



## **Agenda for Special Council Meeting**

**Wednesday March 27, 2024 at 7:00 p.m.**

Join Zoom Meeting **Video**

Invite link <https://us02web.zoom.us/j/81265849051>

### **Phone Call Only**

Dial [+1 647 558 0588](tel:+16475580588) then Enter Meeting ID: 812 6584 9051#

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Both the audio and video are posted on the Municipal Website  
The written minutes are the official record of the meeting*

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## **1. Call to Order and Roll Call 7:00 p.m.**

### **National Anthem**

### **Indigenous Land Acknowledgement Statement**

*The Municipality of Whitestone recognizes all of Canada resides on traditional, unceded and/or treaty lands of the Indigenous People of Turtle Island.*

*We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families.*

*This acknowledgment of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.*

## **2. Disclosure of Pecuniary Interest**

## **3. Approval of Agenda ®**

## **4. Staff Reports ®**

- 4.1 Memorandum, Manager of Public Works  
Review of Municipality of Whitestone Five-Year Gravel Road program and consideration of Road Needs Study recommendations ®

Link to Road Needs Study on the Municipal Website

<https://www.whitestone.ca/p/asset-management-planning-and-reports>

- 4.2 Report PW-2024-03  
Contract Award, Supply of Granular Material ®

**Move into Closed Session ®**

**5. Closed Session**

- 5.1 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)

- 5.1.1 Staff / Council Complaint matter

**Reconvene to Regular meeting ®**

**Matters arising from Closed Session**

**6. Confirming By-law ®**

**7. Adjournment ®**



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## MEMORANDUM

**To:** Mayor and Council  
**From:** Dave Creasor, Manager of Public Work  
**Date:** March 27, 2024  
**Re:** Five Year Gravel Plan Review

### Overview

The purpose of this Memo is to provide Council with information for Review of Municipality of Whitestone Five-Year Gravel Road program and consideration of Road Needs Study recommendations.

### Background:

In 2020 R.J. Burnside & Associates Limited (Burnside) was retained by Whitestone to conduct a Road Needs Study (RNS). The review of the road network (103.13km centre line) was completed in May of 2020 with Brian Sheridan Roads/Facilities Superintendent. The review was based on a snapshot in time representing the findings of the May 2020 inspection. The gravel portion of the RNS identified and provided recommendations for on going capital and maintenance requirements. Structural condition ratings were assigned to each road segment, along with recommendations. It is important to point out that some of the road segments combine in both year-round maintained, and seasonally maintained portions of road.

### Year-Round Maintained Roads:

- o Year-round maintained roads receive consistent attention and upkeep throughout all seasons.
- o These roads are regularly monitored and maintained to ensure they remain passable and safe for travel year-round, regardless of weather conditions.
- o Maintenance activities on year-round maintained roads typically include snow removal during winter months, grading, pothole repair, drainage maintenance, and vegetation management.
- o Year-round maintained roads often serve as vital transportation arteries for residents, businesses, and emergency services, requiring a higher level of service to ensure accessibility and safety at all times.

- The municipality allocates significant resources to maintain year-round roads to a high standard, recognizing their critical importance to the community's daily life and economic activities.

**Seasonal Maintained Roads:**

- Seasonal maintained roads receive maintenance primarily during certain times of the year, typically the end of May to mid October during warmer months when weather conditions permit. Should an emergency arise Public Works will review and address the situation.
- These roads do not receive snow removal during winter months.
- Maintenance on seasonal roads may include grading, spot gravel application, and vegetation control to ensure passability and safety during the warmer months.
- Due to their seasonal nature, these roads may experience more significant wear and tear, requiring periodic maintenance to address issues such as washouts, potholes, and erosion.
- The level of service on seasonal maintained roads are lower compared to year-round maintained roads, reflecting the reduced frequency of maintenance activities and the prioritization of resources on critical routes.

Based on the findings of the RNS, Burnside recommended a gravel maintenance program totaling \$4.1 million over a 10-year period. This program represents a dynamic framework, intended to evolve over time as new data and insights emerge. As such, it serves as a living document, adaptable to changing circumstances recognized by Public Works staff and informed by ongoing assessments of our road infrastructure. By proactively addressing maintenance needs and leveraging available funds we strive to enhance the overall quality of life for our residents and visitors alike.

Consideration for completing a road review in the early portion of spring, rather than late spring, offers several advantages.

Conducting the review early allows Public Works to identify potential issues with road infrastructure before they escalate. By catching problems such as drainage issues early on, Public Works can plan and prioritize repairs efficiently, minimizing the risk of further damage and costly emergency interventions later in the season.

Early spring road reviews enable Public Works to allocate resources strategically. By identifying repair needs upfront, they can allocate budgets more effectively, securing necessary funding for maintenance and repairs before competing demands arise. This proactive approach ensures that resources are used efficiently and that road repair projects can be completed promptly, maximizing the lifespan of infrastructure assets.

1. **Community Satisfaction:** Timely road maintenance fosters community satisfaction and trust in our Municipality. By addressing road issues promptly, Whitestone demonstrate responsiveness to residents' concerns and prioritize the upkeep of essential infrastructure. This proactive approach helps build positive relationships with the community and enhances public confidence in the municipality's ability to manage and maintain local roads effectively.



2. **Long-Term Cost Savings:** Early spring road reviews contribute to long-term cost savings for Whitestone. By identifying and addressing maintenance needs promptly, Whitestone can prevent minor issues from escalating into major infrastructure problems that require costly repairs. Investing in proactive maintenance ultimately saves taxpayer dollars by extending the lifespan of road infrastructure and minimizing the need for expensive emergency interventions.

Addressing the levels of service on our gravel roads necessitates larger budgets to tackle ongoing challenges. Recognizing these issues, Public Works Staff has initiated a longer-term review of the road network to address pressing concerns affecting our gravel roads.

One such issue highlights the severity of the situation: the grader becoming stuck on Lorimer Lake Road during a particularly challenging spring thaw in 2021. This type of incident although becoming less frequent, underscores the struggle to maintain adequate levels of service, as evidenced this spring on Edgewood by an individual being stranded due to impassable road conditions, forcing them to resort to walking home.

Additionally, roads like Parker Bay, Crown Retreats, and Quinn Road have faced their own set of challenges, with insufficient gravel leading to the grader encountering bedrock, resulting in damage to equipment. These roads have now been addressed due to identifying the needs and utilizing maintenance gravel diligently at the right time. Such incidents underscore the urgent need for comprehensive road maintenance strategies.

During the recent spring season, WahWashKesh Road endured another bout of difficult conditions, with deep mud and ruts hindering residents' access to their homes. WahWashKesh Road is a vital year-round route with significant traffic volumes, further emphasizing the importance of addressing its maintenance needs promptly and effectively, hence the planned works for 2024.

Despite operating within financial constraints, Public Works is committed to maintaining essential services. Figure 1 illustrates that only year-round maintained roads receive consistent attention, while seasonal roads rely on sporadic gravel replenishment from Public Works stockpiles.

To ensure the continued functionality and safety of our road network, increased budgetary allocations are imperative. These resources will enable Public Works to implement proactive maintenance measures, address existing challenges, and uphold satisfactory levels of service for all residents and visitors traversing Whitestone's roads.

**Figure 2** highlights roads identified in the RNS that require funding sources for necessary maintenance and improvements. It's worth noting that certain shorter roads with very low volume traffic (less than 50 AADT, Average Annual Daily Traffic) may be addressed using resources from the Public Works gravel stockpile in years when emergency road repairs are not required or minor surface corrections. Example of such roads are William Street, Sackville. These roads do not require the same level of service the high-volume roads in the Municipality. It's important to highlight that our current gravel plan underwent thorough review and consultation with both our grader operators and Public Works staff. This collaborative effort ensured that our plan aligned closely with on-the-ground realities and operational insights.

**Figure 2** within our gravel plan identifies roads in need of funding, such as Maple Island Road, Ladds Road, Labrash Road, and Boundary Spur Road. These roads had received some level of gravel maintenance prior to 2020, indicating ongoing needs for continued attention and investment.

In the case of Neslon Clelland Road, its relatively low average annual daily traffic (AADT) of below 50 led to its prioritization being adjusted within our list for receiving gravel. While recognizing its importance, this adjustment reflects a strategic approach to allocating resources based on traffic patterns and usage to ensure equitable distribution across our road network.

Managing limited gravel resources is a priority and a yearly consideration during the early spring review and budget process.

#### A History of Gravel Maintenance Budgets /Expenditures

Account	Year	Budget	Expenditure
16-375	2015	\$ 125,000	\$ 103,174
16-375	2016	\$ 125,000	\$ 116,367
16-375	2017	\$ 125,000	\$ 118,854
16-375	2018	\$ 125,000	\$ 91,646
16-375	2019	\$ 100,000	\$ 82,117
16-375	2020	\$ 90,000	\$ 94,035
16-375	2021	\$ 171,800	\$ 142,495
16-375	2022	\$ 180,000	\$ 179,416
16-375	2023	\$ 195,000	\$ 196,105
16-375	2024	\$ 220,000	

#### Notes:

1. The NORDS Grant is providing funding for gravel roads in the amount of \$119,000 per year for 2021, 2022, 2023, 2024 and 2025. The 2021 and 2022 funds were paid to the Municipality 2022.
2. In concert with the NORD Grant funding and the recognition in the RNS that additional resources need to be budgeted for gravel roads, budgets and expenditures have increased significantly since 2020
3. My first summer season as Public Works Manager in 2021, the Municipality's Public Works department faced challenges addressing seasonal roads, resulting in increased fuel costs due to the utilization of in-house trucks. The overruns in fuel costs incurred during the 2021 season were effectively balanced by reallocating funds from the summer maintenance budget designated for gravel.

This adjustment was made possible by sourcing gravel directly from the quarry, thereby leveraging existing resources to address the increased fuel expenditure. The larger contracted trucks faced challenges navigating our seasonal roads. Despite being less efficient than larger trucks, our smaller truck proved invaluable in accessing narrow or challenging roads, allowing us to dump gravel and



maneuver effectively. Their compact size and agility enabled it to navigate tight spaces and turn around, the same is true for our snow plow operations.

It's worth noting that in previous years, we rented a tractor equipped with a drag to grade summer roads. This was necessary as our grader lacked the capacity to navigate over bedrock and large boulders efficiently for both Shawanaga Lake and Lorimer Lake seasonal roads. By adapting our approach and making strategic equipment decisions, our grader is more effective in managing our seasonal roads.

**Figure 1 Year-Round Road Maintenance Gravel  
Current Plan (up to 2028)**

<b>Year Completed or Recommended</b>	<b>Road</b>	<b>From</b>	<b>To</b>	<b>Road Needs Study Proposed Year to Receive Maintenance Gravel</b>
2021	Parker Bay	Hwy 520	Snow Plow Turn Around	2025
2021	Lorimer Lake Road	Hwy 124	Snow Plow Turn Around	2021,2025 Partial each year
2021	Shawanaga Lake Road	Lorimer Lake Road	Snow Plow Turn Around	2025
2022	Farley's Road	Dobson Road	Snow Plow Turn Around	2021,2026 Partial each year
2023	Churlee Road	Hwy 520	Snow Plow Turn Around	2022, 2027 Partial each year
2023	Aulds Road	Hwy 520	Snow Plow Turn Around	2023,2028,2029 Partial each year
2023	Crown Retreats	Hwy 520	Snow Plow Turn Around	2021,2026 Partial each year
2023	Quinn Road	East Townline	Snow Plow Turn Around	2022,2027 Partial each year
2023	Butler Street	Hwy 124	Snow Plow Turn Around	2026
2024	WahWashKesh Road	Hwy 520	Red Gate Lane	2022,2026,2027 Partial each year
2025	WahWashKesh Road	Red Gate Lane	Bennetts Landing	2022,2027 Partial each year
2025	Chambers Road	WahWashKesh	Snow Plow Turn Around	2026
2025	Gorham Road	WahWashKesh	Snow Plow Turn Around	2025
2025	East Townline	Hwy 124	Win Bur Lane	2023,2026,2028 Partial each year

2026	Edgewood Road	Hwy 520	Snow Plow Turn Around	2023,2028 Partial each year
2026	Balsam Road	Canning Road	Irwin Road	2028
2027	Balsam Road	Irwin Road	Laucks Road	2028
2027	Bears Paw	Canning Road	Canning Road	2023,2028 Partial each year
2027	Swords Road	Hwy 520	Snow Plow Turn Around	2026
2027	Dobson Rod	Farley's Road	Snow Plow Turn Around	2026
2027	Pugsley	Farley's Road	Snow Plow Turn Around	2026
2028	Clear Lake Road	Hwy 520	Snow Plow Turn Around	2029,2030 Partial each year
2028	Haywards Road	Hwy 520	Snow Plow Turn Around	2025
2028	Mc Donald Drive	Hwy 520	Snow Plow Turn Around	Not specified

**Figure 2: Road Needs Study Identifying Roads 2021-2028 Which Need Funding Source:**

**Compares recommendation from RNS and Current Plan as noted in Figure 1 and includes shortfalls**

<b>Road Needs Study Proposed Year to Receive Maintenance Gravel</b>	<b>Road</b>	<b>From</b>	<b>To</b>	<b>Budget Funding Required</b>
2025	Irwin Road	Balsam Road	Snow Plow Turn Around	2028
2023,2028	Moore Drive	Hwy 125	Michelle Lane	2025
2023,2028	Mitchell Lane	Moore Drive	Snow Plow Turn Around	2025
2026	Bob Crescent	Hwy 124	Hwy 124	2025
2026	Sackville Street	Hwy 124	Snow Plow Turn Around	2024
2026	Williams Street	Hwy 124	Snow Plow Turn Around	2024
2026	Boundary Spur	Hwy 124	Snow Plow Turn Around	2026
2023,2028	Gibson Bay	Hwy 520	Snow Plow Turn Around	2027

2026	Nelson Clelland	Hwy 520	Snow Plow Turn Around	2030
2026	Whitestone Lake Road	Whitestone	Snow Plow Turn Around	2029
2028,2029	Maple Island	Shady Maple	Snow Plow Turn Around	2029
2023,2025,2028	Ladds Road	Maple Island	Snow Plow Turn Around	2029
2025	Labrash Road	Ladds Road	Snow Plow Turn Around	2029
2024	Grey Owl	Hwy 124	Shakell Road	2025
2025	Laucks Road	Balsam	Snow Plow Turn Around	2027





## Municipality of Whitestone Report to Council

**Prepared for:** Council

**Department:** Roads

**Agenda Date:** March 19, 2024

**Report No:** PW-2024-03

**Subject:**

Tender Award for the Supply and Delivery of Gravel Materials

**Recommendation:**

**THAT** the Council the Municipality of Whitestone receives Report PW-2024-03 (Tender Award for the Supply, Deliver and Spread Gravel Materials) for information; and

**THAT** the Council of the Municipality of Whitestone hereby provides prebudget approval and awards the contract for the supply, delivery and spreading of 10,000 tonnes granular materials to Weeks Construction Inc., Parry Sound In the amount of \$200,380 plus HST

**Background:**

Tender 2024-03 for the Supply, Deliver and Spread 10,000 Tonnes of Granular Materials, was released on February 02, 2024 with a closing date of February 29, 2024 at 12:00 pm.

The Tender was advertised on the Municipal website, and placed with the Parry Sound North Star online newspaper February 02, 2024.

Five (5) potential bidders received tenders for this project.

**Analysis:**

Tenders were opened publicly opened on February 29, 2024 at 12:30 pm and the following bids were received:

	<b>BIDDER</b>	<b>TOTAL BID AMOUNT (excluding HST)</b>	<b>ADJUSTED BID AMOUNT (including HST adjusted for rebate)</b>
1	Fowler Construction	\$ 203,430	\$207,010.37
2	Weeks Construction	\$ 200,380	\$203,906.69

The tenders were checked for mathematical errors and conformity to the tender requirements. No errors or omissions were noted during this analysis. The tender from Weeks Construction Inc, is compliant and recommended for award. Weeks Construction Inc. plan to supply from their Burks Falls Quarry located on Hwy 520.

**Financial Considerations:**

The 2024 *draft* budget allows for an expenditure of:

Gravel Maintenance	\$220,000
Estimated Boat Launches (gravel portion)	\$ 4,000
Estimated Snow Plow Turn Arounds	\$ 2,500

Total *Draft* Budget (gravel expenditures): \$226,500.00

Tender award plus HST: \$200,380.00

Tender award including HST adjusted for rebate: \$203,906.69

The tender allows for quantities to be adjusted by 20% +/- with no change in unit pricing.

For comparison purposes, Gravel Maintenance budget from the previous three (3) years are noted below:

YEAR	2021	2022	2023
Budget	\$180,000	\$180,000	\$195,000
Actual expenditure	\$172,155	\$179,416	\$196,105

Pricing Granular "A" Delivered to Public Works Yard (excluding HST)

2022	\$16.78
2023	\$19.17
2024	\$18.47

The unit price of granular "A" delivered to Public Works Yard has decreased by 3.7% from the 2023 tender.

**Link to Strategic Plan:**

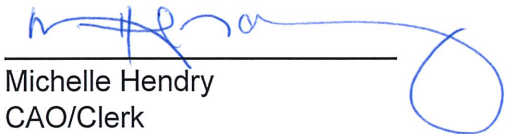
5. Maintenance of our Infrastructure

**Respectfully submitted by:**



Dave Creasor  
Manager of Public Works

**Reviewed by:**



Michelle Hendry  
CAO/Clerk

# ATTACHMENT A

## 5 Year Gravel Plan

Year		Beginning	End at
2024	Wahwashkesh Road	Hwy 520	Red Gate Lane
	Annual Maintenance Gravel		
2025	Wahwashkesh Road	Red Gate Lane	Bennetts Bay Landing
	Chambers Road	Wahwashkesh Road	Stop at summer road
	Gorham Road	Wahwashkesh Road	Stop at snow plow turn around
	East Townline	Hwy 124	Win Bur Lane
	Annual Maintenance Gravel		
2026	Edgewood	Hwy 520	Snow plow turn around
	Balsam Road	Canning Road	Irwin
	Annual Maintenance Gravel		
2027	Balsam Road	Irwin Road	Laucks Road
	Laucks Road	Balsam Road	Turn around
	Bears Paw	Canning Road	Canning Road
	Swords Road	Hwy 520	Snow plow turn around
	Dobson Road	Farleys Road	Snow plow turn around
	Pugsley	Farleys Road	Snow plow turn around
	Annual Maintenance Gravel		
2028	Clear Lake	End of Hwy 520	Snow plow turn around
	Haywards Road	Hwy 520	Snow plow turn around
	McDonald Drive	Hwy 520	Snow plow turn around
	Annual Maintenance Gravel		