



# Staff Report

## Community Services

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**Report To:** Committee of the Whole  
**Meeting Date:** March 23, 2021  
**Report Number:** CSOPS.21.017  
**Subject:** Thornbury Harbour Fuel Project Request for Additional Funds  
**Prepared by:** Ryan Gibbons, Director of Community Services

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### A. Recommendations

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THAT Council receive Staff Report CSOPS.21.017, entitled "Thornbury Harbour Fuel Project Request for Additional Funds";

AND THAT Council approve additional funding to an upset limit of \$72,000 to be funded by the harbour reserve.

### B. Overview

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Staff is recommending to approve funding to an upset limit to include a contingency, which may not be required. The current fuel system is at the end of its useful life. This replacement is proposing above ground tanks and other safety measures that are currently not in place with the existing system.

### C. Background

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This project was included in the 2020 approved budget and was rolled over into the 2021 budget. The tender has now closed, and the low compliant bid was above the approved budget of \$273,181.86. This includes a provisional item to supply and install two electric retract hose reels at a cost of \$16,384.00 to assist staff to retract the hoses. The hoses are approximately 30 metres in length when fully extended.

The project was originally brought forward to replace the fuel system based on feedback from the Technical Standards and Safety Authority, Environment and Climate Change Canada, as well as the Town's insurers.

The replacement system was designed by engineering consultants to meet current requirements of both Provincial and Federal authorities and will also be replacing a concrete pedestrian ramp at the harbour office with a steel ramp which has to be removed to extract the existing fuel tanks, lines, etc. The replacement ramp will meet Accessibility for Ontarians with Disabilities Act (AODA) requirements.

Staff is proposing to increase the mark up on fuel to offset the annual transfer to reserves which will replenish the reserves from the current cost and incorporate lifecycle replacement cost when the current system is scheduled.

## **D. Analysis**

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Staff is recommending that Council approve an increase to an upset limit to the budget which will include the electric retract hose reels and a contingency for unforeseen issues that may arise.

If the increase is not approved, there will have to be consideration for removal of the existing system to comply with regulations and communication to customers identifying a lower level of service that the Thornbury Harbour would not be providing fuel moving forward.

## **E. Strategic Priorities**

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### **1. Communications 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**

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A significant benefit of providing fuel from a harbour is that trained staff in both fueling and spills are on site for all fuelling. It is controlled and localized by trained staff, individual harbour contracts, as well as provincial regulations. This limits the number of personal cans or other devices that are easily spilled. These devices are not permitted to be used in the harbour.

## **G. Financial Impact**

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Staff are recommending that Council approve the increase of \$72,000 to complete the full replacement of the Harbour's fuel system, including the removal of the existing system, inclusion of the provisional item, and inclusion of a contingency.

The fuel system is revenue generating for the Harbour. With the cost now known, the draft Harbour Financial Plan can be updated to include the ongoing replacement of the fuel system at the end of its useful life.

The higher cost of the fuel system will be recouped through the fuel sales over the life of the equipment and included in future transfers to reserves.

The overall price of the project is \$327,984.00. The reserve balance will cover this amount.

## **H. In consultation with**

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Jason Hindle, Harbour/Cemetery Lead Hand

Sam Dinsmore, Deputy Treasurer/Manager of Accounting and Budgets

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ryan Gibbons, [directorcs@thebluemountains.ca](mailto:directorcs@thebluemountains.ca).

## **J. Attached**

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None

Respectfully submitted,

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Ryan Gibbons  
Director of Community Services

For more information, please contact:

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