
Committee Members

Councillor S. Williams,
Chair
Councillor H. Noble
Councillor L. Severson
Mayor D.L. Henderson,
Ex-Officio

Areas of Responsibility

Operations
Community Services
Fire
Museum
Library Board
Cemetery Board
St. Lawrence Lodge
Mgmt.Board
L,L&G Health Unit

CRCA
Airport Board
Arena Advisory Board
Visual/Performing Arts
Committee
PLMG
BMAAC
Brockville Municipal
Non-Profit Housing
Committee

AGENDA

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DELEGATIONS

1. RIVER RINK 2009/2010 SEASON

Rob Hunter, Executive Director, DBIA will be in attendance to make a presentation.

This report will be distributed on Monday, September 14th.

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1. 2009-128-08
PRIMARY EMERGENCY OPERATIONS CENTRE
ST. JOHN BOSCO SCHOOL

15-16

2. 2009-141-09
ACCESSIBLE BOARDWALK
WATER STREET PARKING LOT

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3. 2009-132-08
REQUEST FOR STOP SIGNS VARIOUS LOCATIONS
(WOLTHAUSEN AT PEARL; WOLTHAUSEN AT BROCK; ADLEY
AT BROCK)

This matter was referred from the August meeting.

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- NEW BUSINESS FROM MEMBERS OF COUNCIL
1. COURT HOUSE GREEN LIGHTING PROJECT (Councillor Noble)
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August 31, 2009

REPORT TO THE OPERATIONS COMMITTEE – September 16, 2009

2009-128-09

**PRIMARY EMERGENCY OPERATIONS CENTRE
ST. JOHN BOSCO SCHOOL**

**H. JONES
FIRE CHIEF/CEMC**

RECOMMENDATION

That Council endorse the Agreement (attached) with the Catholic District School Board to designate St. John Bosco School as the primary Emergency Operations Centre in the event of an anticipated or declared emergency and,

That Gord Watts Municipal Centre be designated as the back-up Emergency Operations Centre, and

That City Hall not be designated as an Emergency Operations Centre.

PURPOSE

The purpose of this report is to provide Council with the rationale used to make the above recommendation.

ANALYSIS

The existing Emergency Plan for the City of Brockville designates the Gord Watts Municipal building as the primary Emergency Operations Centre (EOC). This is the location from which the Community Control Group (CCG) would function and mitigate an emergency (declared by the Mayor) or an anticipated emergency.

The Hazard Identification Risk Assessment (HIRA) for the city indicates that an emergency in the city would most likely occur as a result of weather or a transportation accident involving hazardous materials.

Given that the Gord Watts building is situated in close proximity to Hwy 401, the rail lines and Hwy 2 (all potential sites for a hazard materials emergency situation) makes it less than ideal for the site of the City's primary EOC. Even if GWMC was not directly affected by an emergency, having the ECG members operate there is impractical as the Centre would be expected to remain functional and provide support as assigned by the ECG. It is also a very distinct possibility that a hazardous materials emergency could render both GWMC and City Hall unusable.

Presently, City Hall is not equipped with a back-up power supply nor does it render itself well for use by the various disciplines that would have to function there in a crisis situation.

The lack of break-out meeting rooms, washrooms with showers, kitchen facilities and the inability to accommodate media while providing the necessary security are all issues at City Hall. Further, if City Hall was not affected by the emergency, staff there could support the ECG and continue a business as usual function.

After reviewing the sites of the City's existing Emergency Operations Centres our regional representative from Emergency Management Ontario agreed that a new site as far away from the rail lines and the major highways as possible would be ideal.

After some review, the Roman Catholic District School Board was approached to determine if St. John Bosco School, located on Durham Street, was available. The school is equipped with a back-up power supply (generator) and provides the necessary feature required in an EOC. There are numerous meeting rooms and there are ample washrooms/showers and kitchen facilities. Security for the Emergency Control Group is easily established and maintained. Facilities for the media will be assigned (gymnasium) and there is ample space on the school property to accommodate vehicle parking and media trailers. There is readily accessible space available to store the totes containing the necessary supplies and equipment required by the CCG. These equipment boxes will be transferred from City Hall.

The school is large and each ECG member identified in the Emergency Plan is to be assigned a classroom from which to function. A telephone is located in each classroom and additional telephone lines can easily be provided in an emergency using the Bell equipment located on school property.

It is not uncommon for schools to act as an Emergency Operations Centre and the Catholic District School Board has agreements with a number of municipalities.

The standard agreement addresses:

<i>Notification</i>	<i>Costs</i>
<i>Liason</i>	<i>Volunteers</i>
<i>Facility Use</i>	<i>Conduct of Board Property</i>
<i>Staffing</i>	<i>Feeding</i>
<i>Diligence and Care</i>	<i>Return of Equipment & Supplies</i>
<i>Indemnity</i>	<i>Termination</i>
<i>Insurance</i>	

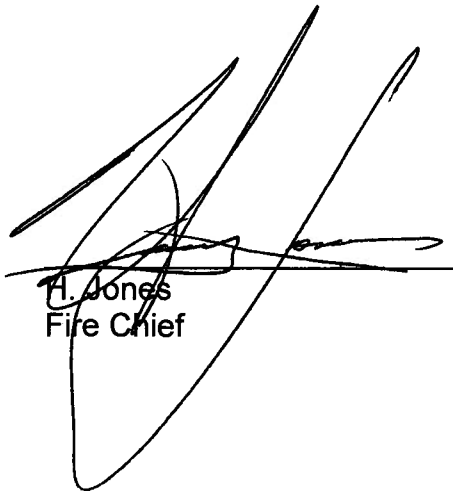
FINANCIAL CONSIDERATIONS

There is no cost to the City to enter into the Agreement with the Catholic District School Board of Eastern Ontario. All costs associated with getting the necessary supplies


required by the Emergency Plan ready and located in the school will be paid by the operating budget of the Fire Department. In the event of an emergency, however, the City will be responsible to re-imburse the Board for:

- any extraordinary costs arising from the City's use of Board facilities, or equipment,
- actual costs of supplies, services, overtime wages or salaries paid to Board employees,
- utility costs,
- cleaning and restoration costs,
- security costs, and
- telephone charges

These charges are not unlike any costs that the City would already face using the Gord Watts Centre or City Hall.



H. Jones
Fire Chief



B. Casselman
City Manager

Harry Jones

From: Carrier-Armstrong, Suzanne (JUS) [Suzanne.Carrier.Armstrong@ontario.ca]
Sent: November 5, 2007 8:25 AM
To: hjones@brockville.com
Subject: Alternate EOC

Hi Harry,

Further to our meeting of Friday, November 2nd, 2007 regarding your Alternate Emergency Operations Centre.

We discussed that your main existing risks could at the present time jeopardize both the primary and alternate EOC due to approximaty of both facilities.

These hazards are:

1. Rail
2. Transportation Accident on Highway 401
3. Water Transportation Accident

There would be advantages in moving your alternate EOC to the north end of the community since it would offer:

1. Logistics (parkings, office space, etc.)
2. Staff access through various roads leading to the alternate site
3. Private location: easier to hold meetings - business cycles
4. Possibility of different grid that the primary EOC
5. Away from normal plume patterns

The issues remaining would be to obtain a memorandum of understanding with the owner of the facility and establish protocols when using the facilitiy as an EOC (i.e., access, setting up of communications systems, etc.) and ensuring the support of Council, if necessary.

Suzanne Carrier-Armstrong
Field Officer / Agente régionale
Secteur Seaway Sector
Emergency Management Ontario / Gestion des situations d'urgence Ontario P.O. Box 1694 /
C.P. 1694 Cornwall, ON K6H 5V7

Tel. / Tél.: 613-933-1363
Fax / Facs: 613-933-5223



AGREEMENT BETWEEN
THE CORPORATION OF THE CITY OF BROCKVILLE
AND
THE CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN
ONTARIO

This agreement made on _____ between
The Corporation of the City of Brockville and the Catholic District School
Board of Eastern Ontario.

AGREEMENT made in duplicate this _____ day of _____ 2008

BETWEEN

**(hereinafter called the Corporation of the City of Brockville
OF THE FIRST PART**

AND

**THE CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
(hereinafter called the "Board")
OF THE SECOND PART**

WHEREAS the City of Brockville has developed an Emergency Plan dealing with procedures to be followed and facilities to be used during an emergency in the City of Brockville **AND**

WHEREAS said Plan involves the use by the City of Brockville of certain facilities owned by the Board, **AND WHEREAS** the Board has in place an Emergency Plan for the safety and security of students, staff and facilities in an emergency, **THE PARTIES HEREBY ENTER INTO THE FOLLOWING AGREEMENT:**

DEFINITIONS

In this Agreement:

- a. **"BOARD"** means the Catholic District School Board of Eastern Ontario;
- b. **"CITY"** means the Corporation of the City of Brockville;
- c. **"CCG"** means the Community Control Group (CCG), a group of officials who is responsible for directing and coordinating the response and provision of the essential services necessary to minimize the effects of an emergency on the community.
- d. **"FACILITIES"** include any building, grounds, apparatus, equipment or vehicles owned or controlled by the Board;
- e. **"EMERGENCY"** means an emergency, as defined in Ontario's Emergency Management and Civil Protection Act, which may occur under one or both of the situations outlined at 1) and 2) below;

1. an emergency situation necessitating action to arrange for temporary shelter or transportation for residents evacuated from their homes, prior to or without the official declaration of an emergency; and
2. an emergency situation necessitating the formal declaration of a state of local emergency by the Municipal Head of Council in the jurisdiction. (i.e. Mayor or Premier of Ontario.)

1.0 NOTIFICATION

The C.E.M.C. (Community Emergency Management Co-ordinator), or his designate, shall, in the event of an emergency or an impending emergency, advise the Board by first notifying:

The Director of Education,

at

OR

at

Notification arrangements shall be mutually agreed to from time to time, and shall be reviewed and tested semi-annually (with testing to be completed in the months of April and November), as agreed upon by both parties. Such notification shall be delivered, in the case of a condition or situation which may threaten the safety, health and well being of students, staff or facilities of the Board; or a condition or situation wherein the City will require the use of the Board's facilities.

2.0 LIAISON

The Board shall be prepared in such an emergency situation to make a Liaison Officer of the Board available on short notice to join the CCG of the emergency Operation Centre (EOC) to work with the EOC through telephone or other means of telecommunications.

This Liaison Officer will advise the EOC of steps being taken by the Board, and of assistance required by the Board to safeguard students and staff during the emergency; and will provide advice and assistance to the EOC in arranging for the use of the Board facilities, as necessary during an emergency.

3.0 USE OF FACILITIES

In the event of notification of an emergency the Board agrees to make available to the City such Board facilities as may be needed, with both parties giving due consideration to the requirements of the Board for the use of the Board facilities for the safe accommodation and transportation of students and staff.

4.0 STAFFING

The Board shall have one or more members of its staff on the premises at all times to assist the CCG with the operation and maintenance of the Board facility during an emergency.

5.0 DILIGENCE AND CARE

The City and other parties having authority to use the Board facilities shall exercise due diligence and care and shall not interfere with any of the Board's facilities, activities, or instructional procedures, unless deemed necessary as part of the response to the emergency. It is understood that student records and files are confidential and will not be accessed by representatives from the City of Brockville.

Upon termination of use by the City, both parties shall inspect the facilities, and make note of any damage, deficiencies, or other such factors resulting from the City's use of said facilities, and the municipality shall be solely responsible for the payment of such damage and shall make good for any deficiencies.

6.0 INDEMNITY

The City hereby agrees to save harmless and indemnify the Board (I) from and against all claims, demands or causes of action whether at law or in equity, in respect of its use of the said facilities as herein provided, and (II) from and against all damages, losses, costs, charges and expenses which the Board may sustain or incur arising from the use and occupation of the Board's premises, including but not limited to:

- a) claims, demands or causes of action by any other person or persons using Board facilities pursuant to this Agreement.

7.0 INSURANCE

The parties hereto further covenant and agree that their public liability insurer(s) have been presented a copy of this Agreement and that the said insurer(s) have confirmed full coverage under existing policies to include usage of Board facilities by officers and representatives of the parties hereto, their employees and agents and members of the public pursuant to the provisions of this Agreement.

In addition, the parties further covenant to provide to the other party hereto a confirmation letter from its insurer(s) whereby the said insurer(s) acknowledges receipt of a copy of the agreement and confirms and acknowledges its liability coverage for those individuals utilizing the Board facilities as set out in this clause and pursuant to the provisions of this Agreement.

8.0 COSTS

The City of Brockville hereby agrees to reimburse the Board for any extraordinary costs arising from the City's use of the Board facilities or equipment. Such costs may include, but are not limited to, the actual costs for supplies, services, overtime wages or salaries paid to the Board employees, additional costs for: utilities, cleaning and restoration for normal school activity, security costs, and telephone charges.

Notification shall be given by the Board to the City of Brockville as to the nature and extent of such extra-ordinary costs and payment therefore shall be made within thirty days of delivery of an invoice for same by the Board to the City of Brockville.

9.0 VOLUNTEERS

Individual volunteers, or volunteer groups and agencies (for example the Red Cross, Amateur Radio, Salvation Army, or St John Ambulance) who are engaged by the City to manage or assist with the management of the emergency in Board premises shall be considered as agents of the Corporation of the City of Brockville.

10.0 CONDUCT ON BOARD PREMISES

The City agrees to take all reasonable precautions against vandalism, mischief and to supervise and be responsible for the behavior by and for

any party or parties who are accommodated in Board premises, or who make use of Board facilities or equipment.

In the sole opinion of the Board it may request that the local Police Force, be present at such Board premises to maintain order.

11.0 FEEDING

No food preparation or consumption will be carried out on Board premises in locations other than those normally set aside for such activities.

No stoves or other cooking devices other than those normally and permanently installed by the Board in such premises shall be used.

12.0 RETURN OF EQUIPMENT & SUPPLIES

Notwithstanding agreements which the Board may have with suppliers of goods and services (including, but not limited to, contracts for bulk supply of food and contracts for bus services) the Board, at the request of the City may assign its rights in whole or in part, for such supplies to the City in furtherance of the terms of this Agreement and the payment of the cost of supply of such goods and services so assigned shall be the responsibility of the

13.0 TERMINATION

This Agreement may be terminated by either of the parties hereto, by SIXTY (60) days notice given in writing to the other party by delivering the same in person or by ordinary mail. Any notice shall be deemed to have been given on the third business day following the date on which it was mailed.

14.0 SUCCESSORS & ASSIGNS

This agreement shall insure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals
attested by the proper officers in that behalf.**

Corporation of the City of Brockville

Catholic District School Board of Eastern Ontario

**Notwithstanding the above paragraph, and following the declaration of a
state emergency to exist, final authority for the use and control of Board
facilities shall rest with the Corporation of the City of Brockville under the
terms of The Emergency Management Act, R.S.O. 1990, c. E.9.**

**EMERGENCY PREPAREDNESS CONTACT NUMBERS CATHOLIC DISTRICT SCHOOL BOARD
OF EASTERN ONTARIO.**

EMERGENCY PREPAREDNESS COORDINATOR

NAME: Mr. Bernie Kehoe
BUSINESS PHONE: (613) 283-5007 ext. 227
HOME PHONE: (613) 283-9190
CELLULAR: (613) 229-1807

DESINATE 1

SUPERVISOR PLANT OPERATIONS (WEST)

NAME: Mr. Darhl Burger
BUSINESS PHONE: (613) 283-5007 ext. 230
HOME PHONE: (613) 259-9147
CELLULAR: (613) 229-1824

DESINATE 2

MANAGER OF TRANSPORTATION

NAME: Ms. Nicole Makinson
BUSINESS PHONE: (613) 933-1720 ext. 107
HOME PHONE: (613) 936-1150
CELLULAR: (613) 330-7275

DESINATE 3

EXECUTIVE ASSISTANT TO THE DIRECTOR

NAME: Mrs. Carole Flaro
BUSINESS PHONE: (613) 258-7757 ext. 210
HOME PHONE: (613) 931-1206
CELLULAR: (613) 330-7503

In the event of an emergency that involves our board the above list of people can be contacted in order of designate.

I trust this will satisfy your requirements.

Regards.

Bernie Kehoe
Manager of Plant and Maintenance

September 8, 2009

REPORT TO OPERATIONS COMMITTEE – September 16, 2009

**2009-141-09
ACCESSIBLE BOARDWALK
WATER STREET PARKING LOT**

**VALERIE HARVEY, DIRECTOR
PARKS & RECREATION**

RECOMMENDATION

THAT Council accept the tendered bid price from j-Dock for provision and installation of an accessible boardwalk at the Water Street Parking Lot in the amount of \$6,720, excluding GST; and

THAT the amount of \$4,000 budgeted for this minor capital work be expensed from account C1040-MC09-BWWS identified for this project; and

THAT the shortfall of \$2,720 be funded from surplus monies in the Docking at Marina capital account C7011-DOCK.

PURPOSE

Purchasing By-law requires Council authorization to proceed with the work identified in this report as the bid price exceeds the amount allocated in the 2009 Minor Capital Budget and in addition, only two bids were received.

BACKGROUND

On July 22, 2009 a Request for Quotation for an Accessible Boardwalk in the Water Street Parking Lot were sent out with the following results received back to the Parks & Recreation Department on August 4, 2009:

<u>Bidder</u>	<u>Price</u> (excluding GST)
Century Building Restoration	no bid
Hubbard Construction	no bid
Richard Steele Construction	\$4,155.36
Robert Lick	no bid
F.M. Hunt Construction	no bid
D.M. Earl Construction	no bid
j-Dock	\$6,720.00

ANALYSIS/OPTIONS

The Parks & Recreation Department requested quotations for an accessible boardwalk to match the existing boardwalk design connecting the west boardwalk to the east boardwalk over the asphalt ramp entrance to Tunnel Bay from the Water Street Parking Lot.

Only two quotations were received back from a possible seven bidders. A low bid was received from Richard Steele Construction however it did not meet the required specifications identified in the bid document. The bid received from j-Dock, while it exceeds the amount budgeted in the 2009 Capital Budget by \$2,720, meets the requirements described in the Scope of Work.

POLICY IMPLICATIONS

Council approval is required as per Purchasing By-law.

FINANCIAL CONSIDERATIONS

The amount of \$120,000 has been approved in the 2009 Capital Budget for Docking at Marina, account C7011-DOCK. A surplus of \$15,781 will result at the completion of this project. Council approved funding the shortfall of \$4,400 for the Blockhouse Island Bollard Project from the Dock Project surplus, reducing the surplus to \$11,381. Staff recommend that the shortfall of \$2,720 for the Accessible Boardwalk also be financed from the Dock Project surplus leaving a surplus of \$8,661.

CONCLUSION

The City should proceed with this project.



V. Harvey
Director of Parks & Recreation



D. Cyr
Director of Finance



B. Casselman
City Manager

August 6, 2009

REPORT TO OPERATIONS COMMITTEE – AUGUST 12, 2009

**2009-132-08
REQUEST FOR STOP SIGNS
VARIOUS LOCATIONS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. E. RAABE, P. ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT a stop sign be placed on Wolthausen Street in the southbound direction at Pearl Street; and

THAT a stop sign be placed on Wolthausen Street in the northbound direction at Brock Street; and

THAT a stop sign be placed on Adley Drive in the southbound direction at Brock Street; and

THAT By-law 21-93 is amended accordingly.

PURPOSE/BACKGROUND

The Operations Department, Engineering Division, was contacted by local residents requesting stop signs be placed at the above noted intersections to control traffic movements.

ANALYSIS/OPTIONS

According to the Highway Traffic Act (HTA), where no traffic control device is present at an intersection, the basic rules of the road apply. The HTA assigns priority to vehicles already within the intersection or, in the event two or more vehicles are approaching the intersection at the same time, the driver on the left must yield to the vehicle on the right. Intersections with no traffic control devices are not common and usually occur on local intersecting streets where traffic volumes are minimal, visibility is good, and operating speeds are low.

Should this method of operation not control the allocation of right-of-way movements of the intersection, it is necessary to install a traffic control device. There are a number of traffic control devices available, increasing in level of control from a yield sign to a stop sign up to full traffic signals.

Yield signs are used where the normal right-of-way rule does not provide safe, convenient and efficient traffic movements and where a stop sign would be too restrictive. Vehicles approaching the sign must yield the right-of-way to oncoming vehicles or vehicles on the

intersecting street. They are typically used on roads where traffic volumes are low, visibility is good and operating speeds are low.

Stop signs are used to clearly assign right-of-way at the intersection. In general, Stop signs should only be used where traffic engineering studies considering such factors as traffic speed, traffic volumes, restricted sight lines and collision experience indicate that the use of Stop sign is warranted.

With the development of Brockwoods Subdivision, it is recommended that stop signs be installed in the above noted locations.

POLICY IMPLICATIONS


The installation of stop signs should follow the guidelines and warrants of the Ontario Traffic Manual. An amendment to the City's Traffic By-Law 21-93 requires Council's authorization.

FINANCIAL CONSIDERATIONS


The Operations Department, Public Works Division will provide and install the necessary signage at the expense of the subdivision developer.

CONCLUSION


It is recommended that stop signs be installed in the above noted locations to control traffic movements at the intersections.



C.J. Cosgrove, P.Eng.
Director of Operations



P.E. Raabe, P.Eng.
Municipal Engineer



D. Cyr
Director of Finance

B. Casselman
City Manager



MEMORANDUM



ENGINEERING DIVISION

To: Operations Committee
From: Peter Raabe, P.Eng.
CC:
Date: September 4, 2009
Re: Installation of Stop Signs – Operations Report 2009-132-08
File #: T07-05

Committee Members, at the last Operations Committee meeting, engineering staff were asked to provide additional information regarding the installation of stop signs at the intersections of Wolthausen Street and Brock Street, Wolthausen Street and Pearl Street and Adley Drive and Brock Street.

These three intersections are located in the west end of the City within the subdivision known as Brockwoods. In 2008 Brock Street was extended westerly to Centre Street and Adley Drive was constructed to provide access to the next phase of Brockwoods Subdivision. Until this time there was no need for traffic control at any of the three intersections. As new homes are constructed and occupied shortly thereafter, there has been an increase in traffic and obviously the need to control traffic movements. Since the intersections have only been in use for a short period of time, the City has no records of collisions and has not conducted any traffic volume counts. It is obvious that traffic volumes in this area are low, however, as the development continues to grow traffic volumes are expected to increase and so too does the need for better traffic control. The City normally uses stop signs as the preferred option to control traffic movements at intersections as the public are more familiar with them and feel it provides greater safety. However, the City does have a number of intersections that utilize yield signs and a number of other intersections without any traffic control signs.

As noted in Report 2009-132-08, the report was initiated following several calls from local residents who have observed or been involved in a "near" traffic incident.

As is customary with all new developments, the City requires proper traffic control measures be implemented and be the financial responsibility of the developer.

Trusting this is satisfactory. If you have any questions, please do not hesitate to contact my office.

from the desk of... Peter E. Raabe, P. Eng., Municipal Engineer
City of Brockville, 1 King Street West, P. O. Box 5000, Brockville, ON K6V 7A5
Tel: 613-342-8772, Ext. 8257, Fax: 613-342-5035, Email: praabe@brockville.com

September 1, 2009

REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 16, 2009

**2009-144-09
TENDER FOR CONTRACT 2009-20
INTERSECTION IMPROVEMENTS
CALIFORNIA AVENUE AND LAURIER BOULEVARD**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. E. RAABE, P. ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT Council accept the tender from Ken Miller Excavating in the amount of One Hundred and Twenty-Eight Thousand, Six Hundred and Thirty-Four Dollars and Fifty Cents (\$128,634.50) excluding GST, plus a five Thousand Dollar (\$5,000) contingency for Contract 2009-20, intersection improvements of California Avenue and Laurier Boulevard; and

THAT that an additional \$13,634.50 be allocated from account C3011-PKDL; and

THAT funding for this contract be allocated from the 2009 Capital Budget account C3011-CALA.

PURPOSE

The purpose of this report is to award the tender for the improvement to the intersection of California Avenue and Laurier Boulevard and to obtain additional funds to complete this project that was approved by Council in the 2009 Capital Budget.

BACKGROUND

In 2006, traffic signals were installed at the intersection to control traffic movements, improve the safety of the intersection and accommodate the increase in traffic volume caused by recent developments along Parkedale Avenue. In addition to the traffic signals, an eastbound right turn lane was also constructed.

It is proposed to construct north and southbound left turn lanes, a westbound right turn lane, concrete curb and gutter, pavement resurfacing, line painting and drainage improvements to further improve traffic operations and safety at the intersection. Left turning vehicles will be separated from through traffic and provided a dedicated place to queue; improving traffic flow and safety of the intersection.

ANALYSIS/OPTIONS

Tenders for Contract 2009-20 were opened at City Hall on Monday, August 31, 2009 at 12:00 p.m. noon. The following is a summary of the results:

1. Ken Miller Excavating, Brockville.....\$128,634.50
2. G. Tackaberry & Sons, Athens.....\$173,511.30
3. Cruickshank Construction Ltd, Morrisburg\$181,434.80

Engineer's Estimate (based on final design and quantities).....\$115,000.00

The lowest tender amount was submitted by Ken Miller Excavating in the amount of \$128,634.50. Construction is scheduled to start the week of October 12, 2009 and be completed by October 30, 2009.

POLICY IMPLICATIONS

In accordance with the City's Budgetary Control and Purchasing By-law 090-2005, the City normally accepts the low tender provided the Contractor is deemed capable and competent to undertake the work.

FINANCIAL CONSIDERATIONS


This project is part of the City's 2009 Capital Budget and but does not have sufficient funds to complete the work as follows:

	DESCRIPTION	2009 CAPITAL BUDGET	ESTIMATED FINAL COST	DIFFERENCE
1.	Construction	\$ 110,000.00	\$ 128,634.50	\$ (18,634.50)
2.	Contingency	\$ 5,000.00	\$ 5,000.00	\$0.00
3.	Engineering	\$ 5,000.00	\$ 0.00	\$ 5,000.00
Total		\$ 120,000.00	\$ 133,634.50	\$ (13,634.50)


In order to accommodate these costs it is proposed to use funds available from the reconstruction of Parkedale Avenue in 2004. Funds from that project were left in account C3011-PKDL to accommodate the design and installation of traffic signals at the intersection of North Augusta Road and Waverly Drive when required sometime in the future. There is currently \$203,746.00 in the account, sufficient funds to cover the design and installation of the traffic signals and to cover the shortfall of \$13,634.50 for this project.

CONCLUSION

It is recommended that Council accept the tender from Ken Miller Excavating for the improvements to the intersection of California Avenue and Laurier Boulevard and that \$13,634.50 be allocated from the Parkedale Avenue reconstruction project in order to have sufficient funds to complete the project.


C. J. Cosgrove, P. Eng.
Director of Operations


D. Cyr
Director of Finance


P. E. Raabe, P. Eng.
Municipal Engineer


B. Casselman
City Manager

September 9, 2009

REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 16, 2009

**2009-146-09
REYNOLDS PARK RISK ASSESSMENT
STATUS UPDATE**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDATION

THAT Report 2009-146-09 be received for information purposes.

PURPOSE

The purpose of this report is to provide an update on the status of Reynolds Park Risk Assessment and the anticipated schedule for its completion.

ORIGIN

In September 2008, XCG Consultants were retained to undertake a Risk Assessment for the Reynolds Park property as an alternative method to full remediation for obtaining a Record of Site Condition which would permit redevelopment of the property.

ANALYSIS

The update to the Phase I Environmental Site Assessment (documentation/report review) was completed in the fall of 2008.

The update to the Phase II Environmental Site Assessment (groundwater and soil testing) was completed on August 4, 2009. This work has identified the presence of metals and hydrocarbons in the soil and groundwater at the property. There is also a buried layer of coal, ash, brick, metal and wood which ranges from 0.2 to 1.5 metres thick across the site.

The following is the schedule for the remaining project tasks:

Task	Actual Date of Completion	Revised Estimated Date of Completion
Task 3: Phase II Environmental Site Assessment	August 4, 2009	
Task 4: Risk Assessment and Risk Management Plan		September 8, 2010
<ul style="list-style-type: none"> Detailed Characterization of Property and Contaminants 		August 28, 2009
<ul style="list-style-type: none"> Pre-Submission Form Completion 		September 25, 2009
<ul style="list-style-type: none"> Human Health Risk Assessment 		November 25, 2009
<ul style="list-style-type: none"> Ecological Risk Assessment 		December 23, 2009
<ul style="list-style-type: none"> Risk Management Plan 		February 3, 2010
<ul style="list-style-type: none"> City of Brockville Review of Risk Assessment Report and Risk Management Plan and Report Revisions 		February 3, 2010 – March 3, 2010
<ul style="list-style-type: none"> MOE Review of Risk Assessment Report and Risk Management Plan 		March 3, 2010 – August 4, 2010 (22 weeks)
<ul style="list-style-type: none"> Response to MOE Comments and Risk Assessment Report and Risk Management Plan revisions. 		August 18, 2010
<ul style="list-style-type: none"> Anticipated receipt of MOE Approval. 		September 8, 2010
Task 5: Record of Site Condition Filing	-	October 8, 2010
Task 6: Project Management	-	October 8, 2010

Depending on the length of the MOE review of the Risk Assessment documentation, the Record of Site Condition may not be obtained until October 2010. However, for the purposes of the Official Plan process, and planning capital projects for the property, the risk assessment evaluations will be completed by the end of 2009, and the proposed Risk Management Plan, outlining the measurements that should be taken to mitigate the risk(s) identified, will be completed by early February 2010. If this schedule holds, we should be in a position by the end of 2009/early 2010 to be reasonably confident about the environmental status of the property and how that may impact its future use.

POLICY IMPLICATIONS

None

FINANCIAL CONSIDERATIONS

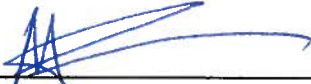
None



C. J. Cosgrove, P. Eng.
Director of Operations



D. Cyr
Director of Finance



B. Casselman
City Manager

AUG 5, 2009

REPORT TO OPERATIONS COMMITTEE – SEPT. 16, 2009

**2009-135-09
WINTER MAINTENANCE
POLICY AMENDMENTS**

**C. COSGROVE
DIRECTOR OF OPERATIONS
R. FRASER
PUBLIC WORKS SUPERVISOR**

RECOMMENDATION

THAT the following sections of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis/Options sections of this report:

Schedule A – Roadway Snow Clearing System

THAT all costs incurred due to the recommended changes be charged to the associated winter maintenance accounts.

PURPOSE

Annual amendments are required to keep the Winter Maintenance Policy current with respect to infrastructure serviced and level of service provided.

BACKGROUND

The Winter Maintenance Policy was passed by City Council in November of 1999. Annual amendments have been passed in September of each succeeding year to allow Public Works forces to effectively and efficiently carry out Winter Maintenance operations.

ANALYSIS/OPTIONS

The following changes to the Policy are required. Explanatory details are listed immediately following the amended section.

Additions:

Chase Lane – from Chase St. westerly 120 m_± to end of laneway – Class 6

Explanation:

This is a City owned laneway that services the business on the north side of King St. between Chase St. and Kincaid St. It has been previously serviced for winter maintenance by Beattie Dodge Chrysler Ltd. at no cost to the City.

For liability issues and to ensure servicing is consistent with other City laneways, it should be added to the City's Winter Maintenance Policy and serviced as per the classification.

POLICY IMPLICATIONS


As per the recommendation, the policy must be amended to reflect the listed changes.

FINANCIAL CONSIDERATIONS

No cost increase or decrease is anticipated with the above changes.

CONCLUSION

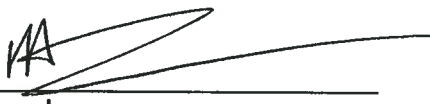
The above recommendations should be implemented to provide an up to date snow and ice control policy.



C. J. Cosgrove, P. Eng.
Director of Operations



R. Fraser
Public Works Supervisor



B. Casselman
City Manager



D. Cyr.
Director of Finance

September 8, 2009

REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 16, 2009

**2009-147-09
SUSTAINABLE WASTE MANAGEMENT PLAN -
REGIONAL OPTIONS**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY
ACTING DIRECTOR OF PARKS
& RECREATION**

RECOMMENDATION

THAT the City issue a Request for Proposals to prepare a Sustainable Waste Management Plan that will identify the recommended waste management system to be implemented in 2011; and

THAT the member municipalities of the Joint Services Committee be invited to prepare Sustainable Waste Management Plans concurrently with the City to facilitate the evaluation of regional waste management options.

ORIGIN/BACKGROUND

The current contract for collection and disposal of municipal solid waste and recyclables expires on December 31, 2010. The parameters of the waste management system to be included in the next contract should be decided by early 2010 to permit timely tendering of the contract.

ANALYSIS

The City's current waste management system includes collection of residential solid waste and disposal at a private landfill site, along with collection and return to market of residential recyclables, curbside leaf/Christmas tree collection, as well as access to a transfer station for the disposal of waste generated by City activities. The current contract for this waste management system expires on December 31, 2010.

In addition to the waste management system in place, there are an increasing number of options which could be utilized after 2010, including:

- Regional collection and/or disposal contracts
- Conversion of organic waste to electricity through technologies such as plasma gasification and electrokinetic gasification
- Conversion of organic waste to commercial compost through organics composting processes

The City needs to determine which option(s) will comprise its waste management system in 2011 and beyond.

In June 2007, the Ministry of the Environment issued the *Policy Statement on Waste Management Planning: Best Practices for Waste Managers* (Provincial Policy Statement). This document outlines a framework for the development of sustainable waste management systems and services. As with any sustainable planning exercise, the development of a sustainable waste plan should address the triple bottom line of environmental, social and economic factors.

The Provincial Policy Statement requires all municipalities to develop Municipal Waste Management Plans. Small municipalities (population less than 100,000) are to begin implementing their plan within 2 ½ years after the Policy Statement is finalized.

It is recommended that the City develop a long-term strategy that will ensure that the waste management needs of the community are addressed for the next 20 to 25 years and that meets the future requirement of having a formal plan in place, while also identifying the waste management system to be implemented in the contract commencing in 2011. This can be achieved through reviewing the current waste management system and evaluating alternative methods of sustainable and practical waste management service delivery, ensuring that the community is aware, engaged and motivated to participate through the process.

Given that there can be a regional component to many of the options, it is also recommended the member municipalities of the Joint Services Committee be invited to prepare Sustainable Waste Management Plans concurrently with the City to facilitate the evaluation of regional waste management options.

POLICY IMPLICATIONS

None

FINANCIAL CONSIDERATIONS

The estimated cost for preparing a Sustainable Waste Management Plan is expected to be in the order of \$50,000. A recommended funding source would be identified with the recommendation to retain a consultant to undertake the work.

CONCLUSION

It is recommended that a Request for Proposals be issued for the preparation of a Sustainable Waste Management Plan, and that member municipalities of the Joint Services Committee be invited to prepare Sustainable Waste Management Plans concurrently with the City.



C. J. Cosgrove, P. Eng.
Director of Operations



D. Cyr
Director of Finance



B. Casselman
City Manager



V. Harvey
Acting Director of Parks & Recreation