



Staff Report

Operations – Water & Wastewater Services

Report To: COW-Operations_Planning_and_Development_Services
Meeting Date: August 27, 2024
Report Number: CSOPS.24.056
Title: Single Source for Inflow and Infiltration Flow Monitoring
Prepared by: Allison Kershaw, Manager of Water & Wastewater Services

A. Recommendations

THAT Council receive Staff Report CSOPS.24.056, entitled “Single Source for Inflow and Infiltration Flow Monitoring”;

AND THAT Council approve the single source procurement of JL Richards/Civica for continuation of sanitary flow monitoring to identify areas of Inflow and Infiltration.

B. Overview

This report seeks Council approval to procure the services of JL Richards and Civica to continue with flow monitoring in the sanitary system to assist with, narrowing in on areas contributing to significant inflow and infiltration to the collection system.

C. Background

The Town’s Wastewater Master Plan included a years worth of sanitary sewer flow monitoring in 12 different locations throughout the Town. This analysis has identified large areas that are contributing significant volumes of inflow and infiltration (I&I). To narrow down the area of high flows, additional flow monitoring is required.

This work will be building on the information previously gathered through the Wastewater Master Plan. The Master Plan was awarded to JL Richards/Civica through the Town’s competitive bid process.

D. Analysis

The flow monitoring that was undertaken during the Town’s Wastewater Master Plan identified high flows coming from some larger catchment areas. The additional flow monitoring is aimed to focus in on significant contributors and identify mitigation measures.

The work will include the installation and maintenance of seventeen flow meters for a four-month period in the collection system, collection and analysis of both flow data and rainfall

data, preparation of a technical memorandum summarizing the findings of the assessment, and development of an action plan to address identified issues, including infrastructure upgrades and next steps for private homeowners. The placement of the flow meters can be seen in Attachment 1.

Addressing inflow and infiltration is crucial for ensuring the long-term sustainability and efficiency of the wastewater system. By investing in a comprehensive flow monitoring program, the Town can proactively manage these challenges and optimize our operations.

Purchasing Policy POL.COR.07.05 notes:

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

2. the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration.
7. when competitive procurement may be found to be impractical.

The use of Sole and Single Sourcing with a particular vendor exceeding \$25,000 must be approved by Council. In order for a division to sole or single source for goods or services exceeding \$25,000, an operating strategy must be presented with Purchasing input and approved by Council, outlining the rationale. Input must be sought from the Manager of Purchasing to ensure the purchasing principles in the Town's Procedures are taken into consideration and risk to the Town is minimized.

As JL Richards and Civica are the Town's consultants for the Wastewater Master Plan, there is an opportunity for efficiencies to have them continue the work related to the Master Plan.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

Inflow and infiltration to the sanitary collection system is adding unnecessary flow into the system, putting the system at risk of backing up. The additional flow monitoring will assist staff in being able to identify the source. Back-ups in the sewer system can result in overflows to the natural environment and potentially sewage backing up in resident's basements.

Addressing the inflow and infiltration issues in the collection system will reduce the number of unnecessary expansions of sewage pumping stations and treatment plants.

G. Financial Impacts

The 2024 budget included \$165,000 to address inflow and infiltration. The work proposed by JL Richards has a cost of \$109,888. Staff are requesting a total of \$126,500; this includes a 15% contingency.

H. In Consultation With

Serena Wilgress, Manager of Purchasing & Risk Management

Michael Switzer, Deputy Treasurer/Manager of Budget & Accounting

Mark Service, Wastewater Supervisor

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Allison Kershaw, Manager of Water & Wastewater Services managerwww@thebluemountains.ca .

J. Attached

1. Attachment 1 – Proposed locations of flow meters

Respectfully submitted,

Allison Kershaw,
Manager of Water & Wastewater Services

Alan Pacheco
Director of Operations

For more information, please contact:
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Report Approval Details

Document Title:	CSOPS.24.056 Single Source for Inflow and Infiltration Flow Monitoring.docx
Attachments:	Attachment 1- Proposed locations of flow meters
Final Approval Date:	Jul 23, 2024

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

Allison Kershaw - Jul 18, 2024 - 3:24 PM

Alan Pacheco - Jul 23, 2024 - 8:52 AM