



MEMORANDUM

To: Mike Humphries, C.E.T. – Project Manager
From: James Witherspoon, P.Eng.
Date: April 29, 2021
Re: Drake's Path Wastewater Servicing Extension Public Information Centre No. 1
- April 22, 2021

The following memorandum is intended to summarize the Public Information Centre for the Drake's Path Sanitary Servicing Extension.

The meeting was held virtually via Microsoft Teams from 5 pm to 7 pm on April 22, 2021. All attendees were required to pre-register with the Town. There were eight (8) pre-registrants.

The presentation was introduced by Shawn Carey, Director of Operations, detailing the procedure for the evening. A power point presentation (**Appendix A**) was presented by WT Infrastructure Project Manager, Jamie Witherspoon. The slide deck presented is the same presentation that was presented to the Committee of the Whole on April 6, 2021.

A summary of the questions and responses on the project to date is included in **Appendix B**. The primary questions that were asked were as follows:

1. There was a common concern related to the work to be completed on private property. Specifically, the ability to get gravity flow from their residence to the sanitary sewer was of interest because it is the individual property owner's responsibility.

ANSWER: *WT Infrastructure indicated that it is a site-by-site issue that depends on the elevation of the house, type of foundation, location of plumbing and distance of the house from the sanitary sewer. There are many properties that have crawl spaces, and it was indicated that those would be readily connected. The plumbing can be reconfigured in the crawl space to facilitate a service connection. The only locations that will potentially require a pumped system are the two properties at the top end of the sewer and residences that have existing basement washrooms that they want to connect by gravity as there are a few locations where the depth of the sanitary sewer is slightly shallower than the municipal standard to service a basement. WT offered to provide site specific feedback before the next PIC to help residences understand their specific situation. This would be completed on a per request basis.*

2. There were questions regarding the layout of the service on private property with a specific concern related to the impact of trees and landscaping.

ANSWER: *WT Infrastructure indicated that without input from the landowner that the service would be located in the middle of the property. However, if the landowner had a specific location where they wanted the service, the sooner that they could share that information, the sooner it could be placed into the design. The option of trenching or*

torpedoing the service on private property was discussed and it was confirmed that it was acceptable as long as it connected to the municipal system in accordance with Municipal standards. There was also discussion regarding recommended contractors and the potential of having all residents using the same contractor. It was agreed that having the one contractor for the private property work may be beneficial to the landowners; however, the Town cannot recommend contractors and that would have to be arranged by the landowners.

3. There were questions about the proposed turn-around at the end of Drake's Path and the drainage improvements regarding what it would look like and why it is required.

ANSWER: *WT Infrastructure indicated the turn around or cul-de-sac is required for maintenance vehicle (snowplows and waste management vehicles) turning and safe transit in and out of the street. The minor drainage improvements are essentially addressing bottlenecks in the system where a ditch is flat or back sloping or where there is a culvert that is a flow restriction. This will be addressed on a site-by-site basis and will be defined before PIC No. 2.*

4. There was a lot of discussion about paving the road and why that was not being considered and what would be required to have it considered. Also, what would the incremental cost of paving the road be.

ANSWER: *The Town indicated that it was Council's decision to focus on the sanitary servicing currently and that if paving were to be completed it would be considered a local improvement to be paid by the ratepayers. The current design would be installing the sanitary sewer under the centreline of the road and all services to the property line and reinstating the road with gravel to match the existing condition and general road profile. If the road were to be paved, it would need to comply with the municipal standard which would include full ditching on both sides of the road and realigning the road so it is in the centre of the right-of-way as the road is currently skewed on an angle from the west side of the right-of-way by Grey Road 19 and on the east side of the right-of-way by the 90 degree turn in the road at the south end. The Town committed to provide an incremental cost and that the ratepayers would need to approach Council with a petition to request for the upgrading of Drake's Path.*

The question period lasted for approximately 30 minutes until all questions had been answered at which point the meeting was adjourned.

As this meeting was an initiation meeting to be followed up by a second meeting in the fall, it will be important to ensure that the comments from the first PIC have been addressed prior to the next meeting.

In summary, the Public Information Centre was well attended considering the project scope with approximately 40% of the impacted residents being in attendance. Based on the feedback during the meeting, it appeared that information was well received, and the following were the primary concerns:

1. **Pricing** – Affordability vs. Unaffordability did not seem to be a concern, but there was some discussion on the pricing and requests for more detailed information which has been provided. The ratepayers also did not want to pay for any costs for drainage or road reconstruction that was unrelated to the project.
2. **Service Connections** – There was interest in site specific concerns related to servicing as residents seemed to want to avoid pumping systems. This information will be provided and clarified as the design advances.
3. **Turnaround** – There were some concerns regarding the turnaround and that component of the design will be better detailed as the design advances.
4. **Paving of Drake's Path** – Although not part of the current project scope, there was interest in paving the road due to the perception that the incremental cost of paving the road now would be significantly less than in the future. This will be addressed in the design development.

We trust this meets with your approval. We are proceeding with addressing gravity drainage issue by additional investigations on the private side through individual resident meetings.

WT INFRASTRUCTURE

Jamie Witherspoon, P.Eng., LEED AP
Project Manager

APPENDIX A

Presentation Materials





Drake's Path Sanitary Servicing

Public Information Centre No. 1

April 22, 2021



PRESENTATION OUTLINE

Background

Proposed Works

Project Breakdown

Cost Sharing Mechanism

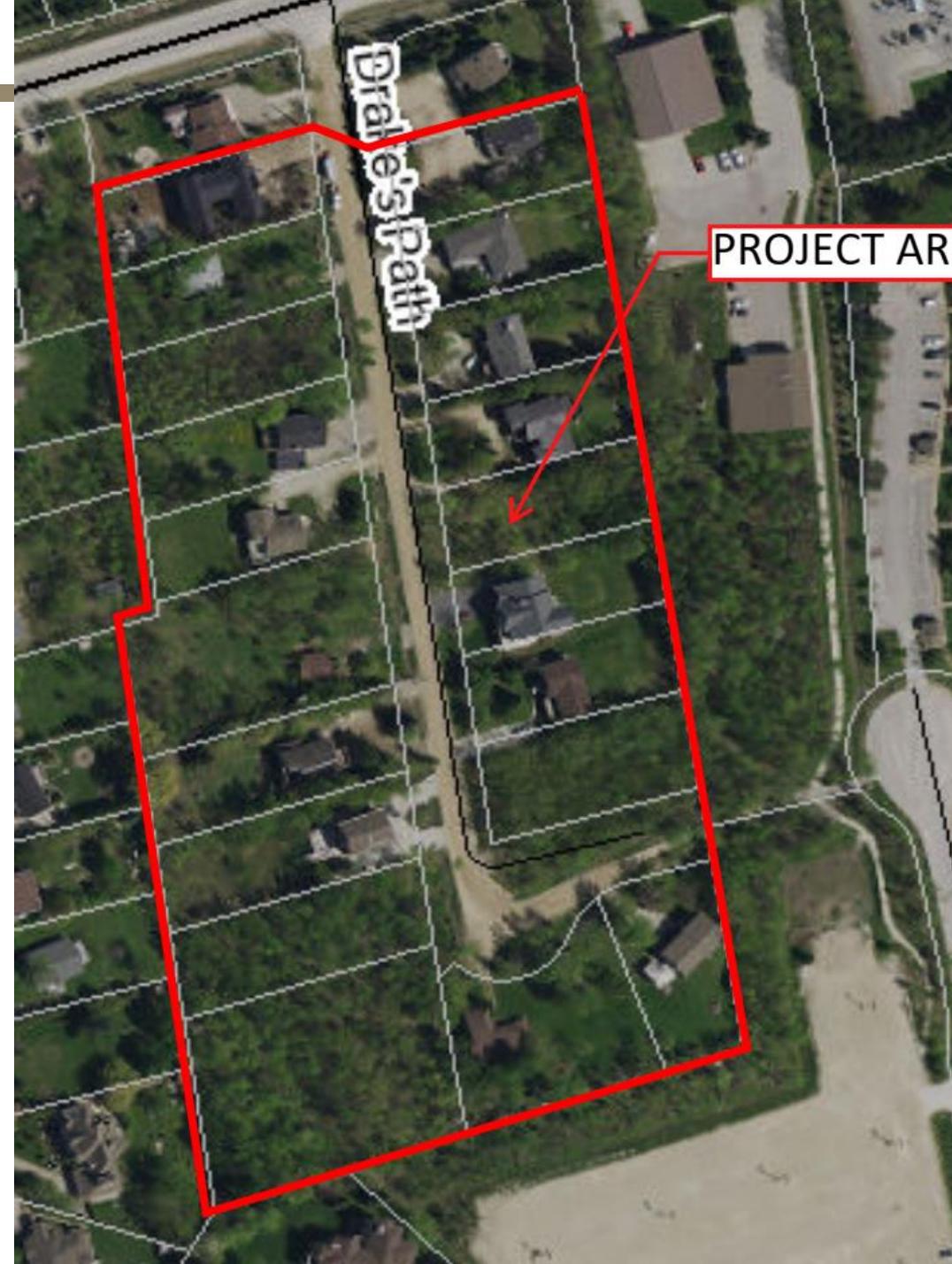
Schedule

Next Steps

Questions

BACKGROUND: SANITARY SERVICING

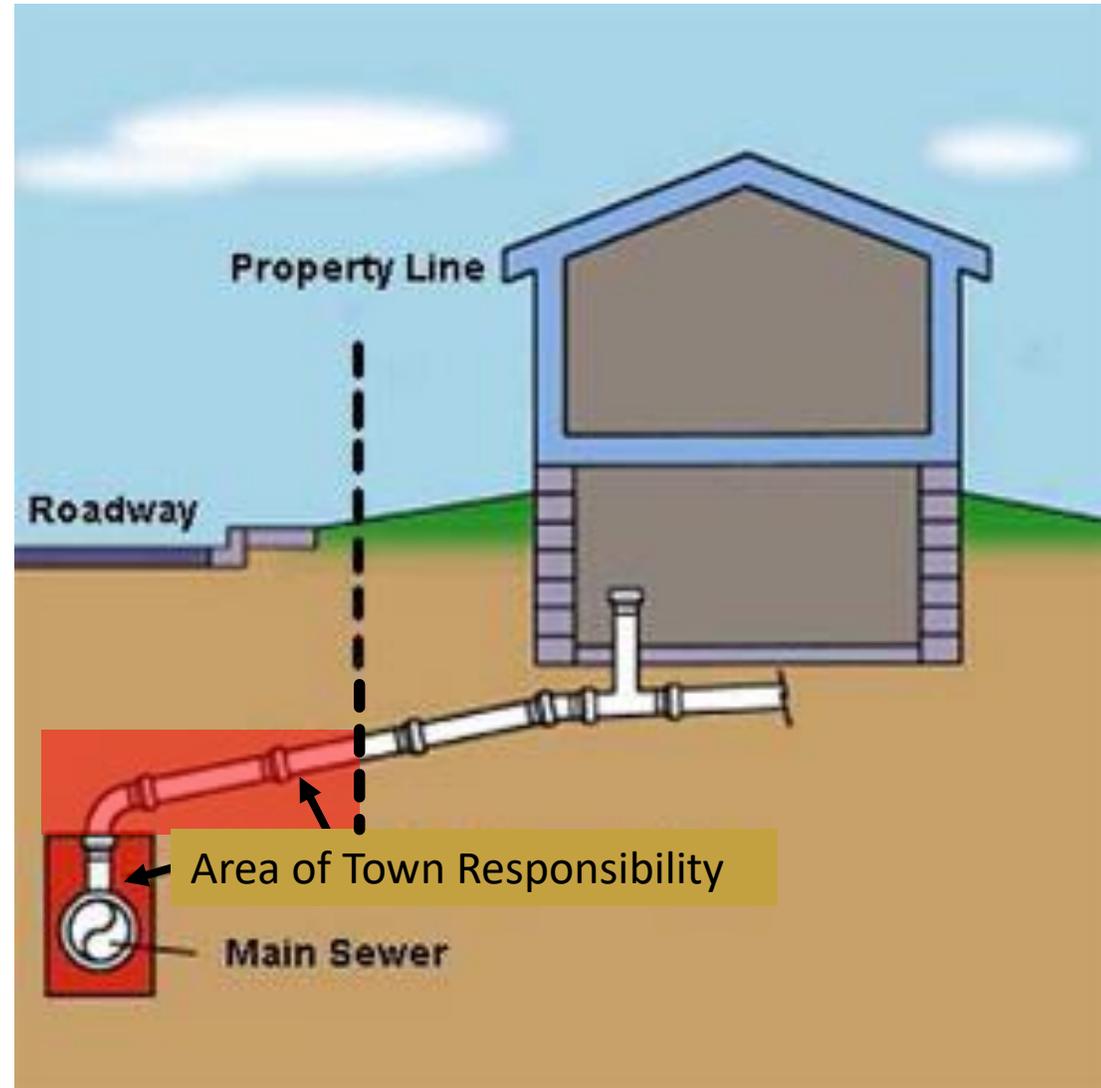
- Properties are not currently serviced by municipal sanitary sewers.
- Town Staff identified Drake's Path as a candidate for wastewater servicing in 2017.
- This is a local improvement project paid through a direct levy to each benefiting property.



PROJECT BREAKDOWN

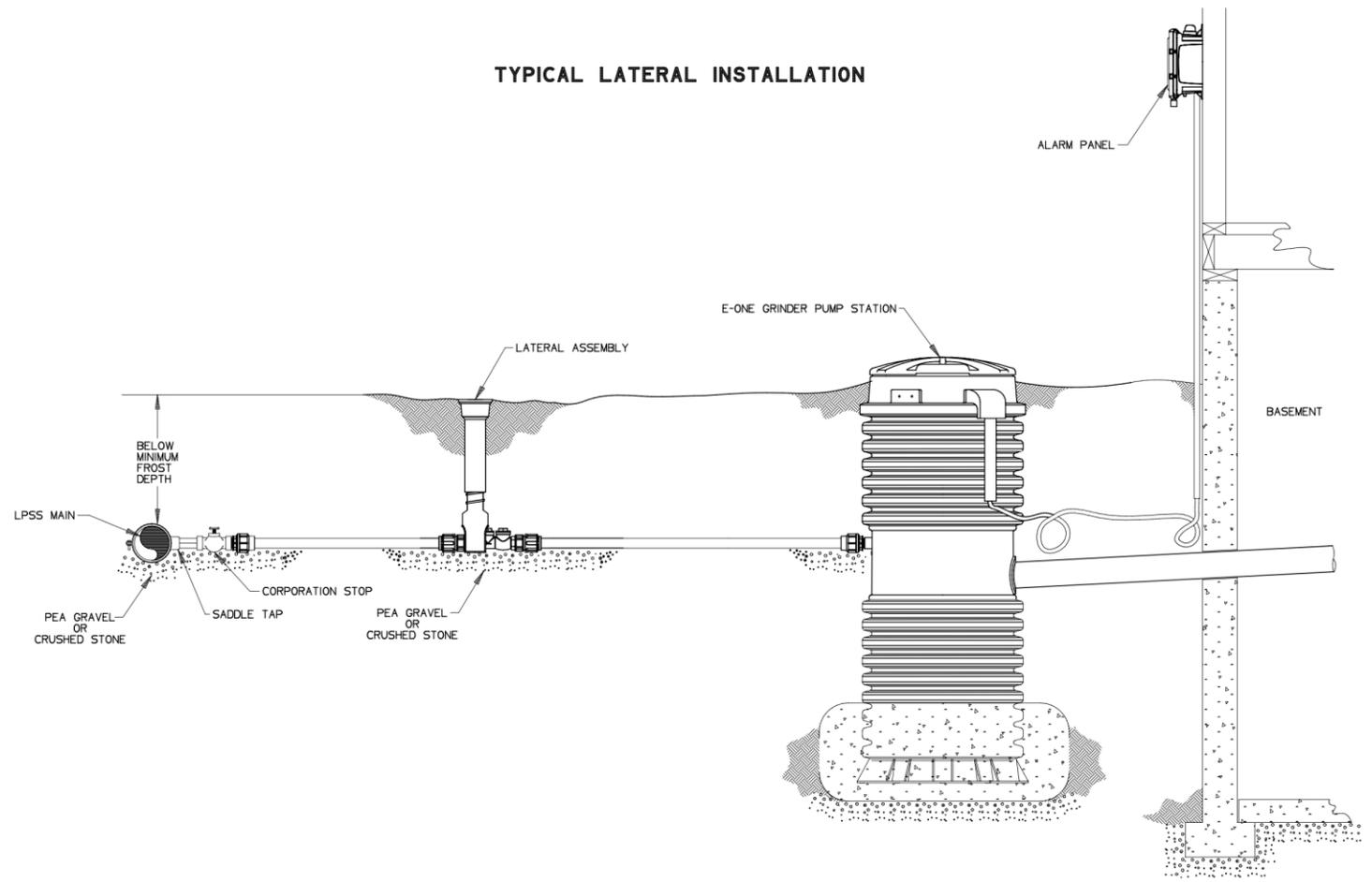
- Municipal Responsibility
 - Sanitary Sewer/Forcemain and service to property line including any valve/maintenance access.
 - Reinstatement of damaged areas to match existing conditions.
 - Road will remain gravel road.
- Owner Responsibility
 - Gravity Sewer. Sanitary service from property line to residence and all connections.
 - Pumped Service. Forcemain and pump chamber with electrical connections and controls.

GRAVITY CONNECTION



Source: City of Cornwall

PUMPED CONNECTION



Source: E-One

SANITARY COST SHARING MECHANISM



Municipal Right of Way Works

Cost Shared based on equivalent residential units.

Costs based on actual costs incurred

Paid via taxes



Private Property Works

Each landowner secures their own contractor to complete the work and make the connection

AFFORDABILITY POLICY FOR WATER AND WASTEWATER SERVICE - POLICY

Policy

- Intent: Determination of whether a project is affordable to the Town and benefitting properties.
- Capital Costs are recovered directly. Enabling works (Treatment Plant, Pumping stations, etc.) paid at a rate equal to current area specific capital charge.
- Payment Options are available

AFFORDABILITY POLICY FOR WATER AND WASTEWATER SERVICE - PAYMENT

Payment Options

- 100% paid upfront
- Costs financed and paid over a defined period including recovery of financing costs.
- Deferral of Payment
 - If there has been a significant septic upgrade then payment can be deferred for maximum of 10 yrs.
 - Lump sum payment due upon property sale.
 - After 10 years, deferral payment can be paid over remaining period defined in the By-law

AFFORDABILITY POLICY FOR WATER AND WASTEWATER SERVICE - MEASURE

Measure of Affordability

- Median of after-tax single household income.
 - If annual household cost is less than 5% - affordable
 - If annual household cost is 5% to 10% - more analysis required
 - Local support
 - Other benefits
 - Consideration of financial support from Town
 - If annual household cost is greater than 10% - unaffordable

AFFORDABILITY POLICY FOR WATER AND WASTEWATER SERVICE

Current Criteria

- Median after Tax Income (2015) - \$33,780
- Affordable (5%) – \$1,689/yr. (\$21,060)
- Unaffordable (>10%) - \$3,378/yr. (\$42,130)

- Based on 20 properties,
 - Project is Affordable less than \$421,200
 - Project is Unaffordable more than \$842,600

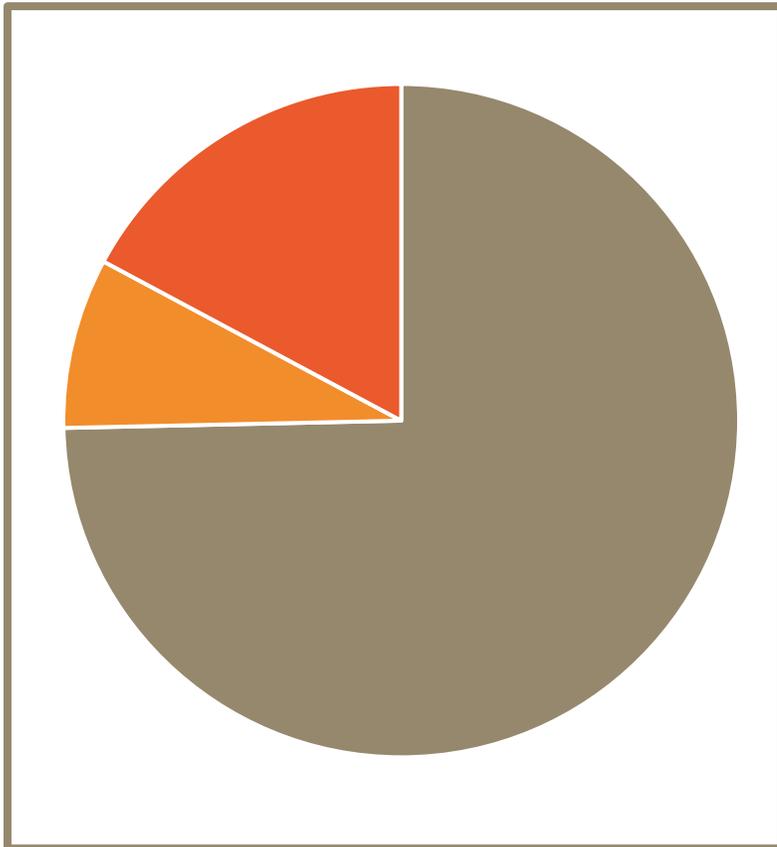
ESTIMATED COST
(+/-25%)

- Sanitary Servicing (Municipal)
 - \$870,000 total project cost
 - \$43,500 per property

WHAT OTHER COSTS WILL THERE BE?

- Capital Charge - \$4,769 per Single Family Dwelling
- Private Side Connection Cost
 - Gravity - \$5,000 – \$15,000
 - Pumping - \$10,000 - \$15,000

TOTAL PROJECT COST PER RESIDENCE



- Municipal Capital Cost - \$43,500
- Local Capital Charge - \$4,769

Both above costs are eligible for financing

- Private property connection from house to property line – estimated \$5,000 to \$15,000

Private Cost can vary significantly and is not eligible for Town financing.

WHAT ARE THE PROJECT BENEFITS?

Sanitary

- Eliminate risk and impact of septic system failure.
- Environmental benefits
- land value and use benefits.

SCHEDULE



Design Development – Spring/Summer 2021



Public Information Centre No. 2 – Fall 2021



Tender Issue – Winter 2021/2022



Construction Start – Spring 2022



Construction Completion – Summer 2022



REVIEW AND ADDRESS
PUBLIC COMMENTS



DESIGN DEVELOPMENT
AND CONFIRM
AFFORDABILITY



PUBLIC INFORMATION
CENTRE NO. 2



COMPETITIVE
CONSTRUCTION TENDER
PROCESS



AWARD CONSTRUCTION
TENDER



COMMENCE
CONSTRUCTION

NEXT STEPS



MUNICIPAL IMPROVEMENT AREA

Drake's Path Wastewater Servicing Extension

The Town of The Blue Mountains has identified Drake's Path for Wastewater Servicing.

This project will include wastewater servicing and service laterals to the property line of each property. The project will also ensure restoration to the existing conditions in the areas disturbed by the installation of the necessary infrastructure. There will also be minor drainage improvements and installation of a gravel turnaround.

In November 2020, the Town awarded the contract for the completion of the detailed engineering design to WT Infrastructure Solutions Inc. It is anticipated that the detailed design will be completed in 2021, with construction following in the summer of 2022.

Learn More or Contact Us:

For more information about this project or to request a copy of the full project details, contact the Town of The Blue Mountains Operations Department:



Learn about this project online by visiting the Town website:

<https://www.thebluemountains.ca/municipal-infrastructure-projects.cfm?is=27>



**Town of The Blue Mountains
Operations Department**
519-599-3131 x276
operations@thebluemountains.ca

PROPOSED SIGN TO
BE POSTED ON
DRAKE'S PATH
PRIOR TO PIC

Thank you for your time. Questions?

For additional project information and updates go to:

<https://www.thebluemountains.ca/drake%E2%80%99s-path-wastewater-servicing-extensio-1.cfm?is=27>

Jamie Witherspoon, P.Eng. – President
WT Infrastructure Solutions Inc.

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APPENDIX B

Summary of Public Questions and Responses



Public Communication Log – Drake’s Path Sanitary Servicing
Update Date: April 29, 2021

Number	Public Contact Date	Issue/Question	Response Date	Response Provided	Further Action Required
1	2/10/2021	Questions regarding project timelines, basement toilet connections and process.	2/10/2021	If it is a gravity connection, then they can pump into a gravity outlet. If it is a low pressure forcemain, then a new pumping station on their property would be required. Referred to Eone website for information on similar systems.	No. Notified landowner of upcoming PIC.
2	3/8/2021	Requesting an update on the project schedule.	3/8/2021	There are no current delays on the project. The Public Information Centre is likely going to happen in late April or early May with a second public consultation in the early fall and construction as soon as possible in the Spring of 2022.	No. Notified landowner of upcoming PIC and project schedule.
3	4/12/2021	Property owner at end of Drake's Path requesting clarification on turnaround and drainage improvements.	4/12/2021	The property boundaries at the end of Drake’s path are being confirmed but the preliminary intent is to provide a turnaround at the end of the current curve in the road to allow for effective snowplow and emergency vehicle turnaround. I believe your property is on the inside of the curve. Therefore, your property would be on the inside of the bulb and it should not impact your potential for a driveway access. With respect to drainage, we are looking at opportunities to improve the ditching as part of the project delivery as well, which will be minor depth and width revisions. We are in the early stages of design development and the upcoming Public Information Centre is intended to provide an outline of the project, anticipated costs of servicing and the plan going forward.	No - informed of potential impacts and or upcoming PIC.
4	4/22/2021	Questions regarding the gravel turnaround; -elaborate on what it is, -why is it needed, where will it be located; -how will it impact the end of the road; -how many trees will be taken down; -When will this information be shared; -why would you need a turnaround when the street has been approved by a town engineer to be a through street?	4/22/2021	-The gravel turnaround is essentially a cul-de-sac at the end of the road as the current road configuration does not meet the standard for turning vehicles around on a dead end. -One of the primary drivers for the turnaround is for snow removal equipment. In the current configuration, the snowplows need to back up and that is both inefficient and potentially unsafe if someone or something was behind the truck. As indicated, for dead end streets, you typically want a turnaround so people who get in there can get out in an effective manner without having to back-up -See rough circled area below. You can see from the property lines that this was what was originally intended for the street due to the bulge in the property lines. -There will be turning circle at the end of the road that will be roughly 15-20 m in diameter. This will be confirmed as we advance the design this summer. The surface will be all granular (gravel). The continuation towards Wintergreen will be minimized to more of a bike path while maintain access for the last property. Again, this is in the early design stages, so it may change somewhat. This is the concept that we are working towards. -We have not confirmed any specific number of trees as the design is conceptual at this time. The goal will be to minimize the number of trees removed and they would typically be within the municipal property unless there is an encroachment. As this is staying a rural cross-section roadway, we are attempting to minimize the impacts. -The design is being developed over the next few months and will be shared in advance of the next Public Information Centre in the fall.	No.
5	4/22/2021	Questions regarding drainage. -what is a minor drainage improvement. -where will this be located; -how do you plan on doing this; -what will the end result look like?		-As part of the design if there is an opportunity to regrade portions of the existing ditching to improve drainage that will be completed as part of the project. The objective will be to remove any existing impediments without a full road reconstruction.-This will be developed as part of the design and has not been designed yet. Any significant changes will be identified during PIC No. 2-The new sanitary sewer will be installed along the centreline of the road. With that trench, we will be reconstructing a significant portion of the road surface. We will ensure that the contractor grades the road so that it sheds water and that the water has someplace to go. If there is a length of ditch that is back sloping or flat and we can clean it out to resolve that, we will do that. If there is a driveway culvert that is too high and causing a restriction, we will lower/replace it. We do not anticipate wholesale changes along the alignment.-it will look the same way it	No.

Number	Public Contact Date	Issue/Question	Response Date	Response Provided	Further Action Required
				does currently except for some newly dug ditches (where necessary) and potentially some new culverts. This is primarily a sanitary sewer extension, so it is not our intent to reconstruct and redesign the road.	
6	4/22/2021	Our property is like a swamp now. It was never a swamp in over 60 years. Will you provide acquire drainage with this drainage improvement?		Our scope does not involve addressing private property drainage issues unless they are directly related to the road drainage and can be addressed as discussed above. We would be glad to discuss this separately with you and provide you with recommendations on potential solutions; however, it would not be directly related to this project. If you would like to provide your address, we can review and have a follow-up call to discuss what has changed at your property.	No. As requested,
7	4/22/2021	Confirming that I can choose where the connection will be on my property. When and how do I do this?	4/22/2021	The general rule is that if a landowner provides no input on service connection location, it would be placed in the middle of the property. If you know where you want it to be (or where you do not), let us know and we will ensure that it is shown on the drawings in the right location. You can do that now, or you can wait until the next PIC. Even if you wait until construction, our field inspector will coordinate with the landowner to confirm the location. It is better to get us this information between now and tendering (end of 2021), so it can be included on the drawings, so there is no miscommunication.	No.
8	4/22/2021	What are the final costs to all this?	4/22/2021	I will be discussing the cost estimates at this stage and how the costs will be developed/determined in the presentation tonight. Ultimately, the cost will be what it costs to construct. At this point, we are in the early stages and trying to be conservative. With the exception of the capital connection charge that is set by the Town, the remainder of the costs, municipal project, and your costs to do the connection on your property will be market costs based on tendered or quoted prices.	No.
9	4/22/2021	Is the Town footing the bill for the proposed turnaround and minor drainage improvements or are they being added on to our individual fee(s) for the sewers?	4/22/2021	The only costs that can be charged to the property owners are the costs associated with the design and construction of the sanitary sewer within the public right of way, area specific connection fee, and the service connection to each property line. Any costs that are associated with services that are already being provided will be paid by the Town through other means. The exception to this would be other utilities or services that need to be removed/replaced in order to install the sanitary sewer. The minor drainage improvements and turnaround do not fit in that category and will be paid by the Town.	No.
10	4/22/2021	Is the private side connection done typically through trenching? or can it be done by torpedo method?	4/22/2021	The installation can be done by either, however site conditions may dictate one method as being preferable, such as the presence of trees. If done by trenchless methods no sumps in the pipe should be present.	No.
11	4/22/2021	Why is the street not being paved at this time along with the sanitary work?	4/22/2021	Direction from Council is that the sanitary sewer extension is the priority.	No.
12	4/22/2021	Confirming - private costs are piping on property and pump station if required.	4/22/2021	At 122 Drake's Path, the sewer is very deep, and gravity would likely be possible.	No.
13	4/22/2021	Residence has an approximately 3-foot-deep crawlspace. Will this impact the service connection?	4/22/2021	This should still allow for a gravity connection.	No.
14	4/22/2021	What is the policy with existing septic systems after each house is connected to the main waste system?	4/22/2021	Typically, once the residence is disconnected from the septic bed, the bed can be left, and the tank should be decommissioned by removal or filling with sand with holes cut in bottom to allow for drainage. If bed has been recently upgraded in last 5 years can be deferred.	No.
15	4/22/2021	What information does the Consultant have regarding the feasibility of pumped or gravity service connections for each property?	4/22/2021	Some additional work is to be completed to confirm site specific requirements. Most should be achievable by gravity, however, the residence at the end of the street (130 Drake's Path) may have difficulty achieving a gravity outlet and may require a pump. This should be identified prior to the next PIC in the fall. Homeowners will be consulted on where they would like the connections to be located on their property.	Yes. Consult with homeowners on service locations.
16	4/22/2021	Will the Town provide a list of recommended contractors?	4/22/2021	The Town cannot recommend any Contractors in order to maintain transparency and not show favouritism. Some economy of scale may be possible if homeowners group their service work for completion by a contractor.	No.

Number	Public Contact Date	Issue/Question	Response Date	Response Provided	Further Action Required
17	4/22/2021	How do the project costs (tenders received and accepted by the Town) on Tyrolean Lane / Craigmore compare with the projected costs of this project?	4/22/2021	Recent tenders are being used to ensure accurate cost estimates. Costs are also impacted by new excess soils regulations which have had an impact on municipal projects -being monitored to see what the cost impact of this is in practice.	No.
18	4/22/2021	What minor drainage improvements will be made?	4/22/2021	Drainage improvements are being assessed within the roadside ditch principally in the area of the turnaround.	No.
19	4/22/2021	Is anyone available to visit and review to discuss the site-specific implications with residents.	4/22/2021	Yes. Reach out via email and WT will make the arrangement to review on site.	Yes. Arrange for field visits as required.
20	4/22/2021	Is this project definitely proceeding or are there further approvals pending?	4/22/2021	As of now, the project is proceeding to next stage of design, however, it will need to go back to council who will consider the project based on affordability and PIC comments.	No.
21	4/22/2021	What would it take to pave the road given that it is only 280m long?	4/22/2021	Repaving the road is not in the original scope of work and, currently is not budgeted for. The road will be restored to maintain the existing condition.	No.
22	4/22/2021	Noting that the costs of paving the road would likely be offset by the on-going maintenance requirements.	4/22/2021	The Town will take the comments into consideration.	No.
23	4/22/2021	If the road were to be paved, would the cost be borne by the Town or homeowners?	4/22/2021	If homeowners are looking for an increased level of service, they can go through local improvement process under the Municipal Act. This is a formal process to follow, and costs are distributed based on frontage and can be divided by residents on the road. This requires a petition and, if the deemed level of service is met, the increase in service would be paid by homeowners under the petition process.	No.
24	4/22/2021	Are ratepayers paying for road to go back to the existing condition?	4/22/2021	Homeowners are not paying for the cost of bringing it back to its current condition as part of the sewer installation. They are not going to be charged for other upgrades, such as the turnaround.	No.
25	4/22/2021	What is differential to bring it up to a better level?	4/22/2021	The Town can examine this and look at what standard the road is being brought to, to provide a rough estimate for homeowners to review. The project team will advise on the cost estimate for additional roadworks and will respond directly to Ms. Neville.	Cost Estimate of road upgrades to be provided.