



Staff Report

Community Services

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: March 16, 2026
Report Number: CS.26.018
Title: Harbour Request for use of Reserve and Single Source
Prepared by: Chris Jeffery, Harbour & Cemetery Lead Hand

A. Recommendations

THAT Council receive Staff Report CS.26.018, entitled “Harbour Request for use of Reserve and Single Source”;

AND THAT Council approve the work to move and re-set the anchor blocks for A-Dock at an upset limit of \$50,000 inclusive of HST;

AND THAT Council approve the use of Harbour reserve to fund this work;

AND THAT Council approve a single-source procurement for this project and authorize staff to negotiate and award the contract to General Diving Contractors Inc. (Brantford, Ontario), in accordance with the Town’s Procurement Policy.

B. Overview

Over time, ice movement and storm events have caused the A-Dock anchor blocks to migrate from their original set locations. Staff observations indicate that the majority of anchor blocks on the South facing side of the dock have been pulled too far to the north, creating a misalignment between the dock’s intended position and the fixed dock attachment points on shore.

As a result:

- Staff are unable to consistently align and seat A-Dock in its intended position relative to shore connections.
- The dock is exposed to unintended lateral and torsional forces during wind, wave, and storm events; and
- The structure and connection hardware are experiencing pressures and loading conditions the system was not designed to withstand, increasing the likelihood of accelerated wear, damage to hardware/attachment points, and potential service disruption. Restoring the anchor block alignment is expected to reduce abnormal

loading and movement and help protect Town infrastructure and client vessels/equipment.

To restore intended dock alignment and reduce abnormal loading on the structure, staff are recommending a coordinated project to reposition and re-set the anchor blocks, with the work planned for April 2026 to minimize impacts ahead of peak season.

C. Background

Historically, minor anchor block adjustments were completed as small yearly projects including 5-8 blocks, and the associated costs were absorbed within the Harbour site maintenance operating budget for that year; however, the current scale of required work in re-setting is beyond what can reasonably be addressed through incremental operating maintenance.

Current work includes approximately:

- 13–15 anchor points, and
- two blocks per anchor point (approximately 26–30 blocks total), with
- each block weighing approximately 1,800–2,200 lbs.

Given the number and weight of blocks involved, completing the work through incremental adjustments would require extended diver time and repeated mobilizations, increase cost exposure and schedule risk (weather, underwater conditions), and potentially prolong the period that A-Dock operates under misaligned conditions.

D. Analysis

The analysis below outlines (1) the operational and asset risks associated with continued A-Dock misalignment, (2) the scope required to restore intended alignment, and (3) the recommended procurement approach to complete the work within the planned work window. This supports Council's decision on the upset limit funding request and the proposed single-source procurement.

Scope of work (anticipated)

The project is anticipated to include:

- Locating and confirming the anchor blocks/anchor points requiring adjustment.
- Lifting, repositioning, and re-setting migrated anchor blocks to re-establish correct A-Dock alignment with shore attachment points; and
- Providing basic documentation for Town records (e.g., work summary, general confirmation of re-set locations, and photos where feasible).

Procurement approach — Single source (General Diving Contractors Inc.)

Staff are requesting Council approval to proceed by single source to General Diving Contractors Inc. (Brantford, Ontario) due to the specialized nature of the work (underwater access, heavy lifting/placement, and marine working conditions) and the need to complete the work in a controlled and timely manner within the planned work window.

Staff will document the single-source justification and maintain it on file in accordance with the Town's Procurement Policy.

Timing and service impacts

- Work is planned for April 2026 and is anticipated to take 5 working days to complete, subject to conditions and contractor scheduling.
- Any temporary access limitations, closures, or operational disruptions will be communicated to harbour users in advance through direct notice and on-site signage, as required.

Operational, safety, and asset risk

- Continued misalignment increases stress on A-Dock components (structure, chains, hardware, and shoreline attachment points), potentially increasing maintenance frequency and the risk of in-season failure.
- If not addressed, the Town faces increased likelihood of unplanned shutdowns, emergency repairs, and reduced docking availability during peak usage.

E. Strategic Priorities

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

The work is expected to have low environmental impact, as it involves repositioning existing anchor blocks rather than installing new infrastructure. Environmental protections will include:

- Spill-prevention practices and well-maintained equipment to reduce risk of contaminants entering the water.
- Careful lifting/placement methods to minimize disturbance of harbour bottom/sediment and limit turbidity; and
- Completing the work using methods appropriate to site conditions.

Any required notifications/authorizations will be confirmed prior to work proceeding.

G. Financial Impacts

- Upset limit: \$50,000 inclusive of HST.
- Funding source: Harbour reserves
- Rationale: Completing the re-set as a single coordinated project is expected to be more cost-effective and less disruptive than incremental re-positioning given the number and weight of blocks involved.

The Harbour Reserve Fund is projected to be in a surplus position of approximately \$115,000 at the end of 2025. Based on current projections, sufficient funding is available within the reserve to support the expenditure being requested.

Completing this work in April 2026 advances an activity outlined in the Harbour Business Plan as part of lifecycle/end-of-life dock infrastructure renewal. Advancing the work sooner than projected is intended to address current misalignment and abnormal loading conditions and is expected to help avoid higher future costs associated with accelerated wear, reactive repairs, damage to shoreline attachment points, and potential unplanned service disruptions.

H. In Consultation With

- Corporate and Financial Services
- Ryan Gibbons, Director of Community Services

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 Chris Jeffery, Harbour Lead Hand harbour@thebluemountains.ca.

J. Attached

1. Harbour Map

Respectfully submitted,

Chris Jeffery
Harbour Lead Hand

For more information, please contact:
Chris Jeffery, Harbour Lead Hand
harbour@thebluemountains.ca
519-599-3131 extension 331

Report Approval Details

Document Title:	CS.26.018 Harbour Request for use of Reserve and Single Source.docx
Attachments:	- Att-1-Harbour-Map.pdf
Final Approval Date:	Mar 6, 2026

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

No Signature found

Chris Jeffery - Mar 6, 2026 - 1:55 PM

Ryan Gibbons - Mar 6, 2026 - 2:02 PM



**TOWN OF
THE BLUE MOUNTAINS**
Thornbury Municipal Harbour
41 Bruce Street North

**Attachment 1
CS.26.018**

41 Bruce St N

Access to:

- Docks E - F - G - H - I
- Harbour Master's Building
- ⊕ First Aid - A.E.D
- ⛽ Fuel and Pumpout
- 🚤 Boat Launch
- 🐟 Fish Station
- 🚻 Public Washroom
- 🚿 Boater Showers
- Ⓟ Parking
- ☎ Pay Phone



Georgian Bay

Beaver River

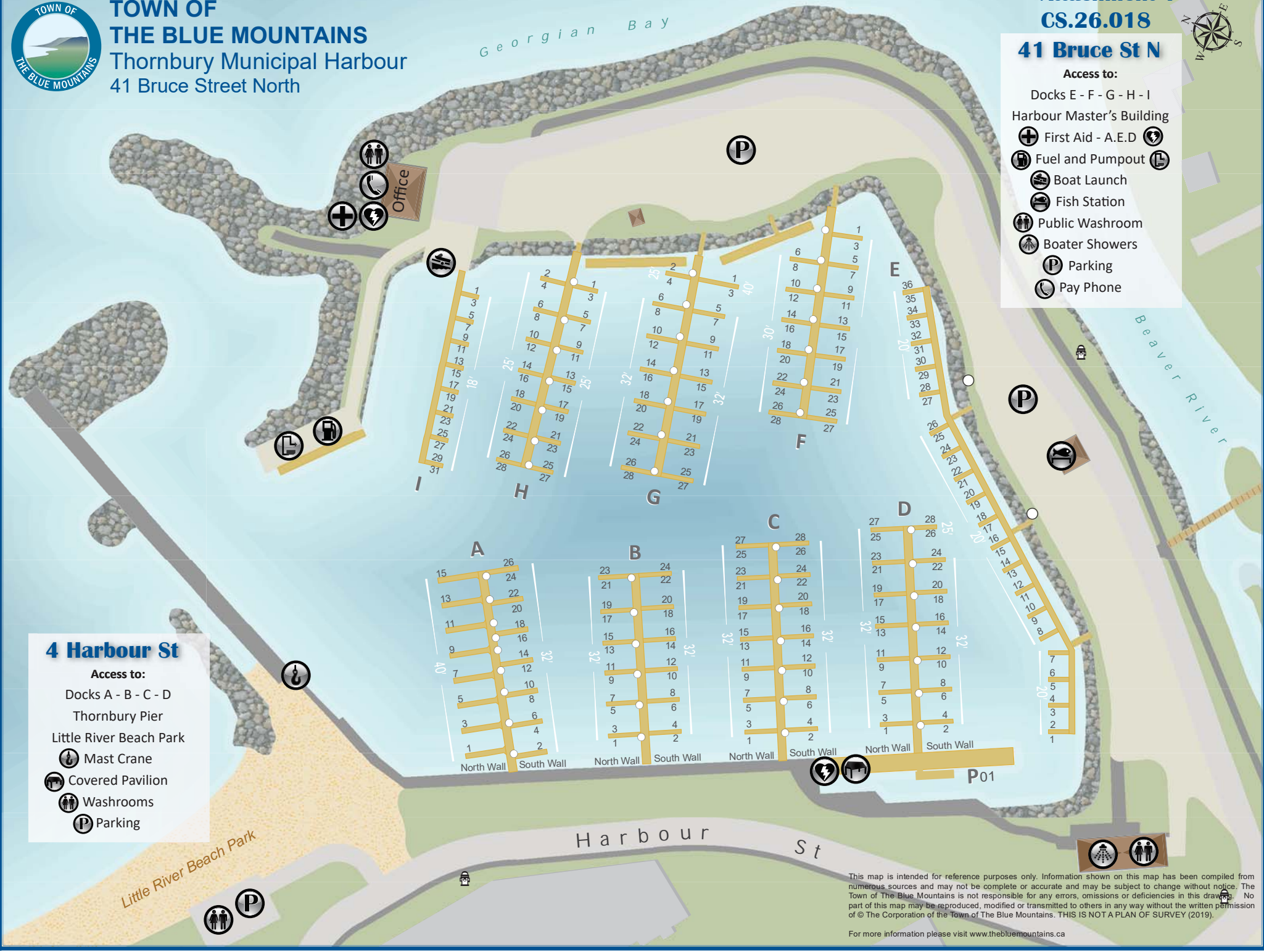
4 Harbour St

Access to:

- Docks A - B - C - D
- Thornbury Pier
- Little River Beach Park
- 🏗 Mast Crane
- 🏠 Covered Pavilion
- 🚻 Washrooms
- Ⓟ Parking

Little River Beach Park

Harbour St



This map is intended for reference purposes only. Information shown on this map has been compiled from numerous sources and may not be complete or accurate and may be subject to change without notice. The Town of The Blue Mountains is not responsible for any errors, omissions or deficiencies in this drawing. No part of this map may be reproduced, modified or transmitted to others in any way without the written permission of © The Corporation of the Town of The Blue Mountains. THIS IS NOT A PLAN OF SURVEY (2019).