



Finance, Administration and Operations Committee

Wednesday, December 3, 2014, 4:15 pm
City Hall, Council Chambers

Committee Members

Councillor T. Blanchard, Chair
Councillor P. Deery
Councillor J. Earle
Councillor J. Fullarton
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Clerk's Office
Environmental Services
Finance Department
Fire Department
Human Resources Dept.
Operations Department
Airport Commission
Arena Advisory Board
Brockville Municipal
Accessibility Advisory
Committee (BMAAC)

CRCA
Cemetery
Health Unit
Joint Services Committee
PLMG
Police Services Board
Safe Communities Coalition
St. Lawrence Lodge
Management Board
Volunteer Awards

All legal matters [excepting
the purchase and sale of
land]

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

Nil.

CORRESPONDENCE

Nil.

STAFF REPORTS

5 - 7

1. 2014-126-12
Request for Taxi Stand on King Street East

*THAT Council authorize the designation of a Taxi Stand for five (5) parking stalls on the north side of King Street East immediately east of 8 King Street East from Thursdays to Saturdays between the hours of 11 pm to 3 am;
and*

THAT Parking By-law 119-89 be amended accordingly.

- 8 - 9 2. 2014-127-12
Airport Building Lease Renewal

THAT the City of Brockville accept a proposal from 2020613 Ontario Limited, operating as Heritage Kitchens Limited, to extend their current lease agreement to December 31, 2017 for the rental of Hangar #2 at the Brockville – 1000 Islands Regional Tackaberry Airport at a rate of One Thousand and fifteen dollars (\$1,015) per month plus applicable taxes commencing January 1, 2015, with an annual compounded increase of 1.5% for the remaining two (2) years.

- 10 - 12 3. 2014-128-12
Request for Disabled Persons
Park, No Parking and 15 Minute Parking on
Broad Street, Brockville

THAT parking be prohibited on the west side of Broad Street from the south side of Flint Street to 12 meters south of Flint Street; and

THAT parking be prohibited on the west side of Broad Street from 32.7 meters south of Flint Street to the southerly limit of Broad Street; and

THAT 15 minute parking be permitted on the west side of Broad Street from 12 meters south of Flint Street to 32.7 meters south of Flint Street; and

THAT Schedule 1, Subsection 72, and Schedule 5, Subsection 74 of Parking By-Law 119-89 be amended accordingly; and

*THAT Schedule 11, Subsection 69, Schedule 1, Subsection 72 and Schedule 5, Subsection 74 of Parking By-Law 119-89 be amended accordingly to reflect the As-Constructed conditions of the east side of Broad Street, south of Flint Street
(see Appendix 1)*

- 13 - 15 4. 2014-124-12
Brockville Dog Park Association
Transfer of Funds

THAT the net revenue collected on behalf of the Brockville Dog Park be paid out to the Brockville Dog Park Association.

- 16 - 17 5. 2014-130-12
Reynolds Park Risk Assessment
Additional Testing for Response to Comments
on the Risk Assessment Report

THAT laboratory analysis of soil samples from additional test pits at Reynolds Parks be authorized at a cost of up to \$15,000, with funding provided from the Memorial Centre Pad and Boards project, account 9701101-9137003.

- 18 - 32 6. 2014-131-12
Save Our Shipwrecks,
Thousand Island Chapter Dive Token Proposal

THAT Council endorse the proposal from Save Ontario Shipwrecks – Thousand Islands Chapter to sell dive tokens to raise funds towards City-owned scuba diving facilities at Centeen Park and the Save Ontario Shipwrecks underwater sculpture park.

- 33 - 34 7. 2014-132-12
Temporary Borrowing By-Law

THAT Council hereby authorizes the passing of a Temporary By-Law providing for the Mayor and the Treasurer to borrow temporary working capital, as may be required for the Current Fund Operations, of up to \$5,000,000 for the year 2015; and

THAT the necessary by-law be enacted.

- 35 - 36 8. 2014-133-12
Ontario Regulation 284/09
Budget Matters-Expenses

THAT Council adopt this report of expenses excluded from the 2015 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

- 37 - 40 9. 2014-129-12
2014 Municipal Election Accessibility Initiatives

THAT Council receive report entitled “2014 Municipal Election – Accessibility Initiatives” in accordance with the Municipal Elections Act.

Finance, Administration and Operations Committee
December 3, 2014

- 41 - 46 10. 2014-141-12
 A Tax Write Offs as Authorized
 By Municipal Act.

THAT Council authorizes the cancellation, reduction or refund of taxes pursuant to provisions of The Municipal Act, 2001 in the amount of \$69,998.23 and charge the municipal portion of \$51,709.88 to Tax Write off Account 01-5-032006-2041.

- 47 - 48 11. 2014-140-12
 A 2014 Ontario Community Infrastructure Fund
 Formula Based Agreement

THAT Council authorize the Mayor and City Clerk to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) to receive infrastructure funding in the amount of \$97,169.00 as outlined in the Ontario Community Infrastructure Fund (OCIF) – Formula Based Component Agreement OCIF FC-0038.

NEW BUSINESS

- 49 - 51 1. Transit Extension Project
 Councillor Bursey

FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for January 20, 2015.

November 21, 2104

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – December 3, 2014

**2014-126-12
REQUEST FOR TAXI STAND
KING STREET EAST**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. McMUNN C.E.T.
SUPERVISOR OF TRANSPORTATION SERVICES**

RECOMMENDATION

THAT Council authorize the designation of a Taxi Stand for five (5) parking stalls on the north side of King Street East immediately east of 8 King Street East from Thursdays to Saturdays between the hours of 11 pm to 3 am; and

THAT Parking By-law 119-89 be amended accordingly.

PURPOSE/BACKGROUND

Operations staff were contacted by Scott Fraser, Chief of Police, inquiring if the five (5) parking spaces immediately east of 8 King Street East (The Phoenix Eatery and Bar) could be designated as a “Taxi Stand” to allow for taxis to have a safe drop off and pick up location for patrons of the aforementioned establishment.

ANALYSIS

Chief Fraser has consulted with local taxi companies who have expressed interest in there being a designated “Taxi Stand” in the general area of 8 King Street East. Brockville Police Services have noted ongoing congestion of the roadway from taxis in front of the aforementioned establishment from Thursday to Sunday from 11 pm to 3 am and are confident that the designated “Taxi Stand” will assist in reducing if not eliminating that congestion. Chief Fraser has identified that the Brockville Police will monitor and enforce the Bylaw during the period of Thursday to Sunday for the times posted. The five (5) stalls on the north side of King Street East immediately east the aforementioned establishment are preferred as it would eliminate pedestrians potentially crossing King Street East midblock to access waiting taxis. Appendix 1 (attached) illustrates the proposed location for the Taxi Stand.

POLICY IMPLICATIONS

An amendment to the City’s Parking By-Law 119-89 requires Council’s authorization.

FINANCIAL CONSIDERATIONS

Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2014 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs.

CONCLUSION

It is recommended that the Taxi Stand be installed as detailed.



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



P. McMunn C.E.T.
Supervisor of Transportation Services

S. Fraser
Chief of Police



D. Dick CA, CPA
Director of Corporate Services



per B. Casselman
City Manager



BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:

Legend:

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DRAWING NAME

KING STREET EAST
TAXI STAND
APPENDIX 1

Rev.	Date	By	Comments
1	NOV 21/14	JPB	-

Drawn: JPB	Date: NOV 21, 2014
Scale: NTS	Drawing No: 1



KING STREET EAST

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November 21, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – December 3, 2014

**2014-127-12
AIRPORT BUILDING LEASE
RENEWAL**

**BROCKVILLE AIRPORT COMMISSION
W. HATFIELD, CHAIR**

RECOMMENDED

THAT the City of Brockville accept a proposal from 2020613 Ontario Limited, operating as Heritage Kitchens Limited, to extend their current lease agreement to December 31, 2017 for the rental of Hangar #2 at the Brockville – 1000 Islands Regional Tackaberry Airport at a rate of One Thousand and fifteen dollars (\$1,015) per month plus applicable taxes commencing January 1, 2015, with an annual compounded increase of 1.5% for the remaining two (2) years.

PURPOSE

The purpose of this report is to accept a proposal from Heritage Kitchens for the lease of the building known as Hangar #2 at the Brockville – 1000 Islands Regional Tackaberry Airport.

BACKGROUND

In November 2009, City Council accepted a report from the Airport Commission proposing a five (5) year building lease agreement with 2010613 Ontario Limited, operating as Heritage Kitchens Limited, with an option to renew for an additional five (5) years. The proposed monthly lease rate was \$1000.00 plus applicable taxes. Heritage Kitchens were responsible for paying the property taxes, utility costs, as well as the installation and maintenance of a commercial grade security system.

ANALYSIS/OPTIONS

Heritage Kitchens uses the hanger for warehousing and for fabrication of custom cabinetry. Heritage Kitchens has proven to be a favorable tenant as they offer employment to a number of staff at the facility. There have been no concerns raised by either party over the past five (5) years.

POLICY IMPLICATIONS


Authorization from Council is required for the City to enter into the lease agreement.

FINANCIAL CONSIDERATIONS

The 2015 Airport Operating Budget accounted for the building to continue to generate revenue until the end of 2015 in the amount of \$12,180.00. Operating expenses are offset significantly by revenues from land and building leases.

CONCLUSION

It is recommended that Council accept the proposal from Heritage Kitchens.



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



W. Hatfield
Airport Commission Chairman



D. Dick CA, CPA
Director of Corporate Services



per B. Casselman
City Manager

November 21, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – December 3, 2014

2014-128-12

**REQUEST FOR DISABLED PERSONS
PARKING, NO PARKING AND
15 MINUTE PARKING
BROAD STREET**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
PAUL McMUNN C.E.T.
SUPERVISOR OF TRANSPORTATION SERVICES**

RECOMMENDATION

THAT parking be prohibited on the west side of Broad Street from the south side of Flint Street to 12 meters south of Flint Street; and

THAT parking be prohibited on the west side of Broad Street from 32.7 meters south of Flint Street to the southerly limit of Broad Street; and

THAT 15 minute parking be permitted on the west side of Broad Street from 12 meters south of Flint Street to 32.7 meters south of Flint Street; and

THAT Schedule 1, Subsection 72, and Schedule 5, Subsection 74 of Parking By-Law 119-89 be amended accordingly; and

THAT Schedule 11, Subsection 69, Schedule 1, Subsection 72 and Schedule 5, Subsection 74 of Parking By-Law 119-89 be amended accordingly to reflect the As-Constructed conditions of the east side of Broad Street, south of Flint Street (see Appendix 1)

ORIGIN

The request originated from the Clerk's Office.

BACKGROUND AND ANALYSIS

On-street parking on Broad Street, south of Flint Street was previously reconsidered as a result of the Tall Ships Landing and Aquatarium development. The parking allocation and configuration was agreed upon by representatives from Tall Ships Landing, the Aquatarium and the Boardwalk condominium as illustrated in Appendix 1.

POLICY IMPLICATIONS

Amendment to the City's Parking By-Law 119-89 requires Council's authorization.

2014-128-12

Request For Disabled Persons
Parking, No Parking And 15 Minute
Parking On Broad Street

Page 2

FINANCIAL CONSIDERATIONS

Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2014 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs

CONCLUSION

Staff recommends amending the City's Parking By-Law 119-89 accordingly.



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



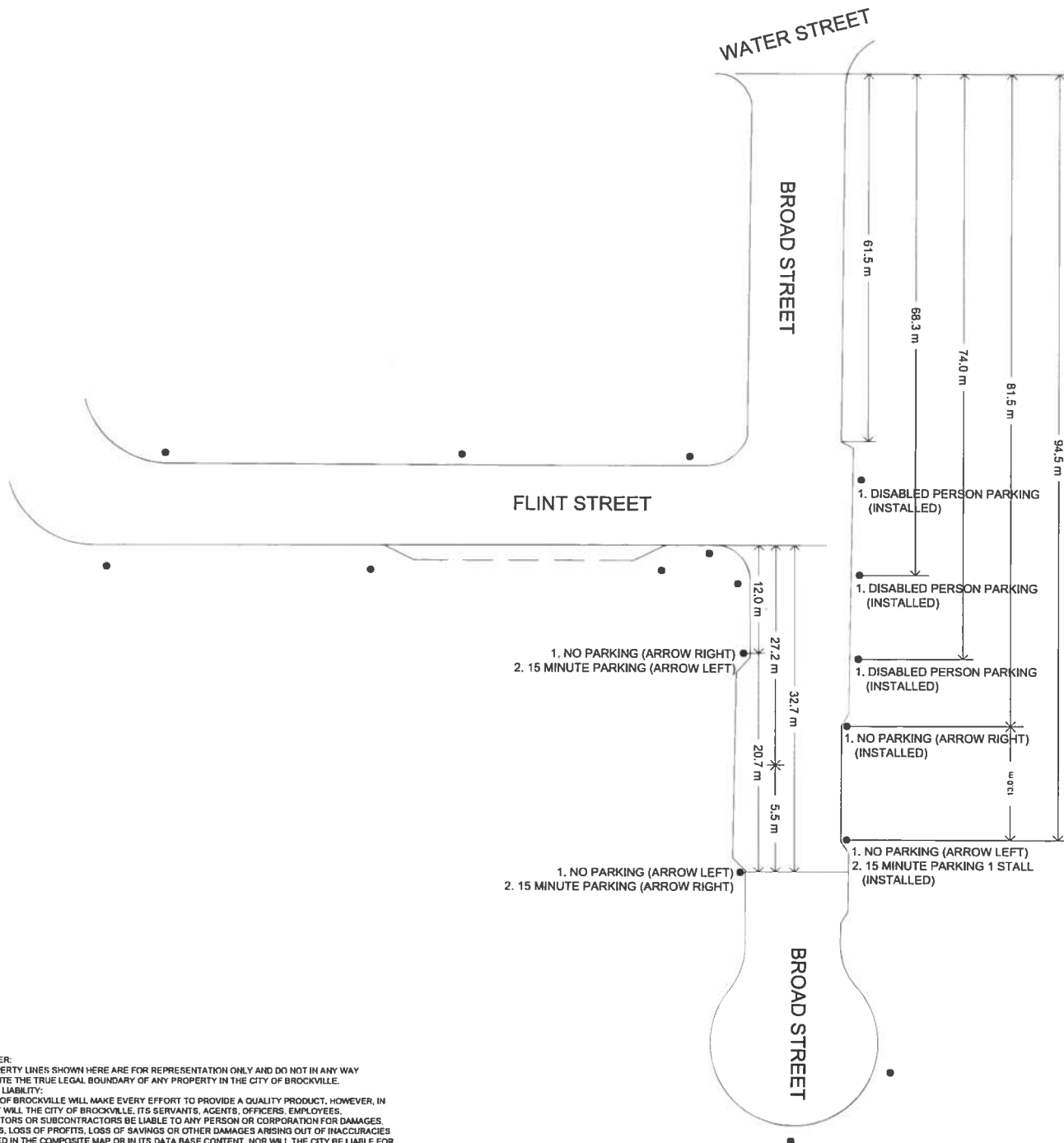
P. McMunn
Supervisor of Transportation Services



D. Dick CA, CPA
Director of Corporate Services

per 

B. Casselman
City Manager



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BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:



Legend:

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DRAWING NAME

BROAD STREET AS-BUILT
SIGNAGE LAYOUT
APPENDIX 1

Rev.	Date	By	Comments
1	MAR 7/13	MAH -	

Drawn: MAH Date: MAR 7, 2013
Scale: NTS Drawing No: 1

November 24, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – DEC. 3, 2014

2014-124-12

**BROCKVILLE DOG PARK ASSOCIATION –
TRANSFER OF FUNDS**

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

RECOMMENDED

THAT the net revenue collected on behalf of the Brockville Dog Park be paid out to the Brockville Dog Park Association.

PURPOSE

To pay out the balance of revenue received on behalf of the Brockville Dog Park Association so that the Association may deposit it to its own account for the operation and maintenance of the Dog Park.

BACKGROUND

The Brockville Off-Leash Dog Park opened in July 2008. The Dog Park is situated on City-owned land on Broadway Avenue behind the Centennial Youth Arena. The City of Brockville received donations and provided support towards the Dog Park Project. Donations and advertising revenue now fund the annual operation of the park.

In 2012, the Dog Park experienced a surplus of \$3,236.24. Donations and advertising revenue both contributed to this surplus. In 2013, this surplus was transferred to the Unspent Budget reserve. Since that time, the Brockville Dog Park Association has been overseeing Dog Park revenues and expenditures without the involvement of the City of Brockville. Attachment 1 to this report is a letter from the Brockville Dog Park Association requesting that the City transfer the funds to their account.

ANALYSIS

The Brockville Dog Park Association is not a committee of Council. The Dog Park project is complete and fully funded. Therefore, any surplus of revenues should be paid to the Dog Park Association so that it may be used to carry on its day-to-day operations.

POLICY IMPLICATIONS


None

FINANCIAL CONSIDERATIONS

A cheque is required in the amount of \$3,236.24 to be made out to The Brockville Dog Park Association to be drawn from the Unspent Budget Reserve Account #01-3-999904-9904.

CONCLUSION

Dog Park funds currently being held in the Unspent Budget Reserve should be paid out to the Brockville Dog Park Association so that they may be used to fund future operating expenses of the Dog Park under the direction of the Brockville Dog Park Association.



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

D. Dick, CPA, CA
Director of Corporate Services

per B. Casselman
City Manager

BROCKVILLE DOG PARK ASSOCIATION

P.O. Box 133.

Brockville, Ontario

K6v 5V2

brockvilledogpark@Outlook.com

November 5, 2014

City of Brockville,

Finance Department

Victoria Building,

Brockville, Ontario

Attn: Chrissy Ward;

Treasury Officer

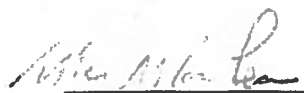
Re; Brockville Dog Park Association

Dear Ms. Ward

Further to our telephone conversation, we are writing to request that the funds on deposit with the City to the credit of the Dog Park be released to be deposited in the new bank account of the Brockville Dog Park Association.

If any further information is required please do not hesitate to contact us.

Yours very truly,



Mac MacLean

Chairman



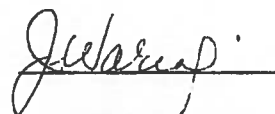
Ken Grant

Vice-Chairman



Diane Daub

Secretary



Jacqueline Waring

Treasurer

November 24, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – DEC. 3, 2014

2014-130-12

**REYNOLDS PARK RISK ASSESSMENT -
ADDITIONAL TESTING FOR RESPONSE TO
COMMENTS ON THE RISK ASSESSMENT REPORT**

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

RECOMMENDED

THAT laboratory analysis of soil samples from additional test pits at Reynolds Parks be authorized at a cost of up to \$15,000, with funding provided from the Memorial Centre Pad and Boards project, account 9701101-9137003.

PURPOSE

The purpose of this report is to provide an update regarding the Risk Assessment process for Reynolds Park, and to recommend additional work to address comments by the Ministry of Environment and Climate Change (MOECC).

BACKGROUND

It is hoped that a Record of Site Condition can be obtained for Reynolds Park through the risk assessment process (as opposed to a more expensive “dig and dump” clean-up of the site), allowing the safe development of the property for use as a public park.

ANALYSIS

The Risk Assessment report for Reynolds Park was submitted to the MOECC in May 2014. The MOECC provided comments on the report in September 2014. Forty-five comments were made, ranging from minor formatting corrections to requests for additional testing to support the conclusions of the report. Based on the nature of the comments received, there is reasonable confidence that approval for the Risk Assessment can be gained.

The estimated cost for the analysis of 36 samples from 15 test pits to be dug at the Reynolds Park site is \$15,000.

POLICY IMPLICATIONS

Council approval is required to approve the allocation of additional funds to the Risk Assessment project.

2014-130-12

Reynolds Parks Risk Assessment – Additional Testing for
Response to Comments on the Risk Assessment Report

Page 2

FINANCIAL CONSIDERATIONS


The cost of the initial Risk Assessment was \$78,258 plus HST. An additional \$54,000 was allocated in the 2013 Capital Budget for updated sampling and Environmental Site Assessment reporting as the Regulation governing MOECC requirements for risk assessments was amended after the original report was virtually complete.


The \$15,000 for the additional analysis of samples can be allocated from the Memorial Centre Pad and Boards project which is projected to have a surplus of \$125,000.

In comparison, the estimated cost of remediating the Reynolds Park site by removal of the soil not meeting the MOECC guidelines is \$750,000.

CONCLUSION

The cost of analyzing additional soil samples from Reynolds Park should be funded from the Memorial Centre Pad and Boards project.



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

D. Dick, CPA, CA
Director of Corporate Services

per B. Casselman
City Manager

November 24, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – DEC. 3, 2014

2014-131-12

**SAVE ONTARIO SHIPWRECKS - THOUSAND
ISLANDS CHAPTER – DIVE TOKEN PROPOSAL**

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

RECOMMENDED

THAT Council endorse the proposal from Save Ontario Shipwrecks – Thousand Islands Chapter to sell dive tokens to raise funds towards City-owned scuba diving facilities at Centeen Park and the Save Ontario Shipwrecks underwater sculpture park.

PURPOSE

The purpose of this report is to present a proposal from Save Ontario Shipwrecks – Thousand Islands Chapter (SOS) to raise funds for scuba diving facilities through the sale of dive tokens.

BACKGROUND

Attachment 1 provides the details of the proposal by SOS.

ANALYSIS

Sale of the tokens could provide valuable funds to maintain and upgrade diving amenities in Centeen Park, such as a change facility and the river access stairs. The SOS share of the funds raised through the sale of tokens would be directed towards upgrading the underwater sculpture park.

Enhanced scuba diving facilities would benefit local divers, support an important tourism offering, while also addressing concerns commonly raised by non-divers enjoying Centeen Park, such as divers changing in public, shared use of the river access stairs, and lack of adequate parking.

SOS and staff would work out the final details required to implement the program.

POLICY IMPLICATIONS

None.

FINANCIAL CONSIDERATIONS

The level of success of the program would determine the type of investment in City-owned diving amenities at Centeen Park. Expenditure of the City's share of the dive token sales would be approved by Council.

CONCLUSION

The proposed sale of dive tokens by SOS should be endorsed.



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




D. Dick, CPA, CA
Director of Corporate Services


per B. Casselman
City Manager



Centeen Park Dive Tokens

- The Thousand Islands Chapter of Save Ontario Shipwrecks would like to partner with the city of Brockville to improve the dive experience at Centeen Park.
- We had a very positive and receptive meeting with the director of operations late this summer where we discussed the future of diving at Centeen Park and a wish list of improvements.
- Our proposal is to charge a nominal user fee to dive at Centeen Park. We firmly believe that facility improvements specifically for divers should be paid for by divers, not the taxpayer's of Brockville.
- Our plan to create and market an annual diving token with the proceeds of the sale going directly to upgrade the park facilities and also fund the continued development of the newly created Underwater Sculpture Park.

- 
- The Centeen Park area is already considered to be one of the best diver training areas in Eastern Ontario for a variety of valid reasons.
 - The high usage of the area as a training facility brings with it great opportunities but also highlights some of the short comings of the park facilities.
 - Inadequate parking
 - Washroom access
 - No change facility
 - No covered area or pavilion
 - Only one point of water entry/exit for divers and swimmers
 - The Underwater Sculpture Park as it exists is strictly a novelty and will need significant and continued additions to become a legitimate dive attraction. It has already proven to draw divers from the USA who have heard of it on social media.



Diver Training at Centeen Park

We asked for input from three companies that use Centeen Park as a their primary open water training facility

- Dive Tech Training Centre, Mallorytown - Dan Humbel
 - We are regular users of Centeen Park for diver training and look forward to improvements, we are happy to assist in any way possible
 - We are open to paying for a dedicated parking spot
 - If a shelter or change room is built, we would be willing to provide the required diver safety equipment for all to use, if a lock up area is provided
 - We are strong supporters of SOS and their efforts to preserve and enhance the local diving experience
- Diver's Warehouse, Ottawa - Lorie Holmes
 - We appreciate the use of Centeen Park for our diver training and are more than happy to assist with the park's care and upkeep
 - It is shop policy to do a site sweep prior to leaving the park and pick up any garbage on the grounds or within the washroom facilities
 - There have been several instances where we have removed the debris deliberately placed to clog sinks in both washrooms and turned off the water left running
 - Although this prank was not perpetrated by the divers, we believe we have an obligation to leave the park clean and suitable for everyone to use
 - Divers are regularly asked to retrieve items lost or thrown into the water and we are happy to accommodate these requests
 - We enjoy taking to the swimmers about what we see and find on the bottom
- Action Scuba, Pointe-Claire - Diane Tetrault
 - We think Centeen park is a great site and we are extremely grateful to have access to it
 - We want to work together to ensure continued access for divers
 - We are open to contributing financially to some of the initiatives to improve the facilities for all

Things we think would help:

- Changing areas / stalls for divers
- A sign by the stairs of Centeen showing "terms of use": no nudity, pack away all garbage, no driving I the lawn, etc

Some of the things we do:

- Annual beach and underwater clean-up
- We encourage all of our course students to stay in Brockville and provide them with a list of local hotels and restaurants
- We send about 150 students for courses of 2 days to Brockville, which requires one or more overnight stays locally
- Past surveys of students shows each spends an average of \$200-300 per weekend (including hotel and eating out) locally
- That's upwards of \$45,000 in local tourist revenue annually. And that's just our school
- In addition to this, we have another 200 or so 1 day course students or charter customers who also spend locally
- Most of our instructors spend every weekend in Brockville all summer, spending upwards of \$7500 each locally

Centeen Park Diver Access Steps



Centeen Park New Sign



Dive Tokens



These tokens will be produced locally at Ketchum
We believe they will become a collector item for divers visiting Brockville



Dive Token Sales

- The proposed model is to have SOS manage the production and sale of these tokens with the co-operation of the various local stakeholders.
- The tokens will be produced locally and will tentatively be sold at the following locations
 - Dive Tech Training Center
 - Brockville Adventure Center
 - Brockville Tourism Office
 - Blockhouse Attendants Office
 - Local Charter Boat Operators
 - Out of town dive shops using the training area
- We will require signage at Centeen Park to identify that divers are expected to have a current dive token and to direct divers to where these tokens can be purchased. Signs could also be erected at Blockhouse Island and St. Lawrence Park to improve exposure.
- It is our belief that an “easy” or voluntary approach to collection of the new fee is the best approach and should not require daily policing.

Sample Centeen Park Sign

Divers are encouraged to support improvements to this facility and the Underwater Sculpture Park located here by purchasing the annual Centeen Park dive token



Tokens are available for \$10.00 at

- Brockville Adventure Center
- Brockville Tourism Office
- Blockhouse Attendants Office
- Dive Tech Training Center Mallory town
- Brockville Dive Charter Boat Operators
- Many Dive Training Instructors

One time users may donate \$2 in the box



Dive Token Reception

- We have a commitment from the dive shops that regularly use the park as a training facility to include the purchase of the annual dive token into the cost of diver training. One local owner has also committed to purchase tags for all of his rental gear.
- Local dive shops and some charter boat operators have already committed to sell these dive tokens and only see positive things coming from these sales.



Estimated Dive Token Cost

- Based on the current design
 - Pricing for 500 tags will be \$0.35 each
 - Pricing for 250 tags will be \$0.48 each
 - A one time Artwork/film/screen charge of \$195.00 for 1 colour on 2 sides
- We need to confirm the cost of having date changed annually?
- We need to confirm the size of the initial order 500?
- We need to confirm required date and production lead time?



Financials

- SOS would like to install a donation box at Centeen Park for one time park users to donate \$2.00 rather than purchase a token
- The annual dive token price will be Wholesale \$9.00 – Retail \$10.00
- Up front purchase with a guaranteed buy back vs. consignment sales
- 70/30 Split
- The city of Brockville will receive 70% of net revenue
 - These funds are to be deposited into a separate fund used solely to improve the diving experience at Centeen Park
- SOS Thousand Islands will receive 30% of net revenue
 - These funds are to be kept separate and used to improve the Underwater Sculpture Park
- SOS Thousand Islands will manage the purchase and distribution of the annual dive tokens (Unless the City would prefer to manage)
- SOS Thousand Islands will manage the accounting and disbursement of proceeds. (Unless the City would prefer to manage)



Path Forward

City of Brockville

- Confirm acceptance of the project in principal
- Confirm who will manage project financials
- Present proposal to city council for approval
- Confirm co-operation for city managed sales outlets

SOS

- Confirm token material and ink is water proof?
- Confirm the cost of having date changed annually?
- Confirm the size of the initial order 500?
- Confirm required date and production lead time and order tokens



Questions?

November 20, 2014

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
DECEMBER 3, 2014**

**2014-132-12
TEMPORARY BORROWING BY-LAW**

**D.DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE**

RECOMMENDATION

THAT Council hereby authorizes the passing of a Temporary By-Law providing for the Mayor and the Treasurer to borrow temporary working capital, as may be required for the Current Fund Operations, of up to \$5,000,000 for the year 2015; and

THAT the necessary by-law be enacted.

PURPOSE

This temporary by-law gives the Mayor and Treasurer the ability to borrow funds for current operations if required throughout the 2015 fiscal period.

BACKGROUND

Municipalities are required annually to pass a temporary borrowing by-law for funds it deems it may require to accommodate operating expenditures until taxes are levied. The City of Brockville levies their taxes in two installments – currently the interim bill is due in late February and the final tax bill is due in late August.

This by-law authorizes both external borrowing from a financial institution and internal borrowing from our reserve fund accounts. Internal borrowing rates are based between the prime bank rate and the current investment rate. In this way, the reserve funds and the current fund investments / borrowing are optimized.

ANALYSIS

Cash flow has become tighter in the last few years due to the size of capital projects as well as the impact of reduced City reserves.

Borrowing requirements are dependent upon spending requirements, debt repayment and the collection of taxes. Historically the City has not found it necessary to exercise the use of this by-law. It is necessary that a sufficient borrowing limit be established with the bank in order to make available a draw should it be needed.

FINANCIAL CONSIDERATIONS

There are no financial considerations at this time as there is no immediate requirement for borrowing.

CONCLUSION

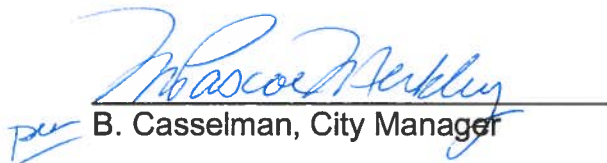
This by-law is a contingency plan allowing the City to be prepared in the event of a short-fall in funds between tax billing due dates.



D. Dick, CPA, CA
Director of Corporate Services



L. Ferguson, CPA, CGA
Manager of Finance


B. Casselman, City Manager

November 20, 2014

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
DECEMBER 3, 2014**

2014-133-12

**ONTARIO REGULATION 284/09
BUDGET MATTERS-EXPENSES**

**D. DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE**

RECOMMENDED

THAT Council adopt this report of expenses excluded from the 2015 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

PURPOSE

The City is required under Ontario Regulation 284/09 to report on amortization, post-employment benefits, landfill closures and post-closure expenses that are excluded from the annual budget.

BACKGROUND

All municipalities in the Province are required to follow the PSAB accounting standards. With the introduction of PSAB 3150 and 1250, the accounting for municipal transactions now includes accounting on a full accrual basis as well as reporting tangible capital assets. Although a requirement for financial reporting purposes, similar disclosure is not required for budgetary purposes.

ANALYSIS

The annual City budget excludes amounts for amortization, post-employment benefits, landfill closure and post-closure expenses. Regulation 284/09 requires that the municipality report on the impact of these excluded costs before adopting a budget. Council also needs to adopt this report.

The City of Brockville's 2015 proposed budget excludes the following:

Amortization expenses estimated at	\$5,129,364
Future post-employment benefit expenses at	275,739
Landfill closure and post-closure costs at	<u>(70,000)</u>
The City's Accumulated Surplus would be impacted by	\$5,335,103

POLICY IMPLICATIONS

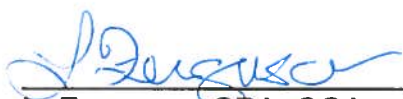
There are no policy implications however, this information is directly related to the financial sustainability of the City and is an important component of the City's Community Strategic Plan.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

CONCLUSION

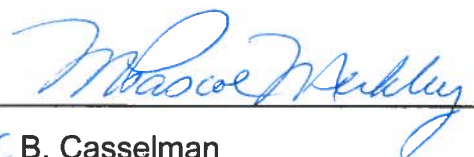
Regulation 284/09 requires that Council be made aware of certain future liabilities that if budgeted for would have a sizable impact on the City's Accumulated Surplus. Council must adopt this report as acknowledgement of those future liabilities and the fact that they are excluded from the budget process.



L. Ferguson, CPA, CGA
Manager of Accounting



D. Dick, CPA, CA
Director of Corporate Services



per B. Casselman
City Manager

26 November 2014

Report to Finance, Administration and Operations Committee – December 3, 2014

**2014-129-12
2014 Municipal Election
Accessibility Initiatives**

**S. MacDonald
City Clerk
L. Murray
Deputy City Clerk**

Recommendation

THAT Council receive report entitled "2014 Municipal Election – Accessibility Initiatives" in accordance with the *Municipal Elections Act*.

Origin

Under the *Municipal Elections Act*, 1996 the Clerk is required to submit to Council a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

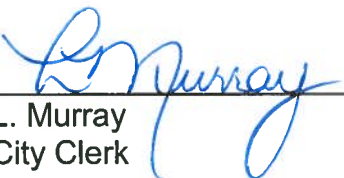
Analysis

With the on-going implementation of the Accessibility for Ontarians with Disabilities Act Standards the *Municipal Election Act*, 1996 was amended and placed the responsibility with the Clerk to have regard to the needs of elector and candidates with disabilities.

In addition to ensuring accessibility for our electors, the Act also requires that the Clerk submit a report to Council regarding barriers that affect electors and candidates with disabilities. Attachment 1 to Report 2014-129-12 outlines the steps our eVoting service provider, Intelivote Systems Inc., has taken to ensure their technology provides accessibility, independence and empowerment in election participation.

Financial Considerations

There are no financial implications related to this report.


L. Murray
City Clerk


S. MacDonald
City Clerk


B. Casselman
City Manager

Attachment 1 to Report 2014-129-12

Accessibility of eVoting Services

The use of technology has provided people the advantage of accessing information on demand and performing activities in a convenient and effective method. Everyday technologies including computers, telephones, smartphones, touchscreens, and other tools present opportunities for persons with disabilities to accomplish more while being consistent with standard principles of independence, dignity, integration and equality of opportunity. Intelivote's eVoting technology strives to provide universal accessibility while promoting independence and empowerment in election participation.

Internet Voting:

Persons with disabilities access Intelivote's eVoting services over the Internet.

The Intelivote system has been created ensuring it meets the Web Accessibility Initiative (WAI) requirements guaranteeing that persons with disabilities and older people with changing abilities due to aging can perceive, understand, navigate, and interact with the Web. Web Accessibility encompasses all disabilities that affect access to the Web to allow individuals to more actively participate in society – including the ability to vote independently in elections. The standards set in the WAI respect visual, auditory, physical, speech, cognitive, and neurological disabilities, with the goal of providing equal access and equal opportunity. Web Accessibility also addresses 'temporary disabilities' that people may experience due to an illness or health circumstance.

Intelivote has taken measures and has been proactive in accommodating persons with disabilities facilitating their comfort with the availability of eVoting services. Intelivote's online solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio). Additionally, the Intelivote system has full compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

In performing regular internal auditing against WCAG-2 and Section 508 standards Intelivote ensures the application is addressing the needs of disabled participants at all times. The Voter Module is coded with XHTML transitional document type and conforms to all W3C web standards. The Module also supports and is compatible with other accessible technologies such as screen reader software.

Online voting has afforded flexibility to many disabled persons across Canada in hundreds of elections conducted by Intelivote systems.

Telephone Voting:

Persons with disabilities may access the eVoting services over the telephone.

Communication barriers can make it difficult for persons with disabilities to receive or convey information. Telephone barriers may come in the form of low volume, the use of language that is not clear or plain, and confusing or unorganized menus and menu options.

Intelivote Systems Inc has created the telephone voting service taking the following into consideration:

- The telephone eVoting service is offered on all types of touch tone phones and wireless devices including cell phones and smartphones.
- Clear natural language is used and is also offered in English or French.
- Menu options are clear and easy to follow, advising when to select options and providing confirmations of selections made.
- Standard volume is used to allow for adjustments dependent on the telephone or device.
- Users are given a generous amount of time to complete ballot activity and prompts are repeated when no action is detected.

Persons who suffer from a vision loss or vision disability including total blindness and legal blindness have the ability to use the Intelivote telephone eVoting service to cast a ballot in an election. Telephone voting has allowed many individuals the opportunity to cast a ballot remotely with little to no assistance required. The application is also capable to integrate with TTY (Teletypewriter) service for users who are deaf, Deaf, deafened, hard of hearing, or who are deafblind and do not have access to a computer.

Advantages:

Election officials who are responsible for conducting an election must have regard for the needs of electors and candidates with disabilities. Municipal and school board elections must provide the public with equal access and equal opportunity in casting a ballot. By offering electors the choice of voting electronically through the Intelivote system, election officials are providing accessibility to the disabled persons in their community.

The Intelivote system is comprised of Internet and Telephone voting capabilities. Using the Intelivote system, disabled persons are given the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for disabled persons who have mobility restrictions and/or have a difficult time with transportation due to physical disabilities, whereas these barriers would otherwise be difficult or cumbersome in traditional elections.

Remote voting from any location and from more than one eVoting channel benefits disabled persons in a multitude of ways. It gives disabled persons the same independence and privacy in participating in an election as other voters; where they can vote without any assistance. If assistance is still required, most municipal offices host a local Voter Help Centre or voting assistance locations where election staff may assist in the voting process.

The Intelivote system is also intended to accommodate the older population in the community. It is recommended election staff travel to senior citizen homes to assist in the voting process to maintain the high participation rates found in the 65 years+ age range. Voter Instruction Letters belonging to electors residing in senior homes or other such facilities are arranged to be mailed directly to the election officials for handling. Seniors may choose the telephone to complete their voting, or election staff may visit the facility with kiosk wireless Internet-enabled devices as a voting choice to cast their ballot. Devices may include laptops and tablets and can include touch-screen mechanisms to assist with coordination in voting.

The Intelivote application significantly improves the accessibility of elections without adding additional costs, simultaneously positively impacting election participation.

November 24, 2014

REPORT TO FINANCE, OPERATIONS & ADMINISTRATION – DECEMBER 3, 2014

2014-141-12

TAX WRITE OFFS AS AUTHORIZED BY MUNICIPAL ACT

**D.DICK, CPA, CA
DIRECTOR OF CORPORATE SERVICES
L.FERGUSON, CPA CGA
MANAGER OF FINANCE
D.SMITH, REVENUE ACCOUNTANT**

RECOMMENDED

THAT Council authorizes the cancellation, reduction or refund of taxes pursuant to provisions of The Municipal Act, 2001 in the amount of \$69,998.23 and charge the municipal portion of \$51,709.88 to Tax Write off Account 01-5-032006-2041.

PURPOSE

To adjust taxes and penalties as approved under Section 357, 358 and 359 of The Municipal Act.

BACKGROUND

Taxpayers apply for adjustment to their taxes for various reasons. For example a property has changed tax class, a building has been demolished, a pool has been removed or a property has been damaged by fire, etc. The application is forwarded to MPAC for their recommendation. Applicants are notified of the recommendation by a Notice of Hearing. After the meeting a Notice of Decision is mailed to all applicants. If the applicant is unhappy with the outcome they may appeal the findings to the Assessment Review Board.

ANALYSIS/OPTIONS

All cancellations reductions and refunds are charged back to the appropriate body; municipal, school board or DBIA. [See attachment 1]

POLICY IMPLICATIONS

These applications are placed in front of Council annually for approval.

FINANCIAL CONSIDERATIONS

Budgeted Municipal Write Offs	\$ 835,000.
Actual Write Offs to date including this report	\$ 345,570.

Report 2014-141-12
Tax Write-Offs as Authorized by the Municipal Act


Page 2

CONCLUSION

Taxes are adjusted under The Municipal Act for real events (changes) that have physically happened to a property, like fire, demolition, change of use and filling in pools. Taxes are recalculated based on revised assessment values.



D. Smith
Revenue Accountant

D. Dick, CPA, CA
Director of Corporate Services

L. Ferguson, CPA, CGA
Manager of Finance

per B. Casselman
City Manager

TAX WRITE OFF'S AS AUTHORIZED BY THE MUNICIPAL ACT (Section 357 & 358)

ATTACHMENT 1

Application #	Tax Roll #	Details for Reductions/Cancellation	Effective Date	Tax Adjustment			
				Municipal	School	DBIA	Total
2014-12	020 035 10300	tax class change	Jan 24 to Dec 31, 2014	(1,286.17)	(1,242.27)	(452.75)	(2,981.19)
2013-2	010 010 06800	tax class change	June 28 to Dec 31, 2013	(497.68)	(509.16)		(1,006.84)
2013-14	010 010 03300	removal of garage	Jan 1 to Dec 31 2013	(71.64)	(11.48)		(83.12)
2014-11	030 070 03400	destroyed by fire	Jan 1 to Dec 31 2014	(1,503.04)	(233.67)		(1,736.71)
2014-14	030 060 21000	removed pool in 2004	no recommendtion--pool not assessed				
2013-15	020 035 07200	property unusable--hydro disconnected	Jan 1 to Dec 31 2012	(597.90)	(101.66)		(699.56)
2013-3	030 060 63870	tax class change	June 1 to Dec 31 2013	(89.10)	(74.12)		(163.22)
2014-15	030 065 24800	tax class change	Jan 1 to Dec 31 2014	(945.63)	(808.10)	(287.16)	(2,040.89)
2013-7	030 070 30304	became exempt	Aug 28 to Dec 31 2013	(340.36)	(156.53)		(496.89)
2013-9	020 035 03000	became exempt	Jan 1 to Dec 31 2014	(1,182.40)	(183.81)		(1,366.21)
2013-11	020 035 13201	became exempt	Aug 30 to Dec 31 2013	(595.54)	(95.42)		(690.96)
2013-12	020 035 13201	became exempt	Jan 1 to Dec 31 2014	(1,802.00)	(280.13)		(2,082.13)
2013-10	020 035 03000	became exempt	May 31 to Dec 31 2013	(355.62)	(56.98)		(412.60)
2013-4	030 055 01400	house demolished	July 17 to Dec 31 2013	(1,765.97)	(282.98)		(2,048.95)
2014-10	020 052 01652	became exempt	Jan 1 to Dec 31 2014	(894.47)	(139.06)		(1,033.53)
2012-4	020 052 01652	became exempt	Jan 1 to Dec 31 2012	(844.85)	(143.65)		(988.50)
2012-5	020 052 01652	became exempt	Jan 1 to Dec 31 2011	(797.91)	(140.62)		(938.53)
2012-6	020 052 01652	became exempt	June 23 to Dec 31 2010	(394.42)	(71.94)		(466.36)
2012-7	020 052 01650	became exempt	Jan 1 to Dec 31 2012	(13.00)	(2.21)		(15.21)
2012-9	020 052 01650	became exempt	June 23 to Dec 31 2010	(6.95)	(1.27)		(8.22)
2012-8	020 052 01650	became exempt	Jan 1 to Dec 31 2011	(13.11)	(2.31)		(15.42)
2014-4	020 052 01650	became exempt	Jan 1 to Dec 31 2013	(13.23)	(2.12)		(15.35)
2014-5	020 052 01650	became exempt	Jan 1 to Dec 31 2014	(13.06)	(2.03)		(15.09)
2014	020 053 40101	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(926.12)	(148.40)		(1,074.52)
2014	020 053 47700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(208.38)	(33.40)		(241.78)
2014	020 053 47800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(196.80)	(31.54)		(228.34)
2014	020 053 47900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.68)	(27.04)		(195.72)
2014	020 053 48000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(162.40)	(26.02)		(188.42)
2014	020 053 48100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(87.32)	(14.00)		(101.32)
2014	020 053 48200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(85.67)	(13.72)		(99.39)
2014	020 053 48300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(86.33)	(13.84)		(100.17)
2014	020 053 48400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.35)	(26.98)		(195.33)
2014	020 053 48500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)		(194.94)

2014	020 053 48600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 48700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 48800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 49000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(666.14)	(106.74)	(772.88)
2014	020 053 49100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.38)	(26.50)	(191.88)
2014	020 053 49200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(85.02)	(13.62)	(98.64)
2014	020 053 49300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(159.42)	(25.54)	(184.96)
2014	020 053 49400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.45)	(25.07)	(181.52)
2014	020 053 49500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.05)	(26.44)	(191.49)
2014	020 053 51900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 52000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 52100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(27.06)	(195.08)
2014	020 053 52200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 52300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 52400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 52500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 52600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(114.44)	(18.34)	(132.78)
2014	020 053 52700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 05352800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 52900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 53000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 53100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 53200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 53300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 53400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(88.64)	(14.20)	(102.84)
2014	020 053 53500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(173.65)	(27.82)	(201.47)
2014	020 053 53600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(176.62)	(28.30)	(204.92)
2014	020 053 53700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 53800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(173.98)	(27.88)	(201.86)
2014	020 053 54000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(173.65)	(27.82)	(201.47)
2014	020 053 54100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.38)	(26.50)	(191.88)
2014	020 053 54200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.38)	(26.50)	(191.88)
2014	020 053 54300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 54900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 55000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)

2014	020 053 55100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)	(194.94)
2014	020 053 55800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.35)	(26.98)	(195.33)
2014	020 053 55900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(151.15)	(24.22)	(175.37)
2014	020 053 56000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(142.22)	(22.80)	(165.02)
2014	020 053 56100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(158.43)	(25.38)	(183.81)
2014	020 053 56200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.45)	(25.07)	(181.52)
2014	020 053 56300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 56400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 56500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 56600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(376.07)	(60.26)	(436.33)
2014	020 053 56700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(162.08)	(25.98)	(188.06)
2014	020 053 56800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(154.14)	(24.70)	(178.84)
2014	020 053 56900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(148.18)	(23.74)	(171.92)
2014	020 053 57000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(140.57)	(22.52)	(163.09)
2014	020 053 57100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(142.22)	(22.80)	(165.02)
2014	020 053 57200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(147.85)	(23.69)	(171.54)
2014	020 053 57300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 57400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 57500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 57600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 57700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(211.35)	(33.86)	(245.21)
2014	020 053 58400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.80)	(24.64)	(178.44)
2014	020 053 58500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.80)	(24.64)	(178.44)
2014	020 053 58600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.80)	(24.64)	(178.44)
2014	020 053 58700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.48)	(24.60)	(178.08)
2014	020 053 58800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 64000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(163.40)	(26.18)	(189.58)
2014	020 053 64100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(159.42)	(25.54)	(184.96)
2014	020 053 64200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 64300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 64400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.38)	(26.50)	(191.88)
2014	020 053 64500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(165.38)	(26.50)	(191.88)
2014	020 053 64600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 64700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)	(198.80)
2014	020 053 64800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 64900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 65000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 65100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 65200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)	(181.90)
2014	020 053 67700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(151.15)	(24.22)	(175.37)

2014	020 053 67800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(145.20)	(23.26)		(168.46)
2014	020 053 67900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(154.14)	(24.70)		(178.84)
2014	020 053 68000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(150.83)	(24.16)		(174.99)
2014	020 053 68100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)		(194.94)
2014	020 053 68200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(188.20)	(30.16)		(218.36)
2014	020 053 68300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.45)	(25.07)		(181.52)
2014	020 053 68400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 68500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 68600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 68700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 68800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 68900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 69000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 69100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 69200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.80)	(24.64)		(178.44)
2014	020 053 69300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(154.14)	(24.70)		(178.84)
2014	020 053 69400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(154.14)	(24.70)		(178.84)
2014	020 053 69500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(153.80)	(24.64)		(178.44)
2014	020 053 69600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 69700	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(156.78)	(25.12)		(181.90)
2014	020 053 69800	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(154.14)	(24.70)		(178.84)
2014	020 053 69900	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(150.82)	(24.16)		(174.98)
2014	020 053 70000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(162.40)	(26.02)		(188.42)
2014	020 053 71000	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(168.02)	(26.92)		(194.94)
2014	020 053 71100	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014	020 053 71200	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014	020 053 71300	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014	020 053 71400	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014	020 053 71500	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014	020 053 71600	assessed incorrectly as fully serviced lots	Jan 1 to Dec 31 2013	(171.34)	(27.46)		(198.80)
2014-13	030 070 23800	damaged by fire	Jan 1 to Dec 31 2014	(4,136.52)	(1,160.66)		(5,297.18)
2013-13	030 070 23800	damaged by fire	Jan 3 to Dec 31 2013	(4,097.40)	(1,142.31)		(5,239.71)
2014-16	020 045 44300	gas bar decommissioned	Jan 1 to Dec 31 2013	(2,386.83)	(1,379.76)		(3,766.59)
2014-18	020 035 01100	building demolished	Apr 14 to Dec 31 2014	(6,582.43)	(3,777.72)	(1,961.59)	(12,321.74)
2014-19	020 035 14400	tax class change	Sept 1 to Dec 31 2014	(317.02)	(261.71)	(92.27)	(671.00)
2014-17	030 055 33900	damaged by fire	Feb 27 to Dec 31 2014	(99.17)	(15.42)		(114.59)
				(51,709.88)	(15,494.58)	(2,793.77)	(69,998.23)

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REPORT TO FINANCE, ADMINISTRATION AND OPERATIONS –DECEMBER 03, 2014

**2014-140-12
2014 ONTARIO COMMUNITY
INFRASTRUCTURE FUND - FORMULA
BASED AGREEMENT**

**P.E. RAABE, P.ENG.
DIRECTOR OF
ENVIRONMENTAL SERVICES
D. DICK, CA, CPA
DIRECTOR OF CORPORATE SERVICES**

RECOMMENDED

THAT Council authorize the Mayor and City Clerk to enter into an agreement with Her Majesty the Queen in Right of Ontario as represented by the Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) to receive infrastructure funding in the amount of \$97,169.00 as outlined in the Ontario Community Infrastructure Fund (OCIF) – Formula Based Component Agreement OCIF FC-0038.

PURPOSE

The Ministry of Agriculture, Food, and Rural Affairs requires a resolution of Council authorizing the execution of the signed agreement. The Council resolution is to accompany the agreement as part of the City's submission to OMAFRA.

BACKGROUND

Through the new Ontario Community Infrastructure Fund, the province is providing \$100 million per year to municipalities with populations less than 100,000 to support the revitalization and repair of roads, bridges and water and wastewater infrastructure. The OCIF includes \$50 million per year in application-based funding and \$50 million per year in formula-based funding.

ANALYSIS/OPTIONS

The City of Brockville was recently notified by OMAFRA that the municipality's OCIF – Formula Based Component of funding is \$97,169.00. In order to receive the funding, the City must submit 2 signed copies of the agreement with a copy of the Council resolution to OMAFRA by Wednesday, December 31, 2014.

POLICY IMPLICATIONS


There are no policy implications.

FINANCIAL CONSIDERATIONS

The OCIF – Formula Based Funding provides the City with \$97,169.00 to be applied to capital infrastructure projects.

CONCLUSION

It is recommended that City Council enter into the agreement.


per B. Casselman
City Manager


per P. Raabe, P.Eng.
Director of Environmental Services


D. Dick, CPA, CA
Director of Corporate Services

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Transit Extension Plan Project Observations

By: Leigh Bursey

I am concerned about the delivery of the transit extension program, and worry now that as we near the end of the six month cycle, that time is working against us. When I first advocated for the \$22000.00 extension as an incremental item in last year's budget proceedings, I also outlined in great detail some cost effective ideas that I thought could help generate some much needed buzz and interest in the project.

In my initial statement to city council which I delivered last year at this time, I spoke in great detail about some much needed improvements that could make the current system user-friendly, and I am worried that our pilot project will not accurately reflect the need in our community, as many who would be regular users may still find the current system to be incredibly difficult to use.

In the statement, which was delivered verbally last year, I outlined that the 2006 census verified that our transit system was incredibly underused. According to the survey published by the Brockville Youth Advisory Committee in 2012, over 80% of area youth respondents said they aren't using public transit, and many indicated that it was the hours of operation that caused this fatigue. Many students have part-time jobs which run from 3pm to 9pm or 4pm to 8pm, etc.

Keep in mind, this challenge isn't just felt by area youth. Most Manpower, Addecco, Transcom, or basically any shift workers, all have shifts that either start or end after 6pm. At our St. Lawrence College, any accelerated or intensive programs from Children and Youth Worker to Music Theatre include long hours on campus, or off-campus placements (be it the Brockville Arts Centre or the St. Lawrence Lodge as just two examples). And folks, let's be realistic, Canada gets cold in the winter. Many people will be shopping during the holidays, which also means more bags to carry. Public transit promotes public safety, as opposed to walking home in the dark alone (an issue I feel brings as much piece of mind to parents as it does to area seniors). The system might not get people to their doors, but it could conceivably help.

Right now, our bus service runs at around a fifty deficit, but it has been improving in recent years, as more people have required it. There are advertising opportunities that are not being taken advantage of on the bus. We should also remind citizens through signage that bus passes are available through social services for those that require them, and they are tax deductible to tax payers who opt to use them. Other forms of transportation do not offer that incentive. As well, we could consider making bus passes available for purchase at the Brockville Public Library, and the 1000 Islands Mall. Right now, they are only available at our two municipal venues, one which is not even on the direct bus route.

In Cornwall, each year free transit service is offered on National Child Care Day to incent young families to utilize the service. It is also available on Clean Air Day and Free Transit Day/Free Transit Week. I will not be advocating for anything that consistent or expansive, but having a single free transit day to

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promote the hours of expansion might be a great start. I understand that we have tried this method before, but I believe that with the right PR campaign behind it, this could be a success. It is of no direct cost to us to offer a free ride, and nominal changes in financials for a single day of free services.

It takes approximately \$8000 in annual costs to maintain and run a vehicle on average. Riding the bus all year costs the average citizen less than \$700. It also frees up parking spaces, lowers carbon emissions, and promote social development. Last year, over 10,000 passengers took advantage of the free transit day offerings in Cornwall. This is not only more economical on the citizenry, but it has the potential to be a revenue generator for our community at a greater rate than it has been in recent years. We just need to make it more accessible.

While we are at it, I think spending the nominal amount needed to update our transit signs on residential streets would only further our revenue potential, and make our transit system more user-friendly. Maybe a weatherized adhesive stickers with departure times would be more cost effective than replacing all current signage.

Earlier this year, I sat down with representatives of the city's operations department, and spoke to them at great detail about the need for a transit advisory committee, which they seemed very responsive to. This meeting was what I had hoped would be the first of many brainstorming sessions to help recover losses and shape some new policies on local public transit. To this day, not many of those ideas have seemed to materialize. No transit advisory committee has been put in place, and the pilot project is apparently failing (according to a previous conversation with city staff). We aren't seeing favourable results, and many users that I am speaking to are still very much in the dark as to what is being offered and how to best take advantage of it.

With a little over a month left, I fear that there is very little that can be done to recoup this project, and even if seeing this fail is not the intention, I am concerned that minimal first steps could have been taken to help this project see better results. I suggested taking advantage of free media and photo opportunities to trumpet this program to those who may not regularly access the Recorder and Times or Cogeco cable. I have suggested that we ramp up efforts to push our monthly and forty-ride passes and the advantages they provide to various user groups. I have suggested a transparent vinyl sticker with departure times be posted on residential streets so that our citizens know when the bus is passing through their neighbourhoods, and how the hours will fluctuate for departures with the evening hour schedule.

This year, I was able to help build some bridges with the St. Lawrence College, and from what I understand, bus passes are available on campus for the first time. However, I still think that the Brockville Public Library would be a great house locations for bus ticket purchasing, whereas the Gord Watts Municipal Centre isn't nearly as user friendly and off the beaten path. We have a wealth of opportunity in front of us, and a committee of staff and volunteers could have possibly offered many suggestions that might have been useful leading up to this point in time.

I am offering this report be received for information purposes. My intention is not to ridicule or frustrate anyone, but to instead generate conversation on next steps and creating efficiency. We have

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committed to a process, and while public transit is not generally a successful revenue tool in many communities of our size, it is a service that we should be doing all we can to offset costs and maintain. I would hate to see citizens who would make good use of this system be denied that option because we did not take full advantage of our promotional tools.