, it appears that additional timber planks were installed over the deck to reinforce the riding surface of the bridge. The reinforced timber deck is composed of longitudinal decking which span over transverse boards. The transverse deck boards located below the longitudinal decking are used to support both the timber deck, and the steel beam barrier system.

Figure 1 outlines the general cross section of the existing bridge structure.



Analysis

Pearson Engineering completed a Structure Load Analysis (Attachment 2) and found the following deficiencies:

- The wood deck is exhibiting significant deterioration causing an uneven and dangerous riding surface.
- The construction methodology of the steel beam barrier system does not appear to be structurally adequate to support vehicle or pedestrian loading.
- The roadway approaches appear to be very steep and not constructed in conformance with the geometric standards for Ontario roadways. This safety concern is amplified by the bridges narrow roadway width ($\pm 3.0\text{m}$) and the lack of guiderail systems at each corner of the bridge.
- There is no signage on the roadway indicating a narrow roadway, narrow bridge or one lane traffic.

The Canadian Highway Bridge Design Code (CHBDC), the lowest load posting established utilizing an Evaluation Level 3 loading condition is 7 Tonnes. However, the MTO Structural Manual Rev.60 (January 2024) states that for low volume roads (AADT < 400) a lower load limit may be posted than outlined in the CHBDC.

Based on Pearson's review, the floor beams have the capacity to support a 4 Tonnes vehicular load.

Pearson Engineering has identified four preliminary alternatives.

Do Nothing

The bridge will further deteriorate and will eventually result in the Township closing and removing. Pearson Engineering has provided a recommendation that the bridge be closed March 31, 2025.

Rehabilitate the Bridge – Minor Rehabilitation

The proposed minor rehabilitation of the structure involves the complete replacement of the steel beam barrier and wood deck system. The construction process will include removing the existing wood deck system and steel beam barrier system to permit the installation of a new laminated wood deck. A new steel beam barrier system would also be installed with a construction methodology that meets the Canadian Highway Bridge Design Code (CHBDC). No changes to the roadway approaches would be completed.

This design alternative allows the bridge structure to be re-opened to pedestrian and recreational traffic only. Due to the limited load carrying capacity of the existing steel

superstructure, a restricted load limit of 4 tonnes would be established over the bridge. Permanent signage would be installed to designate the roadway over the bridge as a trail system. The remaining service-life of the bridge structure would be increased to 5 to 10 years, which could be extended based on the condition of the existing steel superstructure and original concrete structure below.

By rehabilitating the structure, the Township maintains the water crossing within the NEC regulated area, which is also part of a Hydro One maintenance corridor and the OFSC trail system.

Rehabilitate the Bridge – Major Rehabilitation

The proposed major rehabilitation of the structure includes the full replacement of the steel superstructure, wood deck, and barrier system. This design alternative requires the completion of a topographic survey to accurately record the existing conditions of the site. The construction process will include removing the existing steel frame superstructure including the wood deck top and steel beam barrier system. After removals are completed, a new prefabricated steel girder superstructure would be installed with a laminated wood deck and steel beam guiderail system. Consideration would be given to replacing the precast block foundations buried in the approaches directly supporting the steel superstructure (beyond limits of original concrete structure). Minimal changes to the roadway grading at approaches would be completed.

This design alternative allows the bridge structure to be re-opened to pedestrian and recreational traffic. As the full superstructure is being replaced, the load carrying capacity of the structure can be increased to 10 tonnes, which would permit maintenance vehicles from the Township, Hydro One and OFSC to also utilize the bridge structure. The remaining service-life of the bridge structure would be increased to 10 to 15 years, which could be extended based on the condition of the original concrete structure below.

By rehabilitating the structure, the Township maintains the water crossing within the NEC regulated area, which is also part of a Hydro One maintenance corridor and the OFSC trail system.

Permanently Close and Remove the Existing Bridge

This alternative involves the permanent removal of the structure and the reinstatement of the creek embankments. Full removal will require the disposal of the steel beam barrier system, wood deck, and steel frame superstructure, as well as the partial removal of the original concrete T-beam frame structure. Environmental protection measures including the installation of a debris platform would be installed to permit the removal of the bridge structure while maintaining creek flow. Prior to the completion of

construction, new dead-end barricades and signage would be installed at each bridge approach.

The permanent removal will require the completion of a topographic survey to accurately record the existing conditions of the site. Permit approvals would need to be obtained from the Grey Sauble Conservation Authority and the Niagara Escarpment Commission (NEC). The structure is currently located within the Niagara Escarpment Commission (NEC) regulated area. Therefore, if the Township completes a full removal of the bridge structure, there is a possibility that a new structure would not be able to be installed in the future.

By removing the structure, the Township will incur a significant construction cost initially but will eliminate ongoing maintenance / replacement costs from their asset management plan in the future.

The following alternatives are summarized in the table below.

Alternative	Structure D-007 Alternative	Estimated Construction Cost (Excluding HST and Engineering)	Summary
1	Do Nothing	\$0	Do nothing will result in the bridge closure and eventually the need for the removal of the bridge.
2	Minor Rehabilitation	\$50,000 - \$75,000	+/- 5–10-years extended service life Maintain 4 Tonnes Load Limit. Construction duration is short (2 to 3 weeks)

3	Major Rehabilitation	\$100,000 - \$125,000	+/- 10-15 years extended service life Load limit increased to 10 Tonnes. Construction duration is short (3 to 5 weeks)
4	Permanent Closure and Removal	\$150,000 - \$175,000	This option could be implemented in a relatively short timeframe with an approved budget for removal. Construction duration is long (4 to 6 weeks)

Financial Impact

The 2025 budget included \$150,000 for design and engineering costs of this bridge in 2025. Any financial requirement in excess of the proposed budget would need to be approved by Council.

Strategic Priorities

Enhancing Service Delivery

Enhancing Environment and Infrastructure

Conclusion

Given the current condition of the bridge and the results of the detailed load evaluation, it is recommended the Township take the following steps:

- Close the bridge March 31, 2025 to all vehicular and pedestrian traffic. Roadway closure signage and barricades should be installed at each end of the bridge.
- The Township should begin budgeting for the permanent removal of the structure in the next 1 – 5 years.

Although the rehabilitation of the current bridge structure may be possible, the costs associated with the rehabilitation work are not considered cost-effective.

The replacement of the bridge deck and barrier system may allow the bridge to be reopened for another \pm 10 years, but a restricted single load posting of 4 Tonnes would still be required. Given that most of the vehicles utilizing the bridge crossing would weigh more than 4 Tonnes (including the trail groomers used by the local snowmobile club), the reopening of the bridge is not recommended.

Permanently closing the bridge provides the Township with the best opportunity to ensure the safety of the public, while still considering the potential economic, social and environmental impacts.

Respectfully Submitted:

Kevin Verkindt, Manager, Engineering and Infrastructure

Report Approval Details

Document Title:	Structure S-005 Structural Load Analysis.docx
Attachments:	<ul style="list-style-type: none"> - Attachment 1 - Memorandum of Understanding with South Bruce Pen ATV Club.pdf - Attachment 2 - S-0005 Load Evaluation Report .pdf
Final Approval Date:	Mar 4, 2025

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

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS

BY-LAW NO. 77-2016

BEING a By-law to authorize a Memorandum of Understanding with South Bruce Peninsula All-Terrain Vehicle Club;

AND WHEREAS Section 19 (2) of the Municipal Act, S.O. 2001, Chapter 25, permits a lower tier municipality to provide services in another lower tier municipality where there is consent to do so and within the applicable spheres of jurisdiction, and Section 20 (1) permits municipalities to enter into agreements to provide for their joint benefit;

AND WHEREAS the Township of Georgian Bluffs, is the owner of the bridge described as Keppel Sarawak Townline, north of Church Sideroad, in the geographic Township of Sarawak;

NOW THEREFORE the Council of the Corporation of the Township of Georgian Bluffs enacts as follows:


1. That the Township of Georgian Bluffs, owner of the bridge described as Keppel Sarawak Townline, north of Church Sideroad, in the geographic Township of Sarawak, does hereby give the South Bruce Peninsula All-Terrain Vehicle Club, as a member in good standing of the Eastern Ontario Trails Alliance, permission to legally enter, establish, maintain, groom, sign and use that portion of the premises designated for the exclusive purpose of allowing individual members of the Eastern Ontario Trails Alliance to use the designated premises for ATV use.
2. That a Memorandum of Understanding between the South Bruce Peninsula All-Terrain Vehicle Club and the Township of Georgian Bluffs and attached hereto is hereby authorized.
3. That this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 3rd day of August, 2016.

Read a third time and passed this 3rd day of August, 2016.



Mayor – Alan Barfoot



Clerk – Holly Morrison



MEMORANDUM OF UNDERSTANDING

The Township of Georgian Bluffs, being the owner of the bridge and lands described as Keppel Sarawak Town line north of Sarawak Church Road within the geographic municipality of the Township of Georgian Bluffs do hereby give the undersigned named All-Terrain Vehicle (hereinafter ATV) Club, as a member in good standing of the Eastern Ontario Trails Alliance (hereinafter EOTA) permission to legally enter, establish, maintain, groom, sign, and use that portion of the premises designated for the exclusive purpose of allowing individual members of the EOTA to use said designated premises for ATV'ing under the following terms and conditions:

- 1) The local ATV club shall at all times, maintain its status as a member in good standing of the EOTA, and be able to verify this to the Township of Georgian Bluffs with a current EOTA membership certificate, or this agreement shall be immediately null and void.
By remaining in good standing of the EOTA, the local ATV club shall have access to the EOTA third party liability insurance plan. The insurance coverage shall have a limit of no less than FIVE million dollars (\$5,000,000.00) to cover land uses specified herein by the local ATV club, and individual EOTA members on the designated premises, save and except any intentional acts by the owner or occupier. Proof of coverage naming the Township as an additional insured must be supplied prior to the execution of this agreement.
- 2) It is understood that, at the Townships request, ATV use will cease in the winter months, for the duration of the snowmobile grooming season, and resume at the end of the grooming season.
- 3) The local ATV club shall maintain the bridge to be used by the individual EOTA members in reasonably good condition for ATV purposes. This includes but is not limited to the installation of a steel deck over top of the existing concrete structure to ensure required loading can be accommodated, the installation of guardrails, signage, approach and exit ramps, and lockable gates. The local ATV clubs may assist or be assisted by other trail users groups, insofar as trail maintenance and upkeep, only provided that the other user groups in question also have such agreements as this made with the Township, for the same designated portion of same and said premises, with all proper documentation and liability coverage in place. The ATV club will undertake the appropriate signage, remove on an annual basis any litter caused by individual EOTA members, and will make reasonable repairs for any damage to property caused by individual EOTA members on that portion of the property designated for ATV use. The Township will with reasonable efforts, when negotiating with other trail users the use of the bridge, try to recoup some of the initial investment of the local ATV club in developing the bridge.

- 4) The local ATV club agrees to comply with the requirements of the Grey Sauble Conservation Authority and the Niagara Escarpment Commission requirements and attached permits
- 5) The minimum deck width of the steel deck is to be 2.44m
- 6) The local ATV club will supply the Township with the appropriate keys to the lockable gates.
- 7) Each undersigned party shall give the other sixty (60) days prior written notice to the address below of any changes to, or cancellation of this agreement. Changes must be agreed upon by both parties prior to the new agreement coming into effect.
- 8) The local ATV club, or its executive, are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, C.T.21: the Occupiers Liability Act R.S.O. 1990.; and the Off-Road Vehicles Act .R.S.O 1990.

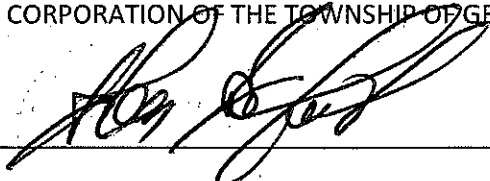
The term of this Memorandum of Understanding shall be for a period of approximately (10) years expiring on December 31, 2026.

IN WITNESS WHEREOF the parties have herein set their hands and seals.


SIGNED, SEALED and DELIVERED

In the presence of

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS

Per: 

Mayor, Alan Barfoot

Per: 

Clerk/CAO, Holly Morrison

We have the authority to bind the Corporation

SOUTH BRUCE PENINSULA A.T.V. CLUB

Per: 

President, Rob Cressman

Per: 

Treasurer, Kim Redden

TOWNLIN TRAIL BRIDGE (S-0005) LOAD EVALUATION REPORT

THE TOWNSHIP OF GEORGIAN BLUFFS



February 2025
Project No. 24017.01



TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	SUPPORTING DOCUMENTS	1
3.	METHODOLOGY	1
4.	DESCRIPTION OF STRUCTURE	2
5.	CONDITION OF STRUCTURE	3
5.1.	LONGITUDINAL STEEL GIRDERS.....	3
5.2.	TRANSVERSE FLOOR BEAMS.....	4
5.3.	DECK BOARDS	4
6.	EVALUATION CRITERIA	5
6.1.	GENERAL REQUIREMENTS	5
6.2.	TARGET RELIABILITY INDEX.....	5
6.3.	LOADING CONDITIONS.....	6
6.3.1.	<i>Dead Loads</i>	6
6.3.2.	<i>Normal Traffic Loads – Live Loads</i>	6
6.4.	MATERIAL PROPERTIES.....	8
6.5.	RESISTANCE ADJUSTMENT FACTOR, U	8
7.	STRUCTURAL LOAD EVALUATION RESULTS	8
7.1.	GENERAL	8
7.2.	MEMBER SECTION PROPERTIES AND RESISTANCES.....	8
7.3.	EVALUATION RESULTS	9
7.4.	STRUCTURAL RECOMMENDATIONS	12
7.5.	SIGNAGE RECOMMENDATIONS	13
8.	CONCLUSION	13
9.	LIMITATIONS	14

APPENDICES

Appendix A – Photo Report



TOWNLIN TRAIL BRIDGE (S-0005)

LOAD EVALUATION REPORT

THE TOWNSHIP OF GEORGIAN BLUFFS

1 . INTRODUCTION

PEARSON Engineering Ltd. (PEARSON) has been retained by the Township of Georgian Bluffs (Township) to perform a load capacity evaluation of the Townline Trail Bridge (S-0005) located on Keppel-Sarawak Townline (the Project). In 2024, PEARSON completed the Biennial OSIM Inspections of the Township's bridge and culvert inventory (roadway and trail structures), which included the inspection of S-0005. As part of the 2024 OSIM Inspection Report for S-0005, it was recommended that a detailed load evaluation be completed on the bridge as the structure was noted to be in fair to poor condition.

Members of PEARSON staff attended the site on November 11, 2024 to conduct a detailed review of the structures load bearing elements. The onsite condition assessment was completed in accordance with the procedures outlined in the Canadian Highway Bridge Design Code (CHBDC), which included obtaining record measurements of the general layout of the structure, record member sizes, and to review the state of deterioration for each of the critical members.

This report outlines our observations, the results of the detailed load analysis, and recommendations regarding the future usage / repair of the subject bridge structure.

2 . SUPPORTING DOCUMENTS

The following documents have been referenced in the preparation of this report:

- 2024 OSIM Inspection Report, S-0005, prepared by Pearson Engineering Ltd. dated June 12, 2024.
- 2024 OSIM Summary Report, prepared by Pearson Engineering Ltd. and sealed by Mr. Jesse Borges, P. Eng., dated October, 2024.

3 . METHODOLOGY

The detailed load evaluation of S-0005 was completed in accordance with Section 14 of the CHBDC (CAN/CSA S6-19). Calculations were completed utilizing loading conditions from the following vehicles: CL1-625-ONT (Vehicle Trains), CL2-625-ONT (Two-Unit Vehicles) and CL3-625-ONT (Single Unit Vehicles). An inspection level INSP3 was used to establish the Target Reliability Index, which requires members of our staff to attend site in-person and directly assess the condition of the structural elements of the bridge. The system behaviour categories and element behavior categories varied depending on the structural element. Refer to Section 6.2 for further details regarding the Target Liability Index.

This report describes the evaluation assumptions, criteria, methodology, and summarizes the live load capacity factor (LLCF) results for each structural element. LLCF values which are greater than 1.0 indicate the structural element has sufficient capacity to support the applied loads. If the LLCF is less than 1.0, but greater than 0.3, a load reduction is recommended. If the LLCF is less than 0.3, it is recommended to temporarily close the structure. Refer to Section 7.3 for further details regarding the LLCF.

It should be noted that no original construction or rehabilitation drawings were available for our review during the completion of this load evaluation. Therefore, detailed calculations completed within this load evaluation are based on observations and measurements obtained on site (where possible), as well as conservative assumptions regarding the construction methodology for structural components either concealed or not accessible.



4. DESCRIPTION OF STRUCTURE

Keppel-Sarawak Townline Bridge is a single lane, single span structure located between Lot 34, Concession 14 in Keppel, and Lot 28, Concession 1 in Sarawak. The existing load carrying superstructure of the bridge utilizes the steel frame of a flatbed trailer, which spans over an existing concrete T-beam bridge (original structure). The concrete T-beam bridge spans 9.3m and conveys water flow for the Indian creek. The concrete structure has five (5) cast-in-place T-beams which are spaced at $\pm 1\text{m}$ on-center. The beams support a cast-in-place concrete deck, and bear on cast-in-place concrete abutment walls. Though not visible, it is assumed that the original structure is supported by concrete shallow foundations.

It is our understanding that due to the poor condition of the original concrete structure, the Township elected to install a flatbed trailer over the bridge to remove the live loading from the concrete deck. The steel flatbed trailer spans 14.1m with the south end of the trailer bearing on precast concrete blocks, and the north end of the trailer bearing on granular materials. As the elevation of the bridge structure was increase after the installation of the flatbed trailer without any adjustments to the roadway vertical alignment, the approaches leading up to the bridge are considered very steep.

The steel flatbed trailer is supported by two W-shape, steel plate girders which are spaced at 960mm on-center and span the full length of the structure. The girders are 536mm in depth from the north end until 4.4m from the south support, where they taper down to 276mm. The girders support 152mm deep floor beams, which are spaced at 305mm on-center and dropped below the top flange of the steel girders. The floor beams are W-shape and are 3.2m in length which run continuously through the supporting girders (penetrating web of girders). The floor beams support timber deck boards which run longitudinally along the structure.

During the installation of the flatbed trailer, it appears that additional timber planks were installed over the deck to reinforce the riding surface of the bridge. The reinforced timber deck is composed of 2" thick longitudinal decking which span over transverse boards that are spaced at approximately 450mm on center. The longitudinal decking varies in width from 150mm to 250mm. The transverse deck boards located below the longitudinal decking are used to support both the timber deck, and the steel beam barrier system.

The steel beam barrier system is supported on 185mm x 185mm posts that are 980mm tall. The post spacing varies from 1.1m to 1.9m on-center. The posts bear on the transverse deck boards and are fastened with wood gussets on either side of the post, as well as a wood bracket on the backside of the post.

The critical load bearing elements which were reviewed for this load evaluation included the longitudinal steel plate girders, the transverse W-shape floor beams, and the exposed timber deck boards. Figure 3.1 outlines the general cross section of the existing bridge structure.

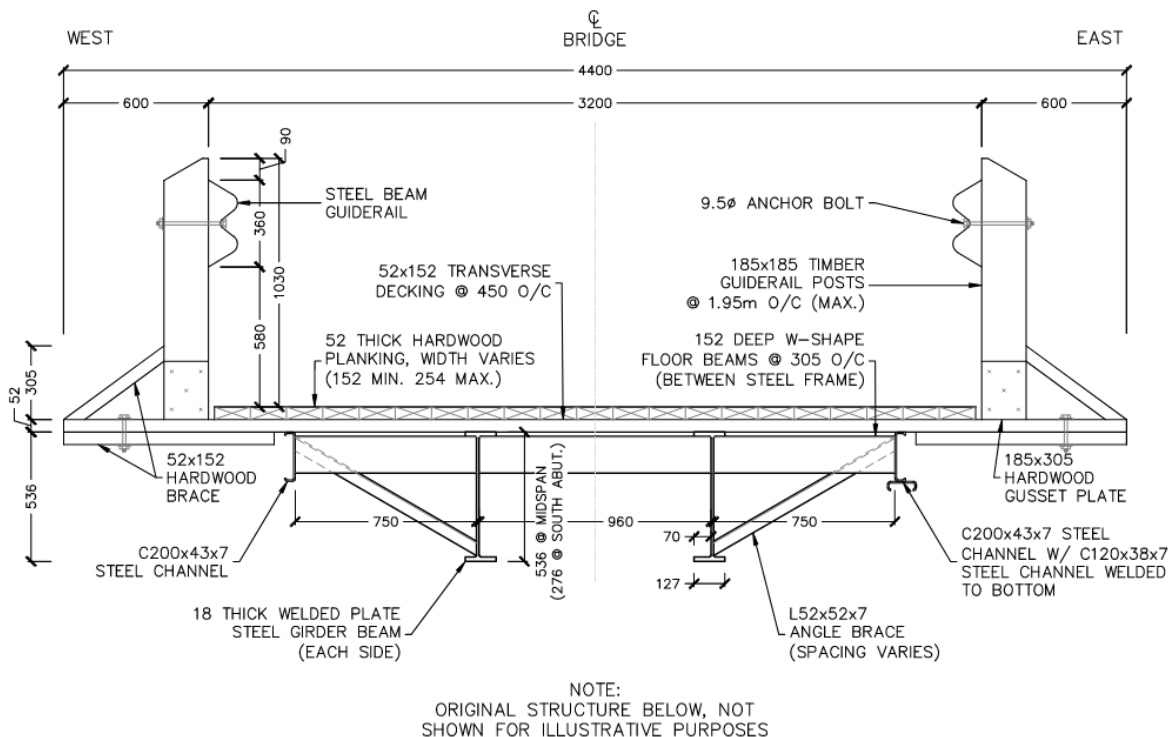


Figure 4.1: Typical Cross Section of Structure

5. CONDITION OF STRUCTURE

5.1. LONGITUDINAL STEEL GIRDERS

The steel girders appear to be in overall good to fair condition with corrosion noted throughout. The bottom flanges of the girders were noted to have $\pm 5\%$ section loss. The steel girders have web stiffeners installed in seven (7) locations. In general, the web stiffeners are in similar condition to the girders with corrosion noted throughout and $\pm 5\%$ section loss near the bottom of the stiffeners.



Figure 5.1: Eastern Steel Plate Girder



5.2. TRANSVERSE FLOOR BEAMS

The floor beams appear to be in overall fair condition with moderate section loss noted. Portions of the webs are beginning to flake off with an estimated 25% section loss. The floor beams are 3.2m in length and run continuous across the bridge width (penetrating through longitudinal girders). The W-Shape beams are 152mm in depth with 50mm flange widths and 3.2mm flange thickness. The ends of the floor beams are capped by C-Channels. This load evaluation assumes the floor beams cantilever past both girders and are free on the east and west ends.



Figure 5.2: Typical Floor Beams

5.3. DECK BOARDS

The wooden deck appears to be in overall fair to poor condition. Significant rot and perforations are noted in ten (10) different locations throughout the deck. In general, the wooden deck was soft and beginning to deteriorate (rot) throughout. A previous inspection was completed on this bridge structure in June 2024 by PEARSON for the Biennial OSIM Inspections. Within the last 5 months since the inspection, the condition of the deck has significantly worsened, indicating that the deck has reached the end of its useful service life. It should be noted that minor rehabilitations to the deck had been completed after the review to repair the rotten deck boards.

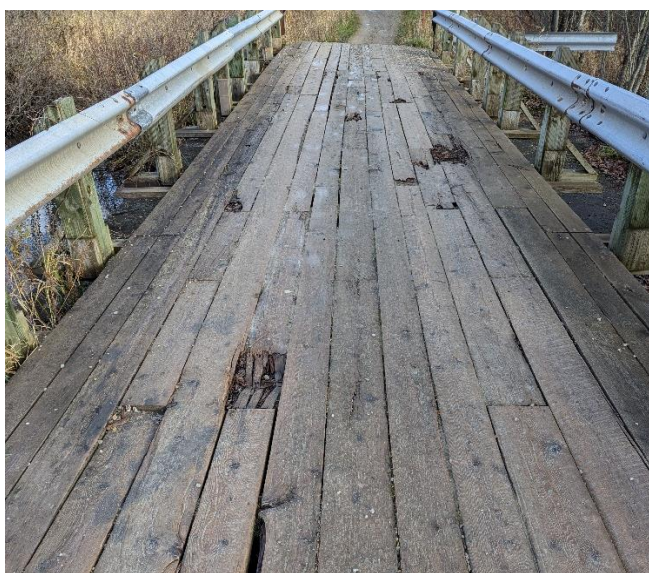


Figure 5.3: View of Deck Wearing Surface



6. EVALUATION CRITERIA

6.1. GENERAL REQUIREMENTS

The load capacity evaluations for each critical structural member noted above were completed in accordance with Section 14 - Evaluation of the CHBDC. The evaluation has been carried out to assess the vertical loading only, and has assumed that the wind loading on the structure is negligible. The vertical load carrying members have been analysed utilizing ultimate limit states design with serviceability and fatigue limit states not being considered.

6.2. TARGET RELIABILITY INDEX

The Target Reliability Index, β , is an index which is utilized to obtain the load factors used during the load analysis. The Target Reliability Index is selected from Table 14.5 of the CHBDC based on three categories: the system behaviour (S1, S2 or S3), the element behaviour (E1, E2 or E3), and the inspection level (INSP1, INSP2 and INSP3). The system behaviour takes into consideration the effect on the global structure if that particular element fails. i.e. the girders are category S1, as the failure of the girders would result in the total collapse of the structure. The element behaviour takes into consideration the rate at which a structural element will fail. The quicker and more sudden of a failure, the higher the element behaviour category. The inspection level takes into consideration the level of inspection which the evaluator completed with INSP1 indicating no inspection and INSP3 indicating inspection directly completed by the evaluator.

The target reliability index, system behaviour, element behaviour, and inspection level specified for the critical components of Bridge Structure S-0005 are outlined in Table 6.1.

TABLE 6.1: TARGET RELIABILITY INDEX (B)

Member Type	Behaviour of Interest	System Behaviour Category	Element Behaviour Category	Inspection Level	Target Reliability Index, β
Steel Plate Girders	Shear at the South Support	S1	E3	INSP3	3.0
	Moment at the Midspan	S1	E3	INSP3	3.0
	Moment 1.4m from the South Support	S1	E3	INSP3	3.0
Floor Beams	Shear at Supports	S3	E3	INSP3	2.5
	Moment at Midspan	S3	E3	INSP3	2.5
Deck Boards	Shear at Supports	S3	E1	INSP3	3.25
	Moment at Midspan	S3	E3	INSP3	2.5

The system behaviour for the floor beams is noted to be Category S3 as the floor beams are spaced at 305mm on-center, and therefore a failure of a single floor beam would not result in the total collapse of the structure. The element behaviour for each of the members noted above is noted to be Category E3 (except for the deck boards under shear failure). The Category E3 is to be used for elements which are subject to gradual failure with warning of probable failure.



6.3. LOADING CONDITIONS

6.3.1. DEAD LOADS

The CHBDC classifies dead loads into three categories, D1, D2, and D3. Category D1 is for the dead loads of factory produced components and cast-in-place concrete (excluding decks). Category D2 is for the dead loads of cast-in-place concrete decks, bituminous surfacing (when field measured), and non-structural components. Category D3 is for bituminous surfacing where the nominal thickness is assumed to be 90mm (no field measurements).

The dead loads for Bridge Structure S-0005 include the self-weight of the wooden deck system, the steel girders and floor beams (along with other secondary steel components), and the steel beam barrier system. These loads were distributed to the floor beams and carried onto the girders based on their respective tributary widths. The loads assumed for the elements are as follows:

- Steel Beam Barrier System: 0.75 KN/m
- Wood Deck: 5.8 KN/m³
- 45' Steel Flatbed Trailer: 1.64 KN/m²

The steel beam barrier system and wood deck system are assumed to be in the D2 dead load category, while the flatbed steel superstructure is assumed to be in the D1 dead load category. The resulting dead load factors (α_d) were taken from Table 14.6 in the CHBDC, which depend on the target reliability index (β) outlined above.

6.3.2. NORMAL TRAFFIC LOADS – LIVE LOADS

The live loading used for the evaluation considered three categories of vehicles. Level one evaluations considered vehicle trains consisting of more than one trailer (CL1-625-ONT). Level two evaluations considered vehicle combinations with only one trailer (CL2-625-ONT). Level three evaluations considered single unit vehicles (CL3-625-ONT). The vehicle axel configuration and weight distribution can be seen in Figure 6.1 below.



Evaluation level	Live load model	Gross load (kN)
Level 1	CL1-625-ONT	625
Level 2	CL2-625-ONT	505
Level 3	CL3-625-ONT	330

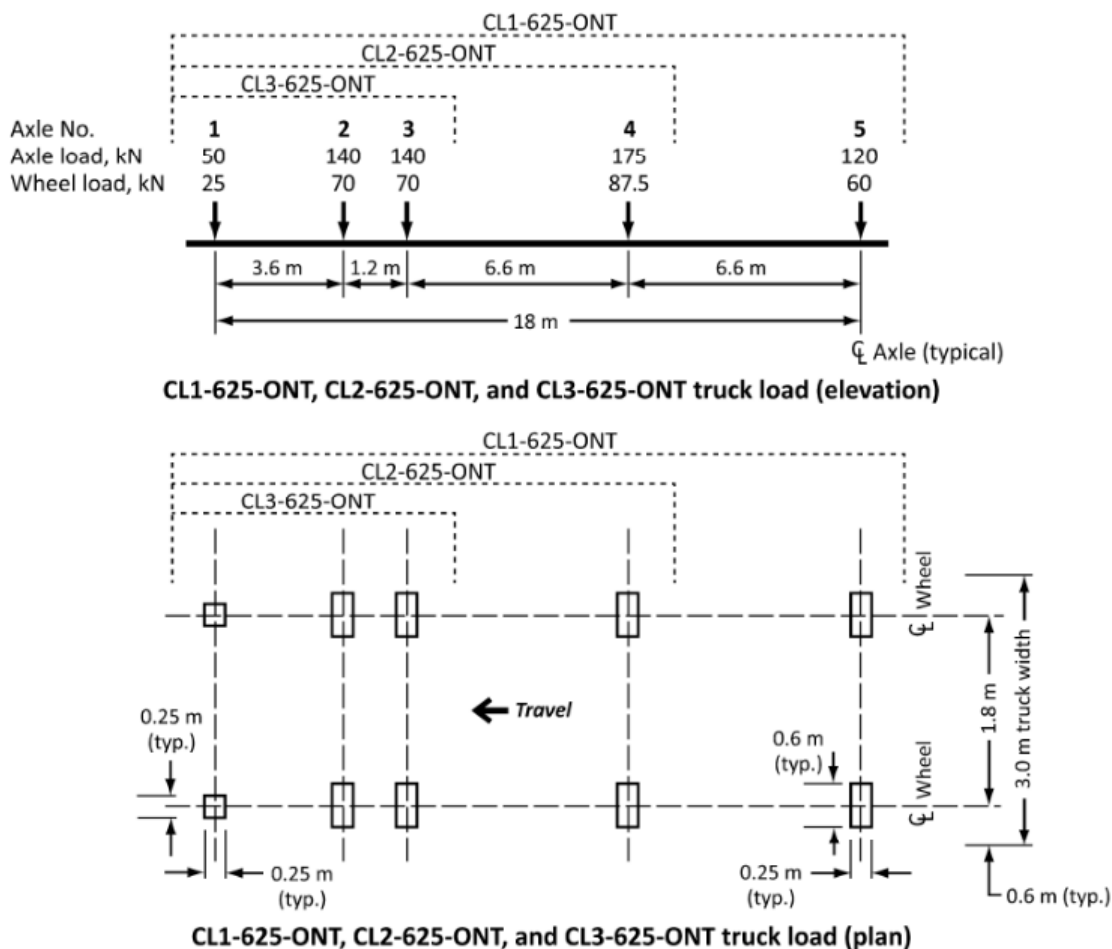


Figure 6.1: Ontario Truck Loading (Figure A14.2.1 of CHBDC)

The live load factors (α_L) were taken from Table 14.7 of the CHBDC and are equal to a factor of 1.35 when the target reliability index is 2.5, and a factor of 1.49 when the target reliability index is 3.0. In addition to the live load factors, a dynamic load allowance is applied in accordance with Clause 3.8.4.5 of the CHBDC. The dynamic load allowance for the girders is noted to be 0.3 for the moment and shear in all locations. The dynamic load allowance for the deck boards and the floor beams is noted to be 0.4, as it has been assumed that only a single axle of the vehicle load is being applied to each those elements at any point in time.



6.4. MATERIAL PROPERTIES

As the structure does not have original construction drawings, and the date of construction for the bridge is unknown, it was assumed that the steel superstructure was manufactured between 1976 and 1991 with an unknown grade of steel. Therefore, the minimum yield strength of steel (F_y) from this time period is assumed to be 300MPa as specified in Table 14.1 of the CHBDC.

The wood used for the deck is assumed to be spruce-pine-fir grade No. 1. From Table 14.9 of the CHBDC, the specified strength of bending at the extreme fibre (f_{bb}) is to be taken as 13.0MPa, and the specified strength in longitudinal shear is to be taken as 1.0MPa.

6.5. RESISTANCE ADJUSTMENT FACTOR, U

Factored resistances of the structural components are to be multiplied by the appropriate resistance adjustment factors (U) as specified in Table 14.10 of the CHBDC. As the resistance of the members has been calculated based on the net section areas at locations exhibiting deterioration, the redistribution of load effects between members due to defects and deterioration shall be considered. The resistance adjustment factors for structural steel are as follows:

- Plastic Moment Adjustment Factor: 1.00
- Yield Moment Adjustment Factor: 1.06
- Shear Adjustment Factor (stocky web): 1.02

7. STRUCTURAL LOAD EVALUATION RESULTS

7.1. GENERAL

Our analysis has been completed in general conformance with the CHBDC, CSA S16 – Design of Steel Structures, and CSA O86 – Engineering Design in Wood. Our analysis has assumed the bridge is being utilized for a single lane of traffic, which is appropriate given the roadway width over the bridge of ± 3.0 m. To determine the worst-case loading scenario for each structural element considered in the evaluation, axle and wheel loads were evaluated as moving loads. Theoretical factored loads, which include the dynamic allowance and resistance adjustment factors, have been obtained at the critical locations for load bearing elements.

It should be noted that this structural load evaluation has not considered the original concrete T-beam structure. As the flatbed trailer clear spans over the original concrete structure, no vertical loads are being transferred to the deck top. In addition, any lateral pressure being applied to the abutment walls and wingwalls by the end bearing pressure of the steel flatbed structure is assumed to be adequately resisted by the foundations of the original structure and the lateral resistance provided by the concrete deck.

7.2. MEMBER SECTION PROPERTIES AND RESISTANCES

The member resistances have been calculated based on field measurements completed by Pearson staff. The resistances account for the current condition of the structure including section loss due to deterioration. It should be noted that the load evaluation does not account for additional section loss caused by further deterioration in the future.

The member section properties and resistances are outlined below, with the location of the member (x) taken from the south support of the bridge.



TABLE 7.1: MEMBER RESISTANCES

Member	Depth (mm)	Flange Width (mm)	Flange Thickness (mm)	Web Thickness (mm)	Plastic Modulus (x10 ³ mm ³)	Moment Resistance (KN•m)	Shear Resistance (KN)
Girders (x= 0m to 1.4m)	276	127	18	11	748.0	213.2	434
Girders (x= 3.4m to North Support)	536	127	18	11	1872.0	533.5	N/A
Floor Beams	152	50	3.2	3	39.7	11.3	74.9
Deck Boards	50.8	Width = 250mm	N/A	N/A	Section Mod. = 107.5	1.26	19.1

7.3. EVALUATION RESULTS

Evaluations of the load bearing members has been completed in accordance with Clause 14.15 of the CHBDC. The evaluations have been completed to output a Live Load Capacity Factor (LLCF) for the bending moment and shear stress for each critical load case. The formula used to calculate the LLCF is as follows:

$$LLCF = \frac{UR_r - \sum \alpha_D D - \sum \alpha_A A}{\alpha_L L(1 + I_D)}$$

Where: LLCF: Live Load Capacity Factor

U: Resistance Adjustment Factor

R_r: Factored Resistance of Structural Component

α_D: Dead Load Factor

D: Nominal Dead Load Effect

α_A: Load Factors due to Additional Loads (including wind, creep, shrinkage, etc.)

A: Additional Load Force Effects

α_L: Live Load Factor

L: Nominal Live Load Effect

I_D: Dynamic Load Allowance

Full traffic loading conditions were established for each structural component utilizing the standard CL-625-ONT truck loading specified for the Province of Ontario.



During a structural load evaluation, the following rules are utilized to determine an appropriate load posting for the bridge structure:

1. If the LLCF is found to be greater than or equal to 1.0 utilizing a CL1-625-ONT truck load, a load restriction is not considered to be necessary for the bridge.
2. If the LLCF is less than 1.0 but greater than 0.3 utilizing a CL1-625-ONT truck load, then a triple load posting is recommended.
3. If the LLCF is less than 0.3 utilizing a CL1-625-ONT truck load, then a single load posting is recommended utilizing a CL3-625-ONT truck load.
4. If the LLCF is less than 0.3 utilizing a CL3-625-ONT truck load, consideration should be given for closing the bridge structure.

The load postings when the LLCF is between 1.0 and 0.3 is calculated by multiplying the load posting factor (P) by the gross vehicle weight (W) for which the evaluation considers. The load posting factor is taken from Figure 6.1 which is shown below.

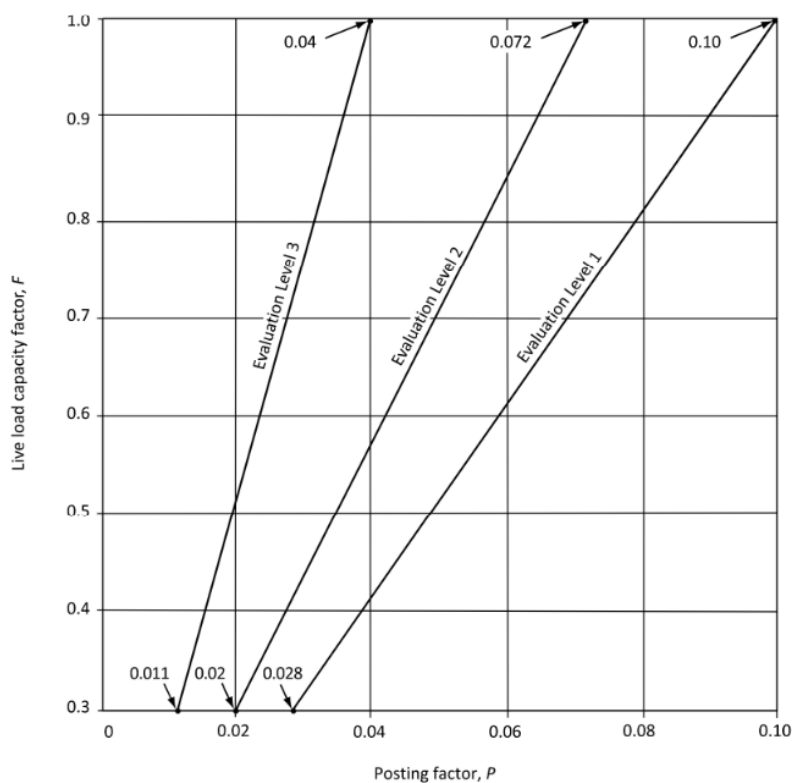


Figure 7.1: Posting Loads for Gross Vehicle Weight (Figure 14.6 of CHBDC)



Table 7.2 below outlines the results of the load evaluation for each critical member.

TABLE 7.2: LOAD EVALUATION SUMMARY

Structural Element	Applied Force	Location on Structure	LLCF (Level 1)	LLCF (Level 2)	LLCF (Level 3)	Recommendation
Girders	Moment	Midspan	0.438	N/A	N/A	Triple Load Posting
	Moment	X = 1.4m	0.230	0.230	0.416	Single Load Posting
	Shear	South Support	1.34	N/A	N/A	N/A
Floor Beams	Moment	Cantilever	0.15	0.18	0.18	Close Bridge
	Moment	Midspan	0.412	N/A	N/A	Triple Load Posting
	Shear	Above Girder	0.670	N/A	N/A	Triple Load Posting
Deck Boards	Moment	Midspan	0.19	0.24	0.24	Close Bridge or Rehab Deck
	Shear	Above Support	0.39	N/A	N/A	Triple Load Posting

The load evaluation resulted in two (2) critical load cases indicating the requirements of a temporary/permanent bridge closure. Firstly, the steel transverse floor beams failed in moment when the CL3-625-ONT truck load had its wheel load positioned along the cantilevered edge of the beam (adjacent to barrier system). The LLCF for the steel beams when considering moment resistance was determined to be 0.18, which is 40% below the minimum LLCF (0.3) required to establish a single load posting. Secondly, the top wood deck boards failed in moment when the CL3-625-ONT truck load had its wheel load positioned between the transverse boards below. The LLCF for the deck boards when considering moment resistance was determined to be 0.24, which is 20% below the minimum LLCF (0.3) required to establish a single load posting.

It should be noted that our review did not include an in-depth analysis of the steel beam barrier system. The current configuration for the barrier system is not considered code compliant, and the construction methodology does not appear to have the structural capacity to support the loading requirements (vehicle or pedestrian) outlined in the CHBDC. During the site inspections the barrier system could be laterally displaced with human force, and therefore was assumed to have minimal live loading capacity. Given the fact that the barrier system does not appear to meet the CHBDC requirements, if the bridge is rehabilitated and reopened to vehicular traffic, the barrier system will need to be replaced.



7.4. STRUCTURAL RECOMMENDATIONS

The steel superstructure appears to be in overall fair condition with minor section loss and corrosion noted. Based on our load evaluation, the transverse floor beams and exposed deck boards are not structurally adequate to support vehicle loading. The wood deck is also exhibiting significant deterioration causing an uneven and dangerous riding surface. In addition, the construction methodology of the steel beam barrier system does not appear to be structurally adequate to support vehicle or pedestrian loading.

Beyond the bridge superstructure, the roadway approaches appear to be very steep and not constructed in conformance with the geometric standards for Ontario roadways. It is anticipated that the vertical alignment of the bridge approaches is impacting the line-of-sight for approaching vehicles, which could increase the chances of an accident in the future. This safety concern is amplified by the bridges narrow roadway width ($\pm 3.0\text{m}$) and the lack of guiderail systems at each corner of the bridge. There is also no signage on the roadway indicating a narrow roadway, narrow bridge or one lane traffic.

Therefore, based on the current condition of the bridge structure, the non-code-compliant geometry of the roadway approaches, and the identified load carrying capacity issues, it is our recommendation to temporarily close the structure to vehicular and pedestrian traffic, including all maintenance and recreational vehicles. As the Township has completed minor repairs to the bridge deck to address the uneven riding surface, it is our opinion that the bridge structure can remain open until the end of the snowmobile season (March 31, 2025). This recommendation assumes that only small recreational vehicles will be permitted to cross the bridge prior to the structures permanent closure. No roadway vehicles and maintenance vehicles (snow groomer) should be permitted to cross the bridge.

It should be noted that we have reviewed the option of establishing a very low single load posting beyond the limit specified by the CHBDC. Based on our review of the CHBDC, the lowest load posting established utilizing an Evaluation Level 3 loading condition is 7 Tonnes. However, the MTO Structural Manual Rev.60 (January 2024) states that for low volume roads (AADT < 400) a lower load limit may be posted than outlined in the CHBDC. Based on our analysis, the floor beams have the capacity to support a 4 Tonne vehicular load. Considering that a majority of vehicles utilizing the bridge would weigh more than this load limit, and a deck and barrier rehabilitation would be required prior to reopening the existing bridge structure, we recommend that the Township consider either permanently closing the bridge or performing a major rehabilitation to increase the load carrying capacity of the structure (i.e. bridge superstructure replacement).

As the bridge structure will continue to deteriorate over time, we recommend that the Township begin budgeting for the permanent removal or rehabilitation of the bridge in the next 1-5 years. Further details regarding the available design alternatives with estimated construction costs have been provided to the Township under separate cover.



7.5. SIGNAGE RECOMMENDATIONS

We recommend that the Township install temporary signage until the closure of the structure indicating that the bridge is for trail use only. At the end of the snowmobile season (March 31, 2025), we recommend installing closure signage and barricade systems to restrict the usage of the bridge by the public. A notice should be issued to the public, local residents and all emergency services outlining the permanent closure of the bridge structure.

Based on our reviews, we recommend installing the following signage as a minimum while the bridge remains open:

- “Multi-Use Trail Only” sign to be installed at the trail entrance on both Church Sideroad West and Lindenwood Road
- “No Unauthorized Motorized Vehicles” sign to be installed at the trail entrance on both Church Sideroad West and Lindenwood Road
- “Maximum 4 Tonnes” sign to be installed near bridge approach on both sides.
- “Narrow Bridge Ahead” sign to be installed on both sides of the bridge.
- “Checkerboard Warning” sign to be installed (with barricades) at the intersection of Church Sideroad West and Sarawak-Keppel Townline, as well as the north approach of bridge, after closure of structure.
- “Bridge Closed” sign to be installed at the trail entrance on both Church Sideroad West and Lindenwood Road after closure of structure.



8. CONCLUSION

Given the current condition of the bridge and the results of the detailed load evaluation, we recommend the Township take the following steps:

- As the Town has completed minor rehabilitation to the bridge deck, the structure may stay open until March 31, 2025, or the end of the snowmobile season, whichever is sooner.
- At the end of the snowmobile season, the bridge shall be temporarily closed to all vehicular and pedestrian traffic. Roadway closure signage and barricades should be installed at each end of the bridge.
- The Township should begin budgeting for the permanent removal or rehabilitation of the structure in the next 1 – 5 years.

It is our understanding that after the temporary closure of the bridge structure, the Township will review the option to either rehabilitate the structure or prepare for the permanent removal of the bridge. As outlined above, additional information regarding available design alternatives with estimated construction costs has been provided to the Township under separate cover. Upon request, Pearson Engineering Ltd. is also prepared to assist the Township with the engineering services required to complete the preferred design solution.



9. LIMITATIONS

Our scope of work consisted of a visual, non-destructive review of the bridge superstructure. No physical / destructive testing was completed. Calculations were completed in accordance with Section 14 of the CHBDC utilizing Ultimate Limit States Design only. The original concrete structure below the steel superstructure was not considered in this review.

The information in this report is intended for the use of the Township of Georgian Bluffs for Structure S-0005 exclusively. The issuance of the results or information provided within this report to any potential contractors or future consultants is the responsibility of the parties noted above.

Pearson Engineering Ltd. accepts no liability for use of this information by third parties. Any decisions made by third parties based on information provided in this report are made at the sole risk of third parties. Pearson Engineering Ltd. accepts no responsibilities for damages incurred by any third parties as a result of any decisions or actions made as a result of this report.

Only the specific information identified has been reviewed. The consultant is not obligated to identify mistakes or insufficiencies in the information obtained from the various sources or to verify the accuracy of the information. The consultant may use such specific information obtained in performing its services and it's entitled to rely upon the accuracy and completeness thereof.

The evaluation does not wholly eliminate uncertainty regarding the potential for future costs, hazards or losses in connection with the structure. No site reviews, physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. We can perform further investigation on items of concern if so required.

I trust this report meets your needs at this time. Thank you for choosing Pearson Engineering Ltd. for your engineering needs and should you require further assistance or clarifications with this project, please do not hesitate to contact our office.

All of which is respectfully submitted,

PEARSON ENGINEERING LTD.

Jesse Borges, P. Eng.
Structural Project Manager





APPENDIX A

PHOTO REPORT



Photo 1 - View of Structure Facing East.



Photo 2 - View of Structure Facing West.



Photo 3 - View of Structure Facing South.



Photo 4 - View of Structure Facing North.

Date of Photos: November 7, 2024

Inspector: David DeBoer, E.I.T.



Photo 5 - View of Deteriorated Deck Boards.



Photo 6 - View of Barrier Post Connection Detail.



Photo 7 - View of Steel Beam Barrier System.



Photo 8 - View of Underside of Deck Cantilevered Edge and Steel Frame.

Date of Photos: November 7, 2024

Inspector: David DeBoer, E.I.T.



Photo 9 - View of Cantilevered Floor Beams.



Photo 10 - View of South Concrete Abutment.



Photo 11 - View of Steel Girder and Diagonal Strutting.



Photo 12 - View of Interior Floor Beams.

Date of Photos: November 7, 2024

Inspector: David DeBoer, E.I.T.



Photo 13 - View of Southwest Wingwall of Original Structure.



Photo 14 - View of Southeast Wingwall of Original Structure.



Photo 15 - View of Interior Soffit of Original Structure.



Photo 16 - View of Fascia and Curb of Original Structure.

Date of Photos: November 7, 2024

Inspector: David DeBoer, E.I.T.



Photo 5 - View of Concrete Structure Girder Deterioration.



Photo 6 - View of Concrete Structure Interior Soffit.



Photo 7 - View of Waterway Facing East.



Photo 8 - View of Waterway Facing West.

Date of Photos: November 7, 2024

Inspector: David DeBoer, E.I.T.



Date: Wednesday, March 12, 2025
From: Rebecca Elphick, Consultant Planner
Subject: **Deeming Bylaw and Quit Claim for Marietta Heidolph**
Report DEV2025-019

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

Recommendation

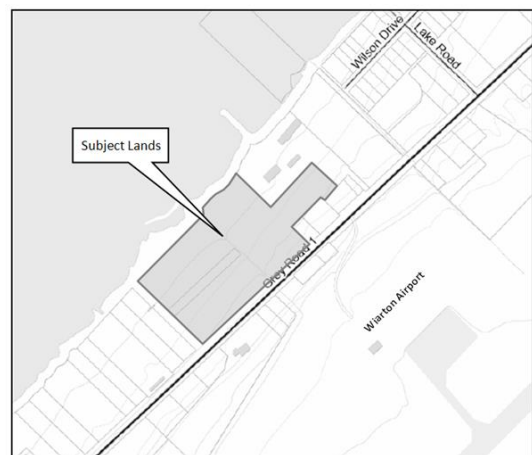
It has been demonstrated that the proposed application is consistent with the Provincial Planning Statement, 2024, conforms with the Niagara Escarpment Plan, conforms with the County Official Plan, and complies with the general intent and purpose of the Township's Zoning By-law 2020-020.

As such, it is recommended that:

1. Council directs Township staff to proceed with a quit claim which delivers a transfer for nominal consideration to the owner in respect of Louise Street, as described in Plan 180 and identified by PIN 37023-0312 (LT).
2. Council passes a bylaw deeming Plan 180 to not be a registered plan of subdivision for the purpose of Sections 50(3) and in accordance with Section 50(4) of the Planning Act.

Application Summary

Owner: Marietta Heidolph
Agent: Paul Tobia, Weston Consulting
Civic Address: 501241 Grey Road 1, Georgian Bluffs
Legal Description: LT 1 - 25 PL 180 KEPPEL:
50 FT RD PL 181 KEPPEL:
PT LT 1 - 7 PL 181
KEPPEL: PT LT 3 JONES
RANGE KEPPEL: PT
ALLEY PL 181 KEPPEL AS



Report # DEV2025-019

Roll # 420362000618000

Page 1 of 9

Page 101 of 188



Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

IN R368329, R385905, R553798, R553800 & R553818 EXCEPT PT
116R2740, PL 803 & PT 316R9455; GEORGIAN BLUFFS

ARN: 420362000618000

Application B05-24 was submitted to the Township in late December 2023 and proposes to sever an area of approximately 4.16 hectares for residential use and further proposes to retain an area of approximately 6.96 hectares for continued residential use. The lands proposed to be severed are vacant and the lands proposed to be retained are developed with a single-detached dwelling and accessory structures. At this time, no new buildings or structures are proposed on the lands to be retained and the lands to be severed and proposed for future residential use, though no new buildings or structures are proposed at this time.

As noted in Report DEV2024-068, the subject lands are located in Plan 180, which was deposited on title to the subject lands in 1903 and continues to appear as a registered plan of subdivision on title to the property.

Application B05-24 was previously heard before the Committee of Adjustment at a public hearing held on December 10, 2024. At this public hearing, agents for the applicant, Michael Pizzimenti and Michael Vani from Weston Consulting, attended virtually to provide an overview of the application and to note de-registration of the plan of subdivision (Plan 180) prior to proceeding with the proposed severance. Members of the Committee requested additional information regarding the process involved with de-registration of the plan of subdivision (Plan 180) and for additional clarification regarding certain conditions of approval recommended by the Township. Member Ron Glenn moved to defer Application B05-24 to June 2025 to allow for additional details to be provided, which was seconded by Member Cathy Moore Coburn and approved by the Committee.

Prior to the Committee of Adjustment further considering Application B05-24, a deeming bylaw is first required, given that the subject lands are within a registered plan of subdivision, being Plan 180, in accordance with the requirements of the *Planning Act*.

Furthermore, Plan 180 contemplates two public roads, being Winter Street and Louise Street, which were historically conveyed to the “public authority having jurisdiction.” While Winter Street is currently operating as a public road allowance, Louise Street has been historically treated as a private road under the Heidolph’s care for many years, despite these lands being dedicated to the “public authority having jurisdiction” at the time of the plan’s registration. A quit claim is proposed by the applicant to formally recognize the Heidolph’s historic maintenance and use of Louise Street as a private road.

It is recommended that the Quit Claim process occur before Plan 180 is deemed to no longer be a plan of subdivision.

Report # DEV2025-019

Roll # 420362000618000

Page 2 of 9

Page 102 of 188



With this application, the applicant has provided the following supporting documentation:

- Proposed Severance Plan (Weston Consulting, Nov 03, 2023);
- Legal Survey (Gordon W. Harwood Ltd., 2014);
- Parcel Register for Property Identifier 37023-0325 (LT) (Land Registry Office, October 3, 2023);
- Parcel Register for Property Identifier 37023-0312 (LT) (Land Registry Office, October 3, 2023);

In addition to the above, the applicant further provided a copy of the interim tax bills paid to the Township in April 2023, a copy of the water billing charges paid to the Township in July 2023, and a legal opinion provided by Aird & Berlis LLP which outlines the proposed approach and rationale within the context of the subdivision control requirements of the *Planning Act*.

This report provides background information regarding the above noted legal processes and a recommendation for Council's consideration of the deeming bylaw and quit claim required before the proposed severance can proceed.

Background

Subdivision Controls and Approval in the Province of Ontario

In considering an application for land severance, the Township's Committee of Adjustment must evaluate the merits of each proposal against criteria such as:

- the proposal's conformity with the Official Plan for the County of Grey (the County Official Plan) and the Official Plan for the Township of Georgian Bluffs (the Township Official Plan);
- compatibility with neighbouring uses of land;
- suitability of the land for the proposed purpose (e.g., the size and shape of the lot(s) being created);
- adequacy of vehicular access, water supply, and sewage disposal; and,
- the need to ensure protection from certain development constraints (e.g., ensuring protection from natural or human-made hazards).

In considering a consent application, the decision granted by the Township's Committee of Adjustment must be consistent with policy statements issued under the Act (i.e., the Provincial Planning Statement) and conform or not conflict with any applicable provincial plan.



The other means of subdividing land within Ontario is through approval of a plan of subdivision. Subdivision approval ensures that the land is suitable for its proposed new use, the proposal conforms to provincial legislation and policies, as well as official plans and zoning in place in the municipality, and that the development is appropriate for the community facilities and services that are available within the community. Once finalized and approved, a registered plan of subdivision is a legal document which shows the exact surveyed boundaries and dimensions of lots on which houses or buildings are to be built, the location and width of streets, and the sites of any schools, public facilities, or parks. A registered plan of subdivision creates new, separate parcels of land which can be legally used for the sale of individual lots.

Where lands are described within a registered plan of subdivision, these lands **cannot** be further subdivided through a consent application (i.e., an application to sever land), unless the lands have been “deemed” not to be part of the registered plan of subdivision (i.e., through a deeming by-law passed by Council).

Policies Affecting the Proposal

Planning Act, R.S.O. 1990, c. P.13

The *Planning Act* (the Act) is provincial legislation that sets out the ground rules for land use planning in Ontario. The Act describes how land uses may be controlled and who may control them. The Act provides the basis for considering provincial interests, establishing a streamlined planning process which emphasizes local autonomy in decision-making, and dividing land into separate lots for sale or development through a plan of subdivision or a land severance, among other matters.

Part VI of the Act addresses the subdivision of land, which includes Section 50(3) (subdivision control), 50(4) (designation of plans of subdivision not deemed registered), and 50(5) (part lot control).

Section 50(4) of the Act provides that:

The council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3).

Since the subject lands are within a registered plan of subdivision (i.e., Plan 180), a deeming bylaw is required to first “deem” the lands not part of the plan of subdivision before the Township can consider Application B05-24 to further subdivide the lands.



Without a deeming bylaw in full force and effect, the lots cannot be further subdivided without contravening the part lot control provisions of the Act.

Based on our review, we recommend that Council adopt a deeming bylaw to deem the subject lands not part of Plan 180, such that the subject lands can be further subdivided through a severance application (i.e., Application B05-24) provided the Township's Committee of Adjustment sees it fit.

Provincial Planning Statement, 2024

The Provincial Planning Statement (PPS) is issued under Section 3 of the *Planning Act* and provides planning direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

In respect of the exercise of any authority that affects a planning matter, Section 3 of the Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The PPS is intended to be read in its entirety and the relevant policies applied to each situation.

Section 2.6 of the PPS includes policies which address rural lands in municipalities and outlines several permitted uses which include, among others, residential development including lot creation where site conditions are suitable for the provision of appropriate sewage and water services. Policies within this section of the PPS further promote development that can be sustained by rural service levels and require that development must be appropriate to the infrastructure which is planned or available (i.e., avoiding the need for the uneconomical expansion of this infrastructure).

The proposed lot creation and future residential development of the subject lands is consistent with the policy direction for rural lands in the PPS, given that the subject lands front on and have access to a road allowance that is maintained for year-round use. Furthermore, the subject lands are serviced by an existing private individual on-site well and septic system which service the existing single-detached dwelling on the lands to be retained. Although the applicant contemplates future residential use of the lands to be severed, no new buildings or structures are proposed at this time.

The deeming bylaw and quit claim are required for the proposed lot creation and associated residential development to occur on the subject lands, as is permitted by the PPS on rural lands in a municipality.



Based on the above, and subject to further consideration of the proposed lot creation before the Township's Committee of Adjustment, we recommend that the proposal to deem the subject lands as not part of Plan 180 is consistent with the PPS.

Niagara Escarpment Plan

As noted in Report DEV2024-068, the subject lands are designated as 'Escarpment Recreation Area' and 'Escarpment Protection Area' within the Niagara Escarpment Plan (NEP), though outside of the 'Development Control Area' of the NEP.

As such, decision-making regarding the subdivision of the subject lands rests with the Township's Council and Committee of Adjustment.

For an in-depth review of the policies of the NEP affecting the subject lands, refer to Report DEV2024-068.

Official Plan for the County of Grey

The subject lands are designated as 'Escarpment Recreation Area' as per Schedule A to the County Official Plan.

For an in-depth review of the policies of the County Official Plan affecting the subject lands, refer to Report DEV2024-068.

Zoning By-law for the Township of Georgian Bluffs

The subject lands are identified as being within the Niagara Escarpment Plan Area in the Township's Zoning By-law. As such, the local provisions of the Township's Zoning By-law do not apply.

Relevant Consultation

Notice of Complete Application and Public Meeting was circulated to commenting agencies and neighbouring property owners on January 21, 2024. Additional notice was also posted on the subject lands to notify neighbouring property owners of the public hearing scheduled for December 10, 2024 before the Committee of Adjustment.

For an in-depth review of the comments received prior to the December 10, 2024 public hearing, refer to Report DEV2024-068.

As of the report submission deadline, no additional comments have been received from commenting agencies nor neighbouring property owners.



Conclusion & Recommendation

It has been demonstrated that the proposed application is consistent with the Provincial Planning Statement, 2024, conforms with the Niagara Escarpment Plan, conforms with the County Official Plan, and complies with the general intent and purpose of the Township's Zoning By-law 2020-020.

As such, it is recommended that:

1. Council directs Township staff to proceed with a quit claim which delivers a transfer for nominal consideration to the owner in respect of Louise Street, as described in Plan 180 and identified by PIN 37023-0312 (LT).
2. Council passes a bylaw deeming Plan 180 to not be a registered plan of subdivision for the purpose of Sections 50(3) and in accordance with Section 50(4) of the Planning Act.

Should Council decide to pass the deeming bylaw, next steps include notifying the landowner of this decision and registering the adopted bylaw with the Land Registry Office (LRO). Once the deeming bylaw has been certified and the subject lands are deemed not to form part of Plan 180, Township staff can advance Application B05-24 before the Committee of Adjustment for their consideration, including any conditions of approval deemed appropriate by Township staff and/or the Committee of Adjustment.

Please note that the deeming bylaw is not effective until it has been registered at the Land Registry Office.

Should you have any questions or would like any additional information, please contact the undersigned.

Prepared by:

Rebecca Elphick, M.Pl., MCIP, RPP

Reviewed by:

David Welwood, MES (Pl.), MCIP, RPP

Report # DEV2025-019

Roll # 420362000618000



Georgian Bluffs

DEEPLY ROOTED. SUSTAINABLY GROWING.

Respectfully Submitted:

Original signed by Michael Benner

Michael Benner, MCIP, RPP

Report # DEV2025-019

Roll # 420362000618000

Page 8 of 9

Page 108 of 188

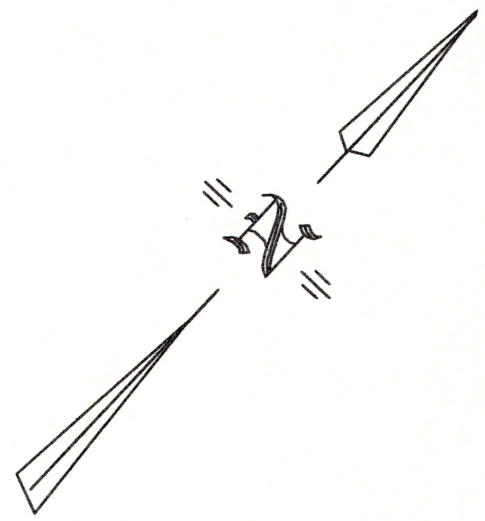


Report Approval Details

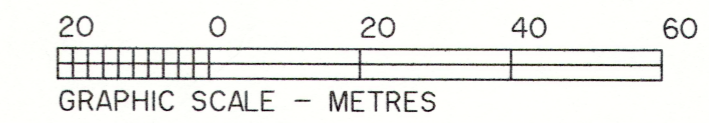
Document Title:	DEV2025-019 Report for Deeming Bylaw and Quit Claim (Heidolph).docx
Attachments:	<ul style="list-style-type: none">- Original Plan of Subdivision (Plan 180).pdf- Survey(61264272.1).PDF- Proposed Severance Sketch.pdf- DEV2024-068 B05-24 Heidolph.pdf
Final Approval Date:	Mar 4, 2025

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

Niall Lobley, Chief Administrative Officer



PLAN OF SURVEY
 OF A PART OF LOTS 1,2,3,4,5,6,7,8,9,10,11,12
 AND ALL OF LOTS 13,14,15,16,17,18,19,20,21,22,23,24 AND 25
 REGISTERED PLAN NUMBER 180
 AND A PART OF LOTS 1,2,3,4,5,6,7, ROAD 15.240 WIDE (PRIVATE)
 AND ALLEY 9.144 WIDE (PRIVATE)
 REGISTERED PLAN NUMBER 181
 AND A PART OF LOT 3, JONES RANGE
 AND A PART OF WATER LOT, IN FRONT OF LOT 3, JONES RANGE
 GEOGRAPHIC TOWNSHIP OF KEPPEL
 TOWNSHIP OF GEORGIAN BLUFFS
 COUNTY OF GREY
 SCALE 1 : 1000



GORDON W. HARWOOD LTD.
 Ontario Land Surveyors
 2014

METRIC: DISTANCES SHOWN ON THIS PLAN ARE
 IN METRES AND CAN BE CONVERTED
 TO FEET BY DIVIDING BY 0.3048

NOTES

BEARINGS SHOWN HEREON ARE ASTRONOMIC, DERIVED
 FROM THE NORTHWESTERLY LIMIT OF PARTS 5 AND 6, DEPOSITED
 PLAN NO. 16R-9455 SHOWN AS HAVING A BEARING OF
 N43°51'00"E ON DEPOSITED PLAN NO. 16R-9455

- SSIB DENOTES SHORT STANDARD IRON BAR
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- I102 DENOTES GORDON W. HARWOOD LTD., O.L.S.
- DENOTES SURVEY MONUMENT PLANTED
- DENOTES SURVEY MONUMENT FOUND
- HBM DENOTES HEWETT & MILNE LTD., O.L.S.
- 572 DENOTES J.H. BEATTY, O.L.S.
- 823 DENOTES I.C. DINSMORE LTD., O.L.S.
- 994 DENOTES WAYNE D. BRUBACHER, O.L.S.
- 1601 DENOTES WILLIAM D. SNELL, O.L.S.
- P1 DENOTES WATER LOT 50953 C.L.S.
- P2 DENOTES WATER LOT 51245 C.L.S.
- P3 DENOTES REGISTERED PLAN NO. 180
- P4 DENOTES REGISTERED PLAN NO. 181
- P5 DENOTES REGISTERED PLAN NO. 803
- P6 DENOTES DEPOSITED PLAN NO. 16R-2740
- P7 DENOTES DEPOSITED PLAN NO. 16R-3714
- P8 DENOTES DEPOSITED PLAN NO. 16R-9455
- P9 DENOTES DEPOSITED PLAN NO. 16R-9495
- D1 DENOTES REGISTERED INSTRUMENT NO. R553797
- D2 DENOTES REGISTERED INSTRUMENT NO. R553798
- D3 DENOTES REGISTERED INSTRUMENT NO. R553799
- D4 DENOTES REGISTERED INSTRUMENT NO. R553800
- D5 DENOTES REGISTERED INSTRUMENT NO. R553818
- D6 DENOTES REGISTERED INSTRUMENT NO. R38329
- D7 DENOTES REGISTERED INSTRUMENT NO. R385905

ASSOCIATION OF ONTARIO
 LAND SURVEYORS
 PLAN SUBMISSION FORM
 1858957

THIS PLAN IS NOT VALID
 UNLESS IT IS AN EMBOSSED
 ORIGINAL COPY
 ISSUED BY THE SURVEYOR
 in accordance with
 Regulation 1026, Section 29(3)

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. This survey and plan are correct and in accordance with
 the SURVEYS ACT and THE SURVEYORS ACT and the
 regulations made under them.

2. The survey was completed on July 22, 2014.

WIARTON, ONTARIO
 July 25, 2014.

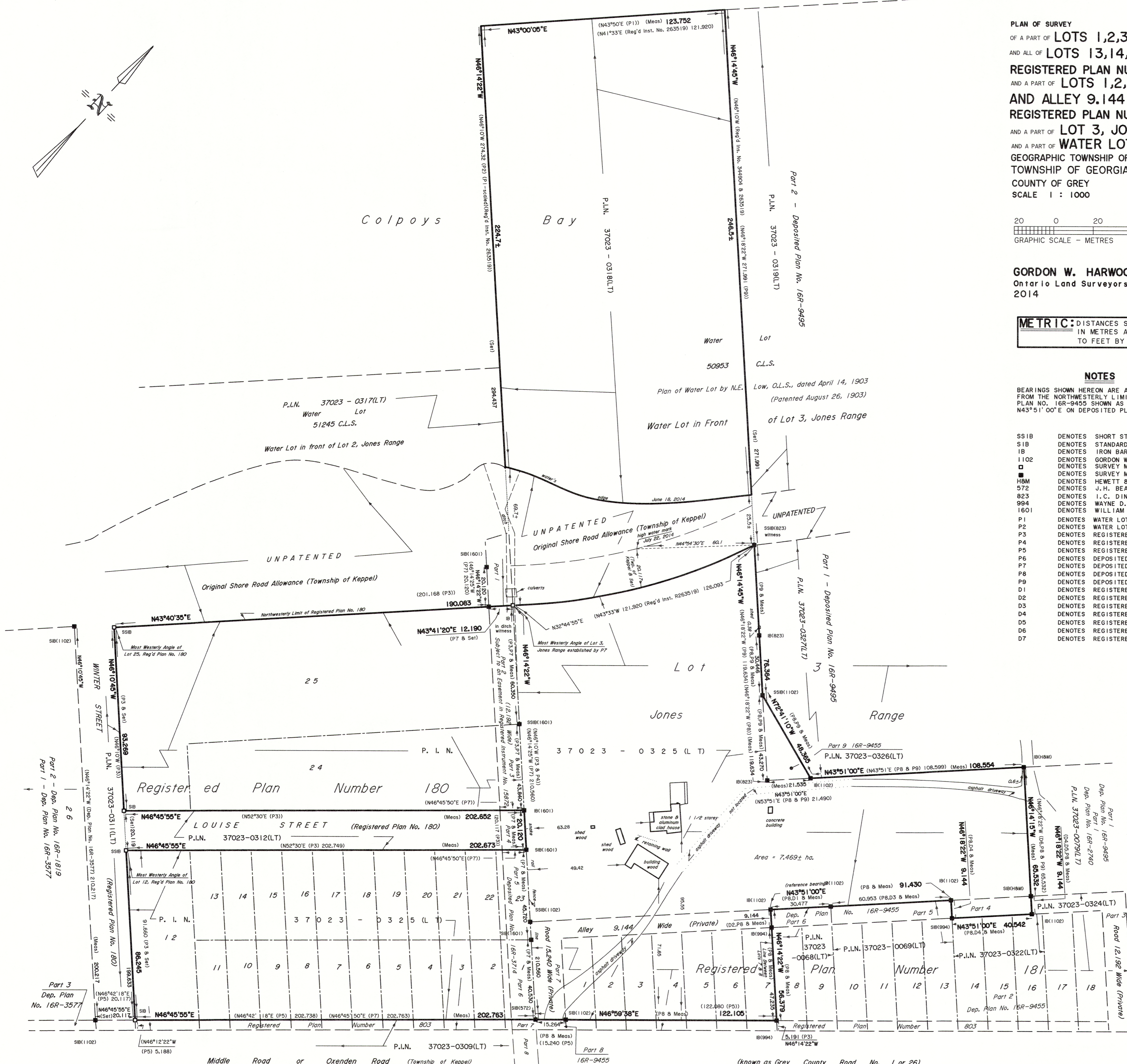
[Signature]
 Ontario Land Surveyor
 Kathryn Sam-Guindon

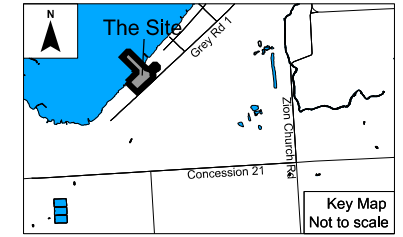
© COPYRIGHT 2014 GORDON W. HARWOOD LTD.

THE REPRODUCTION, ALTERATION, OR USE OF THIS PLAN AND
 REPORT IN WHOLE OR IN PART, WITHOUT THE EXPRESS
 PERMISSION OF GORDON W. HARWOOD LTD., IS STRICTLY
 PROHIBITED.

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED
 ORIGINAL COPY ISSUED BY THE SURVEYOR

GORDON W. HARWOOD LTD.
 Canada Lands Surveyors, Ontario Land Surveyors
 572 FRANK STREET POST OFFICE BOX 610
 WIARTON, ONTARIO, N0H 2T0, TEL. 519-534-1150





LEGEND

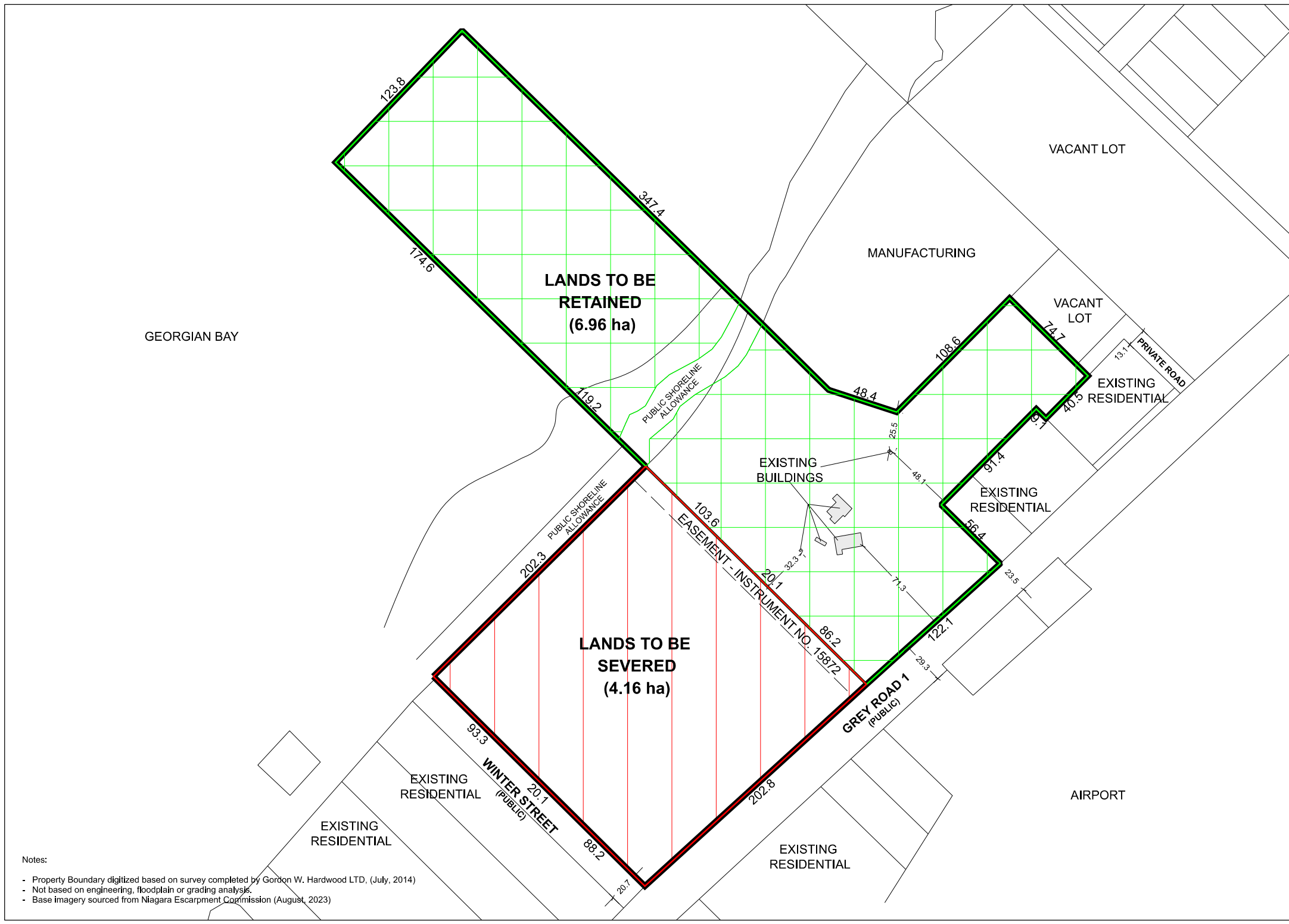
- Total Holdings (11.38 ha)
- Lands to be Severed (4.16 ha)
- Lands to be Retained (6.96 ha)
- Existing Buildings

DRAWN / REVISED	
03 NOV 2023	Revise Areas
31 AUG 2023	Add Easement & Labels, Update Severance Area
10 AUG 2023	First Draft

SEVERANCE PLAN
 501241 GREY ROAD 1
 TOWNSHIP OF GEORGAIN BLUFFS
 COUNTY OF GREY



File Number: 11645
 Date: 2023-11-03
 Drawn By: NDC
 Planner: PT
 CAD: 11645_Sev
 Drawing
S2
 Page 112 of 188



Notes:

- Property Boundary digitized based on survey completed by Gordon W. Hardwood LTD, (July, 2014)
- Not based on engineering, floodplain or grading analysis.
- Base imagery sourced from Niagara Escarpment Commission (August, 2023)



Date: Tuesday, December 10, 2024
From: Michael Benner, Director of Development and Infrastructure
Subject: **B05/24 Heidolph**
Report DEV2024-068

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

Recommendation

It has been demonstrated that the proposed application is consistent with the Niagara Escarpment Plan, conforms to the County OP, and complies with the general intent and purpose of the Township of Georgian Bluffs Zoning By-law 2020-020. It is recommended that Consent applications B-05-24 be approved, subject to the following conditions:

1. That a Reference Plan be completed, and a copy filed with the Municipal Clerk or an exemption from the Reference Plan be received from the Land Registry Office.
2. That, pursuant to Section 53(42) of the Planning Act, the 'Certificate of Consent' be affixed to the deed within two years of the giving of the Notice of Decision or as specified in the Planning Act at the time of deed stamping. Note: Section 53(43) of the Planning Act requires that the transaction approved by this consent must be carried out within two years of the issuance of the certificate
3. That the applicant(s) pays the applicable consent certification fee at the time of certification of the deeds.
4. That the applicant(s) pays 5% cash-in-lieu of parkland in accordance with the Planning Act.
5. That an Archaeological assessment be completed to the satisfaction of the Saugeen Ojibway Nation.
6. That a species at risk study/screening is completed to the satisfaction of Grey County.
7. That an entrance permit for the severed lands is obtained from Grey County.

Report DEV2024-068

Roll 420362000618000

Page 1 of 10

Page 113 of 188



8. The Township agrees to deliver a Transfer for nominal consideration to the owner in respect of Louise Street, which can be described as “Louise Street on Plan 180 (PIN 37023-0312 (LT))”; and
9. The Township agrees to pass a by-law deeming Plan 180 to not be a registered plan of subdivision for the purposes of s. 50(3), in accordance with s. 50(4) of the Planning Act.

Application Summary

Owner(s): Marietta Heidolph

Agent: Paul Tobia, Weston Consulting

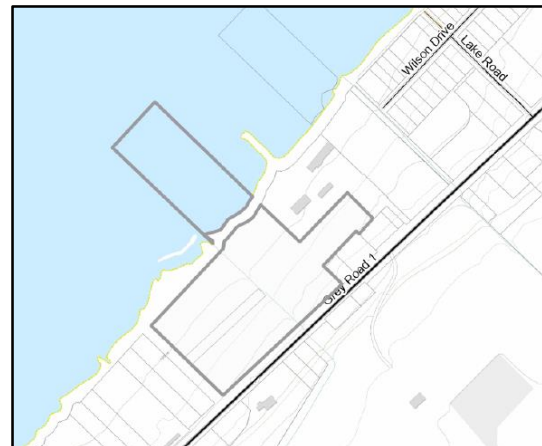
Civic Address: 501241 Grey Road 1, Georgian Bluffs

Legal: LT 1 - 25 PL 180 KEPPEL: 50 FT RD PL 181 KEPPEL: PT LT 1 - 7 PL 181 KEPPEL: PT LT 3 JONES RANGE KEPPEL: PT ALLEY PL 181 KEPPEL AS IN R368329, R385905, R553798, R553800 & R553818 EXCEPT PT 116R2740, PL 803 & PT 316R9455; GEORGIAN BLUFFS

ARN: 420362000618000

The subject lands total 7.62 hectares of land with an additional 3.22 hectare water lot extending into Colpoy’s Bay. The subject lands are separated from the water lot by the Township’s Shoreline Road Allowance as noted in the attached severance sketch.

Application B05/24 proposes to sever an area of approximately 4.16 hectares for residential use. 6.96 hectares containing a house and accessory structures, including the 3.22 hectare water lot, will be retained for continued residential use.



It should also be noted that the application was originally intended to go before the Committee of Adjustment at the February 20th meeting but was withdrawn to allow Mrs. Heidolph and her consulting and legal team an opportunity to further assess their approach to the development of these lands. As detailed in this report, it has been decided to move forward with the proposed severance and de-register a circa 1903 plan of subdivision that also exists on the lands.

Report DEV2024-068

Roll 420362000618000

Page 2 of 10

Page 114 of 188



	Retained Lot	Severed Lot
Lot Area	6.96 hectares	4.16 hectares
Frontage	122.1 metres	202.8 metres
Lot Depth	503.7 metres	201.6 metres
Lot Width	123.8 metres (at rear)	202.3 metres (at rear)
Servicing	Private water and septic	Nil
Existing Structures	House and accessory structures	None
Proposed Structures	None	Residential

Policies Affecting the Proposal

Niagara Escarpment Plan (NEP)

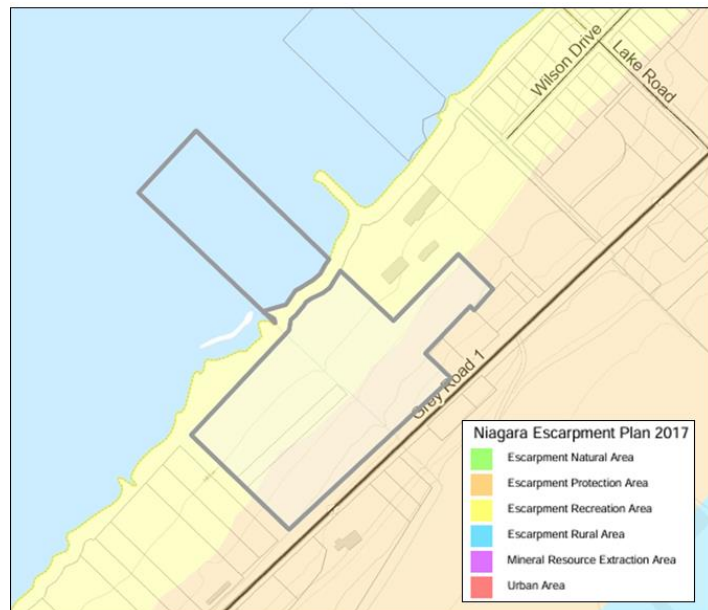
The Niagara Escarpment Plan designates portions of the Subject Property Escarpment Recreation Area and Escarpment Protection Area.

As the subject lands are outside of the NEP Development Control Area, severance approval of these lands rests with the local municipality's Committee of Adjustment.

Section 1.4.4 of the NEP contains policies related to lot creation within the Escarpment Protection Area.

Section 1.8.4 and 1.8.5 of the NEP

contains policies related to lot creation within the Escarpment Recreation Area. The following provides relevant NEP policies from the above-noted sections and describes how those policies have been addressed.



1.4.4. Escarpment Protection Area

1.4.4.1. A lot may be created by severing one original township lot or original township half lot, from another original township lot or original township half lot, provided there have been no previous lots severed from one of the affected original township lots or



original township half lots. Such severances shall only occur along the original township lot line.

There have been no previous lots severed from the Subject Property.

1.8.4. Escarpment Recreation Area

Subject to the Development Criteria in Part 2, the Development Objectives of this section and the requirements of applicable official plans, secondary plans and/or by-laws that are not in conflict with the Niagara Escarpment Plan, new lots may be created for permitted uses.

The proposed Consent has regard for the Development Criteria in Part 2 of the redevelopment Objectives as well as the relevant municipal planning documents.

1.8.5 Development Criteria

1.8.5.1. Development within Escarpment Recreation Areas shall not encroach into Escarpment Natural, Escarpment Protection, Escarpment Rural or Mineral Resource Extraction Areas

1.8.5.3. New lots within Escarpment Recreation Areas shall not be created if such lots encroach into Escarpment Natural, Escarpment Protection, Escarpment Rural or Mineral Resource Extraction Areas adjacent to the Urban Area.

The severed lands are split-designated Escarpment Recreation and Escarpment Protection. Furthermore, no development is proposed on the severed lands or the retained lands. Any future development for the severed lands would be located within the Escarpment Recreation designation and will be subject to municipal approvals.

Grey County Official Plan (GCOP)

Section 9.12 of the Grey County Official Plan contains policies related to lot creation within the Escarpment Protection Area. These policies are detailed below.

9.12.1. Where division of land is considered, the approval authority must have regard to the policies of this Plan, the matters set out in the Planning Act, R.S.O. 1990, as amended and the following circumstances:

- a) The land division is permitted by the appropriate land use policies of Section 3 to 8;*
- b) The land division is to promote development in an orderly and contiguous manner, and should not conflict with the established development pattern of the area;*



The proposed Consent does not conflict with the development pattern of the area. Any future development applications for the property will be subject to municipal approvals.

c) The proposed use is compatible with existing and future permitted land uses on adjacent lands;

The proposed Consent creates a vacant lot which can be used for residential purposes. Any future development applications for the property will be subject to municipal approvals.

d) The servicing requirements of Section 8.9 must be met;

e) Direct access from a Provincial Highway or a County road may be restricted as outlined in Section 8.3. Where possible, residential lots must not be approved where access from a road would create a traffic hazard because of limited sight lines, curves, or grades;

f) Evidence that soil and drainage conditions are suitable to permit the proper siting of buildings, that a sufficient and potable water supply exists, and that conditions are suitable for sewage system construction;

Any future development applications for the property will be subject to municipal approvals.

g) The size of any parcel of land created must be appropriate for the proposed use, and in no case, will any parcel be created which does not conform to the minimum provisions of the zoning by-law.

The proposed Consent creates a parcel that conforms to the minimum provisions of the zoning by-law. Any future development applications for the property will be subject to municipal approvals.

h) The proposed lots comply with Provincial Minimum Distance Separation Formulae except for lots created within settlement areas.

Not applicable.

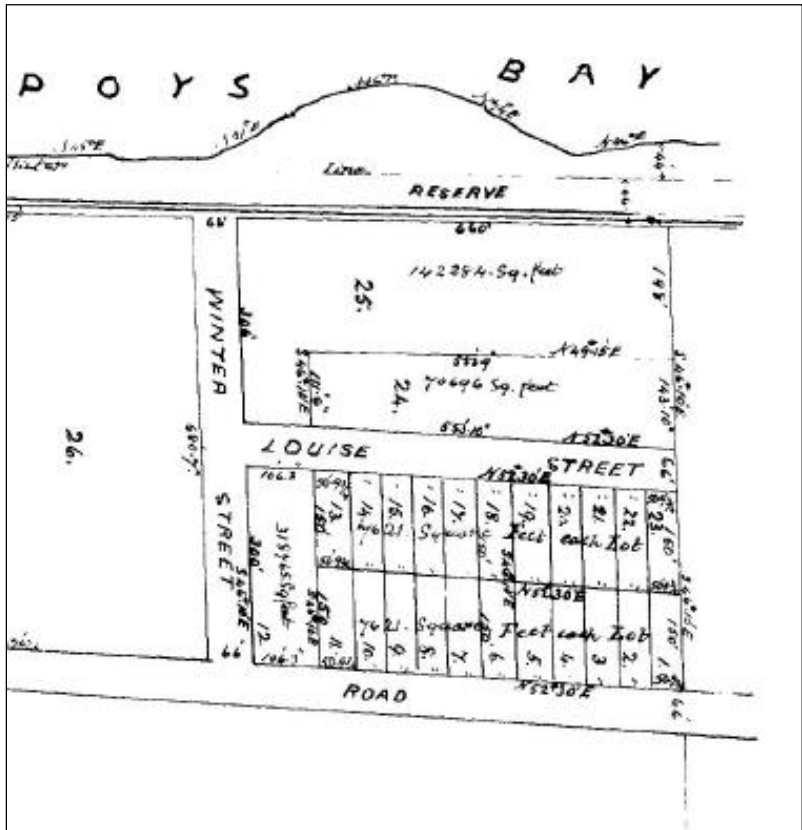
Township of Georgian Bluffs Zoning By-law 2020-020

The subject lands are noted as lying within the Niagara Escarpment Plan area in the Zoning By-law. As such, local zoning provisions do not apply.



Plan of Subdivision 180 and Louisa Street

Marietta Heidolph is the registered owner of the lands legally known as PIN 37023-0325 (LT). The eastern portion of these lands are currently occupied by Mrs. Heidolph (the “Heidolph Residence”). A plan of subdivision is registered on the western portion of the lands, known as “Plan 180”. Plan 180 was deposited on title to the subject lands in 1903 and continues to appear as a registered plan of subdivision on title to the property. Plan 180 contemplated two public roads: Winter Street (PIN 37023-0311 (LT)) and Louise Street (PIN 37023-0312 (LT)), which were conveyed to the “Public Authority Having Jurisdiction”.



Winter Street is currently operating as a public road allowance and would appear to be recognized by all parties as a public road. Louise Street is also legally owned by the “Public Authority Having Jurisdiction”, having been conveyed when Plan 180 was registered on the subject lands in 1903. However, the Township and the Heidolchs have treated Louise Street as being in Mrs. Heidolph’s ownership for many years. By way of example, the Heidolph’s municipal tax bill has included reference to this “private road”. Louise Street has also been maintained and used openly by the Heidolph’s as a private road for decades.

Plan 180 is registered on title to the subject lands, and either needs to be de-registered or acknowledged as a valid plan of subdivision before any form of future development can occur on the lands. Mrs. Heidolph and her legal team wish de-register Plan 180 to expedite the proposed severance and allow for conveyance of the new parcel. Township and County Planning staff agree with this approach as the lots proposed under Plan 180 may not conform with today’s Planning approval framework.



Additionally, the transfer of Louise Street to Mrs. Heidolph through a “Quit Claim” process would allow the municipality to avoid declaring Louise Street as surplus lands and going through the lengthy sale process. Instead, this process would serve to clean up title for the owner and the Township and allow the parties to continue to use the lands as they have been for decades.

The de-registration of Plan 180 and the transfer of Louise Street to Mrs. Heidolph have been included as conditions of severance approval.

Relevant Consultation

Notice of Complete Application and Public Meeting was circulated to commenting agencies and the neighbouring property owners on January 21, 2024. Additional Notice was also posted on the subject lands notifying the neighbours of the December 10th Public Hearing. The following agencies have provided comments.

Source Water Protection Risk Management Office comments dated January 25, 2024.

From the information noted in the application for a severance, it has been determined that neither section 57 (Prohibited Activities) nor section 58 (Regulated Activities) applies on the above-noted property, pursuant to the Clean Water Act, 2006.

Saugeen Ojibway Nation Archaeology Department comments dated January 31, 2024.

Please include a condition that SON Archaeology requires an archaeological assessment to be conducted as a condition of severance approval. SON Archaeology should be contacted prior to obtaining an archaeological consultant or conducting an assessment.

Grey County Planning and Development Services comments dated February 15, 2024.

Provided positive comments are received from the Conservation Authority regarding the Hazard Lands, that a species at risk study/screening is completed or a holding provision is put onto the lands until a species at risk study/screening is completed prior to development of the lot, all future buildings maintain a 75 foot setback from the County road centre line and an Entrance Permit is applied for if the proposed entrance is on the County road; County Planning staff have no concerns with the subject application.

More recent dialogue with the Grey County Planning Department has indicated that the County supports the de-registration of Plan 180 and the transfer of Louise Street.



Conclusion & Recommendation

It has been demonstrated that the proposed application is consistent with the Niagara Escarpment Plan, conforms to the County OP, and complies with the general intent and purpose of the Township of Georgian Bluffs Zoning By-law 2020-020. It is recommended that Consent applications B-05-24 be approved, subject to the following conditions:

1. That a Reference Plan be completed, and a copy filed with the Municipal Clerk or an exemption from the Reference Plan be received from the Land Registry Office.
2. That, pursuant to Section 53(42) of the Planning Act, the 'Certificate of Consent' be affixed to the deed within two years of the giving of the Notice of Decision or as specified in the Planning Act at the time of deed stamping. Note: Section 53(43) of the Planning Act requires that the transaction approved by this consent must be carried out within two years of the issuance of the certificate
3. That the applicant(s) pays the applicable consent certification fee at the time of certification of the deeds.
4. That the applicant(s) pays 5% cash-in-lieu of parkland in accordance with the Planning Act.
5. That an Archaeological assessment be completed to the satisfaction of the Saugeen Ojibway Nation.
6. That a species at risk study/screening is completed to the satisfaction of Grey County.
7. That an entrance permit for the severed lands is obtained from Grey County.
8. The Township agrees to deliver a Transfer for nominal consideration to the owner in respect of Louise Street, which can be described as "Louise Street on Plan 180 (PIN 37023-0312 (LT))"; and
9. The Township agrees to pass a by-law deeming Plan 180 to not be a registered plan of subdivision for the purposes of s. 50(3), in accordance with s. 50(4) of the Planning Act.



Respectfully Submitted:

Original signed by Michael Benner

Michael Benner, MCIP, RPP



Report Approval Details

Document Title:	DEV2024-066 B05-24 Heidolph.docx
Attachments:	<ul style="list-style-type: none">- 1 - 2023.12.06 - 501241 Grey Road 1 - Consent Application Signed.pdf- 3 - Severacne Sketch.pdf- 4 - Severance Sketch with NEC Mapping.pdf- 8 - Original Plan of Subdivision 180.pdf- Updated Notice B05-24 Heidolph.pdf
Final Approval Date:	Nov 26, 2024

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

Niall Loble, Chief Administrative Officer

Date: Wednesday, March 12, 2025

From: Kevin Verkindt, Manager, Engineering and Infrastructure

Subject: OSIM Progress Report and Budget Amendment

Report#: DEV2025-20

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

Recommendation

THAT Council receive Staff Report DEV2025-020, OSIM Progress Report and Budget Amendment;

AND THAT Council amend the existing approved budget of \$44,370 (excluding HST) to \$53,370 (excluding HST) to be funded from the Bridges Reserve.

Background

The Ontario Structure Inspection Manual (OSIM) is a manual that sets standards for detailed visual inspection and condition rating of structures and their components. It provides a uniform inspection approach for all structures in Ontario.

The OSIM report prioritizes structural needs ranging from rehabilitations and replacement recommendations in a 10-year capital forecast. The repair/replacement priority recommendations will be reviewed by staff and placed in a 10-year capital budget forecast for structural rehabilitation and replacement in future years.

Staff procured RFP 2024-05 Biennial OSIM and Asset Management in February 2024 and retained Pearson Engineering from years 2024-2026 in the amount of \$44,370.00 (excluding HST).

Pearson Engineering has completed the 2024 Biennial OSIM inspection and will be completing the Biennial OSIM in 2026 and the consultant will work with Township staff to prepare and guide a ten (10) year capital budget forecast that includes recommendations of structures to be replaced and rehabilitated.

Analysis

Pearson Engineering has identified eight (8) additional structures that were not currently included in the Township's database. Due to the number, size, replacement value and/

or length, the additional structures, mainly culverts were added to the Township’s inventory and now total 48 structures. Through completing a review of Grey County’s inventory map, it was concluded that none of these structures are currently being reviewed by the County or the Township.

The identification of these structures is based on visual inspections, and Pearson Engineering is confident that they warrant inclusion in the database due to their size, functionality, and importance to the watercourse and conveyance of drainage. Accurate and comprehensive records will be essential to ensure ongoing maintenance, structural assessments, and any necessary future upgrades or repairs.

The additional structures are listed below and can be found on the Structure Inventory List and Location map (Attachment 1 & 2):

- Triple CSP Culvert (1.1m, 1.1m, and 0.7m diameters) located on Sideroad 20, south of Grey Road 17.
- 6m span, 13.9m long rigid frame located on Concession 20, east of Burgess Sideroad.
- Quadruple CSP (4 x 1.6m diameters) located on Lundy’s Lane.
- 5.4m span, 12.6m long rigid frame, located on Concession 20, west of Cole’s Sideroad.
- Double CSP (2 x 1.2m diameter, 46.5m long) located in Kemble, under Kemble Rock Road.
- 9.4m span Concrete Girder Bridge, with steel beam bridge clear spanning over structure on Sarawak-Keppel Line, north of Church Sideroad.
- Double CSP Culvert (2 x 1.8m diameter) located on Sideroad 15, north of Highway 6.
- Double CSP Culvert (2m and 2.2m diameters) located on Sideroad 12, west of Concession 7

As these structures have not been inspected in the past (or in recent years), Pearson Engineering is estimating that the cost of completing detailed measurements for these structures and preparing the required OSIM reports is \$750 / structure in 2024. This cost would be lowered to \$375 / structure during the 2026 inspections as a majority of the data input would already be completed. Therefore, the increase to complete the inspections is \$6,000 in 2024 and \$3,000 in 2026.

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

Task	Approved Budget (\$)	Amended Budget (\$)
Contingency	5,000	5,000
2024 OSIM & Asset Management	20,370	26,370

2025 Asset Management	3,520	3,520
2026 OSIM & Asset Management	15,480	18,480
Total	44,370	53,370

10 Year Capital Budget Forecast

Pearson Engineering developed a comprehensive 10-year capital rehabilitation and replacement plan (Attachment 3), which includes a detailed capital budget estimate for each identified structure replacement or rehabilitation. The plan was structured to prioritize the various infrastructure elements based on the findings of the OSIM reports, which provide essential condition assessments for bridges and other structures. Additionally, the Bridge Condition Index (BCI) scores were used to further rank the urgency and importance of each structure requiring attention. This strategic approach ensures that critical repairs and replacements are addressed first, optimizing the allocation of resources and improving the long-term performance and safety of the infrastructure.

The total estimated capital cost for the necessary rehabilitation and replacement over the next decade is approximately \$18.2 million. This figure reflects the cost of restoring the infrastructure to optimal condition, accounting for materials, labor, engineering services, and other associated expenses. Through this carefully structured plan, Pearson Engineering aims to improve the long-term sustainability and safety of the infrastructure, while managing the financial impact over time.

Financial Impact

Staff are requesting Council to approve an additional \$6,000 in 2024 to be funded from the Bridges Reserve to address the 2024 OSIM & Asset Management. There are no requested changes to the 2025 asset management work. An additional hold of \$3,000 on the Bridges Reserve would be required to fund the 2026 OSIM & Asset Management work.

At this time staff anticipate the Bridges Reserve balance to have an uncommitted balance of \$1,115,825.

Strategic Priorities

Enhancing Service Delivery

Enhancing Environment and Infrastructure

Conclusion

The proposed budget amendment reflects the need for detailed inspections of structures that have not been assessed recently. Pearson Engineering has provided an estimate of \$750 per structure for the 2024 inspections, accounting for the preparation of detailed measurements and OSIM reports. As much of the data will already be gathered by 2026, the cost per structure will decrease to \$375, resulting in a reduced total cost for the 2026 inspections. The overall increase in the budget for the 2024 inspections is \$6,000, with an additional \$3,000 required in 2026. The total budget will be amended from \$44,370 to \$53,370. These adjustments will ensure that the inspections are thorough and accurate, laying the groundwork for more efficient future assessments.

Respectfully Submitted:

Kevin Verkindt, Manager, Engineering and Infrastructure

Report Approval Details

Document Title:	OSIM Progress Report and Budget Amendment.docx
Attachments:	<ul style="list-style-type: none"> - Attachment 1 - Structure Inventory List .pdf - Attachment 2 - Structure Location Map .pdf - Attachment 3 - 10 Year Capital Works Plan .pdf
Final Approval Date:	Mar 4, 2025

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



Structure ID No.	Structure Name	Location	Construction Year	Structure Type	Current Load Posting	BCI
D-0001	Lincoln Park Road Bridge	Lot 2, Concession 3, Derby	1950	Bridge	N/A	68
D-0002	Sideroad 3 Culvert	Lot 3/4, Concession 11, Derby	1980	Culvert	N/A	79
D-0003	Maxwell Creek Bridge	Lot12/13, Concession 5, Derby	1955	Bridge	N/A	65.1
D-0004	Sunny Valley Park Culvert	Lot 3/4, Concession 1, Derby	1970	Culvert	N/A	70
D-0005	Lincon Park Road Culvert	Lot 4, Concession 3, Derby	1945	Culvert	N/A	55
D-0006	Keady Creek Culvert	Lot 3, Concession 11/10, Derby	1970	Culvert	N/A	72
D-0007	Sideroad 3 Bridge	Lot 3/4 Concession 11, Derby	1925	Bridge	Closed	34
D-0008	Sideroad 9 Culvert	Lot 9/10, Concession 9, Derby	1975	Culvert	N/A	64.2
D-0009	Kilsyth Culvert #1	Lot 10, Concession 6/7, Derby	1970	Culvert	N/A	64.5
D-0010	Kilsyth Culvert #2	Lot 9, Concession 6/7, Derby	1955	Culvert	N/A	63.8
D-0011	Concession 7 Culvert #1	Lot 4, Concession 6/7, Derby	1960	Culvert	N/A	60
D-0012	Inglis Falls Road Culvert #1	Lot 12, Concession 2, Derby	1945	Culvert	N/A	73
D-0013	Sideroad 12 Culvert	Lot 12/13, Concession 11, Derby	Unknown	Culvert	N/A	59.2
D-0014	Concession 7 Culvert #2	Lot 7, Consession 6/7, Derby	1980	Culvert	N/A	56
D-0015	Inglis Falls Road Culvert #2	Lot 11, Concession 1/2, Derby	2020	Culvert	N/A	93
D-0016	Sideroad 12 Culvert	Lot 13, Concession 7, Derby	Unknown	Culvert	N/A	58
K-0001	Main Street Bridge, Shallow Lake	Lot 21, Concession 2, Keppel	1948	Bridge	N/A	74
K-0002	Concession 14 Bridge	Lot 13, Concession 13/14, Keppel	1920	Bridge	N/A	63
K-0003	Hepworth Creek Culvert	Lot 14, Concession 15/16, Keppel	1910	Bridge	9 Tonnes	41
K-0004	Gleason Brook Bridge	Lot 10/11, Concession 23, Keppel	1970	Bridge	N/A	71
K-0005	Dawsons Bridge	Lot 35, Concession 17/18, Keppel	1979	Bridge	N/A	74
K-0006	Hargest Bridge	Lot 33, Concession 15/16, Keppel	1970	Bridge	N/A	74
K-0007	Shallow Lake Bridge - Portland Street	Lot 9, Concession 7, Keppel	1950	Bridge	N/A	46.4



Structure ID No.	Structure Name	Location	Construction Year	Structure Type	Current Load Posting	BCI
K-0008	Big Bay Culvert	Lot 38, Colpoy Range, Keppel	Unknown	Culvert	N/A	78
K-0009	Big Bay Sideroad Culvert	Lot 37/38, Colpoy Range, Keppel	1970	Culvert	N/A	19.9
K-0010	Zion Church Road Culvert	Lot 8, Jones Range, Keppel	1980	Culvert	N/A	74.9
K-0011	Gleason Culvert - Concession 24	Lot 17, Concession 25, keppel	1925	Culvert	N/A	32.8
K-0012	Gleason Brook Culvert	Lot 20/21, Colpoy Range, Keppel	Unknown	Culvert	N/A	48.7
K-0013	Old Mill Road Culvert	Lot 9, Jones Range, Keppel	1980	Culvert	N/A	75.3
K-0014	Concession 17 Culvert	Lot 15/16, Concession 17, Keppel	Unknown	Culvert	N/A	53.1
K-0015	Concession 5 Culvert	Lot 4, Concession 5/6, Keppel	Unknown	Culvert	N/A	74.9
K-0016	Concession 3 Culvert	Lot 9, Concession 3/4, Keppel	Unknown	Culvert	N/A	48.5
K-0017	Ledgerock Road Culvert	Lot 17/18, Concession 4, Keppel	1925/1975	Culvert	14 Tonnes	47.7
K-0019	A-Line Culvert	Lot 5, Concession A/B, Keppel	Unknown	Culvert	N/A	45.8
K-0020	Sideroad 15 Culvert	Lot 15/16, Concession 2, Keppel	Unknown	Culvert	N/A	42.7
K-0021	Kemble Culvert	Lot 40/41, Concession 20, Keppel	Unknown	Culvert	N/A	21
K-0022	Concession 20 Culvert	Lot 34, Concession 19/20, Keppel	Unknown	Culvert	N/A	37.2
K-0023	Lundy Road Culvert	Lot 33, Concession 19, Keppel	Unknown	Culvert	N/A	42.2
K-0024	Mountain Lake Road Culvert	Lot 20/21, Concession 19, Keppel	Unknown	Culvert	N/A	38.9
K-0025	Shallow Lake Rail Trail Bridge	Lot 10, Concession 7, Keppel	Unknown	Bridge	N/A	56
K-0026	Georgian Bluffs Trail Culvert	Lot 18, Concession 2, Keppel	Unknown	Culvert	N/A	75
K-0027	Georgian Bluffs Trail Bridge	Lot 13, Concession 1, Keppel	Unknown	Bridge	N/A	67.7
S-0001	Indian Acres Bridge	Lot 17/18, Concession 2, Sarawak	Unknown	Bridge	N/A	78.4
S-0002	O'Rielly Bridge - East Linton Sideroad	Lot 22/23, Concession1, Sarawak	2008	Bridge	N/A	82
S-0003	Emery Bridge - Church Sideroad West	Lot 27/28, Concession1, Sarawak	1950	Bridge	Closed	N/A
S-0005	Townline Trail Bridge	Lot 28, Consession 1, Sarawak	Unknown	Bridge	N/A	36.4

* Construction years obtained from past OSIM reports. To be verified by Township.



LEGEND

- TOWNSHIP OF GEORGIAN BLUFFS
- PROPERTY PARCEL LIMIT
- COUNTY/MTO ROADWAYS
- MUNICIPAL ROADWAYS
- STREAMS AND WATERWAYS
- ▣ BRIDGE STRUCTURE LOCATION
- CULVERT STRUCTURE LOCATION
- ▲ STRUCTURE SPAN LESS THAN 3m
- ★ CLOSED STRUCTURE LOCATION
- WATER BODIES

**TOWNSHIP OF GEORGIAN BLUFFS
COUNTY OF GREY**

**MUNICIPAL STRUCTURE
LOCATION MAP – 2024**



PEARSON ENGINEERING
PEARSONENG.COM PH. 705.719.4785

DESIGNED BY	T.W.	HORIZ SCALE	N.T.S.	PROJECT #	24017
DRAWN BY	T.W.	VERT SCALE	N.T.S.	DRAWING #	1
CHECKED BY	J.B.	DATE	OCTOBER, 2024	REVISION #	0

TOWNSHIP OF CHATSWORTH

MUNICIPALITY OF ARRAN-ELDERSLIE

MUNICIPALITY OF MEAFORD

CITY OF OWEN SOUND

GEORGIAN BAY

TOWN OF SOUTH BRUCE PENINSULA

WIARTON

COLPOYS BAY



**PEARSON
ENGINEERING**

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS

BRIDGES AND CULVERTS - 10-YEAR CAPITAL WORKS PLAN

Project No. 24017

October 9, 2024

Construction Year	Structure ID No.	Structure Name	Structure Type	BCI	Construction Type	Repair Costs			Associated Work	Contingency and Engineering	Total Cost (2024\$)	3% Inflation Adjustment
						6-10 Years	1-5 Years	Urgent within 1 Year				
2025	S-0003	Emery Bridge	Bridge	N/A	Replacement			\$1,800,000			\$1,800,000	\$1,800,000
	TOTAL COST 2025										\$1,800,000	\$1,800,000
2026	K-0009	Big Bay Sideroad Culvert	Culvert	20	Replacement			\$205,000	\$195,000	\$110,000	\$510,000	\$525,300
	K-0021	Kemble Culvert	Culvert	21	Replacement			\$195,000	\$120,000	\$90,000	\$405,000	\$417,200
	S-0005	Townline Trail Bridge	Bridge	36	Rehabilitation			\$60,000	\$15,000	\$25,000	\$100,000	\$106,100
	TOTAL COST 2026										\$1,015,000	\$1,048,600
2027	K-0003	Hepworth Creek Culvert	Bridge	41	Rehabilitation			\$40,000	\$20,000	\$18,000	\$78,000	\$82,800
	K-0017	Ledgerock Road Culvert	Culvert	48	Rehabilitation			\$160,000	\$80,000	\$60,000	\$300,000	\$318,300
	K-0025	Shallow Lake Rail Trail Bridge	Bridge	56	Rehabilitation		\$30,000	\$10,000	\$12,500	\$15,000	\$67,500	\$71,700
	K-0001	Main Street Bridge, Shallow Lake	Bridge	74	Replacement		\$800,000		\$520,000	\$250,000	\$1,570,000	\$2,048,500
	TOTAL COST 2027										\$2,015,500	\$2,521,300
2028	K-0022	Concession 20 Culvert	Culvert	37	Rehabilitation		\$165,000		\$90,000	\$80,000	\$335,000	\$366,100
	K-0019	A-Line Culvert	Culvert	46	Replacement		\$230,000		\$120,000	\$75,000	\$425,000	\$464,500
	K-0020	Sideroad 15 Culvert	Culvert	43	Replacement		\$200,000		\$180,000	\$85,000	\$465,000	\$508,200
	D-0005	Lincoln Park Road Culvert	Culvert	55	Rehabilitation		\$175,000		\$75,000	\$75,000	\$325,000	\$355,200
	TOTAL COST 2028										\$1,550,000	\$1,694,000
2029	K-0011	Gleason Culvert - Concession 24	Culvert	33	Rehabilitation		\$160,000		\$65,000	\$70,000	\$295,000	\$332,100
	D-0007	Sideroad 3 Bridge	Bridge	34	Replacement		\$700,000		\$540,000	\$230,000	\$1,470,000	\$1,559,600
	K-0017	Ledgerock Road Culvert	Culvert	48	Rehabilitation		\$140,000		\$55,000	\$45,000	\$240,000	\$270,200
	K-0002	Concession 14 Bridge	Bridge	57	Rehabilitation		\$72,500		\$17,500	\$30,000	\$120,000	\$135,100
	D-0004	Sunny Valley Park Culvert	Culvert	70	Rehabilitation		\$60,000		\$15,000	\$15,000	\$90,000	\$101,300
	K-0004	Gleason Brook Bridge	Bridge	71	Rehabilitation		\$58,000		\$17,000	\$20,000	\$95,000	\$107,000
	D-0006	Keady Creek Culvert	Culvert	72	Rehabilitation		\$60,000		\$15,000	\$15,000	\$90,000	\$101,300
	D-0012	Inglis Falls Road Culvert #1	Culvert	73	Rehabilitation		\$60,000		\$15,000	\$15,000	\$90,000	\$101,300
	D-0002	Sideroad 3 Culvert	Culvert	79	Rehabilitation		\$60,000		\$15,000	\$15,000	\$90,000	\$101,300
	D-0001	Lincoln Park Road Bridge	Bridge	68	Rehabilitation		\$40,000		\$12,500	\$10,000	\$62,500	\$70,400
	TOTAL COST 2029										\$2,642,500	\$2,879,600



**PEARSON
ENGINEERING**

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BLUFFS

BRIDGES AND CULVERTS - 10-YEAR CAPITAL WORKS PLAN

Project No. 24017

October 9, 2024

Construction Year	Structure ID No.	Structure Name	Structure Type	BCI	Construction Type	Repair Costs			Associated Work	Contingency and Engineering	Total Cost (2024\$)	3% Inflation Adjustment
						6-10 Years	1-5 Years	Urgent within 1 Year				
2030	K-0024	Mountain Lake Road Culvert	Culvert	39	Replacement	\$200,000			\$190,000	\$85,000	\$475,000	\$550,700
	K-0003	Hepworth Creek Culvert	Bridge	41	Replacement	\$600,000			\$635,000	\$200,000	\$1,435,000	\$1,663,600
	TOTAL COST 2030											\$1,910,000
2031	K-0007	Shallow Lake Bridge - Portland St	Bridge	46	Replacement	\$800,000			\$570,000	\$260,000	\$1,630,000	\$1,946,400
	TOTAL COST 2031											\$1,630,000
2032	K-0012	Gleason Brook Culvert	Culvert	49	Replacement	\$250,000			\$265,000	\$100,000	\$615,000	\$756,400
	K-0014	Concession 17 Culvert	Culvert	53	Replacement	\$150,000			\$180,000	\$60,000	\$390,000	\$479,700
	D-0014	Concession 7 Culvert #2	Culvert	56	Replacement	\$250,000			\$150,000	\$90,000	\$490,000	\$602,700
	TOTAL COST 2032											\$1,495,000
2033	D-0016	Sideroad 12 Culvert	Culvert	58	Replacement	\$200,000			\$130,000	\$75,000	\$405,000	\$513,100
	D-0011	Concession 7 Culvert #1	Culvert	60	Rehabilitation	\$155,000			\$60,000	\$60,000	\$275,000	\$348,400
	D-0010	Kilsyth Culvert #2	Culvert	64	Rehabilitation	\$140,000			\$55,000	\$60,000	\$255,000	\$323,100
	D-0009	Kilsyth Culvert #1	Culvert	65	Rehabilitation	\$160,000			\$30,000	\$50,000	\$240,000	\$304,100
	D-0008	Sideroad 9 Culvert	Culvert	64	Rehabilitation	\$200,000			\$130,000	\$65,000	\$395,000	\$500,400
	TOTAL COST 2033											\$1,570,000
2034	D-0003	Maxwell Creek Bridge	Bridge	65	Rehabilitation	\$146,000			\$35,000	\$55,000	\$236,000	\$308,000
	D-0001	Lincon Park Road Bridge	Bridge	68	Rehabilitation	\$90,000			\$40,000	\$45,000	\$175,000	\$228,400
	TOTAL COST 2034											\$411,000
TOTAL 10-YEAR CAPITAL WORKS COST						\$3,341,000	\$3,010,500	\$670,000	\$4,664,500	\$2,553,000	\$14,239,000	\$18,175,900

Date: Wednesday, March 12, 2025

From: Samantha Buchanan, Treasurer

Subject: Updates to Township Purchasing Policy

Report#: COR2025-13

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

Recommendation

That staff report COR2025-13 be received for information; and

That staff be directed to present an updated Township of Georgian Bluffs Procurement Policy and approving by-law for Council's consideration at an upcoming Council meeting.

Background

Pursuant to Section 270 of the *Municipal Act, 2001*, S.O. 2001, c.25 a municipality shall adopt and maintain policies with respect to its procurement of goods and services.

The Township's current Purchasing By-law was passed in 2019. Every year, staff facilitate various procurement activities, and it is important that these transactions are conducted with efficiency and transparency. Procurement goals are established to ensure that the Township received the best value for money, that the bidding community is treated fairly, and accountability is maintained throughout the process. As is good practice to periodically review policies, staff have reviewed the current by-law and are recommending changes based on current practices, updated controls and local alignment in authorization limits.

Analysis

Each year the Township will undertake thousands of procurement activities, from direct purchases, request for quotes, request for tenders and request for proposals, which assist the Township in providing daily programs and services to residents. It is important to ensure that a procurement policy is created to provide guidelines for the acquisition of these goods and services, while also maintaining the integrity of all purchasing processes, to obtain the best value for both short-term and long-term expenditures of public funds.

In developing an updated procurement policy, staff reviewed the current policies of other lower tiers within Grey County and other lower tier municipalities throughout Ontario which have a combined operating and capital budget of approximately \$27 million annually.

The following section details suggested amendments to the existing policy, gathered through review of existing local practices.

Types of Procurement Processes

Direct Purchase is the purchase of goods, services or construction with a total procurement value not exceeding \$10,000. The Department Head may delegate approval authority to their staff for direct purchases. Obtaining quotes is considered a good business practice wherever possible and should be exercised.

A direct purchase could be made by:

- Writing via email, vendor quotation or other written means,
- Purchase order, if available,
- A pre-arranged method where the supplier has agreed to invoice the Township, or
- A corporate issued credit card.

Request for Quote (RFQ) is an invitational procurement process where prices on specific goods, services or construction are requested from selected Bidders.

RFQs should be utilized when:

- The estimated procurement value is within the authority limits outlined below.
- The ability exists to detail what is being purchased.
- Best value for the Township can be achieved by an Award selection made on the basis of lowest compliant bid that meets specifications; and
- It is the Department Head's responsibility to prepare the specification and create the RFQ. The department will review the document prior to issuance with the Purchasing Agent.

A fair and competitive process is undertaken whereby a minimum of three (3) quotes are sought using fair and ethical purchasing practices. In the event there are not three (3) potential suppliers then the procurement would follow the single/sole sourcing criteria. Although a minimum three (3) quotes are to be sought that does not always equate to three (3) quotes being returned. The supplier would hold the right to not submit a quote.

Request for Tender (RFT) is a public procurement process where prices on specific goods, services or construction are requested.

RFTs should be utilized when:

- Rigid procurement guidelines are clearly defined in detail and has little flexibility to alter the type of product or services received.
- The total procurement value is greater than \$10,000.
- The ability exists to detail what is being purchased; and
- Best value for the Township can be achieved by an award selection made on the basis of the lowest compliant bid that meets minimum specifications.

All RFTs would be processed through the Bidding Portal, unless decided otherwise by the Department Head and Purchasing Agent. The bids would be opened, and pricing reviewed by the Purchasing Agent and the purchasing department as soon as possible after the tender closes.

Request for Proposal (RFP) is a written offer received from a supplier of goods and services in response to a public advertisement, or invitation requesting pricing.

RFPs should be utilized when:

- The solution to the requirement cannot be accurately specified.
- Innovative solutions are required; and
- To achieve the best value, the award selection will be made based on a previously fully disclosed evaluation method involving a combination of mandatory and desirable requirements.

RFPs that will have a long-term or large scale, community wide impact, or where community input may be sought (i.e. studies, master plans or other projects leading to procedure development) will be reported to Council prior to being issued.

Cost will always be a factor when evaluating RFPs but will not be the only factor. An evaluation matrix will be used to weight and score both financial and technical components of an RFP submission. Technical components such as qualifications and experience, strategy, approach, methodology, scheduling, etc. may be evaluated. An evaluation committee, composed of a minimum of three Township staff members shall review all proposals against the established criteria and reach consensus on the final rating results. This is proposed to ensure that no bias occurs during an RFP evaluation.

A two envelope RFP procurement process is when technical and financial proposals are submitted simultaneously. A two envelope process occurs when bidders submit both technical and financial proposals at the same time, as separate submissions. The evaluation team then evaluates the technical proposal to determine if they have reached the minimum technical requirements as outlined in the RFP evaluation matrix. If a submission meets this minimum technical requirements, the financial proposals are then opened and evaluated. The party which achieves the highest score on the combined technical and financial proposal evaluations is invited to contract negotiations.

Authority to Award

Council has the ultimate authority for all expenditures. Council provides the authority to initiate procurement through authorization of the annual budgets, by resolution, or by-law. Only Council has authority to add or remove items from the annual budget. Staff do not have the authority to add or remove items from an approved budget to account for shortfalls in other projects.

Authority to Award	Dollar Value	Minimum Method of Procurement	Type of Contract
Any employee authorized by Department Head	Less than \$10,000	Direct Purchase	Direct Purchase
Department Head	\$10,000 - \$25,000	RFQ / RFT	Bid Award Form
CAO and Treasurer Jointly	\$25,000 - \$100,000	RFT / RFP	Purchase Order
Council	Greater than \$100,000	RFT / RFP	Purchase Order and/or Agreement
Council	Irregular result**		Purchase Order and/or Agreement

Irregular result represents any bids received that exceed 10% or more over budget or contain a discrepancy in the opinion of the Department Head, CAO, and Treasurer.

Rotation Roster

This is a competitive bidding process, which would prequalify bidders to be placed on a list where they will be provided an equal opportunity to perform work for the Township as it becomes available. These can only be utilized where budget is predetermined for either operating or maintenance projects. Only bidders placed on the roster would have the opportunity to perform work.

Sole and Single Sourcing

There may be goods or services that do not allow for competitive procurement processes due to the nature/niche market of the good or service.

Sole sourcing occurs when there is only one supplier who could provide the requested good/service, this would be permitted if:

- One vendor possessing the unique ability or capability to meet the requirements of the Township due to a patent, sales/distributor agreement or copyright;
- Service is obtained from a public utility;
- The supply relates to necessary unique replacement parts from an exclusive source of supply;
- The supply related to the purchase of parts that must be compatible with goods previously supplied, and there are no reasonable alternatives to the products;

- To maintain warranty or service agreement compliance for purchased products; or
- When the require item is covered by an exclusive right such as a patent, copyright, or exclusive license

Single sourcing occurs when there is more than one bidder able to supply the good or service, this would be permitted if:

- Disclosure of information in an open contract completion would breach some duty of confidentiality or compromise security;
- Compatibility of a purchase with existing equipment, product standards, facilities or service is an overriding consideration;
- There is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular vendor;
- An unforeseeable situation of urgency exists, and the Goods and/or Services cannot be obtained in time by means of open procurement procedures;
- The Township has a rental contract with a purchase option and such purchase option is beneficial to the Township;
- For matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or the Township;
- An attempt to acquire the goods and/or services by soliciting competitive bids has been made in good faith but has failed to identify more than one willing and compliant supplier;
- There are no bids in response to a Bid Solicitation;
- A roster for Professional Services has been developed in accordance with the Purchasing By-law;
- When competitive procurement may be found to be impractical;
- Where a good is purchased for testing or trial use and there is a clearly established deadline for the testing or trial period that does not exceed twelve months;
- Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound, and pre-mixed concrete for use in the construction or repair of roads (Broader Public Sector Guidelines – section 10.3.4.2.1 Single Sourcing);
- When an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority (i.e. compliance order); or
- Expiration of a contract has occurred, and user group wants to maintain and ensure the level of service and pricing.

Emergency Purchases

The updated procurement policy includes parameters for emergency purchases which would be defined as an imminent or actual danger to the welfare of any person or the destruction of public property or asset of the Township, the security of the Township's interest in the immediate delivery of goods or services, an unexpected interruption of an essential public service, an emergency as defined by the Emergency Management Act, 2007, a spill of a pollutant or a mandate of non-compliance order. Before an emergency purchase can be made it must be discussed with the CAO in consultation with the Mayor, Treasurer and Department Head to determine if the purchase does meet the criteria of being an emergency.

All emergency purchases which exceed \$50,000 shall have a report presented to Council as soon as practicable. In the event of a declared municipal emergency, the CAO or Treasurer shall authorize any required purchases until the declared emergency is terminated.

Environmentally Conscious Procurement

The updated procurement policy reinstates the Townships commitment to the preservation of the natural environment. All departments are encouraged to seek additional ways of achieving the goal of being environmentally safe and responsible through review of each procurement process.

Agreement and Contracts

Procurement processes may be awarded in various ways, including but not limited to contracts, agreements, award letters or purchase orders. Before any work is awarded all required documentations included in the procurement package must be received and in satisfactory form (i.e. if the procurement documents require a certificate of insurance naming the Township confirmation that we have received the certificate).

The contents of any bid, proposal or submission shall be made available to the public, on request, except to the extent such information is confidential information protected from disclosure under the provisions of the Municipal Freedom of Information Act, 1990.

Vendor Performance

The updated procurement policy includes a new section related to vendor performance whereby a Department Head may complete an evaluation of an awarded vendor's performance on any project at any time during the work activities and/or upon completion of the project. This vendor performance would document any performance issues that may have been incurred.

Advertising

At a minimum, all procurement activities \$25,000 or greater will be posted on the Township website via a link to the Bidding Portal. If a prequalification process has been undertaken advertising is not required as only those who were successful in prequalification would be eligible to bid.

Given the nature of the type of procurement additional forms of advertisement may be utilized, including but not limited to newspaper, media or phone calls/emails to potential vendors advise of the opportunity. The Township will make every opportunity to invite as many potential bidders as possible to all procurement opportunities, including those below \$25,000.

Risk Management

To ensure the protection of the Township some procurement processes may require the submission of bid deposits, bid bonds, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks. The amount of the bid deposit or bid bond, if required, will be reflective of the project budget while maintaining the protection of the Township in case of default by the successful bidder.

Prior to the execution of any contract, evidence of satisfactory insurance coverage must be obtained from the successful bidder. The insurance requirements for each procurement process will be included in the procurement documents and may include, but are not limited to, general liability, automobile liability, cyber risk or workplace safety and insurance coverage.

Reporting to Council

Township Council has the ultimate authority for all expenditures. Council provides the authority to initiate procurement processes for goods and services through the authorization of the annual budgets, resolution or by-law. The following procurement items would be subject to Council approval prior to award/purchase:

- The award of any contract exceeding \$100,000 annually,
- The award of any contract between \$25,000 and \$100,000 that exceeds the approved budget by 10% or more,
- When Provincial or Federal government requires Council to approve,
- The award cannot be accommodated within an approved budget and requires a Council approved budget transfer, or a pre-commitment against a future year's capital budget,
- The CAO and Treasurer deems it in the Township's best interest that Council approves the award.
- Single and Sole Source awards exceeding \$25,000,
- Council has specifically directed that Council approve the award,

- Any project awarded over \$25,000 that has change orders exceeding 10% or more,
- Request for additional funds for goods or services not included in the current year's budget,
- Any contract where the award is not being recommended to the lowest compliant bidder,
- Any contract anticipated to be financed by debentures, or
- Where authority to award has not been expressly delegated.

In addition to the specific procurement items which would require Council approval, after the end of each quarter of the year the Treasurer, in consultation with the Purchasing Agent and Departments, will provide a report to Council outlining all contracts between \$25,000 and \$100,000, and contracts resulting in revenue exceeding \$25,000 (i.e. successful grant submissions). This will be included in the quarterly financial update.

Materials Management and Inventory Control

All department heads, in consultation with the Asset Management Coordinator, shall be responsible for the disposal of all surplus goods. The department head shall ascertain whether items falling under their respective authorities can be of use to another municipality, committee or Township department rather than being disposed of.

Items that are not of interest may be disposed of using the public process that will provide the best cost-benefit to the Township (i.e. trade-in or online public auction or scrap metal).

Surplus assets shall not be sold directly to an employee or member of Council, this does not prohibit any employee or member of Council from purchasing through a public process.

Conflict of Interest

It is the responsibility of staff and Council members involved in a procurement process to disclose any inherent or potential Conflict of Interest to their manager or department head, in the case of a Member of Council to Council (if Council approval required) or CAO and Treasurer (if below Council approval limits).

No Local Preference

To maintain fair and impartial award recommendations for all contracts and tenders the Township is unable to extend any preferential treatment to any bidder, including local companies. This is in accordance with the Discriminatory Business Practices Act.

Monitoring and Review

The Purchasing Agent and the Treasurer shall review departmental purchases from time to time to determine the effectiveness and integrity of the processes and to monitor Policy adherence.

The policy may be reviewed as required and no less than once every four years.

Financial Impact

There are no direct financial impacts of updating the policy. The policy would result in increased procurement limits at different levels (i.e. Department Head, CAO and Treasurer, Council, etc.).

Strategic Priorities

Diversity, Equity, Inclusion, and Belonging

The updated procurement policy includes various section which outline the Townships commitment to open and transparent procurement, including criteria of no local preference, standardizing the procurement processes and commitment to prevent unfair advantages for procurement purposes.

Truth and Reconciliation

No positive or negative impacts.

Climate Change

The updated procurement policy includes a section indicating the Townships commitment to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services. Every procurement process shall seek additional ways of achieving the goal of being environmentally safe and responsible.

Conclusion

Each year the Township undertakes thousands of procurement activities, to assist in providing daily programs and services to residents. A procurement policy is important as it provides guidelines for the acquisitions of these goods and services, while also maintaining the integrity of all purchasing processes, to obtain the best value for both short-term and long-term expenditures.

Respectfully Submitted: Samantha Buchanan, Treasurer

Report Approval Details

Document Title:	Updated Procurement Policy.docx
Attachments:	- DRAFT Procurement Policy.docx
Final Approval Date:	Mar 4, 2025

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

Brittany Drury, Deputy CAO/Director of Corporate Services

Niall Loble, Chief Administrative Officer



Policy FIN-002-2025

Township of Georgian Bluffs Procurement Policy

Implemented: April 2025

Revision Date:

References and Related Documents: Delegated Authority By-law

This document is public and available in an accessible format upon request.

Policy Statement

The Township of Georgian Bluffs (hereafter referred to as the Township) wishes to establish sound policies for the purpose of procuring supplies and services in a manner that is congruent with providing ethical, professional, and accountable delivery of programs and services to the residents of the Township, and that shall protect the integrity of the Township, the public, and the participants in the procurement process.

Purpose and Scope

The purpose of this policy is to provide guidelines for the acquisition of goods and services. As well, to ensure and maintain the integrity of all purchasing processes, to obtain the best value for both the short and long-term expenditures of public funds for the Township throughout acquiring quality and/or lifecycle value through an efficient and effective procurement process.

The purchasing policy is inclusive of the following:

- The types of procurement processes that shall be used;
- The goals to be achieved by using each type of procurement process;
- The circumstances under which each type of procurement process shall be used;
- The circumstances under which a tendering process is not required;
- How the integrity of each procurement process will be maintained;
- How the interest of the Township, the public and persons participating in a procurement process will be protected; and
- How and when the procurement process will be reviewed to evaluate their effectiveness.



Table of Contents

1. Definitions.....	5
2. General.....	10
2.1. Administration.....	10
2.2. Questions	10
2.3. Compliance	10
3. Authorization.....	11
3.1 Authority to Award	11
3.2 Authority for Payment.....	11
3.3 Calls for Bids or Quotations Before and After Approvals Received	11
4. Procurement Methods	12
4.1 Direct Purchase.....	12
4.2 Request for Quotation (RFQ)	12
4.3 Request for Tenders (RFT)	13
4.4 Request for Proposals (RFP)	14
4.5 Two Envelope RFP	15
4.6 Consultant Developed Tendering	16
4.7 Rotational Rosters.....	16
4.8 Cooperative Purchasing	17
4.9 Sole and Single Sourcing	17
4.10 Negotiation	19
4.11 Emergency Purchases	19
4.12 Request for Expression of Interest (REOI)	20
4.13 Request for Information (RFI).....	20
4.14 Request for Prequalification (RFPQ)	21
4.15 Blanket Order Contracts	21
4.16 Environmentally Conscious Procurement.....	22
4.17 Unsolicited Proposals	22
4.18 Lobbying.....	23
4.19 Purchase of Used Equipment / Assets	23



5.	Technology Procurement	23
6.	Agreements and Contracts	24
6.1	Contractual Agreements	24
6.2	Requirements Prior to Commencement of Work	24
6.3	Exercise of Contract Extension	25
6.4	Execution and Custody of Documents	25
6.5	Access to Information	25
7.	Vendor Performance	25
8.	Advertising – Public Notice	26
9.	Risk Management	26
9.1	Bid Security and Guarantees	26
9.2	Bid Deposits	27
9.3	Bid Bonds and Agreements to Bond	28
9.4	Performance Bonds and Labour and Material Bonds	28
9.5	Holdbacks	28
9.6	Insurance	29
9.7	Workplace Safety and Insurance	30
9.8	Dispute Resolution	30
9.9	Exclusion of Bidders in Litigation	30
9.10	Suspension of Vendors	31
9.11	Tie Bids	31
9.12	Scope and Contract Changes	31
10.	Reporting to Council	32
10.1	Council	32
10.2	Quarterly Update	32
10.3	Award of Contracts for Tenders	32
10.4	Award of Contracts for Requests for Proposal	33
11.	Standardization	33
11.1	Standardization of Documents	33
11.2	Standardization of Goods and Services	34



12.	Accessibility and Procurement.....	34
13.	Materials Management and Inventory Control	34
13.1	Responsibility of Department Head	34
13.2	Disposal of Surplus Goods (Excluding Land)	35
14.	Conflict of Interest	36
15.	No Local Preference	36
16.	Trade Agreements	36
17.	Monitoring and Review	36
	Schedule 'A' – Authority to Award.....	37
	Schedule 'B' – Bid Irregularities.....	38
	Schedule 'C' – Goods and Services Exempt from Procurement Policy	41

DRAFT



1. Definitions

Acquisition – obtain Goods, Services, Construction or Consulting services.

Agreement to Bond – a letter or other form issued by a bonding agency licensed to operate by the Government of Canada or the Province of Ontario advising that, if the bidder is successful, the bonding agency will issue the required bonds.

Approval Authority – the authority to approve and award Procurements, as well as, any assignment or corporate change requests related to such Procurement, up to the Authority to Award limits as set out in Schedule 'A'.

Approved Budget – a budget approved by Council for the current fiscal year.

Award Letter – a document, which is used to formalize a transaction with a Bidder.

Award – the acknowledgement of the authority to proceed to commit to a bidder(s) for acquisition of goods and services.

Best Value – the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan. Best Value may include a time horizon that reflects the overall life cycle of a given asset.

Bid – an offer or submission received from a bidder in response to a procurement process, which may be subject to acceptance or rejection.

Bid Irregularities – defined in Schedule 'B' Bid Irregularities and includes the appropriate response to these irregularities.

Bid Security – a financial guarantee, certified cheque, or other form of negotiable instruments or bond surety issued by a surety company to ensure the successful bidder will enter into a contract.

Bidder – an entity who submits a response to an invitation to bid as issued by the Township, to supply goods, services, or construction.

Bidding Portal – an online bidding website utilized by the Township to facilitate distribution and receipt of a variety of bid types. The Bidding Portal utilized by the Township will be indicated in the Bid Documents.

Blanket Order Contract – any contract for the supply of routinely purchased Goods and Services where the exact quantity of Goods and Services required is determined and purchased on an as needed basis.



CAO – Chief Administrative Officer for the Township, or their delegated authority.

Clearance Certificate – a unique number issued by the Workplace Safety Insurance Board (WSIB) to registered businesses, which shows that a business, contractor, or subcontractor is registered and up to date.

Clerk – the Clerk for the Township, or their delegated authority.

Committee – any committees of the Township of Georgian Bluffs Council, including Committees and Boards under the administrative authority of the Township.

Compliant Bid – a Bid that in accordance with this Policy and the Township’s policies and procedures has been found to have met specific mandatory requirements, does not give rise to any conflicts of interest, has not been submitted by a Vendor ineligible to Bid and has not been deemed non-compliant.

Competitive Process – a procurement process where three or more bidders are given an equal opportunity to submit bids in accordance with Township policy and procedures.

Confidential Information – information of commercial value, whereby the disclosure of which is likely to have the effect of either impairing the Township’s ability to obtain such information as is necessary to perform its statutory functions or causing substantial harm to the competitive position of the Supplier or other organization from which the information was obtained, unless the Township is required by law to disclose such information.

Construction – the process of using labour to build, alter, repair, improve or demolish any structure, building or public improvement, and generally does not apply to routine maintenance, repair, or operations of existing real property.

Consulting Services – the provision of expertise or strategic advice that is presented for consideration and decision-making, and are generally acquired to obtain information, advice, training or direct assistance.

Contract – a written binding agreement between the Township and the party providing the goods and/or services at a specified price.

Contract Extension – an amendment increasing the value, changing the scope of work, or extending the term, where the terms of the Contract do not include the option for such amendment.



Cooperative Purchasing – a variety of arrangements whereby two or more publicly funded entities combine their requirements in a single Procurement process to obtain advantages of volume purchases from the same Supplier(s).

Council – the Council of the Township of Georgian Bluffs.

Delegated Authority – the Council approved person, persons or bodies assigned the legal right to conduct the tasks outlined in this Policy.

Department – an operational division of the Township with a Department Head.

Department Head – the individual accountable for departmental operations, or their designate, and includes an acting Department Head who has all the authority and responsibility of the Department Head for the duration of the acting designation and delegated authority as set out in the Delegation of Authority By-law.

Direct Purchase – the purchase of goods, services or construction with a total procurement value not exceeding amounts specified in Schedule 'A'. The applicable Department Head may delegate approval authority to their staff for direct purchases. Obtaining competitive quotes is considered a good business practice and should be obtained and documented. An RFQ, RFT, or RFP is not required.

Disposal – an act through which the Township gives up title to property or ownership of goods.

Execute – in relation to any document developed pursuant to this Policy means to be signed by the authorized officer of the parties, and “Executed” has a corresponding meaning.

Emergency – a situation, or the threat of an impending situation, which, may in the opinion of the CAO in consultation with the Mayor, Treasurer and Department Head, affect the environment, life, safety, health or welfare of the general public, or the property of the residents of the Township, or an action taken to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level.

Emergency Purchase – a Procurement Process where the usual competitive process is suspended due to the prevailing Emergency circumstances.

Goods or Services – supplies, equipment, materials, products, structures, and fixtures to be delivered, installed, or constructed.



In House Bid – a bid from an internal staff-working group comprised of one or more persons, which competes with external entities for procurement opportunities.

Insurance Documents – certified documents, including a certificate of insurance, issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the successful Bidder is insured in accordance with the Township's insurance requirements as specified in the bid documents.

Irrevocable Letter of Credit – an irrevocable letter on the financial institution's standard form addressed to the Township as payee, and providing that the financial institution as payor will pay to the Township as payee, on demand, the sum specified in the form in the event of a failure to perform or fulfill all the covenants, undertakings, terms, conditions, and agreements contained in a contract.

Labour and Material Bond – a bond issued by a surety company licensed to operate in the Province of Ontario to ensure that the contractor will pay their direct subcontractors and/or suppliers for labour and materials to protect the Township against liability to the contractor's direct subcontractor and suppliers should the Contractor not make proper payments.

Maintenance Bond – a bond issued by a surety company licensed to operate in the Province of Ontario to guarantee against any possible defects (on contractor work) after the completion of a contract for a specified period of time.

Non-Compliant – a bid that does not correctly and completely respond to all the requirements that are considered mandatory or important in effect or meaning; as outlined in the bid documents or that the bidder is deemed not to be fully capable, technically, and financially.

Performance Bond – a bond issued by a surety company licensed to operate in the Province of Ontario to guarantee that the contractor will carry out the work in accordance with the terms of the contract.

Prequalification – a solicitation for details on bidders' backgrounds, capabilities and resources, and the goods or services they are offering to pre-select bidders to be invited to submit bids on a subsequent competition.

Price Per Point Methodology – in a subsequent stage of evaluation of the RFP process, the price of each applicable proposal is divided by the number of respective technical points received, to calculate the price per point of the proposal.

Purchase or Procurement – the acquisition of goods or services which the Township will undertake to pay for.



Purchase Order – either a purchase order for goods or services over \$10,000 or a purchase requisition or inventory replenishment.

Purchasing Agent – the municipal representative who is responsible for the implementation of the Township’s centralized procurement function and is hereby authorized to act as an agent in all such matters under the authority of this Policy.

Quotation – a written offer received from a supplier to sell or buy goods and services in response to a direct request.

Request for Expression of Interest (ROEI) – a tool used to determine supplier interest in a proposed procurement and may be used to gather information at the pre-project development stage to help refine the project vision or scope.

Request for Information (RFI) – a procurement process to gather service or product information from a Vendor.

Request for Proposal (RFP) – a written offer received from a supplier of goods and services in response to a public advertisement, or invitation requesting pricing.

Request for Quotation (RFQ) – an invitational procurement process where prices on specific goods, services or construction are requested from selected Bidders.

Request for Tender (RFT) – a public procurement process where prices on specific goods, services or construction are requested.

Rotational Roster – a list of prequalified Suppliers and Vendors, which is utilized to provide services to the Township.

Single Source – more than one source is available but for reasons of function or service, one supplier is recommended for consideration of the particular goods or services.

Sole Source – when there is only one available supplier of the required goods or services.

Supplier or Vendor – an individual or organization that may offer goods, services, or construction to the Township.

Tender – a written offer received from a supplier of goods and services in response to a public advertisement or invitation to bid requesting sealed tenders for work.



Tied Bids – two or more compliant bids which score equally after evaluation, or otherwise are equal, and which are the lowest or best compliant bids received.

Total procurement value – the total estimated value of the procurement over its entire duration, including all renewal options, and consideration of premiums, fees, commissions, and interest. It is exclusive of taxes.

Township – The Corporation of the Township of Georgian Bluffs.

Treasurer – the Treasurer for the Township, or their delegated authority.

Unsolicited Proposal – submissions from any source whereby a Department Head believes that the proposal may be of benefit to the Township and the information has not been submitted in response to a bid call.

2. General

2.1 Administration

The CAO and Treasurer will administer this Policy.

2.2 Questions

Any questions involving the meaning or application of this Policy are to be submitted to the Treasurer who will resolve the question in consultation with the CAO, if and as needed.

2.3 Compliance

The following is a list of compliance issues that the Township must follow in relation to procurement and purchasing processes:

- a) No contract or purchase shall be divided to avoid any requirements of this Policy. This does not preclude splitting work within a project with different tasks or scope of work or objectives.
- b) Departments shall initiate purchases only for unique department requirements to ensure that purchases are not duplicated in other departments, and to take advantage of corporate purchasing power is a factor and the goods or services involve more than one department, the Purchasing Agent may issue the bid document on behalf of all relevant departments.
- c) Notwithstanding the provisions of the Policy, every bid document issued by the Township shall contain a provision that the Township shall have the right to reject the lowest or any bid at its absolute discretion, and that the Township also reserves the right to reissue the bid document in its original form.



- d) No Township employee or member of Council is permitted to negotiate with a Supplier, or accept an offer from a supplier, to purchase a good or service for personal use, utilizing a contract that is being offered by the Supplies to the Township.
- e) The Township will not consider In House Bids for goods and services which compete with the private sector during any procurement process.

3. Authorization

Township Council has the ultimate authority for all expenditures. Council provides the authority to initiate procurement processes for goods and services through the authorization of the annual budgets, resolution, or by-law. Only Council has the authority to add or remove items from the approved annual budget. Staff do not have authority to add or remove items from an approved budget to account for shortfalls in other projects.

3.1 Authority to Award

Schedule 'A', attached to and forming part of this Policy, outlines the approval authority for awarding of Contracts for the procurement of goods, services, and construction on behalf of the Township.

3.2 Authority for Payment

The Treasurer, or their designate, is authorized to pay for goods, services and construction purchased in accordance with this Policy and shall pay for any such goods, services and construction unless otherwise provided in this Policy or within the time commitments specified in the purchasing agreement or contract.

3.3 Calls for Bids or Quotations Before and After Approvals Received

Following the adoption of the current annual operating and capital budgets, and when required, the receipt of any necessary approvals from other federal, provincial, or municipal agencies, staff is authorized to use the appropriate procurement method for municipal goods and services.

Notwithstanding section 3.3, staff may use the appropriate procurement method for municipal construction projects and the acquisition of goods prior to the adoption of the capital budget by Council (with approved Council resolution) and before the receipt of necessary approvals from other federal, provincial, or municipal agencies provided the procurement documents specifically state that the Award of purchase or contract is subject to receipt of such approvals.



4. Procurement Methods

4.1 Direct Purchase

Direct purchase, as described below, may be used when:

- a) The dollar value of the item is equal to or less than \$10,000;
- b) The item is not covered under a Blanket Order Contract; or
- c) The item is not available from the Township's existing inventory.

Staff are authorized to use a direct purchase method for making small order purchases from such vendors and upon such terms and conditions as their Department Head deems appropriate.

Staff are encouraged to obtain three quotes wherever possible. Obtaining competitive quotes is considered good business practice and should be exercised.

Direct purchase should be made using one of the following methods and in accordance with the policies associated with each:

- a) In writing via email, vendor quotation or other written means,
- b) Purchase Order, if available,
- c) A pre-arranged method whereby the Supplier has agreed to invoice the Township, or
- d) A corporate issued credit card.

4.2 Request for Quotation (RFQ)

RFQ procedures will be used when:

- a) The total procurement value of the item is \$10,000 or greater, but not more than \$25,000,
- b) The ability exists to detail what is being purchased,
- c) Best Value for the Township can be achieved by an Award selection made on the basis of the lowest compliant bid that meets specifications, and
- d) It is the Department Head's responsibility to prepare the specification and create the RFQ. The department will review the document prior to issuance with the Purchasing Agent.

The RFQ method allows potential bidders to be invited to participate in the quotation process. The Department Head is required to invite a minimum of three (3) bidders.

A fair and competitive process is undertaken whereby a minimum of three (3) quotes are sought using fair and ethical purchasing practices, and the lowest compliant bid is



awarded the Contract. These bids must be kept on file for a minimum of seven (7) years for auditing purposes. Although a minimum of three (3) quotes is sought, an open process without a minimum number of bids will be more competitive and is encouraged.

A summary of bids will be prepared and awarded, where appropriate, to the lowest acceptable bidder subject to signed approval, as per Schedule 'A' this summary will be kept with the Treasury department. The Township reserves the right to not award a competitive procurement process for any reason. Any irregularities resulting in rejection of a bid shall be documented and kept in the procurement file.

4.3 Request for Tenders (RFT)

RFT procedures shall be used when:

- a) Rigid procurement guidelines are clearly defined in detail and has little flexibility to alter the type of product or services received;
- b) The total procurement value of the item is greater than \$10,000;
- c) The ability exists to detail what is being purchased;
- d) Best Value for the Township can be achieved by an Award selection made on the basis of the lower compliant bid that meets minimum specifications.

The Department Head is responsible for providing detailed specifications to the Purchasing Agent and included these specifications in the RFT documents. The Purchasing Agent shall assist in facilitating the tendering process.

All RFTs shall be advertised in accordance with Section 8 of this Policy.

All tendered bids will be issued and received within the Bidding Portal, unless decided otherwise by the Department Head and Purchasing Agent.

The Purchasing Agent and a representative from the purchasing department will open Bids and review pricing. Prior to award, the Purchasing Agent shall review all bids received to ensure there are no irregularities and that all terms and conditions have been met. The purchasing department will review the bids and advise the Purchasing Agent of any non-compliance to specifications.

In accordance with Schedule 'A' limits, the purchasing department in consultation with the Treasurer, will provide a recommendation for award.

If an award report is required, it shall indicate the number of bids received, the name of the Bidder for each bid and the respective amount and the recommended bidder for award. The bidder's name of non-compliant bids (if applicable) shall be listed and noted as non-compliant with no bid amount listed.



4.4 Request for Proposals (RFP)

RFP procedures shall be used when:

- a) The solution to the requirement cannot be accurately specified;
- b) Innovative solutions are required;
- c) To achieve Best Value, the Award selection will be made based on a previously fully disclosed evaluation method involving a combination of mandatory and desirable requirements.

The RFP method of purchase is a competitive method of purchase that may result in further negotiation with the short-listed and/or successful bidder prior to contract being finalized.

For RFPs that will have a long-term or large scale, community wide impact, or where community input may be sought (i.e. studies, master plans or other projects leading to Procedure development) will be reported to Council prior to being issued.

The Department Head shall provide the RFP particulars, including but not limited to key dates, evaluation matrix, etc., and include these in the RFP documents. The Purchasing Agent shall assist in facilitating the proposal process.

All RFPs shall disclose the weighted evaluation criteria that will be used to make an Award.

The Purchasing Agent shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scheme using an RFP. This may include, but is not limited to, factors such as qualifications and experience, strategy, approach, methodology, scheduling, past performance, facilities, equipment, and pricing. Weighting of the criteria will be the responsibility of the Department Head, with input from the Purchasing Agent where required.

The purchasing department may identify appropriate criteria from the list maintained by the Purchasing Agent for use in an RFP but are not limited to criteria from the list. Cost will always be included as a factor, as Best Value includes both quality and cost. The weighting of the cost section of the evaluation criteria should not exceed 30%, but there may be cases where it will be recommended to be higher than 30%.

All RFPs shall be advertised in accordance with Section 8 of this Policy.

A two-envelope approach should be considered for RFPs. The Purchasing Agent will initiate discussion with purchasing department to decide appropriate approach. A Best Value or Price per Point Methodology should be used to evaluate RFP submissions.



RFP's will be accepted through the Bidding Portal unless it is not practicable to do so.

Public openings are not required with the RFP process. The Township will only disclose the names of the Bidders who submitted in results posted to the Bidding Portal.

An Evaluation Committee, composed of a minimum of three Township staff members shall review all proposals against the established criteria, and reach consensus on the final rating results. The Purchasing Agent will facilitate the scoring process of the submissions and keep any supporting documents in the respective procurement file.

In accordance with Schedule 'A' limits, the purchasing department in consultation with the Treasurer shall submit a comprehensive report to Council which will contain a recommendation for award to the Bidder meeting all mandatory requirements and providing Best Value as stipulated in the RFP.

Public reporting will not include summaries of rankings, including pricing for unsuccessful, as this information will remain confidential. Any public disclosure of information shall be made to the Clerk in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

Unsuccessful Bidders may, upon their request, attend a debriefing session with the Department Head to review the scoring results of their proposal. Discussions relating to any proposal of any other Bidder will be strictly prohibited. This debriefing session is intended to provide general feedback regarding the Bidder's rating on various criteria to allow the Bidder to understand where future improvements might be applicable.

4.5 Two Envelope RFP

The Two Envelope RFP procurement is a process where technical and financial proposals are submitted simultaneously. A key feature of this procurement method is that the submission of proposals takes place in two stages. Another feature of the Two Envelope process is the bidders can assist in defining the technical requirement and the scope of work.

The Two Envelope RFP procurement process is best used for the procurement of goods, services and construction works where there is flexibility and interest in accepting concepts and designs to complete a process. The following are the steps in the process:

- a) The responding bidders submit technical and financial proposals as requested at the same time.
- b) The technical proposals are evaluated first, and the financial proposals remain sealed and secured for opening.



- c) Financial proposals are then opened and evaluated, and the firm achieving the highest score on the combined technical and financial proposals evaluation is invited to contract negotiations.
- d) If negotiations fail, the next highest ranked firm is called for contract negotiations.

4.6 Consultant Developed Tendering

Consultant Developed Tendering is used for large projects that are very technical in nature and require engineered design, technical inspection, and contract management of the project. It is often referred to as Engineering, Procurement, and Construction Management, and is a specialized form of tendering and contracting arrangement. In this arrangement, the Township selects a consultant service provider who provides the engineer and contract management services for the whole project on behalf of the Township. The consultant coordinates all design, creation of tender documents, oversees the procurement process, provides contractor recommendation, site inspection, manages construction site meetings, financial project management of progress payment certificates and hold backs to ensure the project is completed as required by the tender documents. The consultant does not undertake actual site work for the construction project. Some Consultant Developed tenders will require a document fee because of and based on the size of the document and to ensure those taking out these large documents are serious about responding to the call for bidder response.

4.7 Rotational Rosters

A rotational roster is the result of a competitive bidding process, which prequalifies bidders to be placed on a list where they will be provided an equal opportunity to perform work for the Township as it becomes available.

Rotational rosters can only be utilized where budget is predetermined for either operating or maintenance projects. Once bidders have been selected through the prequalification and evaluation process, they are placed on a roster based on an undisclosed score. The number of bidders placed on a rotational roster should reasonably reflect the requirement over a period of five years.

Only those bidders placed on the roster will have the opportunity to perform work. Rotational Rosters may only be used to obtain service suppliers. When services are required the appropriate roster is utilized to select the service provider. Subsequent service requirements will follow the same process allowing the next bidder on the list the opportunity to perform work for the Township. If a bidder declines a specific project, that bidder moves to the bottom of the roster as if the bidder had accepted the project.



Departments in accordance with the goals and objectives of this Policy shall maintain rotational rosters.

A rotational roster will be valid for a period no longer than five years from the date it was established, at which time the competitive bidding process will be conducted to re-establish the roster. Purchases awarded to a bidder on a rotational roster shall not exceed \$25,000 per project.

Each roster will remain open to allow for the addition of bidders.

4.8 Cooperative Purchasing

The Township supports membership in cooperative initiatives that the CAO and Treasurer deems beneficial to the Township. The Department Head has the authority to participate in Group Purchasing Opportunities (GPO's) such as but not limited to:

- a) Vendor of Records provided by the Ministry of Public and Business Service Delivery and Procurement;
- b) Local Authority Services (LAS);
- c) Canoe Procurement Group of Canada;
- d) Kinetic GPO;
- e) County of Grey, including member municipalities; and
- f) Public Services and Procurement Canada.

The policies of the GPO calling the cooperative bid solicitation are to be the accepted procedure for that purchase unless additional terms specific to the Township are negotiated with the successful bidder.

Award of the Contract shall be in accordance with Schedule 'A' Authority to Award.

4.9 Sole and Single Sourcing

Sole Sourcing is a method of procurement whereby a purchase order is issued, or contract awarded without a competitive bidding process due to the fact that the supplier is the only source of supply for the required goods or services. Sole Sourcing will be permitted if one or more of the following circumstances apply:

- a) One vendor possessing the unique ability or capability to meet the requirements of the Township due to a patent, sales/distributor agreement or copyright;
- b) Service is obtained from a public utility;
- c) The supply relates to necessary unique replacement parts from an exclusive source of supply;
- d) The supply related to the purchase of parts that must be compatible with goods previously supplies, and there are no reasonable alternatives to the products;



- e) To maintain warranty or service agreement compliance for purchased products; or
- f) When the require item is covered by an exclusive right such as a patent, copyright, or exclusive license.

Single Sourcing is a method of procurement whereby there is more than one bidder able to supply and the order is confirmed, or contract awarded without a competitive bidding process. Single Sourcing will be permitted if one or more of the following circumstances apply:

- a) Disclosure of information in an open contract completion would breach some duty of confidentiality or compromise security;
- b) Compatibility of a purchase with existing equipment, product standards, facilities or service is an overriding consideration;
- c) There is an absence of competition for technical reasons and the Goods and/or Services can only be supplied by a particular vendor;
- d) An unforeseeable situation of urgency exists, and the Goods and/or Services cannot be obtained in time by means of open procurement procedures;
- e) The Township has a rental contract with a purchase option and such purchase option is beneficial to the Township;
- f) For matters involving security, police matters or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or the Township;
- g) An attempt to acquire the goods and/or services by soliciting competitive bids has been made in good faith but has failed to identify more than one willing and compliant supplier;
- h) There are no bids in response to a Bid Solicitation;
- i) A roster for Professional Services has been developed in accordance with the Purchasing By-law;
- j) When competitive procurement may be found to be impractical;
- k) Where a good is purchased for testing or trial use and there is a clearly established deadline for the testing or trial period that does not exceed twelve months;
- l) Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound, and pre-mixed concrete for use in the construction or repair of roads (Broader Public Sector Guidelines – section 10.3.4.2.1 Single Sourcing);
- m) When an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority (i.e. compliance order); or
- n) Expiration of a contract has occurred, and user group wants to maintain and ensure the level of service and pricing.



Any single or sole sourcing with an amount between \$10,000 and \$100,000 must be reported to the Treasurer and CAO by the applicable Department if in budget and reported to Council.

In order for a division to sole or single source for goods or services exceeding \$100,000 a staff report must be presented and approved by Council, outlining the rationale. Input must be sought from the CAO and Treasurer to ensure the purchasing principles in this Policy are taken into consideration and risk to the Township is minimized. Approval authority shall comply with Schedule 'A'.

4.10 Negotiation

Negotiation may only be used under the following circumstances:

- a) Those outlined in sole and single sourcing;
- b) As a result of an RFP process, if required;
- c) With respect to RFTs and RFQs, the Township may enter into negotiations with the lowest compliant bidder if the price bid is over the budgeted amount for the project. Should the Township be unable to reach an agreement with the lowest compliant bidder, the Township reserves the right to enter into negotiations with the next lowest compliant bidder, to cancel the bid opportunity or to present a report to Council as per Section 10 – whichever is deemed in the best interest of the Township.
- d) There is only one source of supply;
- e) The lowest bid meeting specifications is in excess of available budget;
- f) All bids received failed to meet the specifications and/or tender terms and conditions and it is impractical to recall tenders or formal quotes.

It is the responsibility of the Department Head, Treasurer and CAO to ensure that all competitive bidding options have been considered prior to the negotiation method being utilized.

4.11 Emergency Purchases

Notwithstanding the provisions of this Policy, an emergency purchase shall be made, when an event occurs that is determined by the CAO in consultation with the Mayor, Treasurer and Department Head to be a threat to any of the following:

- a) An imminent or actual danger to the welfare of any person or the destruction of public property or tangible or intangible assets of the Township;
- b) The security of the Township's interest and the occurrence requires the immediate delivery of goods or services, and time does not permit for competitive call for Bids;
- c) An unexpected interruption of an essential public service;



- d) An emergency as defined by the Emergency Management Act, 2007 and the emergency plan formulated by the Township;
- e) A spill of a pollutant as contemplated by Part X of the Environmental Protection Act, R.S.O. 1990, Chapter E.19;
- f) A mandate of non-compliance order.

Where an emergency purchase is required as described above, the Department Head has the approval authority to procure the required goods and/or services. When the Procurement Value of the Emergency Acquisition exceeds \$50,000, the Department Head shall provide a report to Council as soon as practicable.

Where there is a declared municipal emergency in accordance with the Township's emergency response plan, the CAO or Treasurer shall authorize any required purchases. This authority shall continue until the declared municipal emergency is terminated in accordance with the Township's emergency response plan. When the procurement value of the acquisition exceeds \$50,000, the Treasurer shall issue an information report to Council as soon as practicable.

4.12 Request for Expression of Interest (REOI)

Request for Expression of Interest may be issued to obtain information on the availability and interest of suppliers of any goods or services.

Request for Expression of Interest are used to assess vendor capabilities, or to conduct market research, without the intention of evaluating the responses or awarding a contract.

A REOI may not be used to prequalify a potential supplier and must not influence their chances of being a Successful Bidder on any subsequent purchasing opportunity. The information received may be used for the purposes of developing future documents for a subsequent competitive process.

4.13 Request for Information (RFI)

Request for Information may be issued by the Township in conjunction with purchasing to provide staff with an understanding of potential solutions/needs.

An RFI may be issued in advance of a formal bid process to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified Vendors. An RFI may or may not lead to a formal bid process.



4.14 Request for Prequalification (RFPQ)

Request for Prequalification may be issued to prequalify bidders for various projects or purchases. The purpose of an RFPQ is to determine whether the qualifications of a bidder, as required by the Township, are at a level that will allow participation in a subsequent bidding opportunity that takes place as a direct result of the RFPQ.

A bidder may be prequalified by providing an acceptable response to a RFPQ. Selection of prequalified bidders will be based on fully disclosed evaluation criteria, which may include:

- a) Experience from similar work;
- b) Verification of applicable licenses and certificates;
- c) Financial capability; and
- d) Other criteria deemed important by the Township.

As a result of prequalification, the Township will only allow those prequalified bidders to participate in the subsequent bidding process for the scope of work and/or services as specified in the RFPQ document.

Prequalification may be used on a project specific basis or for a group of projects that are similar in scope for which the same category of supplier would be utilized.

4.15 Blanket Order Contracts

Blanket Order Contracts occur as a result of previous competitive bid, which establishes the successful bidder as the preferred source for a product, over a specified term.

A Blanket Order Contract may be used where:

- a) One or more departments repetitively order the same goods or services, and the actual demand is not known in advance;
- b) A need is anticipated for a range of goods and services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises;
- c) It is beneficial for the Township to enter into a multi-year contract for goods or services to provide efficiencies or economies of scale; and
- d) To establish prices and select sources, departments shall employ a procurement method contained in this Policy for the acquisition of goods and services.

The Department Head shall maintain each contract in accordance with its terms and conditions and this Policy. Blanket Order Contracts should, when applicable, define source and price with the selected supplier(s) for all frequently used goods or services.



More than one supplier may be selected where it is in the best interest of the Township and the Bid solicitation allows for more than one.

A Department Head shall initiate a purchase for frequently used goods or services with the supplier(s) listed in the Blanket Order Contract.

In the bid documents, the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.

The term of a Blanket Order Contract will be determined in conjunction with the Department Head. A Blanket Order Contract will not extend past five years (plus one additional year extension if specified in the contract) without the bid solicitation process being conducted.

4.16 Environmentally Conscious Procurement

The Township is committed to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services, except where it is not practicable to do so.

All departments are encouraged to seek additional way of achieving the goal of being environmentally safe and responsible by thorough review of each Procurement process to ensure that, wherever possible and economically feasible, the Township's Solicitation Documents includes Specifications that reflect environmentally friendly attributes of the goods and services, except where it is not practicable to do so.

4.17 Unsolicited Proposals

All unsolicited proposals, including any offers for presentations or product/service trials submitted to the Township with the expectation on the part of the submitter of obtaining consideration for an ensuing Contract or Purchase by the Township, must be directed to the CAO and Treasurer for review and approval for acceptance.

Any procurement resulting from the receipt of an unsolicited proposal must comply with the provisions of this by-law.

If it is determined that there is a legitimate need for the goods, services, construction, or consulting services offered by way of an unsolicited proposal, then a procurement process shall be conducted in accordance with this Policy and all applicable procedures.



4.18 Lobbying

In order to ensure fairness to all persons, the Township must endeavor to prevent unfair advantage created by lobbying. The Township reserves the right to disqualify, at any time (including after the selection process has been completed) and at its sole discretion, any person or vendor engaging in lobbying with any elected official(s) or employee(s) of the Township in an attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any elected official or municipal staff member for such purpose as meeting or introduction, social events, meals, or meetings related to the selection process, shall result in disqualification of the vendor for the project to which the influential activity is deemed to be directed. Any vendor found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities.

In addition, no vendor who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the Township with respect to the purchase of additional enhancements, options, or modules. However, a vendor may communicate with the appropriate member of the department for purposes of administration of the contract during the term of the contract.

4.19 Purchase of Used Equipment / Assets

Upon written approval from the Treasurer and CAO, Department Heads are authorized to purchase used equipment or assets, up to maximum of their delegated spending limit, and, with the prior authorization of Council for sums exceeding delegated spending limits that is sold by other municipalities by:

- a) Private sale or public auction;
- b) Sold through a vendor license to sell used equipment;
- c) By sealed bid; or
- d) By negotiation.

Providing that the equipment meets or exceeds the corporate equipment/asset requirements, and it is documented that it is fiscally responsible to purchase a used piece of equipment, rather than purchase new.

5. Technology Procurement

The procurement of information technology goods and services, including software applications, requires consideration of extra criteria specific to technology. These issues include:



- a) Cybersecurity consideration and assessment;
- b) Compatibility with existing systems;
- c) Requirements to integrate with current applications;
- d) Adherence to Federal and Provincial privacy and data storage regulations;
- e) Adherence to design and technology standards.

Any process to procure technology, whether competitive and open or single/sole source procurements require the following:

- a) Deputy CAO/Director of Corporate Services or external IT consultants to approve of the technology requirements laid out in the RFP or designed specifications;
- b) Deputy CAO/Director of Corporate Services or external IT consultants will provide cybersecurity requirements to be included in procurement documents. Bidders that fail the Township's cybersecurity assessments may be eliminated from the procurement process;
- c) Vendors that require access to the Township's network or systems or have access to any sensitive data under the Township's control, are required to sign a non-disclosure agreement before the contract can be started.

6. Agreements and Contracts

6.1 Contractual Agreements

An Award pursuant to this Policy may be made by way of Contract, Agreement, Award Letter or Purchase Order.

An Award Letter and/or Purchase Order is to be used when the bid documents contain the required terms and conditions to form a contract. The Purchase Order will be completed in accordance with the procedures associated with the Township's Purchase Order system, where available.

Following award and if required, an Agreement may be considered. It shall be the responsibility of the Department Head, in consultation with the Treasurer, Clerk and/or a Consultant or Township Solicitor, if necessary, to determine if it is in the best interest of the Township to enter into an Agreement with the Successful Bidder.

6.2 Requirements Prior to Commencement of Work

The Township will not authorize any work until all required documentation identified in the bid documents has been received in satisfactory form. The successful bidder shall submit all documentation requires in the bid document to the department being awarded the Contract prior to commencement of the work. Such documentation may include but is not limited to:



- a) Executed bonding/securities;
- b) Insurance documentation;
- c) Clearance certificate or applicable documentation from WISB;
- d) Any other documentation required to facilitate the execution of the Contract as detailed in the RFQ, RFP or RFT.

6.3 Exercise of Contract Extension

Where a bid document for goods or services contains an option for renewal, the Department Head may authorize such option provided that all of the following apply:

- a) The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract;
- b) The Department Head agrees that exercising the renewal option is in the best interest of the Township;
- c) Funding is available in appropriate accounts within the Township approved budget including authorized revisions, to meet the proposed expenditures; and
- d) The contract falls within the authority to award limitations outlined in Schedule 'A'.

6.4 Execution and Custody of Documents

The Township shall execute contracts in relation to the Schedule 'A' Authority to Award conditions and/or through By-law approval in the name of The Corporation of the Township of Georgian Bluffs for which the award is made by Delegated Authority.

6.5 Access to Information

The contents of any bid, proposal or submission shall be made available to the public, on request, except to the extent such information is confidential information protected from disclosure under the provisions of the Municipal Freedom of Information Act, 1990.

All procurement documentation, as well as any other pertinent information, shall be maintained, retained, and only disposed of in accordance with the Townships Record Retention By-law.

7. Vendor Performance

A Department Head may complete an evaluation of an awarded Vendor's performance on any project at any time during the work activities, and/or upon completion of the project. Performance issues shall be noted in writing. Performance issues shall also be noted in any site meeting or project meeting minutes for resolution purposes during the project.



The department will complete the Performance Report for the Vendor with a copy provided to the Purchasing Agent and filed in the department's project file. The report shall evaluate the performance of the Vendor on standard criteria developed. All documentation pertaining to any substandard evaluations and comments will be provided to the Purchasing Agent.

The department will forward a copy of the completed evaluation to the Vendor for their records.

8. Advertising – Public Notice

The minimum form of advertising for opportunities of \$25,000 or more will be posted on the Township website via a link to the Bidding Portal.

All bidding opportunities will be available in compliance with Canadian Free Trade Agreement (CFTA)/Comprehensive Economic and Trade Agreement (CETA) obligations.

If a prequalification process has taken place to short-list potential Bidders of a subsequent bidding opportunity, advertising is not required of the subsequent bidding opportunity. The prequalification process if required to be advertised locally on the Township website if it is over \$25,000.

Advertising in any publication or website is the financial responsibility of, and at the discretion of, the department.

These advertising provisions do not apply to direct purchases, sole and single sourcing, negotiation, emergency purchasing, and other procurement processes initiated by the Township in which bid documents are supplied to selected prospective bidders as provided in this Policy.

The Township will make every opportunity to invite as many potential bidders as possible to all procurement opportunities, including those below \$25,000.

9. Risk Management

9.1 Bid Security and Guarantees

The department, in consultation with the Purchasing Agent, will determine whether a bid deposit or bid bond is required for a project and select the appropriate means to guarantee execution and performance of a contract. The means may include one or more of but are not limited to: bid deposits, bonds, financial bonds, or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.



The department shall ensure that the guaranteed methods selected will:

- a) Not be excessive but sufficient to cover financial risks to the Township,
- b) Provide flexibility in applying leverage on a supplier so that the penalty is proportional to the deficiencies; and
- c) Comply with provincial statutes and regulations.

The amount of the bid deposit or bid bond, if required, will be reflective of the project budget while offering adequate protection to the Township in case of default by the bidder selected for award, and will be no less than 10% of the bid price.

Construction contracts that exceed \$500,000 will adhere to the requirements of the Construction Act for guarantees.

9.2 Bid Deposits

Bid deposits shall be clearly specified in the bid documents.

The method of bid deposits accepted by the Township are:

- a) Certified Cheque, bank draft or money order made payable to the Corporation of the Township of Georgian Bluffs
- b) Irrevocable Letter of Credit that are unconditional, issued from a banking institution, naming the Corporation of the Township of Georgian Bluffs as the beneficiary.

The Township will not pay interest on any bid deposits, and all bid documents issued by the Township shall include a statement to this effect. All bid deposits must be in their original form and include authorized signatures. Photocopies and facsimiles are not acceptable.

The Township is authorized to access any bid deposit in its' possession that is forfeited as a result of bid withdrawal after closing.

Bid deposits in the Township's possession that are forfeited, will be shared prorate in joint procurement process.

The Township will return all bid deposits with the exception of the 2 lowest bids within 30 days of the closing date. Once a contract has been awarded, all but the lowest bid deposit will be returned.

The Township reserves the right to utilize the bid deposit of a Supplier or Vendor awarded a contract as performance security.



9.3 Bid Bonds and Agreements to Bond

Bid Bonds and Agreements to Bond must be issued by a bonding agency currently licensed to operating in the Province of Ontario naming the Corporation of the Township of Georgian Bluffs as the obligee.

Bid Bonds and Agreements to Bond must be irrevocable for a minimum of sixty days but can be requested to remain irrevocable for a longer period at the discretion of the Township.

The bid document will state in greater detail, that the Township will only accept Bid Bonds and Agreement to Bonds in an electronic or digital form that are verifiable with respect to the totality and wholeness of the bond form.

Bonds failing the verification process will NOT be considered to be valid.

Bonds passing the verification process will be treated as original and authentic.

9.4 Performance Bonds and Labour and Material Bonds

The Department will request the following guarantees for Contracts over \$500,000 as required under the Construction Act of Ontario:

- a) Performance bond to guarantee the faithful performance of the Contract for no less than 50% of the bid amount;
- b) Labour & Materials Bond for no less than 50% of the bid amount to guarantee the payment for labour and materials that are supplied from the contractor's direct suppliers and subcontractors in connection with the contract.
- c) Maintenance Bond to guarantee the fulfillment of the contractor's obligations under the warranty clause of the contract.

9.5 Holdbacks

A 10% holdback shall be mandatory on all construction contracts exceeding \$500,000.

Additional holdbacks may be permitted in compliance with other Township policies as applicable.

Holdbacks will be released by the Townships Treasury department upon receipt of authorization from the Department Manager, to release the holdback.

Holdbacks for deficiencies shall be taken into consideration so as to ensure the deliverables are aligned with the payment being issued. It is the responsibility of the Department to ensure that approved invoices reflect adequate reduction for applicable



deficiencies prior to the invoice being certified for payment and submitted to the Treasury Department for processing. It is the responsibility of the Department to notify the Contractor of the holdback to address the deficiency.

Prior to providing notice to release the holdback, the Department must ensure all of the following:

- a) All terms and conditions of the contract have been completed to the satisfaction of the Department;
- b) Receipt of current clearance certificate from WSIB;
- c) Receipt of Statutory Declaration of progress payment distribution by the contact
All requirements of the Construction Act (as amended) have been satisfied.

9.6 Insurance

Prior to execution of the contract, or where deemed appropriate by the Township's insurer or Department, evidence of satisfactory insurance coverage must be obtained from the successful bidder's insurance agent or broker, ensuring indemnification of the Township from any and all claims, demands, losses, costs, or damages resulting from the performance of the successful bidder's obligations under the Contract.

Insurance coverage and limits may be based on the recommendations of the Township's insurer.

The type of insurance required will be relevant to the goods, services or construction being purchased. Requests for insurance may include but are not limited to:

- a) Commercial/general liability
- b) Automobile liability
- c) Homeowner's liability Procured (for leasing of facilities, entrance permits, etc.);
- d) Professional errors and omissions liability.
- e) Cyber Risk; and/or
- f) Abuse liability.

All standard bid documents must indicate the insurance requirements to be provided by the successful bidder.

All suppliers and vendors must supply a Certificate of Insurance (COI) confirming the required coverage for the duration of the contract. The COI must include, as a minimum, naming the Township as an additional insured inclusive of a cross-liability clause.



9.7 Workplace Safety and Insurance

All suppliers and vendors must provide the Township with evidence of WSIB coverage prior to starting work as follows:

- a) A current WSIB clearance certificate; or
- b) Independent operator status as determined by WSIB.

9.8 Dispute Resolution

In the event a supplier identifies a dispute regarding any process outlined in this policy, the Township shall follow the steps below:

- a) Submit a notice of question or object in writing to the Treasurer, within twenty business days of notice of award posted on the Township bid hosting website;
- b) The Treasurer may arrange a meeting with the bidder and shall provide a response addressing the bidder's concern within twenty business days of receipt of the notice,
- c) If a resolution is unsatisfactory, the supplier will have twenty business days from receipt of the response from the Treasurer to make a formal request to meet with the CAO,
- d) If a resolution is unsatisfactory, the supplier will have twenty business days from receipt of the response from the CAO to make a formal request to appear as a delegation at a Council meeting.

In each step the Township shall keep the resolution process fair and transparent to all concerned.

9.9 Exclusion of Bidders in Litigation

The Township may, in its absolute discretion, reject a bid or proposal submitted by a Bidder prior to or after bid opening, if the Bidder:

- a) Is a party to litigation with the Township; or
- b) Directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Township; or
- c) Intends to use a sub-contractor in respect of the specific project who is a party to litigation with the Township, or, who, directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Township.

For the purposes of this section, the phrase "party to litigation with the Township" includes cases in which the Bidder or prospective Bidder or any of the parties named above, have advised the Township in writing of their intention to commence litigation, or



have commenced or have advised the Township of their intention to commence an arbitrational process, against the Township.

In determining whether or not to reject a bid under this section, the Township will consider whether the litigation is likely to affect the Bidder's ability to work with the Township, its consultants and representatives, and whether the Township's experience with the Bidder in the matter giving rise to the litigation indicates that the Township is likely to incur increased staff and legal costs in the administration of the contract if it is awarded to the Bidder.

9.10 Suspension of Vendors

The Township, when appropriate may suspend the rights of any vendor or its affiliates to bid on any requirement, where the prior performance of the vendor has been unsatisfactory. Unsatisfactory performance shall include, but not be limited to, a failure to meet contract specifications, terms, and conditions, as well as health and safety violations.

A vendor whose bidding rights have been suspended may request, in the form of a letter to the Township, reinstatement of bidding rights at any time after their suspension specified in the written notice given. The period of suspension shall not exceed three years.

9.11 Tie Bids

In the case of tie bids between two responsive and responsible bidders and, where multiple awards are not an alternative for award, the Township shall determine the successful bidder by coin toss. The Purchasing Agent, Department and CAO must be present for the coin toss.

In the case of tied bids between three or more responsive and responsible bidders and, where multiple awards are not an alternative for award, the Township shall determine the successful bidder by a draw of the bidder names from a hat. The Purchasing Agent, Department and CAO must be present for the draw.

9.12 Scope and Contract Changes

For projects awarded at \$25,000 and under, any change orders or contract changes that are in excess of 10% over the awarded amount, regardless of the approved budget amount, must be approved by the Department, CAO, and Treasurer, prior to issuing a change order request to the supplier/vendor.

For projects awarded over \$25,000, any change orders or contract changes that are in excess of 10% over the awarded amount, regardless of the approved budget amount,



must be approved by the Department, CAO, and Treasurer with a staff report to Council for final approval prior to issuing a change order request to the supplier/vendor.

10. Reporting to Council

10.1 Council

Reports requiring Council approval will be prepared by the Department. The following procurements are subject to Council approval:

- a) The award of any contract exceeding \$100,000 annually,
- b) The award of any contact between \$25,000 and \$100,000 that exceeds the approved budget by 10% or more,
- c) When Provincial or Federal government requires Council to approve,
- d) The award cannot be accommodated within an approved budget and requires a Council approved budget transfer, or a pre-commitment against a future year's capital budget,
- e) The CAO and Treasurer deems it in the Township's best interest that Council approves the award.
- f) Single and Sole Source awards exceeding \$25,000,
- g) Council has specifically directed that Council approve the award,
- h) Any project awarded over \$25,000 that has change orders exceeding 10% or more,
- i) Request for additional funds for goods or services not included in the current year's budget,
- j) Any contract where the award is not being recommended to the lowest compliant bidder,
- k) Any contract anticipated to be financed by debentures, or
- l) Where authority to award has not been expressly delegated.

10.2 Quarterly Update

The Treasurer, in consultation with the Purchasing Agent and Departments, will provide a quarterly report to Council, for contracts between \$25,000 and \$100,000, and contracts resulting in revenue exceeding \$25,000, which will highlight all budgetary changes if applicable.

10.3 Award of Contracts for Tenders

Tenders requiring Council approval in accordance with Section 10 should include the following information in the report to Council:

- a) Date the RFT was issued and date of closing,



- b) Description of Supplies/Services being procured,
- c) Number of bids submitted at time of closing,
- d) Number of submissions deemed non-compliant or disqualified,
- e) Names and prices, exclusive of all applicable taxes, of all bids meeting requirements,
- f) Source of funding,
- g) Any other pertinent information.

10.4 Award of Contracts for Requests for Proposal

Proposals requiring Council approval in accordance with Section 10 should include the following information in the report to Council:

- a) Date the RFP was issued and date of closing,
- b) Description of Supplies/Services being procured,
- c) Number of proposals received,
- d) Number of proposals deemed non-compliant or disqualified,
- e) Names of bidders from who proposal were received (that were not deemed non-compliant or disqualified),
- f) List of pre-established criteria and weighting used to evaluate the submissions with applicable description of the process,
- g) Source of funding,
- h) Any other pertinent information.

11. Standardization

11.1 Standardization of Documents

To assist in cross-training, enable multiple bidders to understand the process requirements, ensure accessibility requirements are met and ensure that legal and insurance risks are controlled, standard formats and language, with the exception of specifications, for the following documents shall be used by all staff involved in procurement:

- a) Request for Quotation
- b) Request for Tender
- c) Request for Proposal
- d) Request for Expression of Interest
- e) Request for Information
- f) Request for Prequalification
- g) Blanket Order Contract
- h) Rotational Roster
- i) Purchase Order



- j) Advertising, print and electronic
- k) Other Contracts which pertain to this Policy

The standard formats and language for the above documents will be developed by the Purchasing Agent, with the exception of specifications, and will be updated or amended as appropriate. Review of templates by an outside legal entity is encouraged when necessary.

Preparation of specifications for RFQs or RFTs and RFP Particulars shall be the responsibility of the Department.

Corporate standard formats and language for all documents related to this Policy shall be developed and used where appropriate and shall be supplied by the Purchasing Agent. Where the Township's standard documents are not being used, the document shall be provided to the Purchasing Agent for review prior to issuance or execution. The Purchasing Agent will recommend review by an outside legal entity if deemed to be in the best interest of the Township.

11.2 Standardization of Goods and Services

The Township supports standardization among goods and services that are used on a regular basis and encourages corporate standards to be adopted where it is deemed beneficial to the Township.

12. Accessibility and Procurement

The Township, to the extent possible, shall incorporate accessibility design, criteria, and features, when procuring or acquiring goods, services, or facilities in accordance with the AODA. Where it is not practicable to incorporate the said accessibility design, criteria and features when procuring or acquiring goods, services or facilities, the Township shall be prepared to provide, upon request, an explanation as to why this is the case. (Ontario Regulation 191/11).

The Township will require that anyone providing goods, services, or facilities on behalf of the Township has received training on the accessible customer service standard (IASR) and the Ontario Human Rights Codes. (Ontario Regulation 191/11).

13. Materials Management and Inventory Control

13.1 Responsibility of Department Head

All departments shall be responsible for maintaining inventory in their respective areas unless a corporate strategy has been identified. An internal system of inventory control



should be used to maintain adequate levels of supply to support each respective department.

13.2 Disposal of Surplus Goods (Excluding Land)

All Department Heads, in consultation with the Asset Management Coordinator, shall be responsible for the disposal of all surplus goods.

All Department Heads shall notify the Asset Management Coordinator when items become obsolete or surplus to their requirements.

The Department Head, with the assistance of the Asset Management Coordinator, shall ascertain whether items falling under their respective authorities can be of use to another municipality, committee, or Township department rather than being disposed of. This may be by way of an email information to municipalities and other departments of the availability, or some other way of ascertaining interest or staff report to the committee.

Items that are not of interest to another municipality or department may be disposed of using the public process that will take into consideration the type of materials being disposed of and the cost-benefit to the Township, such as a public auction website. Trade-in options may also be considered as a form of disposal.

Placing minimum bids for surplus goods going through the disposal process, shall be the responsibility of the Department Head of the item. In establishing a minimum bid, the department may consult with the current online auction provider.

Where possible, the item may be traded-in for a credit against the purchase of a replacement item.

The department will be credited with the net proceeds from the sale of their surplus assets.

Surplus assets shall not be sold directly to an employee or to a member of Council, although this does not prohibit any employee or member of Council from purchasing surplus assets being sold through a public process.

Surplus assets may be donated to non-profit agencies or non-profit institutions for educational or teaching purposes only, and not for the purpose of being re-sold. All donated surplus assets must be approved by the Treasurer.



14. Conflict of Interest

It is the responsibility of all staff and Council members involved in a procurement process to disclose any inherent or potential Conflict of Interest to their Manger or Department Head, or in the case of a Member of Council, in accordance with Schedule 'A' limits, Council or CAO and Treasurer. This disclosure must take place prior to opening any tenders or proposals and will be noted on the minutes of the opening.

Any staff or Council member disclosing a Conflict of Interest shall remove himself from the procurement process associated with the conflict.

It is the responsibility of all Member of Council to disclose any inherent or potential pecuniary/conflict of interest to Council at the time the matter is being considered.

15. No Local Preference

The Township imparts fair and impartial award recommendations for all contracts and tenders. This means that no extension of preferential treatment is provided to any bidder, including local companies. Not only is it against the law, but it is also not good business practice, since it limits fair and open competition for all bidders and is therefore a detriment to obtaining the best possible value for each tax dollar.

In accordance with the Discriminatory Business Practices Act, R.S.O. 1990, c.D.12, c.2., there shall be no local preference given to any Bidder when awarding a Bid for purchase of Goods and Services for the Township.

16. Trade Agreements

Procurement by the Township may be subject to the provisions of trade agreements.

Where an applicable trade agreement is in conflict with this By-law, the trade agreement shall take precedence.

17. Monitoring and Review

The Purchasing Agent and Treasurer shall review departmental purchasing related files from time to time to determine the effectiveness and integrity of the processes and to monitor Policy adherence.

The CAO and Treasurer, on a regular basis, will lead a review of this policy and will make recommendations to be presented to Council. This policy may be reviewed as required and no less than once every four years.



Schedule 'A' – Authority to Award

This Schedule outlines the Authority to Award a Bid in accordance with the intent of the purchasing methods outlined in this Policy.

The full amount, excluding applicable net taxes, for the supply of goods, services or construction shall be considered when determine the Authority to Award.

When awarding operational multi-year contracts with a net expenditure under \$100,000 per annum, Council approval will not be required. The award and contract length will be presented in the quarterly report.

Service agreements resulting from awards endorsed by Council are delegated to the Treasurer and appropriate Department Head for signature.

Authority to Award	Dollar Value	Minimum Method of Procurement	Type of Contract
Any employee authorized by Department Head	Less than \$10,000	Direct Purchase	Direct Purchase
Department Head	\$10,000 - \$25,000	RFQ / RFT	Bid Award Form
CAO and Treasurer Jointly	\$25,000 - \$100,000	RFT / RFP	Purchase Order
Council	Greater than \$100,000	RFT / RFP	Purchase Order and/or Agreement
Council	Irregular result**		Purchase Order and/or Agreement

**Irregular result represents any bids received that exceed 10% or more over budget, or that contain a discrepancy in the opinion of the Department Head, CAO, and Treasurer.



Schedule 'B' – Bid Irregularities

The following list of irregularities should not be considered all inclusive. The Purchasing Agent in consultation with any of the following: Department Head, CAO, Treasurer, and/or the Townships Solicitor shall review irregularities not specifically listed and, acting in the best interests of the Township, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

Item	Irregularity	Response
1	Late submission – Bids received after the closing date and time specified in the Bid Document.	Bid declared non-compliant - Bidding system does not accept late bids
2	Failure to insert the bidder's business name in the space(s) provided in Terms & Conditions	Bid declared non-compliant - Bidding system does not accept submission with missing required information.
3	Failure to include signature/electronic acknowledgment of the person authorized to bind the bidder in the space provided on the Terms & Conditions.	Bid declared non-compliant - Bidding system does not accept submission without authorization.
4	Site Meeting – Bidder did not attend a Mandatory Site Meeting	Bid declared non-compliant - Bidding system does not allow submissions from bidders that have not attended a mandatory site meeting
5	Insufficient Financial Security – Bond is missing, no agreement to bond, the amount is less than the amount indicated in the bid document, or the bonding company is not licenced to conduct business in Ontario	Bond is missing, no agreement to bond, bonding company is not licenses to conduct business in Ontario – Bid declared non-compliant. Shortfall in financial security if less than required by no more than 10% - 48 hours to correct. If greater than 10% - Bid declared non-compliant
6	Illegible or obscure Bids, non-initialed erasures, non-initialed alterations	Bid declared non-compliant



7	Method of Delivery – where the bid has been submitted via any other method than through the Bidding System, where no such provision is allowed for in the Bid documents	Bid declared non-compliant
8	Format – bid not on the form supplied by the Township or not in the format specified in the bid document or are not the required documents	Bid declared non-compliant
9	Conditional Bids – Bids qualified or restructured by an attached statement	Bid declared non-compliant
10	Documents in which all necessary Addenda which have significant financial or scope implications in the opinion of the Purchasing Agent and group, have not been acknowledged	Bid declared non-compliant
11	Documents in which all necessary Addenda which do not have significant financial or scope implications in the opinion of the Purchasing Agent and group, have not been acknowledged	48 hours to submit
12	Qualified Bid – where the bid has been qualified by changes to specifications or major requirements and acceptance would allow an unfair advantage over competitors	Bid declared non-compliant
13	More than one submission from the same submitter and not identified as an alternative or optional submission and no written withdrawal notice has been received	The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submission will be considered withdrawn
14	Bids Containing Mathematical Errors	If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the



		<p>tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>If both the unit price and the total price are left blank, Bid declared non-compliant.</p> <p>If the unit price is left blank but a total price is shown for the item, the unit price shall be corrected according to the total provided.</p> <p>If the Tender contains an error in addition and/or subtraction in the approved tender documentation format requested (i.e. not the additional supporting documentation supplied), the error shall be corrected, and the corrected total Contract price shall govern.</p>
15	Electronic Bidding Platform Error	Errors (confusion with unit of measure) will be clarified and may be corrected.
16	Other minor irregularities	Purchasing Agent, in conjunction with the Treasurer, CAO and/or Department Head shall have authority to waive irregularities, which they jointly consider to be minor
17	Any irregularity	Despite all provisions herein contained the Purchasing Agent in conjunction with the members of the Township Leadership Team may waive any irregularity where it considered it to be in the best interest of the Township.



Schedule 'C' – Goods and Services Exempt from Procurement Policy

The purchasing methods described in this Policy do not apply to the following Goods and Services:

1. Staff development, workshops, training, and education
2. Registration, accommodations and tuition fees for conferences, conventions, courses, and seminars
3. Magazines, books, and periodicals
4. Memberships
5. Refundable Employee/Councillor Expenses
6. Advances
7. Meal allowances
8. Travel (fuel, accommodations, etc.)
9. Ongoing maintenance for existing computer hardware and software
10. Employer's general expenses
11. Payroll deduction remittances
12. Employee group benefits including medical or dental
13. Medicals
14. Licenses
15. Debenture payments
16. Grants to agencies to support third party procurement
17. Damage claims/insurance claims (procurement process when replacement time allows)
18. Tax remittances
19. Refunds to property owners (property taxes, building permit, entrance permit, etc.)
20. Insurance premiums
21. Banking and financial services
22. Legal services
23. Police services
24. Realty services regarding lease, acquisition, demolition, sale, disposal, or appraisal of land
25. Advertising services required in radio, television, newspaper or magazines
26. Bailiff or collection agencies
27. Freight charges
28. Postage
29. Utilities
30. Telephone and internet
31. Procurement between government bodies
32. Hiring of consultants or contracts to complete project deficiencies or complete the work of a developer where the developer has abandoned the project or negligent in completion and where funds to complete the work are being drawn from deposits held by the Town and where time does not permit a competitive bidding process.

Date: Wednesday, March 12, 2025

Meeting Type: Committee of the Whole

From: Samantha Buchanan, Treasurer

Subject: Water Meter Replacement Project

Report#: COR2025-14

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

Recommendation

That staff be directed to negotiate a single source Meter Replacement Project with Neptune Technology Inc.; and

That following negotiations staff be directed to enter into an agreement for the Meter Replacement Project with an upset financial limit of \$704,000; and

That staff be directed to include an update to Council upon execution of the agreement, and prior to the start of any works in the Township which provides the final financial cost and estimated project timeline.

Background

In 2013 the Township switched to Neptune Technology Group for all water systems water meters. These water meters are an important part for our water systems as it is the meters which collect and report the water consumption for each household which is then invoiced back to the home. When the switch was made in 2013 it included the installation of the meter base and R900i registers.

The current R900i register transmits a short-range radio frequency signal that requires a staff member to drive throughout each water system and collect the meters reading before any water bills can be generated, this takes both staff time and resources. When a property connected to the water systems is sold, staff must also visit the property on the closing date to capture a final reading to ensure that both owners are invoiced correctly.

There is currently only an opportunity for remote access to meter consumption therefore, if a household is experiencing a water leak, the property owners potentially are not aware of the leak until they receive their next bimonthly water bill. At the time of

identifying a potential water leak staff are required to physically visit to perform a water data log, again taking staff time and resources.

Analysis

As part of the 2025 Budget Priorities, a Budget Request was prepared for [Water Meter Replacement](#). This request was included in the 2025 budget as passed by Council on January 15, 2025. Since the passing of the 2025 budget staff have met with representatives from Evans Supply Limited (ESL) and Neptune Technology Group (Neptune) to further discuss how meter technology and meter reading technologies have evolved since the meters were first installed. ESL is the approved distributor of Neptune's products in Ontario, and the Township has benefitted from the expertise and support from ESL staff since the meters were first installed.

Staff recommend that the existing base and reader be replaced with Neptune R900 cellular endpoint and MACH 10 Solid State Ultrasonic Water Meter. Neptune meters are widely used in this area and have an excellent reputation for their performance and for both their manufacturing and their technical support. The Township's, current meter reading technology and the interface with our billing system is Neptune technology. Adding a different manufacturer and meter product into our existing Neptune water meter system is not practical, economical nor recommend as major systems changes including hardware and software would be required. This would include meter reading technology and billing software changes (if they can be interfaced together) and would create a logistics nightmare for billing purposes, and further, would increase future meter replacement costs related to incompatible installation dimensions.

This project would result in approximately 1,027 units being replace between the East Linton, Shallow Lake and Oxenden water system. The replacement would be occurring approximately 8 years before the end of the estimated useful life of the meters and bases which were installed in 2013. Upon meter testing of some of these meters, it was revealed that a portion of the meters tested were registering lower water meter consumption than what was being utilized. This means that some meters were understating the water consumption and that the corresponding water revenue for that meter was being undercharged.

The new cellular endpoint meters have an internal datalogger that stores 90 days of hourly water consumption data, which can be downloaded into an excel spreadsheet where the consumption patterns, including continuous and intermittent leak indicators, can be displayed and analyzed, and the property owner can see when the leak started, and when the leak was repaired. There are approximately 30 households which have had the new meter and base installed and staff have already been able to use this technology when addressing high bill complaints for these properties.

Neptune would provide many additional services that need to be considered for this project which include:

- Record old meter reading and supply to the Township;
- Storage of the old meter for a specified period (in case of billing disputes). As the Township's meter testing results revealed that a portion of the meters tested were registering incorrectly; and
- A turn-key service whereby property owners contact Neptune's call centre to set up the meter exchange appointment and their installers are uniformed to improve public acceptance.

Although Neptune water meters can be purchased from many sources, by entering into an agreement with Neptune Technology Inc. and/or Evans Supply Limited for a turnkey water meter supply and installation, the Township would realize cost efficiencies by dealing directly with the manufacturer and/or distributor of the meters. Additionally, a tender process would not be truly competitive as our documents would specify that the water meters had to be Neptune products, and all bidders would have to purchase the meters from Evans Supply Limited, as they are the sole distributor of Neptune products in Ontario.

Financial Impact

The 2025 budget includes a budget project cost of \$704,000, which includes a 10% contingency on the work. The cost of this would be funded proportionately by each water system based on the number of connected users switched to the new meter. Neptune is completing similar work in a neighbouring municipality which may result in a reduce price to the Township by saving funds on project start-up and finishing, these savings are not determinable at this time.

Strategic Lenses

Diversity, Equity, Inclusion, and Belonging

The water meter replacement would allow for all water meters on the East Linton, Shallow Lake and Oxenden to host their household water consumption patterns for the stored period of 90 days. Staff recognize that the project does not include the Pottawatomi water system currently, pending water distribution discussions. Pending the outcome of the water distribution discussions staff may recommend in future budget years to switch this water system as well.

Truth and Reconciliation

No positive or negative impacts.

Climate Change

The water meter replacement would provide more accurate monitoring of the water consumption for our water systems, being able to determine the water loss rates for each system and potentially identify water leaks in the system.

Conclusion

In 2013, the Township switched to Neptune for all water system water meters. Since then, technology has improved to allow for more accurate water consumption reads. By entering into an agreement with Neptune and/or Evans Supply Limited the Township is able to receive a turn-key service whereby property owners can contact Neptune's call center to set up an appointment at their convenience. This project will include numerous communications to all applicable water system users.

Respectfully Submitted: Samantha Buchanan, Treasurer

Report Approval Details

Document Title:	Water Meter Replacement Sole Source.docx
Attachments:	
Final Approval Date:	Mar 4, 2025

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

Brittany Drury, Deputy CAO/Director of Corporate Services

Niall Loble, Chief Administrative Officer