

## Finance, Administration and Operations Committee

Tuesday, June 19, 2012, 4:15 p.m.  
City Hall - Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>
Councillor D. Beatty, Chair	Clerk's Office
Councillor J. Earle	Environmental Services
Councillor L. Fullarton	Finance Department
Councillor D. LeSueur	Fire Department
Councillor M. McFall	Human Resources Dept.
Mayor D. Henderson, Ex-Officio	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]

## AGENDA

Page

### DISCLOSURE OF INTEREST

### DELEGATION(S) AND PRESENTATION(S)

3-8

1. Mr. Robert Millar  
Need for a Transportation Plan.

9-19

2. Mr. Steve Lapp  
Prohibition of tractor trailer trucks from Perth Street from Brock St to King St

### CORRESPONDENCE

20

1. Correspondence from Downtown Brockville  
Prohibition of tractor trailer trucks on Perth Street

### STAFF REPORTS

21-26

1. 2012-110-06  
Arena Revenue Generation Program

Page

**STAFF REPORTS**

- 27-28     2.    2012-111-06  
             Brockville Jr. "A" Braves Lease Agreement Renewal
- 29-49     3.    2012-104-06  
             2012 Tax Rates
- 50-52     4.    2012-107.06  
             Brockville Museum Request for Transfer of Funds For Preservation of Oral History Archives Project
- 53-71     5.    2012-109-06  
             Financial Variance Report at May 31, 2012
- 72-81     6.    2012-108-06  
             Renewal of Banking Agreement
- 82-95     7.    2012-106-06  
             Ontario Water Agency Response Network (WARN)
- 96-101    8.    2012-106-06  
             Request for Proposal Solid Waste Management Services

**NEW BUSINESS**

- 102-103   1.    River Turbine Presentation - Northland Power  
             (Councillor LeSueur)

**FAO - CONSENT AGENDA**

**ADJOURNMENT**

# Transportation Planning

**Robert Millar, B.Sc., P.Eng. (Ret.), CITE**

- 4th Generation Resident of Brockville
- Trained as Transportation Engineer then a 40 year career Doing and Teaching.



## Discuss Need for Transportation Planning

- ☛ Raise 3 Major Issues
- ☛ Explain What Transportation Planning IS and IS NOT
- ☛ Show Benefits
- ☛ Make Recommendation

## Issue # 1. Relationship of Official Plan <>> Transportation Network



City has Adopted an Official Plan (O.P.)

**BUT ☺**

Does NOT Know if:

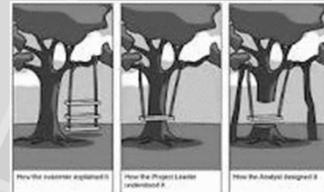
- the O.P. Vision will overwhelm existing transportation facilities
- &/or
- Delayed transport improvements will deter development.

**THERE IS A BETTER WAY !**

## Issue # 2.

### Too Many “Ad-Hoc Decisions”

- Based on:
  - ▶ Various Interest Groups
  - ▶ “Problems of the Day”
- “Reacting” instead of “Pro-acting”



**THERE IS A BETTER WAY !**

## Issue # 3.

### Misunderstanding



by Citizens, the Media  
and Council of  
what Transportation  
Planning IS  
and IS NOT

**THERE IS A BETTER WAY !**

# What Is That “Better Way” ??

## Transportation Planning Process

### A “Process”



*Same as O.P.  
20 - 30 Year Horizon  
Reviewed every 5 Years*

Engages the Community



Public Takes Ownership



Is NOT:

“THE” Plan  
The “Consultant’s  
Plan”



# Transportation Planning Process

## A “Vision” of What the Future Transportation Network COULD Look Like

Enables Official Plan



Critical for Zoning  
By-Laws



Catalyst for  
Development

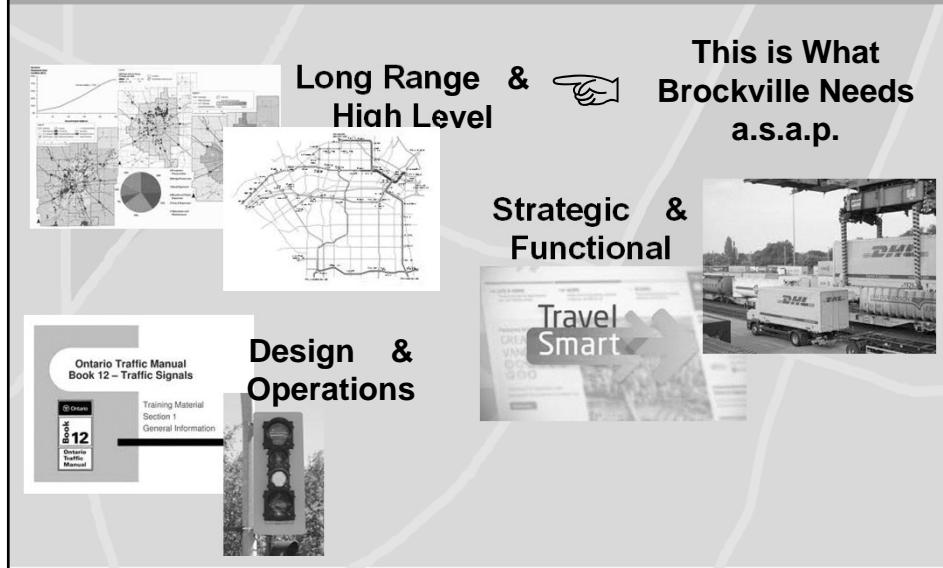


Imagine “What If’s”



# Transportation Planning Process

## Has Many Levels



# Transportation Planning Process

## Comprehensive



## It Could Be Worse



## Benefits for the City Of Doing a Transportation Planning Exercise

Ownership of the Final Vision  
Managed Development  
Integrated Transportation Network  
Better Accessibility & Mobility for All



## **Benefits for Council Of Doing a “COMPREHENSIVE TRANSPORTATION PLANNING PROCESS”**

Get Citizens “on your side”

- Transparency
- Consensus

Council as a Catalyst and an Enabler

- Make the O.P. Work
- Infrastructure attracts New Development, Improves “Quality of Life”

Well Managed

- “Road-map” of where we’re going

## **Recommended That:**

**Brockville City Council  
Re-initiate a Transportation Planning Process  
for the City of Brockville**

In Order to:



- Develop the first iteration of a Long Range (2035), Visionary, Comprehensive “Transportation Plan”
- Resolve Outstanding ISSUES
- Achieve BENEFITS for City and Council

**Thanks for Your Attention**



27  
X8

2/6 In order to reduce:

- danger to pedestrians - 2 schools/Rotary Park-Splash Pad
- traffic congestion
- road degradation
- noise pollution

we, the residents and business owners of lower Perth Street, want the City of Brockville to make lawful and enforce the designated truck route (via North Augusta Road to downtown) so that heavy trucks will no longer use lower Perth Street from Brock Street to King Street.

NAME	ADDRESS	PHONE	SIGNATURE
Theresa McVinnon	514 Pearl St. W	613-340-9945	Theresa McVinnon
Jessica Redmond	66 1/2 Perth St.	613-340-3765	Jessica Redmond
Jenn Kelly	66 1/2 Perth St.	613-340-5911	Jenn Kelly
Dave Daye	1 Elm St	613 865 8365	Dave Daye
5 David Penatty	138 Pearl St W	613 213 3778	David Penatty
Anna Kowalski	140 Pearl St. W.	613-345-3612	Anna Kowalski
David Roberts	110 Pearl St. W.	613-342-2712	David Roberts
Micah Mait	104 Pearl St W	613-345-5238	Micah Mait
Nicole Dean	106 Pearl St W	613 865 8633	Nicole Dean
10 3 HENNE LAAR	114 John	613 498 2867	B Henne Laar
Thomas Davis	96 pearl	613 342 8655	Thomas Davis
Sasha Blanchard	96 pearl	613 342 8615	Sasha Blanchard
Yvonne Reynolds	96 Pearl Street	613-342-0168	Yvonne Reynolds
15 Susan Bevoit	96 Pearl St W	613-342-0168	Susan Bevoit
Beth Halladay	84 Pearl W	613 345-0728	Beth Halladay
PITA NOGIEC	84A PEARL W	613 345-1379	Pita Nogiec
Debbie Blair	91 Pearl St W	613-342-8643	Debbie Blair
Peter Hooper	215 King St. W	613-342-2714	Peter Hooper
Steve Clark	215 King St. W	613-324-2774	Steve Clark
20 Jodi Massey	62 cedar	613-345-6064	Jodi Massey
Bud Jansen	66 perth	613-865-8535	Bud Jansen
EVELYN VOSBURGH	38 Pearl St. 2	613-340-4622	Evelyn Vosburgh
Willie McMullen	153 Pearl St.	613-340-4622	Willie McMullen
Glenade Cowles	29 ABBOTT ST.	613-345-2191	Glenade Cowles
25 Jane McKinnon	58 Perth Street	613 246-4496	Jane McKinnon

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Diana Taylor	20 Cambridge	345-1447	D Taylor

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NAME	ADDRESS	PHONE	SIGNATURE
Cory Bisonette	27 St Andre w	613-253-2761	Cory Bisonette
Erica Barton	303 Anchorage Bay	613-498-1360	Erica Barton
Marie Atkins	302 Brock st	613 498-0323	Marie Atkins
Kelly Dohlate	259 Brock St.	613-342-0696	K.Dohlate
Martha Harvey	69 Schofield Ave	613-342-3240	M.Harvey
Candy Lutz	83 Jessie St	613-341-6228	Candy Lutz
Melissa MacMillan	54 Manor Dr.	613-345-1708	M.MacMillan
Ken Lawson	209 Pearl	613-888-2948	Ken Lawson
David Morris	209 Pearl	(613) 545-3281	David Morris
Michelle Lawson	209 Pearl	613 888-2948	Michelle Lawson
Kevin Tapiero	15 Dales	613 498-1196	Kevin Tapiero
Manul Day	120 Dales Ave	(613) 342-2061	Manul Day
Frances Merriman	13 Dales Ave	613-342-3251	Frances Merriman
J. A. IERASTS	8 Dales Ave	345-5595	J. A. Ierasts
Lindsay Gemmell	32 Chaffy	803 0387	Lindsay Gemmell
Gerald Cross	87 Perth	613-342-2545	Gerald Cross
ROBERT WEIR	91 PERTH	613-345-0569	Robert Weir
Melanie Chisamore	121 Pearl	613-342-8885	Melanie Chisamore
KS Granger	121 Pearl	613 342-2885	KS Granger
Angela MacDonald	14 Abbott	613 498-2167	Angela MacDonald
Melanie Burns	22 Abbott	613 865 8992	Melanie Burns
Emily Goodknecht	19-27 Alderhot	613 345-8785	Emily Goodknecht
Natalie Burns	22 Abbott	613-865-8992	Natalie Burns
DAVE Burns	22 Abbott St	815-8992	DAVE Burns
Nelson Williams	26 Abbott St	613-342-1480	Nelson Williams

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Jo-Anne Lapp	60 Perth St.	345 3978	Jo-Anne Lapp
Heather Savage	127 James St W	342-3715	Heather Savage
Linda McCannery	48 Perth	34492-7824	Linda McCannery
Sue Lamotte	51 Perth St		Sue Lamotte
Tamara Noel	53 Perth st.	613-802-9829	Tamara Noel
Bonita Graham	55½ Perth St.	613-499-2123	Bonita Graham
Thomas Lapp	47 Perth	613-845-4646	Thomas Lapp
Randy Blazejewski	49 Perth	613-865-7395	Randy Blazejewski
✓ M. Townsend	40 "	613-345-2261	M. Townsend
D. Jensen	78 Perth	613-42-6827	D. Jensen
Nancy Gyzewski	866 8th St. Perth	341-9199	Nancy Gyzewski
Michael P. J.	64 PERTH	341-9199	Michael P. J.
✓ Art Papp	31 ABBOTT	865-895	Art Papp
✓ Reeves	33 ABBOTT	865-9279	Reeves
Cimanda McCabe	34 Abbott	613-213-6010	Cimanda McCabe
Gratia Edgley	38 Abbott	613-345-0741	Gratia Edgley
✓ Lucy McDaniel	98 George	613-341-911	Lucy McDaniel
Ralph Trickey	36 ABBOTT ST	613-342-4945	Ralph Trickey
✓ Barb Clark	36 Abbott St	613-342-4945	Barb Clark
Kate Knapp	40 Abbott St	613-341-8657	Kate Knapp
Nellie Duncan	42 Abbott St	613-342-4869	Nellie Duncan
✓ Shirley Brasse	8 Dales Ave	613-489-2158	Shirley Brasse
✓ Steve Gopp	60 PERTH ST	345-3978	Steve Gopp
Byrne Francois	14 Dales Ave	613-498-1803	Byrne Francois
Annie Francois	14 Dales Ave	613-498-1803	Annie Francois
Ron McKinnon	56 PERTH STREET	613-803-5356	Ron McKinnon

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NAME	ADDRESS	PHONE	SIGNATURE
Trevor Tedford	17 Perth St.	613-246-7394	Trevor Tedford
Doreé Lacroix	9 Perth St.	613-499-1520	Doreé Lacroix
megan Lacroix	9 Perth St.	613-803-6644	Megan Lacroix
Sami Tedford	17 Perth St.	613-865-9007	S. Tedford
5 Scott Harvey	15 Perth Staptw	613-499-7080	Scott Harvey
Crystal Dibble	21 perth staptw	613-342-8129	Crystal Dibble
V. Armitage	89 Church St.	—	V. Armitage
S. Reilly	86 John St.	613-499-2845	S. Reilly
JOE CAMPBELL	74 John St	613-345-5048	Joe Campbell
10 Brenda Lass	72 John St	613-342-7674	Brenda Lass
Kathy M. for	72 JOHN St	613-342-7674	Kathy M. for
Suzanne Acason	113A John St. W.	613-343-4022	S. Acason
BILL ACASON	" " "	613-343-1923	B. Acason
Deon & Lorraine	93 John	613-348-1923	J. F. & L.
15 Albert Randell	95 John	613-343-1923	Albert R.
Keith Horne	108 James Stw	613-345-3973	Keith Horne
Annie Feltz	72 Brock	613-342-6579	Annie Feltz
applebee's	72 Brock St.	613-342-6579	PUBLIC WORKS
Paul Bemel	98 John	613-815-7861	Paul B. Bemel
20 L. LATHEEN	113 Pearl St	613-342-9891	Lyle G. Latheen
Billie	109 Pearl St	—	Billie
Shannon Morel	107 Pearl St	498-8191	Shannon Morel
25 Jimmy Kelly	117 Pearl Stw	342-4879	Jimmy Kelly
Steffy Burd	117 Pearl St.w	341-9436	Steffy Burd
Diana MacLennan	117 Pearl St.w.	341-9436	Diana MacLennan
Erica Desrosiers	90 Perth St	345-4315	Erica Desrosiers

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\* Speed limits enforced

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NAME	ADDRESS	PHONE	SIGNATURE
Doug Williams	11 Winters Cr.	613 342 1991	Doug Williams
Alarie Williams	26 Abbott St.	613-342-1480	Alarie Williams
Julie N. Classon	12 Abbott St.	613-342-1480	Julie N. Classon
Blanche Chiasson	153 Pearl St. W.	613 342 0721	Blanche Chiasson
DAN Doyle	12 DALES AVE	613-342-2064	DAN Doyle
Maryk, Paul Dermott	160 Pearl W.	342-5009	Maryk, Paul Dermott
SCOTT MCKEEON	160 PEARL STN	342-5009	SCOTT MCKEEON
Don Boutilier	150 Pearl St. W.	342-5967	Don Boutilier
RICHARD BOKE	154 Pearl St. W.	345-3731	RICHARD BOKE
Roger Squires	157 Pearl W.	345-7512	Roger Squires
Jean McKeen	153 Pearl W.	345-6628	Jean McKeen
MARYLYN CAVANAGH	149 Pearl W.	345-2680	MARYLYN CAVANAGH
JAMES L. DICK	147 Pearl St. W.	342-3553	JAMES L. DICK
Codie Francois	145 Pearl St.	613-498-1047	Codie Francois
Dan Francois	145 Pearl St.	613-498-1047	Dan Francois
Melissa Fitzgerald	183 Pearl st west	(613)342-5567	Melissa Fitzgerald
Bob Gilmour	183 Pearl st west	" "	Bob Gilmour
John Opler	141 Pearl St. W.	345-0971	John Opler
DENNIS Shepherd	137 Pearl W.	498-1903	DENNIS Shepherd
Anna Evreinov	133 Pearl St. W.	345-1075	Anna Evreinov
Michelle Bennett	77 Perth St	342-9378	Michelle Bennett
Angel Laming	79 Perth St	803-4171	Angel Laming
George Wilkes	79 Perth St	349-6330	George Wilkes
Jean Guy Martin	92 Perth St.	345-3069	Jean Guy Martin
Jim Mann	133 Pearl St.	345-1073	Jim Mann

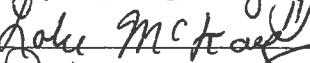
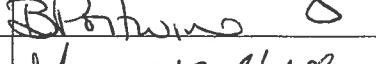
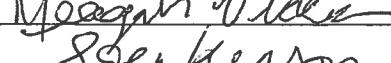
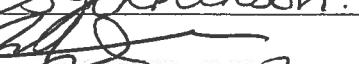
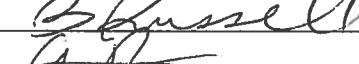
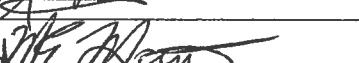
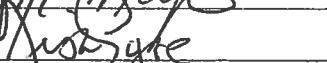
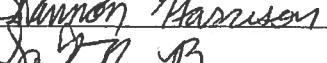
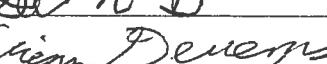
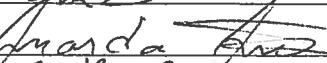
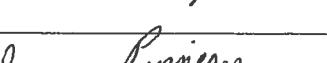
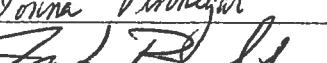
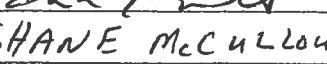
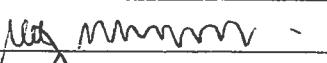
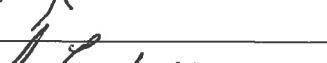
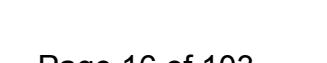
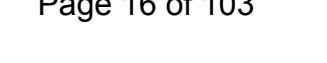
General mtg. Tues June  
20 50

7pm

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NAME	ADDRESS	PHONE	SIGNATURE
Mike Telford	96 church	—	
Michelle Gregory	96 Church St	—	
Jake McLean	88 church	—	
Brandie Portman	60 Johnst.	—	
Meagan Vickers	84 church st	—	
Sarah Jenkinson	56 John st	—	
Mike Jodoin	90 Church	—	
Pam Parr	79 Church	—	
Duy Huynh	53 10th w	—	
B Russell	86 George	—	
Agostino De Murtas	25 Perth st	613-340-7627	
Mark & Eli Mays	24 Perth st	613 498-1919	
Paula Zappo	127 Cedar St	—	
Beverly Morris	209 King St W	—	
IRISH Tye	24 Perth St	342-1174	
Jhannah Harrison	222 Bartholomew	340-7802	
Samantha Burnett	78 Perth	803-5119	
Erinn Jerome	303 wynants	—	
Amanda Ault	280b Henry	246-1099	
BILL Thompson	110 George St	342-8395	
O Brown	1141 Caledon St	349-0161	
Norma & Raymond Pinnigar	122 George St	417-0142	
Mark S. Rannells	36 Perth St	341-8892	
Shane & Mychal McCullough	120 GEORGE ST.	865-7429	
Joe Mossman	121 church St.	342-7364	
Italia Mossman	121 church St.	342-7364	
J. Cahill	115 church st	—	

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Grace Whaley	107 Church St.	341-3829	Grace Whaley
Sylvia Bilean	107 1/2 Church St	865-7975	Sylvia Bilean
Kris Bingley	108 Church St.	498-1765	Kris Bingley
TIFFANY ZUB	105 Church St	865-74416	Tiffany Zub.
Leona Oates	37 Perth St	246-6020	Leona Oates
McKenna 18	157 Church	862-4652	McKenna 18
Pam McKinnon	36 Perth St.	341-8892	Pam McKinnon
ANDREW	108 Church St	613-342-5819	Andrew
Randy Chase	118 Church St.	613-816-6500	Randy Chase
DIANA CULICK	118 Church St.	613-345-5796	Diana Culick
LIZ QUARTUS	120 Church St	613-345-6392	Liz Quartus
Eva McKinnon	36 Perth Street	613-341-8892	Eva McKinnon
Robin Adams	604 KING ST	613-865-8563	Robin Adams
Maryse Ferguson	170 Pine St.	613-345-3231	Maryse Ferguson
Bob Jordan	33 Perth St	613-342-7525	Bob Jordan
Karen Ryberg	34 Perth St	613-342-1830	Karen Ryberg
LINDA HAMILTON	71 James St	613-345-2539	Linda Hamilton
Pam Lane	26 Bartholomew	865-8121	Pam Lane
John Bayes	1008 2nd Perth	345-4010	John Bayes
Joe Martin	11 Perth St.	340-5661	Joe Martin
N. Dillon	12 PERTH ST.	613-35911	N. Dillon
Jen Gagley	7 Perth St.	613-803-5210	Jen Gagley
B. Harris	5 Perth St	613-498-1579	B. Harris
C. Smith	38 Perth St	613-365-9157	C. Smith
Carole Martel	21 Perth St.	613-365-9157	Carole Martel
Justin Tedford	17 Perth St	613-865-9013	Justin Tedford
Alex Colman	9 Perth St	613-499-1520	Alex Colman

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Shawn Boyce	127 JAMES ST	342 3715	<i>Shawn Boyce</i>
Ronald MacKenzie	56 PERTH ST.	803-5059	<i>Ronald MacKenzie</i>
Mark Gauntlet	6 ABBOTT ST	865-9679	<i>M. Gauntlet</i>
Michael Clegg	6 Abbott St.	865-9679	<i>M. Clegg</i>
George Johnson	70 Perth St	342-1577	<i>George Johnson</i>
Johnson	76 Perth	342-1527	<i>Johnson</i>
Sarah Hawkins	12 Abbott	342-8093	<i>Sarah Hawkins</i>
Chris LeFebvre	12 Abbott	342-8093	
William Empey	30 ABBOTT	342-6197	<i>Bill Empey</i>
Betty Ferguson	30 ABBOTT	342-6197	<i>Betty Ferguson</i>
Don Reeves	33 Abbott St	246-7710	<i>Don Reeves</i>
Reeves	33 Abbott St	865-9279	<i>Reeves</i>
Jonathan Selain	45 Abbott St	498-0803	<i>Jonathan Selain</i>
Wanda Seguin	45 ABBOTT ST	71	<i>Wanda Seguin</i>
TORRI Duffy	66 PERTH ST	865-8535	<i>TORRI Duffy</i>
Kris Jansen	128 perth st.	865-9819	<i>Kris Jansen</i>
Cory Baker	75 Perth St.	246-0153	<i>Cory Baker</i>
Jane Burt	95 Perth St.	498-0744	<i>Jane Burt</i>
Loan Duong	95 Perth St.	498-0744	<i>Loan Duong</i>
Kevin Hanson	61 PERTH ST	842-7676	<i>Kevin Hanson</i>
Dale Scott	61 PERTH	342-1315	<i>Dale Scott</i>
Donna Knapp	606 King St West	498-0985	<i>(Donna Knapp)</i>
Ron Ziemer	606 " "	" "	<i>Ron Ziemer</i>
JEAN PLAYER	123 JAMES ST WEST	345-5597	<i>Jean Player</i>
Dave Blackwell	178 Pine St	246-6060	<i>Dave Blackwell</i>
Lori Warren	7 Offer Dr.	865-8015	<i>Lori Warren</i>
Rob Cadieux	109 Orchard St.	345-5821	<i>Rob Cadieux</i>

# MEMORANDUM



## OPERATIONS DEPARTMENT

Date: 2006-03-02

File No:

To: Conal Cosgrove  
Director of Operations

From: Russ Fraser  
Public Works Supervisor

Subject: Truck Route for 401 Traffic

Each time there is a closure of the 401, we experience problems with truck traffic in the City.

### Problem #1

Truck traffic from the Stewart Blvd. exit proceeds south on Stewart Blvd.. They either end up at Pearl St. and head west where they can't make the turn at Perth St. and again at King St. or they end up at Court House Ave. and again can't make this turn at King St..

The solution would be to have signage directing truck traffic to North Augusta Rd. and then to King St. The fastest and least congestion would be via Parkedale Ave. (Option #1 on attached map. Another option would be via Central Ave. and Reynolds Dr.)

Permissive truck route signage (See Option #1 Map) could be installed on signal light mast arms.

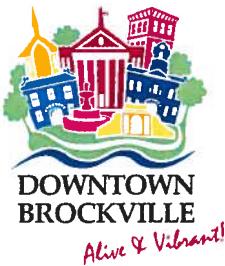
### Problem #2

Truck traffic heading east on County Road #2 from 401 closures want to turn onto Perth St., Buell St., and Court House Ave.. This traffic should be directed through the City via King St. to North Augusta Rd. to access Hwy. #401. Again, signage as shown on Option #2 Map could be used.

Let me know if we can proceed.

A handwritten signature in black ink, appearing to read "Russ Fraser".

RF/wg



Tuesday May 28, 2012

Attn: Mr. Jason Baker  
Councilor Jason Baker  
Chair, EDP Committee  
City of Brockville

Re: Prohibition of tractor trailer trucks on Perth St. from Brock St. to King St.

Dear Councilor Baker,

The DBIA Advocacy Committee supported by the DBIA Board of Directors would like to comment on the presentation made to Council on Tuesday May 22<sup>nd</sup> by Mr. Steve Lapp with regards to prohibiting tractor trailers on Perth St. We are asking the City of Brockville's Economic Development and Planning Committee to take into consideration our comments and/ recommendations.

We would like to begin by saying that we appreciate Mr. Lapp's concerns and comments on this matter. The DBIA recognizes the improvements that have been made to a number of properties commercial and residential along Perth St. and thank the owners/landlords for the great pride they are taking to improving one of Brockville's oldest streets.

With regard to Mr. Lapp's proposal of redirecting tractor trailers to the designated route of North Augusta, our concerns are pedestrian safety, congestion and the economic impact on Downtown as it relates to deliveries and accessibility to businesses.

We are projecting an increase in traffic because of the new developments in Downtown. We don't believe that routing tractor trailer traffic down King St. to North Augusta Road is an appropriate solution and request that the EDP Committee and Staff look at an alternative to the concerns posed by Mr. Lapp. We would recommend that City Staff perform a study of the number of tractor trailers that currently use Perth Street, as well as the use of Perth Street and Buell Street to access businesses for deliveries prior to making any recommendations.

Thank you for your consideration to this matter and please feel free to contact us if you would like to discuss this further.

Sincerely,

Sandra Ryan  
Chair DBIA Advocacy Committee

**June 13, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – June 19, 2012**

**2012-110-06**  
**ARENA REVENUE GENERATION PROGRAM**                   **C.J. COSGROVE, P. ENG.**  
   **DIRECTOR OF OPERATIONS**  
   **C. EARLE MOORE,**  
   **ARENAS & FACILITIES SUPERVISOR**

**RECOMMENDATION**

That a New Revenue program be established for the replacement of ice resurfacers and ice edger equipment which includes a specific capital revenue reserve account for this program; and

That the following yearly rate schedule be established:

	<b>Memorial Centre</b>	<b>Youth Arena</b>
A. Ice Resurfacer Ad	\$2,000 minimum or as negotiated	\$1,000 minimum or as negotiated
B. In-Ice Logo Ad	\$1,000	\$600
C. Wall Banner Ad	N/A	\$400

**BACKGROUND**

Due to increasing pressure on the City's budget, it has been increasingly difficult for the City to allocate the necessary funds to ensure the replacement of ice resurfacer units within the frequency that meets industry standards for optimizing operating costs.

The current funds required to replace one ice resurfacer with laser level systems and one ice edger (both propane operated) is \$99,500.

Ideally, ice resurfacers should be replaced every 8 – 10 years, subject to hours of operation and ongoing reliability. As the City operates two (2) arenas, there should be an ice resurfacer and ice edger replacement included in the Fleet Equipment Replacement Program every five years. The existing ice resurfacer at the Youth Arena is 17 years old and the unit at the Memorial Centre is 10 years old.

As a result of this major concern, a revenue generation program linked to the replacement of the ice resurfacers has been developed.

### **VISION**

To develop a financial plan to establish and generate an on-going source of "New Revenue" that would specifically contribute to the replacement of "Ice Resurfacer Units" and related "Ice Maintenance Equipment" that are required at the Memorial Centre and Youth Arena.

### **GOALS AND LONG RANGE PLANS**

This financial plan demonstrates the following details which include:

- Specifics
- Challenging
- Realistic
- Attainable
- Measurable

### **VISION AND GOAL REVIEWS**

This program will be re-visited annually during the budget process to assess overall progress and revenue projections. With an established Account for this "New Revenue Generation Project" progress can be monitored by routine variance reports.

### **FINANCIAL PLAN**

#### **"NEW REVENUE GENERATION PROGRAM"**

The funds generated by this program would be credited to a specific Capital Revenue Reserve Account for the replacement of ice resurfacer units and related ice maintenance equipment. This revenue generation program shall be phased in during the next twelve (12) months as a result of the timing of this report and available staff resources.

The new revenue generating program would make the following advertising opportunities available:

	<b>Memorial Centre</b>	<b>Youth Arena</b>
A) Ice Resurfacer Promotion ads	yes	yes
B) In-Ice Logos	yes	yes
C) Wall Banners	*no	yes

**\*NOTE:** The current Facility Lease Agreement with the Brockville Braves Jr. "A" Hockey Club includes wall signs at the Memorial Centre.

Items A, B and C would be based on a three year term and paid yearly on or before July 1<sup>st</sup> of each ice season.

The process for selling the advertising on the ice resurfacer shall be considered as a "Request for Proposal" with a minimum yearly amount of \$2,000 for the Memorial Centre and \$1,000 for the Youth Arena or as negotiated by the Director of Operations and Arenas and Facilities Supervisor with a term not to exceed five (5) years.

It should be noted that this Advertising Revenue Generating program is time sensitive. Part of the program involves the installation of In-Ice logos and this task must be completed during the installation process of the ice surface at each facility.

The full impact of this revenue generating program will not be realized until the installation of the ice surfaces starting August of 2013. The installation of In-Ice Logos will only proceed at the Memorial Centre for the 2012 ice season.

The advertiser is responsible for all the costs to produce their ad. All In-Ice Logo ads must be camera ready and/or be available in a format required by the in-ice logo supplier as specified by the City. Advertising material must be F.O.B. to the Brockville Memorial Centre. City staff will be available to assist with the in-ice logo ads process. All associated costs will be based on cost recovery plus 10%.

From the perspective of potential advertisers, it is important that their advertising be directly linked to the provision of "quality ice" at the arenas through the optimal replacement of the ice resurfacers. Therefore, the allocation of the revenue to a Specific Capital Reserve, rather than to general arena operating revenues is a key component of this program.

## **Financial Implications**

### **Revenue Detail #1**

	Memorial Centre	Youth Arena	Year 1	Year 3	Year 5	Year 10
Ice Resurfacer Ad	\$2,000/yr Minimum yearly rate or as negotiated	\$1,000/yr	\$3,000	\$9,000	\$15,000	\$30,000
In-Ice Logo Ad	\$12,000 12 units @ \$1,000	\$7,200 12 units @ \$600	\$19,200	\$57,600	\$96,000	\$192,000
Wall Banners Ad	N/A	\$6,000 15 units @ \$400	\$6,000	\$18,000	\$30,000	\$60,000
Estimated Gross			\$28,200	\$84,600	\$141,000	\$282,000

### **REVENUE SUMMARY**

Using a conservative projection for revenue at 75% of the maximum gross revenues, a yearly revenue goal of \$21,150 is attainable. Based on this amount, revenue goals can be summarized as follows:

Year One (1)	\$21,150
Year Three (3)	\$63,450
Year Five (5)	\$105,750
Year Ten (10)	\$211,500

If this target of 75% of the maximum gross revenues is achieved or exceeded, there would be sufficient funds generated to fully fund the replacement of the ice resurfacers at the optimal frequency.

The revenue targets and ad costs have been confirmed with other municipally operated arenas with similar programs.

### **FINANCIAL PLAN #2 “NEW REVENUE GENERATION PROGRAM”**

If the “New Revenue Generation Program” does not provide the funds to offset the purchase of the ice resurfacer and ice edger equipment, the following is another revenue generation program that could be considered in the future. Similar programs have been implemented at other Eastern Ontario Municipal arenas.

Create a "Capital Reserve Allocation Surcharge" on ice rentals for all groups. This surcharge would remain constant at the approved rate for a minimum of three (3) years or otherwise changed and approved by Council. The annual ice rental rate increase shall continue and not impact this surcharge on hourly ice rentals.

### Financial Implications

#### Revenue Projection

The following is based on an average operating season September 01 to March 31.

Prime Time

Two (2) arenas @ 61hrs per week x 28 weeks x \$2.00/hr = \$6,832

Non-Prime Time

Two (2) arenas @ 15 hrs per week x 28 weeks x \$2.00/hr = \$1,680

Spring and Summer Ice

Total prime time hours for April and August = 370 hrs x \$2.00/hr = \$740

Total Projected Revenue	\$9,250
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### REVENUE SUMMARY #2

Based on the specific hours of use, the additional estimated revenue that could be generated would be \$9,000. Based on this amount, revenue goals can be summarized as follows:

Year One (1)	\$9,000
Year Three (3)	\$27,000
Year Five (5)	\$45,000
Year Ten (10)	\$90,000

### **POLICY IMPLICATION**

Any new User Fees and or changes to existing user fees require Council approval.

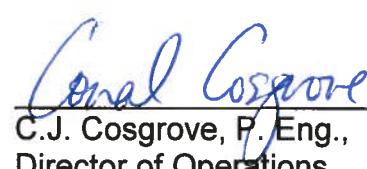
## FINANCIAL CONSIDERATION/CONCLUSION

Based on the projected revenue from Financial Plan #1, a goal of \$21,150 of "New" Generated Revenue could be realized annually. The current replacement cost of an ice resurfacer unit and ice edger has been estimated to be \$99,500 for 2012. The approval and success of this "New Revenue Generating Program" could provide for the necessary funds to replace the equipment as per the industry standard. This program could also reduce the financial impact on future City budgets to finance the capital cost of equipment replacement. Revenue in excess of the five year equipment replacement cost would remain in the specified account to offset future ice resurfacer equipment replacement.

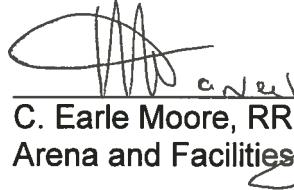
per

  
B. Casselman, City Manager

  
Donna Cyr, Director of Finance

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

per

  
C. Earle Moore, RRFA – CIT  
Arena and Facilities Supervisor

**June 13, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – June 19,  
2012**

**2012-111-06  
BROCKVILLE JR. "A" BRAVES  
LEASE AGREEMENT RENEWAL  
MAY 01, 2012 TO APRIL 30, 2015**

**C.J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
C. EARLE MOORE,  
ARENAS & FACILITIES SUPERVISOR**

**RECOMMENDATION**

THAT the lease agreement with the Brockville Braves Junior A Hockey Club be renewed for the term of May 01, 2012 to April 30, 2015.

**PURPOSE**

The lease agreement with the Brockville Braves is required to be reviewed and updated accordingly every three (3) years.

**ANALYSIS**

Staff has met with Mrs. Krista Gill, Manager of Business Operations and has agreed to the attached Lease Agreement Renewal. The changes from the previous agreement are:

1. Page 2 – 5.0 – In-ice logos shall be the responsibility of the City and the City shall retain all revenues generated from this program.
2. Page 10 – Advertising Fees – 2012-2015 Hockey Season
  - Additional Advertising: the City will receive 10% of the total revenue after cost. (reduced from 25%)

**POLICY IMPLICATIONS**

The City requires that the Lease Agreement Renewal must be signed and witnessed by the Brockville Braves Jr. "A" Hockey Club and upon approval be signed by the Mayor and Clerk on behalf of the Corporation of the City of Brockville.

## **FINANCIAL CONSIDERATIONS**

It is projected that this Lease Agreement Renewal should generate advertising revenue in the amount of \$6,300.00, plus yearly ice rental revenue during the term of May 01, 2012 to April 20, 2015.

*per*

*Marko Mackley*

B. Casselman, City Manager

*per*

*C.J. Cosgrove*

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

*Donna Cyr*

Donna Cyr, Director of Finance

*per*

*C. Earle Moore*

C. Earle Moore,  
Arenas & Facilities Supervisor

June 8, 2012

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – JUNE  
19, 2012**

**2012-104-06  
2012 TAX RATES  
FILE: F22-45**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES  
M. MCDONALD  
FINANCIAL ADMINISTRATIVE ANALYST  
D. SMITH, TAX COLLECTOR**

**RECOMMENDATION**

THAT Council authorize staff to levy \$ 30,649,310 and impose municipal and education tax rates for the year 2012; and

THAT Council authorize the levy on behalf of the Downtown Board Improvement Association (DBIA) to impose special purpose rates for the year 2012; and

THAT the necessary by-laws be enacted.

**PURPOSE**

As per Section 312 and 342 of the Municipal Act, Council shall approve annually a by-law which specifies the taxes to be levied, municipal, education and DBIA tax rates.

**BACKGROUND**

Council through the budget process approved a net levy for 2012 of \$30,649,310. Tax ratios and capping and threshold options for protected classes were approved at the May 22nd, 2012 Council meeting.

Assessment adjustments and corrections required through assessment review board decisions and MPAC minutes of settlement have now been completed on the Provincial on-line tax analysis system (OPTA). This finalization of assessment allows for the calculation of the 2012 tax rates based on the City's approved levy, capping thresholds and ratios.

**ANALYSIS**

**Municipal Rates**

The City's levy increase of 3.80% equates to an actual tax rate increase of 3.99% for residential and multi-residential; 3.47% for commercial and 3.42% for industrial classes based upon (a) commercial and industrial ratio reductions; and (b) reassessment for all tax classes. Note that this is the final year of the four year phase-in for reassessment based upon 2008 CVA.

## Education Rates

The Province approved Ontario Regulation 60/12 that prescribed the education rates for the residential and business property classes for 2012.

The uniform residential tax rate, which includes the residential and multi-residential tax classes, has been reset to offset the average reassessment change in residential values across the province. The 2012 tax rate was set at 0.221% reduced from the rate of 0.231%. Farm and managed forest tax class rates are based upon 25% of the residential education tax rate.

The 2012 Business Education Tax (BET) rates for the commercial, industrial and pipeline tax classes have been set based on the Provincial plan to reduce BET. The 2012 Ontario Budget proposed a temporary freeze in the reduction in BET rates beginning in 2013. The Provincial government is committed to resume the BET reduction plan once a balanced budget is in place.

Attachments 3 to Report 2012-104-06 illustrate a full comparison of municipal and education rates.

## Impact to Rate Payers

Based upon \$100,000 of assessment, the impact to the property owner, with an average reassessment increase, (2012 vs 2011) is:

Property Class	Average Reassessment Increase as per MPAC	Municipal Tax Impact	Education Tax Impact	Combined Impact
Residential	22.43 %	\$ 49.07	\$ 0.58	\$ 49.65
Commercial	18.12 %	\$ 64.23	\$ (173.65)	\$ (109.43)
Industrial	15.42%	\$ 67.43	\$ (275.54)	\$ (208.11)

## Downtown Board Improvement Rates

These rates are based on the levy \$243,056 and recovery of the cost of complimentary parking of \$40,980 as approved by Brockville City Council in the budget.

### Schedules and Attachments:

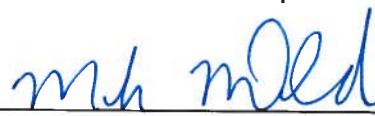
- |              |  |
|--------------|--|
| Attachment 1 | By-Law 0xx-2012  |
| Schedule A   | <u>Municipal Tax Rates</u><br><br>This schedule includes assessment values, tax ratios, capping and threshold options and tax rates. |
| Schedule B   | <u>Education Tax Rates</u><br><br>This schedule includes assessment values and tax rates as prescribed by the Provincial government. |
| Schedule C   | The statement of budget expenses and revenues for the year 2012.   |
| Attachment 2 | 2012 Tax Rate Schedule identified by Property Class  |
| Attachment 3 | Comparison of Tax Levies, Tax Rates and Impacts  |
| Attachment 4 | DBIA Tax Rates and tiered parking rates package  |

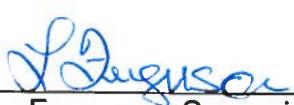
### By-Laws

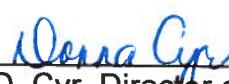
By-laws are required to enact Municipal and Education rates for the 2012 tax year.

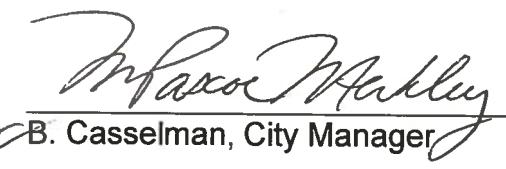
The By-law for the Downtown Board Improvement Area rates will be presented for approval at the August 2012 Council meeting. This meets notification requirements to all applicable property owners in a DBIA area as defined in the Municipal Act.

  
D. Smith, Tax Collector

  
M. McDonald, Financial Administrative Analyst

  
L. Ferguson, Supervisor of Accounting Services

  
D. Cyr, Director of Finance

  
B. Casselman, City Manager

## **THE CORPORATION OF THE CITY OF BROCKVILLE**

### **By-law Number 0xx-2012**

*A By-law to Levy \$30,649,310 and Impose Municipal and Education Rates  
for the Year 2012 and to Authorize the Levying Thereof*

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WHEREAS the estimates of all the sums which are required for the lawful purpose of the Corporation of the City of Brockville for the year 2012 have been laid before the Municipal Council of the City of Brockville and have been adopted by the said Council; and

WHEREAS pursuant to the Municipal Act S.O. 2001, c 25 the local municipality shall each year pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class on rateable property for local municipal purposes; and

WHEREAS the assessments in each property class includes any adjustments made under Section 32, 33, 34, 39.1 or 40 of the Assessment Act to the assessments on the assessment roll as returned for the 2012 taxation year; and

WHEREAS the tax ratios on each property class for the 2012 taxation year have been set out in By-law 0044-2012 of the Corporation of The City of Brockville; and

WHEREAS the capping thresholds for protected property classes for the 2012 taxation year have been set out in By-law 043-2012 of the Corporation of The City of Brockville; and

WHEREAS the tax rates for municipal purposes on all property classes and property subclasses have been calculated pursuant to the provisions of the Municipal Act 2001; and

WHEREAS it is necessary for the Corporation of the City of Brockville pursuant to the Education Act to levy rates and raise the sums requisitioned by the Province against the Municipality for 2012 as prescribed in Ontario Regulation 60/12; and

WHEREAS the Municipal Act S.O. 2001, c 25 requires that the Treasurer is responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by Council including control and protection of all Municipal revenues, expenditures and investments as authorized and in compliance with the regulations made under the following: By-law 092-2000 Purpose of providing fiscal financial management control for perpetual smoothing of tax rate growth, By-law 073-2007 Budgetary Control and By-Law 090-2005 Purchasing By-law and all other Municipal By-laws, Provincial legislation, insurance regulations and policies and in accordance with generally accepted accounting principles; and

WHEREAS the use of all Reserve Funds are controlled by individual municipal by-laws;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

THAT for the year 2012 the municipal tax rates for all property classes on rateable property and payment in lieu (PIL) shall be as set out in Schedule A, attached hereto which shall be read with and form part of this by-law.

THAT for the year 2012 the education tax rates for all property classes on rateable property shall be as set out in Schedule B, attached hereto which shall be read with and form part of this by-law.

THAT Council approves the statement of budget expenses and revenues for the year 2012, attached hereto as Schedule C which shall be read with and form part of this by-law.

THAT the rates as set out in Schedule A and Schedule B for the year 2012 shall be applied against all property classes in the assessment roll as returned and amended for the 2012 taxation year.

THAT the 2012 taxes are due and payable in two installments, being the Interim tax demand on the 24th of February 2012 and the Final Tax demand due on the 30<sup>th</sup> day of August 2012, provided however that the said due date does not prevent any persons from paying the whole tax levy for the year in one bulk sum.

THAT all notices of taxes shall be mailed to the address of the residence or place of business of the person taxed or alternate addresses as requested in writing by the person taxed. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

THAT partial payment shall be accepted from time to time on account of any taxes due. Acceptance of such part payment does not affect the collection of any penalty or interest charge imposed or collectable under City of Brockville by-laws in respect to non-payment of any taxes or any installment. Where any payment is received on account of taxes, the payment shall first be applied against late payment charges and then payment shall be applied against taxes owing in accordance to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.

THAT payment of taxes, or any installment thereof, may be made at any financial institution as defined by the Municipal Act to the credit of the municipality.

If any section(s) or clause(s) of this by-law or of Schedule A or B, in their application to any person or circumstance is illegal, invalid or unenforceable, the remainder of this By-law shall be read and interpreted as if such section(s) or clause(s) had never been contained within.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this      day of June, 2012

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MAYOR

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CLERK

# Schedule A to Report 2012-104-06

## THE CORPORATION OF THE CITY OF BROCKVILLE

### SCHEDULE A

#### 2012 MUNICIPAL TAX RATES

<b>Property Class</b>	<b>RTC/RTQ</b>	<b>Assessment</b>	<b>Ratios</b>	<b>Tax Rates</b>
Residential/farm	RT	1,361,839,258	1.000000	0.012997754
Residential Shared PIL	RH	62,000	1.000000	0.012997754
New Multi-Residential	NMT	-	1.000000	0.012997754
Multi-Residential	MT	100,668,780	1.770000	0.023006024
Farmlands	FT	162,800	0.250000	0.003249438
Managed Forests	TT	40,000	0.250000	0.003249438
Commercial Occupied	CT	227,527,094	1.948210	0.025322354
Office Building	DT	48,730	1.948210	0.025322354
Shopping Centre	ST	55,647,100	1.948210	0.025322354
Parking Lot	GT	360,000	1.948210	0.025322354
Commercial Shared PIL	CH	593,000	1.948210	0.025322354
New Construction Commercial	XT	36,181,530	1.948210	0.025322354
New Construction Shopping Centre	ZT	5,415,210	1.948210	0.025322354
Commercial Vacant Land	CX	4,202,500	1.363747	0.017725648
Commercial Excess Land	CU	2,449,892	1.363747	0.017725648
Commercial Vacant PIL	CJ	33,500	1.363747	0.017725648
Shopping Centre Excess Land	SU	18,870	1.363747	0.017725648
New Construction Excess Land	XU	1,041,300	1.363747	0.017725648
New Construction Shopping Centre Excess Land	ZU	310,460	1.363747	0.017725648
Industrial Occupied	IT	21,926,225	2.613109	0.033964548
Large Industrial	LT	37,574,370	2.613109	0.033964548
Industrial Shared PIL	IH	229,800	2.613109	0.033964548
Industrial Vacant Land	IX	1,410,600	1.698521	0.022076956
Industrial Excess Land	IU	587,005	1.698521	0.022076956
Large Industrial Vacant Land	LX	-	1.698521	0.022076956
Large Industrial Excess Land	LU	671,946	1.698521	0.022076956
Industrial Vacant Land PIL	IJ	20,500	1.698521	0.022076956
Pipelines	PT	6,397,000	1.813224	0.023567840

1,865,419,470

# Schedule B to Report 2012-104-06

## THE CORPORATION OF THE CITY OF BROCKVILLE

### SCHEDULE B

#### 2012 EDUCATION TAX RATES AS PRESCRIBED

##### Ontario Regulation 60/12

Property Class	RTC/RTQ	Assessment	Tax Rates
Residential/farm	RT	1,361,839,258	0.002210000
Residential Shared PIL	RH	62,000	0.002210000
Residential/farm school support only	RD	888,000	0.002210000
New Multi-Residential	NMT		0.002210000
Multi-Residentail	MT	100,668,780	0.002210000
Farmlands	FT	162,800	0.000552500
Managed Forests	TT	40,000	0.000552500
Commercial Occupied	CT	227,527,094	0.014900000
Office Building	DT	48,730	0.014900000
Shopping Centre	ST	55,647,100	0.014900000
Parking Lot	GT	360,000	0.014900000
Commercial Shared PIL	CH	593,000	0.014900000
New Construction Commercial	XT	36,181,530	0.012600000
New Construction Shopping Centre	ZT	5,415,210	0.012600000
Commercial Vacant Land	CX	4,202,500	0.010430000
Commercial Excess Land	CU	2,449,892	0.010430000
Commercial Vacant Shared PIL	CJ	33,500	0.010430000
Shopping Centre Excess Land	SU	18,870	0.010430000
New Construction Excess Land	XU	1,041,300	0.008820000
New Construction Shopping Centre Excess Land	ZU	310,460	0.008820000
Industrial Occupied	IT	21,926,225	0.015900000
Large Industrial	LT	37,574,370	0.015900000
Industrial Shared PIL	IH	229,800	0.015900000
Industrial Vacant Land	IX	1,410,600	0.010335000
Large Industrial Vacant Land	LX		0.010335000
Large Industrial Excess Land	LU	671,946	0.010335000
Industrial Excess Land	IU	587,005	0.010335000
Industrial Vacant Land PIL	IJ	20,500	0.010335000
Pipelines	PT	6,397,000	0.013886190

1,866,307,470

**CITY OF BROCKVILLE**  
**BUDGET SUMMARY 2011-12**



GL5410  
Date : Jun 11, 2012

Page : 1  
Time : 8:59 am

## **Schedule C to Report 2012-104-06**

For Period Ending 31-Dec-2012

	2011 BUDGET	2012 BUDGET	% CHANGE	\$ CHANGE
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### General

#### Animal Control

Revenues	(29,045.00)	(34,200.00)	17.75	(5,155.00)
Expenses	108,506.00	107,931.00	(0.53)	(575.00)

Total Animal Control

79,461.00	73,731.00	(7.21)	(5,730.00)
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#### Arts Centre

Revenues	(478,436.00)	(566,623.00)	18.43	(88,187.00)
Expenses	633,258.00	721,785.00	13.98	88,527.00

Total Arts Centre

154,822.00	155,162.00	0.22	340.00
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#### Clerk

Revenues	(199,068.00)	(83,902.00)	(57.85)	115,166.00
Expenses	348,829.00	340,126.00	(2.49)	(8,703.00)

Total Clerk

149,761.00	256,224.00	71.09	106,463.00
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#### City Manager

Expenses	441,985.00	444,219.00	0.51	2,234.00
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Total City Manager

441,985.00	444,219.00	0.51	2,234.00
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#### City Council/Mayor

Revenues	(3,949.00)	(3,949.00)	0.00	0.00
Expenses	218,527.00	221,139.00	1.20	2,612.00

Total City Council/Mayor

214,578.00	217,190.00	1.22	2,612.00
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#### Corporate Finance

Revenues	(1,710,379.00)	(1,870,247.00)	9.35	(159,868.00)
Expenses	2,415,558.00	3,334,878.00	38.06	919,320.00

Total Corporate Finance

705,179.00	1,464,631.00	107.70	759,452.00
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#### Cultural Services

Revenues	(6,333.00)	0.00	(100.00)	6,333.00
Expenses	59,803.00	26,503.00	(55.68)	(33,300.00)

Total Cultural Services

53,470.00	26,503.00	(50.43)	(26,967.00)
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#### Economic Development

Revenues	(172,561.00)	(202,873.00)	17.57	(30,312.00)
Expenses	442,536.00	495,732.00	12.02	53,196.00

Total Economic Development

269,975.00	292,859.00	8.48	22,884.00
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#### Finance

Revenues	(59,123.00)	(30,820.00)	(47.87)	28,303.00
Expenses	826,130.00	814,153.00	(1.45)	(11,977.00)

Total Finance

767,007.00	783,333.00	2.13	16,326.00
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#### Fire Department

Revenue	(395,624.00)	(466,531.00)	17.92	(70,907.00)
Expense	4,632,184.00	4,735,054.00	2.22	102,870.00

Total Fire Department

4,236,560.00	4,268,523.00	0.75	31,963.00
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CITY OF BROCKVILLE  
BUDGET SUMMARY 2011-12



GL5410 Page : 2  
Date : Jun 11, 2012 Time : 8:59 am

For Period Ending 31-Dec-2012

	2011 BUDGET	2012 BUDGET	% CHANGE	\$ CHANGE
<b>General</b>				
<b>Human Resources</b>				
Revenues	(24,000.00)	(24,000.00)	0.00	0.00
Expenses	279,759.00	273,978.00	(2.07)	(5,781.00)
Total Human Resources	255,759.00	249,978.00	(2.26)	(5,781.00)
<b>Information Services</b>				
Revenues	(36,362.00)	(60,425.00)	66.18	(24,063.00)
Expenses	392,877.00	423,965.00	7.91	31,088.00
Total Information Services	356,515.00	363,540.00	1.97	7,025.00
<b>Parking</b>				
Revenues	(353,069.00)	(412,205.00)	16.75	(59,136.00)
Expenses	303,552.00	362,296.00	19.35	58,744.00
Total Parking	(49,517.00)	(49,909.00)	0.79	(392.00)
<b>Planning</b>				
Revenues	(325,550.00)	(326,740.00)	0.37	(1,190.00)
Expenses	1,105,505.00	1,142,622.00	3.36	37,117.00
Total Planning	779,955.00	815,882.00	4.61	35,927.00
<b>Parking Rental</b>				
Revenues	(10,764.00)	(12,000.00)	11.48	(1,236.00)
Expenses	10,764.00	12,000.00	11.48	1,236.00
Total Parking Rental	0.00	0.00	0.00	0.00
<b>Tourism</b>				
Expenses	174,099.00	176,789.00	1.55	2,690.00
Total Tourism	174,099.00	176,789.00	1.55	2,690.00
<b>Facilities</b>				
Revenues	(958,360.00)	(966,584.00)	0.86	(8,224.00)
Expenses	1,118,455.00	1,240,939.00	10.95	122,484.00
Total Facilities	160,095.00	274,355.00	71.37	114,260.00
<b>Operations/Parks Administration</b>				
Expenses	225,244.00	228,554.00	1.47	3,310.00
Total Operations/Parks Administration	225,244.00	228,554.00	1.47	3,310.00
<b>Pedestrian Vehicle Infrastructure</b>				
Expenses	533,127.00	529,306.00	(0.72)	(3,821.00)
Total Pedestrian Vehicle Infrastructure	533,127.00	529,306.00	(0.72)	(3,821.00)
<b>Public Works\Parks\Fleet</b>				
Revenues	(1,507,623.00)	(1,493,433.00)	(0.94)	14,190.00
Expenses	5,081,468.00	5,129,180.00	0.94	47,712.00
Total Public Works\Parks\Fleet	3,573,845.00	3,635,747.00	1.73	61,902.00
<b>Transit</b>				
Revenueus	(461,608.00)	(493,290.00)	(31,682.00)	

**CITY OF BROCKVILLE**  
**BUDGET SUMMARY 2011-12**



GL5410  
 Date : Jun 11, 2012

Page : 3  
 Time : 9:00 am

For Period Ending 31-Dec-2012

	2011 BUDGET	2012 BUDGET	% CHANGE	\$ CHANGE
<b>General</b>				
Expenses	935,639.00	963,410.00	2.97	27,771.00
Total Transit	474,031.00	470,120.00	(0.83)	(3,911.00)
<b>Engineering</b>				
Revenues	(13,000.00)	(9,000.00)	(30.77)	4,000.00
Expenses	140,562.00	130,731.00	(6.99)	(9,831.00)
Total Engineering	127,562.00	121,731.00	(4.57)	(5,831.00)
<b>Solid Waste</b>				
Revenues	(253,885.00)	(253,885.00)	0.00	0.00
Expenses	1,123,903.00	1,227,277.00	9.20	103,374.00
Total Solid Waste	870,018.00	973,392.00	11.88	103,374.00
<b>Airport</b>				
Revenues	(108,577.00)	(117,667.00)	8.37	(9,090.00)
Expenses	203,250.00	206,181.00	1.44	2,931.00
Total Airport	94,673.00	88,514.00	(6.51)	(6,159.00)
<b>Cemetery</b>				
Revenues	(195,412.00)	(185,000.00)	(5.33)	10,412.00
Expenses	264,598.00	270,429.00	2.20	5,831.00
Total Cemetery	69,186.00	85,429.00	23.48	16,243.00
<b>Committee of Adjustment</b>				
Revenues	(9,425.00)	(9,707.00)	2.99	(282.00)
Expenses	9,026.00	9,074.00	0.53	48.00
Total Committee of Adjustment	(399.00)	(633.00)	58.65	(234.00)
<b>Heritage Brockville</b>				
Revenues	(930.00)	(930.00)	0.00	0.00
Expenses	9,198.00	9,298.00	1.09	100.00
Total Heritage Brockville	8,268.00	8,368.00	1.21	100.00
<b>Library</b>				
Revenues	(19,725.00)	0.00	(100.00)	19,725.00
Expenses	609,001.00	606,955.00	(0.34)	(2,046.00)
Total Library	589,276.00	606,955.00	3.00	17,679.00
<b>Museum</b>				
Revenues	(76,976.00)	(78,176.00)	1.56	(1,200.00)
Expenses	273,534.00	279,528.00	2.19	5,994.00
Total Museum	196,558.00	201,352.00	2.44	4,794.00
<b>Police</b>				
Revenues	(867,300.00)	(1,028,179.00)	18.55	(160,879.00)
Expenses	7,835,889.00	8,024,910.00	2.41	189,021.00
Total Police	6,968,589.00	6,996,731.00	0.40	28,142.00

**CITY OF BROCKVILLE**  
**BUDGET SUMMARY 2011-12**



GL5410  
Date : Jun 11, 2012

Page : 4  
Time : 9:00 am

For Period Ending 31-Dec-2012

	2011 BUDGET	2012 BUDGET	% CHANGE	\$ CHANGE
<b>General</b>				
<b>Expenses</b>	156,618.00	162,716.00	3.89	6,098.00
Total Cataraqui Region Conservation Au	156,618.00	162,716.00	3.89	6,098.00
<b>Downtown Business Improvement Assoc.</b>				
<b>Revenues</b>	(272,511.00)	(284,036.00)	4.23	(11,525.00)
<b>Expenses</b>	272,511.00	284,036.00	4.23	11,525.00
Total Downtown Business Improvement As	0.00	0.00	0.00	0.00
<b>Public Health Grants</b>				
<b>Expenses</b>	404,894.00	411,746.00	1.69	6,852.00
Total Public Health Grants	404,894.00	411,746.00	1.69	6,852.00
<b>Long Term Care</b>				
<b>Expenses</b>	846,175.00	883,809.00	4.45	37,634.00
Total Long Term Care	846,175.00	883,809.00	4.45	37,634.00
<b>Joint Services - Ambulance</b>				
<b>Expenses</b>	1,049,338.00	1,036,167.00	(1.26)	(13,171.00)
Total Joint Services - Ambulance	1,049,338.00	1,036,167.00	(1.26)	(13,171.00)
<b>Joint Services - Child Care</b>				
<b>Expenses</b>	271,069.00	256,329.00	(5.44)	(14,740.00)
Total Joint Services - Child Care	271,069.00	256,329.00	(5.44)	(14,740.00)
<b>Joint Services - General Assistance</b>				
<b>Expenses</b>	1,529,302.00	1,453,598.00	(4.95)	(75,704.00)
Total Joint Services - General Assista	1,529,302.00	1,453,598.00	(4.95)	(75,704.00)
<b>Joint Services - Housing</b>				
<b>Expenses</b>	934,591.00	928,261.00	(0.68)	(6,330.00)
Total Joint Services - Housing	934,591.00	928,261.00	(0.68)	(6,330.00)
<b>Joint Services - Provincial Offences</b>				
<b>Revenues</b>	(219,483.00)	(223,228.00)	1.71	(3,745.00)
Total Joint Services - Provincial Offe	(219,483.00)	(223,228.00)	1.71	(3,745.00)
<b>Debt Charges</b>				
<b>Revenues</b>	(1,948,057.00)	(1,792,858.00)	(7.97)	155,199.00
<b>Expenses</b>	4,021,681.00	3,774,194.00	(6.15)	(247,487.00)
Total Debt Charges	2,073,624.00	1,981,336.00	(4.45)	(92,288.00)
<b>Total General</b>	29,525,810.00	30,649,310.00	3.81	1,123,500.00

# Attachment 2 to Report 2012-104-06

## 2012 Assessment Class and Tax Rate Legend

PROPERTY CLASS	RTC/RTQ ASSESSMENT CODES	MUNICIPAL	SCHOOL	TOTAL
RESIDENTIAL/FARM	RT	0.012997754	0.002210000	0.015207754
RESIDENTIAL/FARM SCHOOL ONLY	RD		0.002210000	0.002210000
RESIDENTIAL/FARM SHARED PIL	RH	0.012997754	0.002210000	0.015207754
NEW MULTI-RESIDENTIAL	NMT	0.012997754	0.002210000	0.015207754
MULTI-RESIDENTIAL	MT	0.023006024	0.002210000	0.025216024
FARMLANDS	FT	0.003249438	0.000552500	0.003801938
MANAGED FORESTS	TT	0.003249438	0.000552500	0.003801938
COMMERCIAL OCCUPIED	CT	0.025322354	0.014900000	0.040222354
COMMERCIAL SHARED PIL	CH	0.025322354	0.014900000	0.040222354
NEW CONSTRUCTION COMMERCIAL	XT	0.025322354	0.012600000	0.037922354
COMMERCIAL EXCESS LAND	CU	0.017725648	0.010430000	0.028155648
NEW CONSTRUCTION COMMERCIAL EXCESS LAND	XU	0.017725648	0.008820000	0.026545648
COMMERCIAL VACANT LAND	CX	0.017725648	0.010430000	0.028155648
COMMERCIAL VACANT PIL	CJ	0.017725648	0.010430000	0.028155648
OFFICE BUILDING	DT	0.025322354	0.014900000	0.040222354
SHOPPING CENTRE	ST	0.025322354	0.014900000	0.040222354
NEW CONSTRUCTION SHOPPING CENTRE	ZT	0.025322354	0.012600000	0.037922354
SHOPPING CENTRE EXCESS LAND	SU	0.017725648	0.010430000	0.028155648
NEW CONSTRUCTION SHOPPING CENTRE EXCESS LAND	ZU	0.017725648	0.008820000	0.026545648
PARKING LOT	GT	0.025322354	0.014900000	0.040222354
INDUSTRIAL OCCUPIED	IT	0.033964548	0.015900000	0.049864548
INDUSTRIAL SHARED PIL	IH	0.033964548	0.015900000	0.049864548
INDUSTRIAL EXCESS LAND	IU	0.022076956	0.010335000	0.032411956
INDUSTRIAL VACANT LAND	IX	0.022076956	0.010335000	0.032411956
INDUSTRIAL VACANT LAND PIL	IJ	0.022076956	0.010335000	0.032411956
LARGE INDUSTRIAL	LT	0.033964548	0.015900000	0.049864548
LARGE INDUSTRIAL VACANT LAND	LX	0.022076956	0.010335000	0.032411956
LARGE INDUSTRIAL EXCESS LAND	LU	0.022076956	0.010335000	0.032411956
PIPELINES	PT	0.023567840	0.013886190	0.037454030
<b>DBIA</b>				<b>0.004775760</b>
Parking Tier 1				\$246.64
Parking Tier 2				\$207.87

# Attachment 3 to Report 2012-104-06

LEVIES AND TAX RATES COMPARISON			
	2006	2007	2008
<b>Municipal Levy</b>			
Net Tax Levy	\$23,633,938	\$24,598,069	\$25,602,347
Dollar Change	\$1,276,070	\$964,131	\$1,004,278
Percent Change	5.71%	4.08%	4.08%
	•	*	*

Municipal Tax Rates			
	Residential	Commercial	Industrial
Levy Per 100,000 Assessment	\$1,287.16	\$1,318.51	\$1,287.16
Dollar Change	-\$57.47	\$31.35	\$1,287.16
% Change	-4.27%	2.44%	0.023006024
<b>Multi-Residential</b>	0.023812562	0.024392501	0.024486414
Levy Per 100,000 Assessment	\$2,381.26	\$2,439.25	\$2,381.26
Dollar Change	-\$106.30	\$57.99	\$2,381.26
% Change	-4.27%	2.44%	0.023006024
<b>Commercial</b>	0.025466570	0.026086791	0.026914650
Levy Per 100,000 Assessment	\$2,546.66	\$2,608.68	\$2,546.66
Dollar Change	-\$113.68	\$62.02	\$2,546.66
% Change	-4.27%	2.44%	0.023006024
<b>Industrial</b>	0.033821059	0.034644749	0.035744193
Levy Per 100,000 Assessment	\$3,382.11	\$3,464.47	\$3,382.11
Dollar Change	-\$150.98	\$82.37	\$3,382.11
% Change	-4.27%	2.44%	0.023006024

**LEVIES AND TAX RATES COMPARISON**

2006      2007      2008      2009      2010      2011      2012

●      \*      \*\*      \*\*\*

<b>Education Tax Rates</b>		<b>Residential</b>	<b>Multi-Residential</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Levy Per 100,000 Assessment</b>
Levy Per 100,000 Assessment	\$264.00	\$264.00	\$264.00	\$264.00	\$264.00	\$264.00
Dollar Change	-\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12.00
% Change	-10.81%	0.00%	0.00%	0.00%	0.00%	-4.55%
Levy Per 100,000 Assessment	\$264.00	\$264.00	\$264.00	\$264.00	\$264.00	\$264.00
Dollar Change	-\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12.00
% Change	-10.81%	0.00%	0.00%	0.00%	0.00%	-4.55%
Levy Per 100,000 Assessment	\$2,250.76	\$2,250.76	\$2,237.75	\$2,138.86	\$2,022.41	\$1,730.00
Dollar Change	-\$58.45	\$0.00	-\$13.01	-\$98.89	-\$116.44	-\$292.41
% Change	-2.53%	0.00%	-0.58%	-4.42%	-5.44%	-14.46%
Levy Per 100,000 Assessment	\$2,286.30	\$2,286.30	\$2,272.57	\$2,185.75	\$2,098.35	\$1,930.00
Dollar Change	\$0.00	\$0.00	-\$13.73	-\$86.82	-\$87.40	-\$168.35
% Change	0.00%	0.00%	-0.60%	-3.82%	-4.00%	-8.02%

## LEVIES AND TAX RATES COMPARISON

2006      2007      2008      2009      2010      2011      2012

- 
- \*      \*\*      \*\*\*

### **Combined Municipal and Education Rates**

	Residential	0.015511655	0.015825136	0.016243564	0.015906319	0.015622337	0.015417424	0.015207754
Levy Per 100,000 Assessment	\$1,551.17	\$1,582.51	\$1,624.36	\$1,590.63	\$1,562.23	\$1,541.74	\$1,520.78	
Dollar Change	-\$89.46	\$31.35	\$41.84	-\$33.72	-\$28.40	-\$20.49	-\$20.96	
% Change	-5.45%	2.02%	2.64%	-2.08%	-1.79%	-1.31%	-1.36%	
<b>Multi-Residential</b>	<b>0.02645256</b>	<b>0.027032501</b>	<b>0.027126414</b>	<b>0.026374421</b>	<b>0.025927961</b>	<b>0.025510141</b>	<b>0.025216024</b>	
Levy Per 100,000 Assessment	\$2,645.26	\$2,703.25	\$2,712.64	\$2,637.44	\$2,592.80	\$2,551.01	\$2,521.60	
Dollar Change	-\$138.30	\$57.99	\$9.39	-\$75.20	-\$44.65	-\$41.78	-\$29.41	
% Change	-4.97%	2.19%	0.35%	-2.77%	-1.69%	-1.61%	-1.15%	
<b>Commercial</b>	<b>0.04797419</b>	<b>0.048594411</b>	<b>0.049292120</b>	<b>0.047608554</b>	<b>0.046093897</b>	<b>0.042964336</b>	<b>0.040222354</b>	
Levy Per 100,000 Assessment	\$4,797.42	\$4,859.44	\$4,929.21	\$4,760.86	\$4,609.39	\$4,296.43	\$4,022.24	
Dollar Change	-\$172.13	\$62.02	\$69.77	-\$168.36	-\$151.47	-\$312.96	-\$274.19	
% Change	-3.46%	1.29%	1.44%	-3.42%	-3.18%	-6.79%	-6.38%	
<b>Industrial</b>	<b>0.05668405</b>	<b>0.057507739</b>	<b>0.058469923</b>	<b>0.05703091</b>	<b>0.055699763</b>	<b>0.053740556</b>	<b>0.049864548</b>	
Levy Per 100,000 Assessment	\$5,668.40	\$5,750.77	\$5,846.99	\$5,703.09	\$5,569.98	\$5,374.06	\$4,986.45	
Dollar Change	-\$150.98	\$82.37	\$96.22	-\$143.90	-\$133.11	-\$195.92	-\$387.61	
% Change	-2.59%	1.45%	1.67%	-2.46%	-2.33%	-3.52%	-7.21%	

- Reassessment Years

\* 2nd year of phase in started in 2009

\*\* 3rd year of phase in

final year of 2008 CVA phase in







ROLL #	PROPERTY OWNER	LOCATION	CU	CT	IT	CX	DT	GT	DBIA LEVY BY TAX RATE DISTRIBUTION	PARKING LEVY 65% FLAT RATE	PARKING LEVY 35% FLAT RATE	TOTAL
030 065 001 00	SERGEANT ERNEST	234 KING W		131,000					\$625.62	\$246.64	\$246.64	\$872.26
030 065 002 00	BURCHELL, CARL JAMES	236-238 KING W	245,000						\$1,170.06	\$246.64	\$246.64	\$1,416.70
030 065 003 00	VALAVERIS MARC	240 KING W							\$188.64	\$246.64	\$246.64	\$435.28
030 065 004 00	MENARD MIKE	242 KING W							\$205.36	\$246.64	\$246.64	\$452.00
030 065 005 00	1671171 ONTARIO LTD	244-246 KING W	185,000						\$883.52	\$246.64	\$246.64	\$1,130.15
030 065 006 00	KILPATRICK HOLDINGS INC	250 KING W	317,000						\$1,513.92	\$246.64	\$246.64	\$1,760.56
030 065 007 00	MCKERCHER HOLDINGS LIMITED	260 KING W	1,296,000						\$8,189.39	\$246.64	\$246.64	\$8,389.39
030 065 048 00	KADDATZ CARL JAMES	12-14 PERTH	85,622						\$408.91			\$816.78
030 065 250 00	THE DAWSON REAL ESTATE GROUP	16-22 PERTH	73,347						\$350.29			\$558.18
030 065 252 00	MAJOR MARY ELLEN	24 PERTH	113,000						\$207.87			\$207.87
030 065 253 00	WHALEY GERTRUDE ANN	28 PERTH	95,000						\$539.88			\$539.88
030 065 254 00	WHALEY GERTRUDE ANN	32 PERTH	32,500						\$453.70			\$453.70
			457,400	49,580,028	0	467,500	46,730	360,000	\$443,058.00	\$26,637.00	\$14,343.00	\$284,058.00

ROLL #	PROPERTY OWNER	LOCATION	CU	CT	IT	CX	DT	GT	DBIA LEVY BY TAX RATE DISTRIBUTION	PARKING LEVY 65% FLAT RATE	PARKING LEVY 35% FLAT RATE	TOTAL
<b>2012 DOWNTOWN BOARD IMPROVEMENT AREA TAX RATE</b>												
	Required Levy								<u>\$243,056.00</u>			
	Property Classes											
	Commercial, Taxable: vacant unit excess land								457,400			
	Commercial, Taxable: full								49,560,028			
	Industrial, Taxable: full								0			
	Commercial, Taxable: vacant land								467,500			
	Office Building, Taxable: full								48,730			
	Parking Lot, Taxable: full								350,000			
	<b>Assessment Total</b>								<u>50,893,658</u>			
	Required Levy / Assessment = Tax Rate								<u>\$243,056 / 50,893,658</u>			
									0.00477576			
									<u>50,893,658 x .00477576</u>			
									<u><u>\$243,056.00</u></u>			
	Parking Recovery								<u>\$40,980.00</u>			
	65% OF \$40,980								<u>\$26,637.00</u>			
	35% OF \$40,980								<u>\$14,343.00</u>			
	NOT IN COMPLIMENTARY ZONE								<u><u>\$0.00</u></u>			
									<u><u>\$40,980.00</u></u>			
	\$26,637/# OF PROPERTIES	108							<u>\$246.64</u>			
	\$14,343/# OF PROPERTIES	69							<u>\$207.87</u>			
	\$0 / # OF PROPERTIES	45							<u>\$0.00</u>			
	Total Levy on Behalf of DBIA								<u><u>\$284,036.15</u></u>			

**June 11, 2012**

**REPORT TO FINANCE ADMINISTRATION AND OPERATIONS COMMITTEE – JUNE 19,  
2012**

**2012-107-06**

**BROCKVILLE MUSEUM**

**REQUEST FOR TRANSFER OF FUNDS**

**FOR PRESERVATION OF ORAL HISTORY**

**ARCHIVES PROJECT**

**D.CYR**

**DIRECTOR OF FINANCE**

**B. BURKE**

**CURATOR, BROCKVILLE MUSEUM**

**FILE: C12-13**

**RECOMMENDATION**

THAT Council authorize the transfer, to a maximum of \$3,000, from the Brockville Museum Reserve Fund to be used for the preservation of oral history interviews project; and

THAT monies being transferred from the Brockville Museum Reserve Fund be expensed from Account 02-5-191954-6436 and allocated to Account 01-4-770615-0912; and

THAT Council waive the provisions of the Purchasing By-Law.

**PURPOSE**

To have Council approve the transfer from the Brockville Museum Reserve fund to cover costs associated with preservation of oral history archives project and to waive the provisions of the Purchasing By-Law.

**BACKGROUND and ANALYSIS**

The Brockville Museum has produced two oral history publications entitled "Brockville Voices – An Oral History of Brockville, 1900-1960" in 1994 and "Brockville Voices – Book II" in 2009. These books contained a total of thirty-five stories from local residents. The Oral History Committee, which is comprised of Museum staff and volunteers, has continued the process of researching, interviewing, recording and documenting those interesting stories Brockville residents have to tell.

The Museum currently has seventy-nine magnetic tapes in their archives covering twenty years of oral history interviews. The Canadian Museums Association, along with the Canadian Conservation Institute and the Ontario Museum Association, has expressed their concerns about the lifespan of magnetic tape. In order to allow for the long-term preservation of these interviews, the Museum wants to commence the conversion of the tapes into a digital format. This would also enable the Museum to better utilize the material for exhibits and copy clips of interviews for future displays.

Suppliers of digitization services, who meet museum standards as set by the Ministry of Tourism and Culture, are very limited. By not meeting the museum standards, not only is the integrity of Brockville's archival collection compromised but it may impact the Museum's ability to obtain grant monies.

An Ottawa firm quoted a cost of \$0.12 per foot of audio/video tape plus \$30 for each DVD the material is placed upon. This would work out to approximately \$64 per tape based upon average cassette tape being 60 minutes or 281 feet.

As the Museum already has the equipment needed for this project and to avoid the risks associated with sending the materials offsite, it is being recommended to hire Andrew Covert, a film specialist from Concordia University. Mr. Covert is an experienced professional in the field of film and digital technology, who, through previous volunteer work at the museum, has proven himself to be reliable and cognizant of the nuances of archival work. Mr. Covert is willing to complete the project onsite at cost of \$15.00 per hour with the Museum providing the materials and equipment. This is significantly lower than the Ottawa firm's quote as each 60 minute tape will take approximately 90 minutes to digitize or \$22.50 per tape.

#### Estimated Cost of Project

Task	# of hours required @ rate of \$15.00 per hour	Cost
Digitization of 79 tapes	100	\$ 1,500
Organization of Files	30	450
Archiving files onto CDs	10	150
Editing of Audio	50	750
Materials : CDs; Archival Boxes, USB drives, etc.		<u>150</u>
<b>Total Estimate Cost</b>		<b>\$ 3,000</b>

2011-107-06

Brockville Museum Request for Transfer of Funds  
for Preservation of Oral History Archives Project

Page 3

## POLICY IMPLICATIONS

Council approval is required to "transfer funds to" or "transfer funds from" a reserve fund as well as to waive the provisions of the Purchasing By-Law.

## FINANCIAL CONSIDERATIONS

There are sufficient monies within the Brockville Museum's Reserve Fund to cover this request.

B. Burke  
B. Burke  
Curator, Brockville Museum

Donna Cyr  
D. Cyr  
Director of Finance

Marco Casselman  
B. Casselman  
City Manager  
*per*

**June 14, 2011**

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – JUNE  
21, 2011**

**2012-109-06  
FINANCIAL VARIANCE REPORT  
AT MAY 31, 2012**

**D. CYR, DIRECTOR OF FINANCE  
D. GORDON, FINANCIAL ANALYST –  
GENERAL  
C. WARD, TREASURY OFFICER –  
CAPITAL & RESERVE FUNDS**

**FILE: F05-43**

**RECOMMENDATION**

THAT Council receives the Variance Report as of May 31<sup>st</sup>, 2012.

**PURPOSE**

To report to Council the City of Brockville's financial position as of May 31<sup>st</sup>, 2012.

**BACKGROUND**

The City's Corporate Financial Controls which Council adopted on April 26<sup>th</sup>, 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted as of June 30<sup>th</sup>, September 30<sup>th</sup> and November 30<sup>th</sup>. An interim year end variance is to be prepared by January 31<sup>st</sup>. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

Staff has prepared the initial variance for the 2012 fiscal year for Council's review as of May 31<sup>st</sup> instead of June 30<sup>th</sup> in order to identify and to provide for sufficient time to mitigate potential shortfalls.

**ANALYSIS/FINANCIAL IMPLICATIONS**

This report represents the analyses of operating budgets – General, Water, Wastewater as well as the Capital budget which are provided for information purposes. Attachment #1 is a detailed variance analysis for each department.

As per Council direction, staff is reviewing the financial status of their departments earlier than in previous years. Department heads have been given the directive to plan and implement the appropriate actions necessary to mitigate any shortfalls.

### Operating Budget

The current projection, as shown in Attachment #1, for the City is a surplus of \$144,894. The main contributors of the variance are as follows:

- ◆ Delay in hiring of Building Officer and Solid Waste Officer – surplus \$40,500
- ◆ Unable to complete several tasks within Operations department due to lack of available manpower – surplus \$114,226
- ◆ Due to milder winter snow removal and snow plowing are anticipated to have a surplus of \$149,545 offset by a deficit of \$23,848 associated with abrasive applications for roads and sidewalks
- ◆ Transportation division is expected to be over budget by \$34,600 attributable to staffing issues, repairs to traffic signals and street light maintenance
- ◆ Police department net deficit of \$95,670 attributed to overtime; costs associated with investigations, ammunition and tasers; personnel issues offset by anticipated surplus in criminal record checks

### Water Rate Administration Budget

Anticipated variance for the water rate administration is a deficit of \$10,879 mainly attributed to possible deficits due to CGSB Accreditation fees and the regulatory lead sampling program. (Attachment #2)

### Waste Water Rate Administration Budget

To date the wastewater rate administration appears to be on budget. (Attachment #3) The delay in the start-up and commissioning of secondary treatment has left uncertainty as to the impact on this year's operating budget.

### Capital Budget

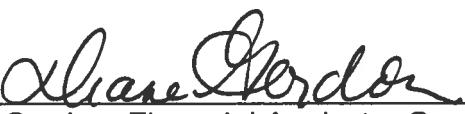
Attachment #4 illustrates all outstanding capital projects. Please note that not all of the debentures associated with these projects have been issued but have been included as part of the carry-forward balances from previous years.

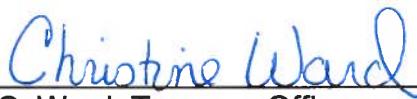
### Reserve Funds

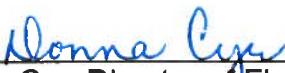
Attachment #5 shows all of the City's reserve funds – those that are statutory legislated as well as discretionary funds established by Council. Eighty-one percent of these funds have been either committed or restricted for what they may be used.

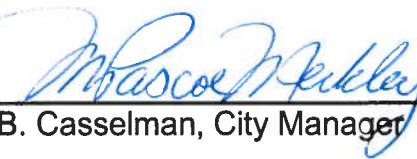
## CONCLUSION

It is important that staff review their variances early in the fiscal year in order to have time to implement any necessary actions to mitigate potential shortfalls. It is also important for Council to be updated on the City's financial position in order to assist in their decision making processes.

  
D. Gordon, Financial Analyst – General

  
C. Ward, Treasury Officer  
– Capital and Reserve Funds

  
D. Cyr, Director of Finance

  
B. Casselman, City Manager  
*per*

**GENERAL VARIANCE ANALYSIS  
FOR THE MONTH ENDING MAY 31, 2012**

Department/Board/Division	Projected for December 31st					Impact on Budget  Surplus (Deficit)	
	EXPENSE		REVENUE				
	Surplus	(Deficit)	Surplus	(Deficit)			
ADMINISTRATION Administration						0	
No variances to report at this time.						0	
TOTAL VARIANCE FOR ADMINISTRATION	0	0	0	0	0		
ANIMAL CONTROL							
No variances to report at this time.							
TOTAL VARIANCE FOR ANIMAL CONTROL	0	0	0	0	0		
ARTS CENTRE							
No variances to report at this time.							
TOTAL VARIANCE FOR ARTS CENTRE	0	0	0	0	0		
CLERK							
No variances to report at this time.							
TOTAL VARIANCE FOR CLERK	0	0	0	0	0		
COMPUTER SERVICES							
Wages and Benefits			(924)			(924)	
Overtime higher than expected due to 911 install and Theatre Manager upgrades							
Human Resource Management			-			-	
Increase in membership fees.							
Office Expense			(7,690)			(7,690)	
Higher than expected increases in licensing and support costs for software applications. Planning software not installed on time - additional costs associated with purchasing license renewal of old software.							
Inter Municipal Services			(4,630)			(4,630)	
Additional training for enhanced system including SD&G; additional equipment needed for workstation, video, cabling, reconfiguration; additional terminal, software, for web cam to Fire #1; additional terminal for 911 raw data screen plus associated installation and cabling.							
TOTAL VARIANCE FOR COMPUTER SERVICES	0	(13,244)	-	-	-	(13,244)	
MAYOR/COUNCIL Mayor							
Recovery of expense from HST higher than budgeted as regulations increase recovery Business travel expenses higher than budget due to trip to France.			(3,000)	728		(3,000)	
Council							
Recovery of expense from HST higher than budgeted as regulations increase recovery				2,672		2,672	
TOTAL VARIANCE FOR MAYOR AND COUNCIL	0	(3,000)	3,400	0	400		

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division					Impact on Budget
	EXPENSE Surplus	(Deficit)	REVENUE Surplus	(Deficit)	
<b>CORPORATE FINANCE (MONEY MANAGEMENT)</b>					
<b>Money Management</b>					
A surplus is estimated for Interest/Penalty on Overdue Taxes due to the economy and several large tax sales			75,590		75,590
<b>Recoveries and Adjustments</b>					
Tax Sale Recoveries higher than estimated			1,060		1,060
<b>Municipal Tax</b>					
Supplementary taxes higher than estimated			25,000		25,000
Current taxes written off		(30,555)			(30,555)
Vacancy Rebates		(20,000)			(20,000)
Projected deficit in Post Capping Adjustments due to property re-assessment				(20,000)	(20,000)
Payments in lieu of taxes projecting slight deficit due to lower student forecast by College				(150)	(150)
<b>TOTAL VARIANCE FOR CORPORATE FINANCE</b>	<b>0</b>	<b>(50,555)</b>	<b>101,650</b>	<b>(20,150)</b>	<b>30,945</b>
<b>ECONOMIC DEVELOPMENT</b>					
<b>Office Expense</b>					
Reduced printing costs	800				800
<b>Fireworks</b>					
Increased Federal Grant			500		500
<b>TOTAL VARIANCE FOR ECONOMIC DEVELOPMENT</b>	<b>800</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>1,300</b>
<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>					
<b>SOLID WASTE</b>					
<b>Waste Collection/Disposal</b>					
1) Collection - Wages & Benefits - Solid Waste Officer not hired until June 2012 budget for full year.	10,000				10,000
<b>Garbage-Landfill</b>					
1) Landfill Operations - Wages & Benefits - Solid Waste Officer not hired until June 2012 budget for full year.	2,500				2,500
2) Monitoring - Leachate - Additional surface water testing required.		(13,000)			(13,000)
<b>Waste Diversion</b>					
1) Leaf & Yard Composting - Wages & Benefits - Solid Waste Officer not hired until June 2012 budget for full year.	2,500				2,500
2) Hazard Waste Day - Wages & Benefits - Solid Waste Officer not hired until June 2012 budget for full year.	1,000				1,000
<b>Waste Management Recycling</b>					
1) Wages and Benefits - Solid Waste Officer not hired until June 2012 budget for full year.	10,000				10,000
<b>TOTAL SOLID WASTE VARIANCE</b>	<b>26,000</b>	<b>(13,000)</b>	<b>0</b>	<b>0</b>	<b>13,000</b>

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division					Impact on Budget  Surplus (Deficit)
	EXPENSE Surplus	EXPENSE (Deficit)	REVENUE Surplus	REVENUE (Deficit)	
<b>ENGINEERING</b>					
<b>Administration</b> Within budget at this time.					0
<b>Design Engineering</b> Within budget at this time.					0
<b>Field Engineering</b> Within budget at this time.					0
	<b>TOTAL ENGINEERING VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL VARIANCE FOR ENVIRONMENTAL SERVICES</b>	<b>26,000</b>	<b>(13,000)</b>	<b>0</b>	<b>13,000</b>
<b>FACILITIES DIVISION</b>					
<b>Administration</b> Within budget at this time.					0
<b>GWMC Building Maintenance</b> Within budget at this time.					0
<b>Victoria Building Maintenance</b> Within budget at this time.					0
<b>Youth Arena</b> 1) Fees and Services higher than budgeted amount.			15,000		15,000
2) Wages and Benefits - (a) Reorganization of staff structure. (b) Full time staff remain in facilities division no transfer of staff to Public Works for the summer months.(c) Less staff time allocated to Youth Arena.	50,000				50,000
3) Building Burden - Utilities and building materials less than anticipated.	10,000		(2,500)		(2,500)
4) Arena Janitorial - Higher than budgeted amount.					
<b>Memorial Centre</b> 1) Fees & Service Charges - (a) Due to cancellation of rentals at year end, mid-March to mid-April. (re. Play-off ice rentals, etc.)				(10,000)	(10,000)
2) Wages and Benefits - (a) Reorganization of staff structure. (b) Full time staff remain in facilities division no transfer of staff to Public Works for the summer months.(c) More staff time allocated to Memorial Centre.		(75,000)			(75,000)
7) Snow Removal - Less snow removal during the first 3 months of 2012, therefore resulting in less services required.	3,000				3,000
8) Community Hall - Estimated hall rental activities booked to the end of year will generate revenue increase.			12,000		12,000
<b>Programs</b> Scheduled for August 2012. No expenses to-date.	0				0
	<b>TOTAL FACILITIES DIVISION VARIANCE</b>	<b>63,000</b>	<b>(77,500)</b>	<b>27,000</b>	<b>(10,000)</b>
<b>FINANCE - ADMINISTRATION</b>					
Lower volume of tax certificate and information requests than anticipated				(3,820)	(3,820)
	<b>TOTAL VARIANCE FOR FINANCE</b>	<b>0</b>	<b>0</b>	<b>(3,820)</b>	<b>(3,820)</b>

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			0	0	
<b>FIRE</b>					
<b>Administration</b>					
Telecommunications equipment upgrades required at Fire Station #1					
Uniform cleaning expense higher because of additional personnel in Administration	(3,444) (300)				(3,444) (300)
<b>Fire Prevention</b>					
National Fire Protection Subscription more than anticipated					
	(414)				(414)
<b>TOTAL VARIANCE FOR FIRE</b>	<b>0</b>	<b>(4,158)</b>	<b>0</b>	<b>0</b>	<b>(4,158)</b>
<b>FLEET &amp; LOGISTICS DIVISION</b>					
<b>Fleet Administration</b>					
1) Human Resources - (a) Additional cost for Safe Driver Awards recognition due to number of qualifying employees.					
		(288)			(288)
<b>Inventory Control &amp; Mgmt</b>					
1) Human Resources - (a) Did not attend training courses due to illness.	319				319
2) Inventory Control - (a) Additional sales of Parts & Accessories. (b) Parts and Accessories cost higher than anticipated.			(2,122)	3,810	1,688
<b>Fleet Maintenance</b>					
1) (a) Service Maintenance Revenues from outside agents are higher due to increased costing of fuel prices and purchasing. (b) Projected year end surplus being reported under service maintenance revenues for internal departments/divisions for maintaining City vehicles and equipment.				78,203	78,203
2) Indirect Vehicle Accounts - Increased cost of maintaining and operating of second life vehicles.			(10,793)		(10,793)
3) Direct Vehicle Accounts - (a) Fuel prices higher than budgeted. (b) Contract services higher than budgeted amount to maintain City Fleet. (c) Wages and benefits higher due to maintenance technician transfer to Water Treatment Plan for April 1, 2012 has not been implemented to date.			(40,394)		(40,394)
<b>TOTAL FLEET &amp; LOGISTICS DIVISION VARIANCE</b>	<b>319</b>	<b>(53,597)</b>	<b>82,013</b>	<b>0</b>	<b>28,735</b>
<b>HUMAN RESOURCES</b>					
No variances to report at this time.					0
<b>TOTAL VARIANCE FOR HUMAN RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATIONS DEPARTMENT ADMINISTRATION DIVISION</b>					
<b>Operations Section</b>					
Within budget at this time.					0
<b>TOTAL OPERATIONS ADMINISTRATION SECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Parks Section</b>					
Within budget at this time.					0
<b>TOTAL PARKS ADMINISTRATION SECTION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL OPERATIONS ADMINISTRATION VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division		EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
		Surplus	(Deficit)	Surplus	(Deficit)	
<b>PARKING</b>	No variances to report at this time.					
	<b>TOTAL VARIANCE FOR PARKING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PLANNING</b>						
<b>Building Services</b>						
<b>Wages and Benefits</b>	Commencement date for replacement Building Officer later than anticipated	14,500				14,500
	<b>TOTAL PLANNING VARIANCE</b>	<b>14,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,500</b>
<b>PUBLIC WORKS/ PARKS DIVISION</b>						
<b>ROAD/STORM SEWER SECTION</b>						
<b>Roadside Maintenance</b>						
1) (a) Work & Customer Services - Less work requested by outside agencies/individuals.	2,481				(1,996)	485
2) Boulevards – Unable to undertake boulevard reprofiling due to lack of available manpower and requests for men/equipment by other Department/Divisions.	6,491					6,491
3) DBIA Area - Unable to carry out painting of tree protectors due to lack of available manpower and requests for men/equipment by other Department/Divisions.	2,600					2,600
4) Guard Rails/Fencing - Unable to carry out bridge post replacement on Abbott Street bridge due to lack of available manpower and requests for men/equipment by other Department/Divisions.	11,495					11,495
5) Internal Concrete Program - Unable to carry out local roadway and driveway entrance upgrades due to lack of available manpower and requests for men/equipment by other Department/Divisions.	25,345					25,345
6) Riverfest Activities - Riverfest festival cancelled for 2012.	3,860					3,860
<b>Roadway Maintenance</b>						
1) Hot Patch - Sectional mill/repave areas reduced due to lack of available manpower and requests for men/equipment by other Department/Divisions.	11,504					11,504
2) Cold Patch - Pothole repairs limited to those meeting Minimum Maintenance Standards (MMS) due to lack of available manpower and requests for men/equipment by other Department/Divisions.	7,372					7,372
3) Road Grading - Grading shoulders kept to minimum required as per MMS due to lack of available manpower and requests for men/equipment by other Department/Divisions.	7,172					7,172
4) Bridges & Culverts - Unable to carry out sidewalk replacement on North Augusta Road/CNR overpass (22m2) due to lack of available manpower and requests for men/equipment by other Department/Divisions.	5,753					5,753
<b>Traffic Maintenance</b>						
1) Regulating Signs - Program reduced to minimum requirements as per MMS due to lack of available manpower and requests for men/equipment by other Department/Divisions.	11,821					11,821
2) Signs Street Name - Program reduced to replacement of damaged/stolen signs due to lack of available manpower and requests for men/equipment by other Department /Divisions.	1,595					1,595

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
			Surplus (Deficit)	Surplus (Deficit)
<b>Winter Control – Roads</b>				
1) Wages - Standby - Funds for 1 day of standby for 3 operators for 12 weekends between January 7 and March 25 was not included in budgeted funds.		(900)		(900)
2) Snow Plowing - Less major snowfalls resulting in less plowing operations.	8,075			8,075
3) Snow Removal - Minimal snowfall (64 cm) resulted in no major snow removal operations.	125,721			125,721
4) Abrasive Application - Milder winter temperatures resulted in more thaw/freeze cycles which necessitated additional mix/salting operations.		(1,649)		(1,649)
<b>Winter Controls – Sidewalks</b>				
1) Wages Standby - Funds for 1 day of standby for 3 operators for 12 weekends between January 7 and March 25 was not included in budgeted funds.		(900)		(900)
2) Snow Plowing - Less snowfall resulted in less plowing operations.	15,749			15,749
3) Abrasive Application - Milder winter temperatures resulted in more thaw/freeze cycles which necessitated additional sidewalk sanding operations.		(22,199)		(22,199)
<b>Administration</b>				
Within budget at this time.				0
<b>Public Works Garage Operating</b>				
1) Wages & Benefits - Short term /WSIB lost time incurred by 4 operators.		(17,866)		(17,866)
2) Additional work requested by other departments with cost to be absorbed by Public Works.		(19,064)		(19,064)
3) Equipment Training - Additional contract services required for operators training on public works equipment.		(7,836)		(7,836)
4) Vehicle Maintenance - Insurance costs less than budgeted amount.	279			279
<b>Storm Water Maintenance</b>				
1) System Maintenance - Unable to complete program due to lack of available manpower and requests for men/equipment by other Department/Divisions.	9,908			9,908
2) Ditches and Culverts - Surplus labour as ditching project on North Augusta Road cancelled.	13,170			13,170
<b>TOTAL PUBLIC WORKS VARIANCE</b>		270,391	(70,414)	0
<b>PARKS SECTION</b>			(1,996)	197,981
<b>Administration</b>				
Within budget at this time.				0
<b>Garage Maintenance</b>				
1) Human Resource Mgt - (a) Less replacement safety clothing required to be purchased.	3,755			3,755
<b>Green House</b>				
Within budget at this time.				0
<b>Priority Parks</b>				
Within budget at this time.				0
<b>Community Parks - Operating</b>				
Within budget at this time.				0
<b>Athletic Fields - Operating</b>				
Within budget at this time.				0

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			Projected for December 31st	Actual for December 31st	
<b>Community Rinks</b>					
1) Outdoor Ice Maintenance - Mild winter resulted in late start and early termination of rink operations.	13,340				13,340
2) Snow Plowing - Mild winter resulted in less plowing operations being carried out.	2,266				2,266
<b>St. Lawrence Park</b>					
1) Grounds Maintenance - Security service contract less than budgeted amount.	978				978
<b>Trees</b>					
1) Tree Maintenance - Freezing rain/heavy wet snow in January resulted in additional labour to clean up fallen limbs.		(9,217)			(9,217)
<b>Islands</b>					
Within budget at this time.					0
<b>Aquatics</b>					
Within budget at this time.					0
<b>Recreational Programs</b>					
1) Riverfest - Festival cancelled for 2012.	5,210				5,210
2) Special Events - Within budget at this time.					0
<b>Tunnel/Bay/Price Park</b>					
1) Canteen - Rent for Harbour canteen reduced by \$345.85/month (for 7 months) from budget amount of \$932.16/month.			(2,421)		(2,421)
2) (a) Docking Facilities - (a) Loss of 4 transient docking spaces due to docking reconfiguration. (b) Unbudgeted replacement of dock anchor chains.		(3,385)	(2,000)		(5,385)
<b>TOTAL PARKS SECTION VARIANCE</b>	25,549	(12,602)	0	(4,421)	8,526
<b>TOTAL PUBLIC WORKS/PARKS DIVISION VARIANCE</b>	295,940	(83,016)	0	(6,417)	206,507
<b>TOURISM</b>					
No variances to report at this time.					0
<b>TOTAL VARIANCE FOR TOURISM</b>	0	0	0	0	0
<b>TRANSPORTATION DIVISION</b>					
<b>Transit Section</b>					
<b>Transit Administration</b>					
Within budget at this time.					0
<b>Transit Operating</b>					
1) Wages & Benefits - Higher then budget amount due to 4 full time drivers on short term/long term sick leave.		(20,000)			(20,000)
<b>Transit – Para</b>					
Within budget at this time.					0
<b>TOTAL TRANSIT VARIANCE</b>					(20,000)

**FOR THE MONTH ENDING MAY 31, 2012**

**Projected for December 31st**

Department/Board/Division		EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
				Surplus (Deficit)	
<b>PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>					
<b>PVI- Supervisory Administration</b>					
1) Human Resource - Courses for staff of electrician (traffic signals).		(1,506)			(1,506)
<b>Roadways</b>					0
Within budget at this time.					0
<b>PVI- Field Services</b>					
1) Human Resource - Courses for staff of electrician (traffic signals).		(850)			(850)
<b>Traffic Control</b>					
1) Traffic Signals Maintenance - (a) Repairs due to aging components.		(10,000)			(10,000)
<b>Crossing Guards</b>					0
Within budget at this time.					0
<b>Street Lighting</b>					
1) Street Light Maintenance - (a) Street lights for newly constructed Center Street. (b) Repairs on Reynolds.		(2,245)			(2,245)
<b>TOTAL PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>					(14,601)
<b>TOTAL TRANSPORTATION DIVISION VARIANCE</b>		0	(34,601)	0	(34,601)
<b>AIRPORT</b>					
Within budget at this time.					0
<b>TOTAL AIRPORT VARIANCE</b>		0	0	0	0
<b>CEMETERY</b>					
Within budget at this time.					0
<b>TOTAL CEMETERY VARIANCE</b>		0	0	0	0
<b>MUSEUM</b>					
<b>Building Burden</b>					
Elevator repairs more than anticipated		(1,500)			(1,500)
<b>TOTAL VARIANCE FOR MUSEUM</b>		0	(1,500)	0	(1,500)
<b>BROCKVILLE POLICE SERVICE</b>					
<b>Administration</b>					
Legal fees and telephone maintenance charges higher than anticipated		(61,600)			(61,600)
<b>Criminal Record Checks</b>					
Based on actual checks from January to May			92,000		92,000
<b>Court Services</b>					
Personnel - part-time employee required due to personnel issue		(8,170)			(8,170)
<b>Enforcement</b>					
Non standard hours, investigation costs, and ammunition and taser costs were higher than anticipated		(117,900)			(117,900)
<b>TOTAL VARIANCE FOR POLICE</b>		0	(187,670)	92,000	0
<b>TOTAL VARIANCE</b>		400,559	(521,841)	306,563	(40,387)
					144,894

## VARIANCE REPORT AS AT MAY 31, 2012

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	Surplus	EXPENSE (Deficit)	REVENUE Surplus (Deficit)		
<b>FINANCE</b>					
WATER REVENUE Within budget at this time					0
	<b>TOTAL VARIANCE FOR FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENVIRONMENTAL SERVICES DEPARTMENT – WATER SYSTEMS</b>					
<b>ADMINISTRATION DIVISION</b> 1) Human Resources- Slightly higher than budget amount.		(129)			(129)
	<b>TOTAL ADMINISTRATION DIVISION VARIANCE</b>	<b>0</b>	<b>(129)</b>	<b>0</b>	<b>(129)</b>
<b>FLEET INVENTORY CONTROL &amp; MGMT DIVISION</b>					
1) Human Resources - Projected surplus being reported under training and professional development due to illness unable to attend training courses.	250				250
	<b>TOTAL FLEET INVENTORY CONTROL &amp; MGMT DIVISION VARIANCE</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>250</b>
<b>ENGINEERING DIVISION</b>					
Witn budget at this time.					0
	<b>TOTAL ENGINEERING DIVISION VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER SYSTEMS DIVISION</b>					
<b>WATER DISTRIBUTION</b>					
<b>Administration</b> Within budget at this time.					0
<b>Main Repair/Replacement</b> Within budget at this time.					0
<b>Service Repair/Replacement</b> Within budget at this time.					0
<b>Cleaning/Disinfect</b> Within budget at this time.					0
<b>Inspection/Leak Detect</b> Within budget at this time.					0
<b>Water Quality/Sampling</b> Within budget at this time.					0
<b>Hydrants/Water</b> Within budget at this time.					0
<b>Works/Customer Service</b> Within budget at this time.					0
<b>Surface Repair</b> Within budget at this time.					0
	<b>TOTAL WATER DISTRIBUTION MAINTENANCE VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>WATER TREATMENT PLANT</b>					
<b>Administration</b>					
1) Office Expenses - Possible deficit due to CGSB Accreditation Fees.		(6,000)			(6,000)
2) Bldg. Maintenance - Possible deficit due to regulatory lead sampling program.		(5,000)			(5,000)
	<b>TOTAL WATER TREATMENT PLANT VARIANCE</b>	<b>0</b>	<b>-11,000</b>	<b>0</b>	<b>-11,000</b>
	<b>TOTAL WATER SYSTEMS DIVISION VARIANCE</b>	<b>0</b>	<b>-11,000</b>	<b>0</b>	<b>-11,000</b>
	<b>TOTAL VARIANCE FOR WATER RATE ADMINISTRATION</b>	<b>250</b>	<b>(11,129)</b>	<b>0</b>	<b>(10,879)</b>

**VARIANCE REPORT AS AT MAY 31, 2012**

**WASTEWATER RATE ADMINISTRATION**

**Projected to December 31st**

Department/Board/Division					Impact on Budget
	EXPENSE Surplus	(Deficit)	REVENUE Surplus	(Deficit)	
<b>FINANCE</b>					
<b>Wastewater Revenue</b> Within budget at this time.					0
	<b>TOTAL FINANCE VARIANCE</b>	0	0	0	0
<b>OPERATIONS DEPARTMENT – WASTEWATER SYSTEMS</b>					
<b>ADMINISTRATION DIVISION</b> Within budget at this time.					0
	<b>TOTAL ADMINISTRATION VARIANCE</b>	0	0	0	0
<b>ENGINEERING</b>					
Within budget at this time.					0
	<b>TOTAL ENGINEERING VARIANCE</b>	0	0	0	0
<b>Wastewater Collection System</b>					
<b>Wastewater Collection</b>					
Administration					0
Within budget at this time.					0
Equipment Training					0
Within budget at this time.					0
Work & Customer Services					0
Within budget at this time.					0
Surface Repair					0
Within budget at this time.					0
Wastewater Mainline Cleaning					0
Within budget at this time.					0
Wastewater Connection Maintenance					0
Within budget at this time.					0
Debt Charges					0
Within budget at this time.					0
	<b>TOTAL WASTEWATER COLLECTION VARIANCE</b>	0	0	0	0
<b>WATER POLLUTION CONTROL CENTRE</b>					
<b>Sewage Plant</b>					
Within budget at this time.					0
<b>Abatement</b>					0
Within budget at this time.					0
<b>Main Pumping Station</b>					0
Within budget at this time.					0
<b>Pump Stations</b>					0
Within budget at this time.					0
<b>Leachate Station</b>					0
Within budget at this time.					0
	<b>TOTAL WATER POLLUTION CONTROL CENTRE VARIANCE</b>	0	0	0	0
	<b>TOTAL WASTEWATER SYSTEMS VARIANCE</b>	0	0	0	0
	<b>TOTAL VARIANCE FOR WASTEWATER RATE ADMINISTRATION</b>	0	0	0	0

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending May 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at May 31, 2012	Projected Variance	Notes / Comments
BMAAC	(4,927)	45,000	40,073		Projects are on-going.
Building Maintenance	(57,510)	163,300	240,509	359	Awaiting receipt of OILC debenture proceeds of \$142,588 for the BAC fire escape completed in 2011. Surplus of \$358.87 from the replacement of the roof mount furnace and gas piping upgrade completed in 2012.
Brockville History Book	(71,585)	0	(71,429)		Deficit to be offset by future book sales. Prices have been lowered to encourage sales.
Fleet	(314,696)	386,212	430,485	20,922	Awaiting receipt of OILC debenture proceeds of \$318,873. OILC financing of \$309,564 will be applied for once the outstanding unit (Sewer Vactor) from 2011 is received. Surplus of \$20,922 reported for 2012 approved purchases and will be distributed according to funding source.
GIS Engineering	(21,473)	-	(21,473)		Work is in progress. COMRIF-AMP funds of \$10,800 have been received.
GWMC Solar Project	458,315	-	79,491		Project was awarded to Four-O-One Electric for \$469,000.
Corporate Systems Upgrade	191,652	230,000	398,788		Projects are on-going.
Computer Replacement Program	10,876	122,600	80,571		Project is on-going and it is anticipated that it will be completed within budget.
Land Sales & Acquisitions	-		(52,784)		Project is on-going.
Minor Capital (pre-2011)	20,973	-	20,973		Telecom redundancy, portable photo I.D, parking meter purchase and breathing apparatus projects remain open.
2011 Minor Capital	44,870	-	2,086		Projects are on-going.
2012 Minor Capital	-	112,775	100,023		Projects are on-going and anticipated to be completed within budget.
Office	250,569	1,450,000	1,232,290		Project is on-going.
Protective and Security Measures	11,378	-	11,378		Funds to be used in 2012 for security related projects.
Brockville Memorial Centre Solar Project	99,190	-	99,190		Memorial Centre Solar originally budgeted for \$1,100,000 from FGT (\$800,000 in 2009 and \$300,000 in 2010). This project was awarded to Upper Canada for \$1,429,000. This project was approved for a FCM loan. The City will repay the loan from FGT. No variance anticipated.
Replace Portable & Mobile radios	17,542	24,000	41,542		Project is on-going. In 2011, the City received two grants totalling \$29,844.50.

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending May 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at May 31, 2012	Projected Variance	Notes / Comments
Breathing Apparatus	232	36,700	232		Project is on-going.
Waste management study	13,421	-	13,421		Sufficient funds to cover carrying costs for several years. 2012 budget funded from previous years surplus.
Landfill Site Closure	(15,300)		(15,300)		Funds of \$46,498 were approved in late 2009 to fund a Waste Management Sustainability Study. Study has cost \$47,825. In addition, the 2010 Operating Budget included a contribution of \$147,000 from this project.
Asphalt/Concrete Program	3,392	514,562	516,525		Project within budget at this time
North August Rd. overpass	(15,944)		(15,944)		Project can be closed once a funding source for the deficit is identified.
Bridge Inspection Services	10,849	-	10,849		Project completed in November 2011, however funds will be retained for future bridge inspections.
Broad Street	275,000	-	275,000		
Brockville Transportation Planning Study	73,747		73,747		
Centre Street Reconstruction	(122,302)	125,000	87,564		Awaiting receipt of OILC debenture proceeds of \$86,866. Project is on-going.
Fencing - CN Railways	3,225	-	3,225		Used continuously to make repairs to fences from vandalism.
Front Ave. railway crossing	(41,378)		166		Awaiting receipt of OILC debenture proceeds of \$41,544.
Gage Avenue Court Reconstruction	(367,717)	-	2,283		Project has been completed. Follow-up camera inspection work to be completed in 2012. Awaiting debenture proceeds in the amount of \$370,000.
James Street Reconstruction	(3,626)	700,000	691,633		Construction to begin in June 2012.
Kingston Bridge Repairs	27,000		26,470		Project is currently within budget.
Opticom Equipment - vehicular and traffic light	26,981	33,500	36,679		Project is on-going.
Ormond Street Bridge Repairs		540,000	538,556		Project is within budget at this time.
Parking Meters	22,678		22,678		Project postponed due to delay in release of meter technology.

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending May 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at May 31, 2012	Projected Variance	Notes / Comments
North Augusta Rd culvert repairs	170,000	-	169,244		Project is within budget at this time.
Pre-Engineering Services	15,783	10,000	15,783		Continuing project.
Parkdale Avenue Realignment	107,084		107,084		Project is complete. Funds have been held to offset the future cost of traffic signals, if mandated, to install.
Parkview Blvd. Reconstruction	(335,170)	-	1,830		Project has been completed. Follow-up camera inspection work to be completed in 2012. Awaiting debenture proceeds in the amount of \$337,000.
Parking Lot Improvements	-	18,300	-		Project is within budget at this time.
Energy Efficient Street Light Conversion	(16,092)	-	(24,115)	(24,115)	Project was completed in April 2012 with a deficit of \$24,115.
Traffic and Transportation Master Plan	75,000	-	75,000		
Central Ave. West Manhole/Sewer Rehabilitation	(7,891)	-	(12,221)		Awaiting OILC debenture proceeds of \$13,000. Project is complete. No surplus as project was to be fully funded by debentures.
Dechlorination Station Equipment	50,283		50,283		On-going. Engineering staff researching for a suitable solution.
Ferguson Drive - Pressure Reducing Valve Installation	(12,240)		(12,240)		Project complete.
George Street Sewer Separation	(58,288)	-			Projects are complete. Awaiting OILC funds of \$58,288.
Page Street Sewer Separation	(151,711)	-			Projects are complete. Awaiting OILC funds of \$151,711.
No. 2 Trunk Sanitary Sewer	110,000	-	110,000		Project is on-going.
Ormond Street Watermain	(225,920)	-	0		Project is complete. Awaiting OILC funds of \$225,920.
Ormond Street Watermain (2012 phase)	-	180,000	180,000		Project is on-going.
Sewer Inflow/Infiltration Analysis	129,853		129,853		Project is on-going
Service Upgrades	14,280		14,280		Project is on-going.

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending May 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at May 31, 2012	Projected Variance	Notes / Comments
Stewart Blvd	78,447		78,447		Project is on-going.
Water/Wastewater Meter replacement		140,000	126,466		
Water Pollution Control Plant Equipment Treatment Upgrade	430,000	275,000	672,948		Projects are on-going.
Water Pollution Control Plant Secondary Treatment Upgrade	(5,558,631)		(7,122,136)		Project is on-going. Project has been approved for 50% Federal funding and 16.67% Provincial funding. Deficit from 2011 caused by delay in receiving subsidy funds.
Water Systems Master Plan	48,422	-	48,422		Projects are on-going.
Water Treatment Plant Work	46,281	435,000	382,020	162	Variance of \$161,56 to date (2011-High-lift # 2 pump & motor rebuild = \$1,679.04 + 2012 - Lighting upgrades = (\$3,370.22) + Main plant # 1 pump & motor refurb = \$1,852.74). Carry-forward amount includes funds for two projects from 2008/2009 (trunk distribution feedermain valves & condition assessment - \$28,565) and three projects from 2011 (engineering services for valve feedermain replacement, high-lift # 2 pump & motor rebuild and contingency funds = \$17,176).
Expansion of the Zone 3 pressure area	40,452		40,452		Project is on-going.
Dredging	(91,584)	90,000	(1,584)		
Project Encore - Including Theatre Manager Software and Fire Curtain	(25,518)		2,853		Grand Opening was October 3, 2009. Awaiting OILC debenture proceeds in the amount of \$28,371 for the fire curtain installation.
Pedestrian Pathway Linkage	10,831		10,831		Funds have been held for possible future phases.
Pedestrian Bridge Repairs	(17,467)		0		Awaiting receipt of OILC debenture proceeds of \$17,467.
Parkland Equipment Management Program	17,253	92,160	119,931	2,451	Surplus will be transferred back to the funding source - Parkland Equipment Reserve Fund at year end.
Power Pedestals - Centene Park	45,000	-	45,000		No variance anticipated. Deferred \$45,000 pending on grant money.
Rings Memorial Centre	(27,813)		(0)		Project complete and will be closed in 2012. Low-E ceiling costs to be funded from FGt in the amount of \$27,813.
Skatepark	(53,193)	53,193	-		Project is complete and will be closed in 2012. Deficit to be funded from Finance Plan contribution.
Rotary Park Splash-Pad	95,559		239,152		City's contribution to community project was \$180,000. Project balance includes City's contribution, donations and expenses incurred to date. No variance anticipated.
St. Lawrence Park Design	16,951		16,951		Project is on-going.

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS



Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending May 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at May 31, 2012	Projected Variance	Notes / Comments
Tunnel Bay Docking	(4,810)	50,000	25,550		
Tunnel Tourism	176,628		176,628		Railway Tunnel committee has been re-established. Project is on-going.
Waterfront Public Use Study	5,459		5,459		Project is on-going in conjunction with the Official Plan and can be used towards any deficit incurred in that project.
Water Street Park Development (Reynolds Park)	21,446		21,446		Project is on-going.
Development Charge Background Study	20,000		20,000		Project on hold until Council decision on pursuing study is made.
Comprehensive Zoning By-law	79,746	68,254	148,000		
Bridlewood Subdivision	99,365		99,365		Funds received from developers.
Stormwater Management - Brockwoods	3,536		3,536		Funds received from developers.
Pavement contributions	49,859		49,859		Funds received from developers.
St. Lawrence Lodge Redevelopment Project	179,520		179,520		Brockville's share of this project is 60.26%.
	(3,923,857)	5,895,556	1,093,396	(221)	

CORPORATION OF THE CITY OF BROCKVILLERESERVE FUND REPORTAS AT05/31/12 - UNAUDITED

NAME OF RESERVE FUND	ACCOUNT NUMBER	BALANCE OF ACCOUNT BEFORE COMMITMENTS	RESTRICTED AND COMMITTED AMOUNTS	USABLE BALANCE** Within the Confines of the Establishing By-Law
<b>Statutory Reserve Funds</b>				
<b>Development Charges: Bylaw 145-93</b>				
GROWTH MANAGEMENT	RL410-8600-L958	36,068	36,068	0
TRANSPORTATION SERVICES	RL410-8600-L968	33,001	33,001	0
WPCP DEVELOPMENT CHARGES	RL410-8600-L983	59,801	59,801	0
		<b>128,871</b>	<b>128,871</b>	<b>0</b>
<b>Development Agreement Reserve Funds</b>				
NORTH TRUNK SANITARY SEWER	RL410-8600-L972	8,715	8,715	0
MILLWOOD AVENUE EXTENSION	RL410-8790-L979	57,241	57,241	0
CENTRE STREET DEVELOPMENT	RL410-8600-L999	14,591	14,591	0
		<b>80,547</b>	<b>80,547</b>	<b>0</b>
<b>Other Statutory Reserve Funds</b>				
PARKLAND	RL410-8790-L953	7,123	7,123	0
FEDERAL GAS TAX ( <i>includes Transit subsidies</i> )	RL410-2490-L978	1,574,283	1,574,283	0
		<b>1,581,406</b>	<b>1,581,406</b>	<b>0</b>
		<b>1,790,824</b>	<b>1,790,824</b>	<b>0</b>
HYDRO ONE PROCEEDS MANAGEMENT	RL410-7790-L945	<b>17,276</b>	<b>17,276</b>	<b>0</b>
<b>Tax Rate Smoothing Reserve Funds</b>				
ELECTION	RL410-8790-L954	12,959	12,959	0
SELF INSURANCE (RISK MANAGEMENT)	RL410-8790-L956	169,265	169,265	0
RETired ELECTRIC EMPLOYEE'S BENEFITS	RL410-8790-L965	182,084	182,084	0
SICK LEAVE CREDIT	RL410-8790-L967	41,553	41,553	0
OCCUPATIONAL HEALTH & SAFETY	RL410-8790-L974	691	691	0
INDUSTRIAL LAND SITES	RL410-8790-L982	335,374	0	335,374
SANITARY LANDFILL SITE	RL410-8600-L992	9,146	9,146	9,146
		<b>751,072</b>	<b>415,698</b>	<b>344,520</b>
<b>Boards &amp; Commissions Reserve Funds</b>				
HERITAGE BROCKVILLE	RL410-8950-L984	8,875	0	8,875
BROCKVILLE PUBLIC LIBRARY	RL410-8950-L987	31,252	0	31,252
DBIA ASSESSMENT ADJUSTMENTS SMOOTHING	RL410-8950-L990	41,226	41,226	0
T.C. COSSITT	RL410-8950-L993	117,978	0	117,978
BROCKVILLE MUSEUM BOARD	RL410-8950-L994	23,178	0	23,178
AIRPORT COMMISSION	RL410-8950-L995	3,909	3,795	114
LEEDS AND GRENVILLE SMALL BUSINESS ENTERPRISE	RL410-8950-L943	51,548	0	51,548
		<b>277,965</b>	<b>45,021</b>	<b>232,945</b>
<b>Equipment Reserve Funds</b>				
EMERGENCY PLANNING & COMMUNICATION EQPT.	RL410-8870-L948	28,578	0	28,578
OPERATIONAL FIRE EQUIPMENT	RL410-8870-L959	18,072	0	18,072
FLEET ADMINISTRATION MANAGEMENT	RL410-8870-L961	146,781	146,781	0
BUILDING & EQUIPMENT MAINTENANCE	RL410-8600-L966	51,566	51,566	0
PARKING	RL410-8790-L969	91,360	91,360	0
PARKLAND EQUIPMENT	RL410-8870-L977	83,289	83,289	0
MAJOR OFFICE EQUIPMENT	RL410-8870-L981	31,590	31,590	0
		<b>451,236</b>	<b>404,586</b>	<b>46,650</b>
	<b>TOTAL RESERVE FUNDS</b>	<b>3,288,373</b>	<b>2,673,405</b>	<b>614,968</b>

**June 13, 2012**

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – JUNE  
19, 2012**

**2012-108-06**

**RENEWAL OF BANKING AGREEMENT**

**FILE: F04-02**

**D. CYR**

**DIRECTOR OF FINANCE**

**D. GORDON**

**FINANCIAL ANALYST – GENERAL**

**RECOMMENDATION**

THAT Council authorize staff to accept the bank services proposal from the Bank of Montreal which has credit interest paid at the BMO prime rate less 1.75% calculated on the daily closing balances in all Canadian dollar deposit accounts and paid monthly on the last banking day of the month as well as no fees for account activity and cash management services as outlined in the proposal for a period of three years; and

THAT staff engage in a competitive process for credit/debit card processing services.

**PURPOSE**

To renew the City's current banking agreement which expires on December 19<sup>th</sup>, 2012 and to confirm a competitive process for credit/debit card processing services.

**BACKGROUND**

The City of Brockville signed a banking agreement with the Bank of Montreal in December 2009. The agreement is for a three year term which expires on December 19<sup>th</sup>, 2012. Attachment #1 to Report 2012-108-06 is a copy of the Executive Summary of the City's current banking agreement.

BMO Bank of Montreal Commercial Account Manager representatives, Renata Kimmerly and Ron Hilborn, met with the City Treasurer in May 2012 to discuss the renewal of the current banking agreement with all terms and conditions remaining in place for a further three year term (December 20<sup>th</sup>, 2012 – December 19<sup>th</sup>, 2015) Attachment #2 to Report 2012-108-06 is a copy of the renewal offer letter.

After further discussions between both parties, the earned interest component of the proposed Banking agreement was revised with two options being made available to the City.

## ANALYSIS

Staff is recommending to Council the renewal of the current banking agreement, recognizing that Council's direction after approving the banking agreement in 2009 was to have "staff engage in a competitive process for the next banking services agreement", taking into consideration the benefits being afforded to the City.

### Interest on Deposit Balances

Interest rates offered by the banks are based upon average deposit balances, transaction volumes and what fees, if any, are charged for services being supplied. It is important to note that the City's average deposit balance has decreased since the last agreement – use of Hydro One funds towards WPCP project – and the transaction volumes have increased associated with the activity associated with the WPCP and MDC projects.

The current agreement pays credit interest at BMO Bank of Montreal's prime rate less 1.80% calculated on the daily closing balances in all Canadian dollar deposit accounts, and paid monthly on the last day of the month.

This scenario has offered the following benefits:

- Eliminates staff time required to transfer monies into a Special Investment account in order to obtain better interest rates. Previously the City had one account which earned higher interest rates.
- Interest revenue is deposited directly to the appropriate account eliminating staff time required to distribute according to "invested monies"
- Allows opportunity to use alternate investment sources if rates so dictate
- No loss of interest revenue on "minimum balance requirements"

In the revised proposal being presented by the Bank, the City would have two options:

Scenario A      credit interest to be paid at BMO Bank of Montreal's prime rate less 1.75% calculated on the daily closing balance in all Canadian dollar deposit accounts and paid monthly on the last banking day of the month without exclusivity agreement

Scenario B      credit interest to be paid at BMO Bank of Montreal's prime rate less 1.65% calculated on the daily closing balance in all Canadian dollar deposit accounts and paid monthly on the last banking day of the month with exclusivity agreement. An exclusivity agreement requires that all deposits to remain with BMO or BMO Financial Group. Deposits can take the form of, but are not limited to, cash deposits, term deposits, guaranteed investment certificates, and investments.

	Scenario A Prime Rate less 1.75%	Scenario B Prime Rate less 1.65%
PROS	<ul style="list-style-type: none"><li>• Competitive rate</li><li>• Allows opportunity to use alternate investment sources if rates so dictate</li><li>• Adheres to City's Investment Policy</li></ul>	<ul style="list-style-type: none"><li>• Competitive rate</li><li>• Reduces amount of staff time associated with investment process</li><li>• Higher rate of return on all bank account funds</li></ul>
CONS	<ul style="list-style-type: none"><li>• requires staff time associated with investment process</li><li>• higher rate of return on investments only which are time limited due to cash requirements</li></ul>	<ul style="list-style-type: none"><li>• Limits investment opportunities when available</li><li>• Against City's Investment Policy<ul style="list-style-type: none"><li>○ Competitive Process</li><li>○ Diversification</li></ul></li></ul>

In an analysis completed by staff, both scenarios will earn approximately the same amount of annual interest, based upon average bank account balances and current interest rates.

Staff has conducted a survey among other municipalities, to which twenty-seven responses were received, to determine if the interest rate on deposit balances the City has been receiving is competitive. Rates of interest ranged from the Bank's Prime (BP) less 1.55%, for several municipalities, with the same service requirements, who banded together to increase the aggregate account balances, to BP less 2.5%.

#### Current Account Activity / Cash Management Services

The agreement continues to have no fees associated with current account activity/cash management services for an estimated savings of \$13,500 – the majority of which would be on the tax rate. The balance of the savings would be directed towards the water / wastewater rates.

#### City-Issued Debentures

As indicated on our City issued debentures "*Principal due and payable at the principal office the Bank of Montreal in the City of Brockville or at the principal office of the said Bank in either of the cities of Toronto or Montreal, at the holder's option*". Should the City decide to transfer their accounts to another bank the debenture account would have to remain open until all issued City debentures were matured and redeemed. The final City issued debentures are set to mature in December 2015.

Currently the Bank of Montreal does not charge any fees to "redeem and reconcile City debentures and coupons". This would likely change if the City was no longer their client.

Loan Facilities

Both operating and term loans are available to the City at a demand, revolving floating rate of BMO Bank of Montreal's Prime Rate less 0.25%.

Credit / Debit Card Processing Services

Costs associated with credit/debit card processing are separate from the BMO banking proposal. The City must negotiate these "special" fees directly with our service providers. As the annual costs associated with client use of credit/debit cards is estimated at \$35,000, it is being recommended to complete an RFP process on these services.

Contract Term

In the past terms of bank contracts were often drafted for five years, with amendments being negotiated during the term.

The banking business, similar to municipal government, has changed over the last number of years. It is now not normal practice to amend the terms and conditions of an agreement unless material changes in volumes processed, services utilized or balances occur. As such it is recommended to remain with a three year contract term – similar to the last two agreements.

## POLICY IMPLICATIONS

By minimizing banking service costs and ensuring the availability to the City of the best investment rates, there is adherence to both the City's Strategic Plan and its Investment Policy. This directly relates to the economic sustainability of the City as a whole.

## FINANCIAL CONSIDERATIONS

The interest revenues afforded to the City are impacted by the reduced monies available within the City to invest as well as the effect of the current economic environment upon the financial markets.

As mentioned in the analysis section above, the continuation of the "no cost" bank services are estimated at the equivalent of savings of \$13,500 annually.

## **CONCLUSION**

Staff is recommending the acceptance of the Bank of Montreal's banking agreement with terms and conditions to remain in place for a further 3 year term, beginning December 20<sup>th</sup>, 2012 and expiring on December 19<sup>th</sup>, 2015, with the sole adjustment being to the increased rate of credit interest paid to the BMO prime rate less 1.75% calculated on the daily closing balances in all Canadian dollar deposit accounts and paid monthly on the last banking day of the month.

Staff is also recommending to separate the credit / debit card processing services from the banking agreement and to engage in a competitive process for these services.



D. Gordon, Financial Analyst – General



D. Cyr, Director of Finance

  
per 

B. Casselman, City Manager

## **Attachment 1 to Report 2012-108-06**

### **EXECUTIVE SUMMARY**

BMO Bank of Montreal is pleased to present this renewal package of banking services to the Corporation of the City of Brockville (hereinafter called The Corporation).

Our proposal is structured first and foremost to provide The Corporation with the products necessary to manage the banking in the most cost effective and efficient manner possible. Additionally, we have built into our service package the flexibility necessary to meet the growing and changing requirements of The Corporation. We commit ourselves to working closely with the Corporation of the City of Brockville to provide convenient access to your evolving banking needs of today and in the future.

This proposal has been based on current average deposit balances plus transactional volumes (i.e., cheques, deposits). In addition, we have assumed continuation and or conversion to electronic options wherever feasible (i.e. accounts payable). We are offering a contract for a ONE, TWO, or THREE year term under the assumption of exclusivity to BMO Bank of Montreal for banking services. This proposal is valid as presented for a period of 90 days commencing November 10, 2009.

We believe our proposal provides exceptional value to the Corporation of the City of Brockville. The following is a summary of proposed recommendations of products and services that will meet or exceed your banking needs.

- Any number of **Business Current Accounts** that will accommodate all of The Corporation's day-to-day banking transactions and earn interest on deposit balances as follows:
  - Credit interest will be paid at **BMO Bank of Montreal's PRIME RATE LESS 1.80%** calculated on the daily closing balances in all Canadian dollar deposit accounts and paid monthly on the last banking day of the month.  
(BMO Bank of Montreal Prime Rate is currently 2.25%)
  - NO FEES for account activity and cash management services as outlined in this proposal
- BMO Bank of Montreal would be pleased to provide loan accommodations as may be required by the Corporation of the City of Brockville. Loan facilities are subject to formal credit approval with proposed security and conditions to be confirmed in writing within 5 business days of your acceptance of this proposal. The borrowing rates and pricing spreads outlined are firm and are not subject to credit approval process. Notional rates are, of course, subject to change based on the Bank's cost of funds on a daily basis, until drawn or committed by way of rate reservation.  
Accommodation can be by way of a combination of Floating Rate Operating, Fixed Rate Operating, Floating Rate Term or Fixed Rate Term facilities.

#### **OPERATING LOAN FACILITIES**

1. A demand, revolving, **floating rate** option by way of an Overdraft Lending Facility (authorized overdraft), to provide ongoing operating/working capital requirements.  
Authorized Limit of **\$2,000,000**  
Rate of Interest –  
**BMO Bank of Montreal's PRIME RATE LESS 0.25%.**  
(BMO Bank of Montreal Prime Rate is currently 2.25%)

2. A revolving, public sector **fixed rate** option by way of promissory note to provide ongoing operating/working capital requirements for selected terms of 30 to 364 days.  
Rate of Interest - Subject to pricing at time of request to fix the interest rate on a **Cost of Funds plus basis**.  
(Notional rate as at November 10, 2009 for a 30 day term = **1.10%**)

### **TERM LOAN FACILITIES**

3. A demand, non-revolving, **floating rate** credit facility. Advances will be by way of promissory note up to the amount authorized for The Corporation.

Rate of Interest –

**BMO Bank of Montreal's PRIME RATE LESS 0.25%.**

(BMO Bank of Montreal Prime Rate is currently 2.25%)

4. A non-revolving, public sector **fixed rate** credit facility for terms up to 10 years and 25 year amortization. Prepayments are permitted subject to payment of Interest Rate Differential. Interest rate can be fixed up to 45 days prior to draw down, subject to a refundable fee of 1% of the loan amount. An option is available to apply for a longer forward commitment with an applicable premium.

Rate of Interest – Subject to pricing at time of request to fix the interest rate on a **Cost of Funds plus basis**.

Notional rate as at November 10, 2009 (subject to change daily):

1 year – **1.73%**

### **■ CORPORATE MASTERCARD – ePURCHASING SOLUTIONS**

Credit Card Services for employee purchase/expense purposes are available with **Corporate MasterCard – ePurchasing Solutions**.

- Revenue Collection service is available via Acceptance of Payments and Telephone Bill Payment Service at NO COST.**
- Preauthorized payment service is available to The Corporation via Electronic Funds Transfer (EFT - Debit) at NO COST.**
- Debit/Credit card services are available as detailed in the attached proposal from Moneris Solutions.**
- Account Reconciliation Service is available via DirectCheque at NO COST.**
- Availability of direct access to your account transactions and balances in real-time as well as the ability to initiate transfers and stop payment of cheques through your own computer via Directline Service at NO COST.**
- Pay and file Federal and Provincial business taxes and pay corporate and utility bills online through Directline – Tax and Bill Payment Service at NO COST.**
- Electronic Funds Transfer (EFT - Credit) facility will enable you to credit employee and or supplier accounts at NO COST.**
- FirstBank Card for Business will give you the ability to deposit funds to your accounts from any BMO Bank of Montreal branch at NO COST.**

- Redemption and Reconciliation of The Corporations **Debentures and Coupons** will be processed at **NO COST**.
- A Safety Deposit box will be provided to The Corporation at **NO COST**.
- A contract term for a **ONE, TWO, or THREE YEAR** term at the option of The Corporation and under the assumption of exclusivity to BMO Bank of Montreal for banking services.

In addition, we have incorporated into our proposal a summary of a Special Group Banking Package for your employees. A more detailed presentation is available and can be presented at a mutually convenient time.

# Attachment 2 to Report 2012-108-06



BMO Bank of Montreal  
1 Wall Street  
Brockville, ON K6V 7K4

Ms. Donna Cyr  
Director of Finance/Treasurer  
Corporation of the City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario  
K6V 7A5

May 16, 2012

## Re: Banking Services for the City of Brockville

Dear Donna,

Further to our telephone conversation, this letter confirms that the current banking agreement dated November 10, 2009 and which expires on December 19<sup>th</sup>, 2012 will remain in force with all terms and conditions remaining in place for a further 3 year term. This would entail that the new agreement would begin December 20<sup>th</sup>, 2012 and would expire on December 19<sup>th</sup>, 2015.

As you know, we sincerely value our longstanding banking relationship with the City of Brockville and look forward to the continuation of this mutually beneficial arrangement in the future.

Yours Truly

A handwritten signature in black ink, appearing to read "R.J. Hilborn".

R.J. Hilborn B.A CGA  
Commercial Account Manager

**June 11, 2012**

**REPORT TO FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE – JUNE 19, 2012**

**2012-106-06**

**OnWARN**

**ONTARIO WATER/WASTEWATER  
AGENCY RESPONSE NETWORK**

**P. E. RAABE, P. ENG.  
DIRECTOR OF ENVIRONMENTAL SERVICES  
D. RICHARDS  
SUPERVISOR WATER SYSTEMS**

**RECOMMENDED**

THAT Council endorses the Ontario Water/Wastewater Agency Response Network (OnWARN) Mutual Aid and Assistance Agreement/Memorandum of Understanding.

**PURPOSE**

The purpose of an OnWARN program is to enable municipalities to provide mutual aid in preparing for, and responding to, interruptions in water and wastewater services resulting from natural and man-made disasters. In the event of an emergency, the OnWARN program is one "tool in the toolbox" for responding to and dealing with significant emergencies which are beyond the immediate capacity of the utility. This is especially beneficial when there is a community-wide, county-wide or greater emergency, wherein a given utility can be more self-sufficient allowing the community emergency response to focus resources in other areas if needed.

**BACKGROUND**

Many municipalities in Ontario have specific mutual aid agreements between them and neighbouring municipalities for firefighting assistance, and there may be an informal "understanding" that a municipal water or wastewater utility could call upon its neighbouring utility for assistance. In recent years, concern has been raised with respect to the latter informal practice with regard to liability, legal and regulatory requirements, and Workplace Safety and Insurance Board (WSIB) requirements.

The Ontario Water and Wastewater Agency Response Network (OnWARN) program establishes a legal framework where any subscribing utility can call upon the assistance of other subscribing utilities, with the response being provided within the context of a blanket "mutual aid" type of agreement. The blanket memorandum of understanding (agreement) would cover all aspects of legal liability, availability of response and the provision of services, and health and safety requirements, to name a few.

**ANALYSIS/OPTIONS**

The OnWARN agreement has received legal review from four Ontario municipalities; this final version is now ready for municipalities to sign. The agreement was developed by using the American Water Works Association's WARN and the Alberta WARN agreements.

Participation in the OnWARN program does not specifically require a subscribing municipality to respond to any and all calls for assistance, nor does it obligate a subscribing municipality to call upon all subscribers for assistance in the event of an emergency.

The following has been identified as potential benefits to participation in the proposed OnWARN program:

- Involvement in OnWARN is encouraged by the Ministry of Environment, Emergency Measures Ontario and Environment Canada, as the initiative supports voluntary Federal and Provincial programs aimed at strengthening resiliency of Canada's critical infrastructure. The support of large utilities would likely influence other utilities to become members and thereby strengthen the resiliency of the Ontario Water/Wastewater sector as a whole.
- Standardization of a mutual aid agreement with other water utilities will help utilities to better predict, track and recover costs associated with providing and receiving mutual aid.
- Participation in planned OnWARN emergency testing will provide the opportunity to work collaboratively, share information and pool resources in the area of emergency planning, as well as the opportunity to develop and participate in joint training sessions and exercises.

## **POLICY IMPLICATIONS**

There are no policy implications to consider.

## **FINANCIAL CONSIDERATIONS**

There is an ongoing requirement to maintain "inventory" of available equipment and materials. Other than an initial collection of information, the ongoing cost should be negligible as inventories of materials and equipment is a best practice for emergency preparedness.

The agreement allows for a responding municipality to recover reasonable costs associated with their response to an emergency. In-kind costs (costs not recovered) are not quantifiable at this time. In future, the Steering Committee could conceivably set a nominal annual fee for participation to assist in coordination of responses, web system maintenance, etc.

In the end, the cost is considered to be "negligible" for a Municipality to join and participate in the program at this time.

## **CONCLUSION**

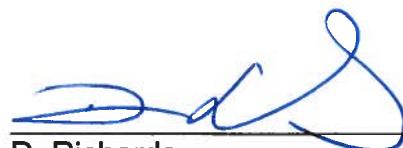
The inherent structure of the OnWARN program allows Utilities to choose whether or not to

provide assistance and allows the recovery of those costs. The agreement covers all aspects of legal liability, availability of response and the provision of services, and health and safety requirements, to name a few. Signing the OnWARN agreement will place the Utility under no obligation and the risk to signing the agreement is negligible.

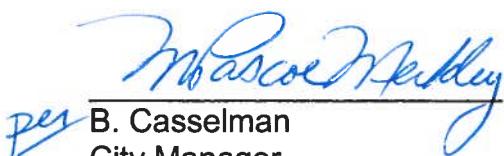
As evidenced by its successful implementation and use in the United States and the Province of Alberta, the Water/Wastewater Agency Response Network program is seen as a potentially significant benefit to water and wastewater utilities in Ontario. Council's endorsement of this program establishes an agreement and protocols to allow access to resources, equipment and knowledgeable personnel from other water/wastewater systems in the event of an emergency.



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



D. Richards  
Supervisor Water Systems

  
*B. Casselman*

B. Casselman  
City Manager

**Mutual Aid and Assistance Agreement for an  
Ontario Water/Wastewater Agency Response Network (OnWARN)**

**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("Agreement") is made and entered into by public and private water and wastewater utilities, owners and operating authorities in Ontario ("Utilities"), that have, by executing this Agreement, manifested their intent to participate in an Ontario program for water/wastewater mutual aid and assistance ("Mutual Aid and Assistance Program").

**Statutory Authority for Municipal Utilities – This Agreement is authorized under Section 20 of the Ontario Municipal Act, 2001 which provides that Municipal Utilities may contract with each other to provide services.**

**ARTICLE I.  
PURPOSE**

Recognizing that emergencies may require aid or assistance in the form of personnel, equipment, and supplies from outside the area of impact, the signatory Utilities hereby establish the Mutual Aid and Assistance Program. Through the Mutual Aid and Assistance Program, Members coordinate response activities and share resources during emergencies. This Agreement sets forth the procedures and standards for the administration of the Mutual Aid and Assistance Program.

**ARTICLE II.  
DEFINITIONS**

- A. **Authorized Official** – An employee or officer of a Member who is authorized to:
  - 1. Request assistance;
  - 2. Offer assistance;
  - 3. Refuse to offer assistance; or
  - 4. Withdraw assistance under this Agreement.
- B. **Emergency** - A natural or human caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property, human suffering or financial loss, or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Member to fully manage and mitigate internally.
- C. **Member** – Any public or private water or wastewater utility, owner, or operating authority in Ontario ("Utility") that manifests intent to participate in the Mutual Aid and Assistance Program by executing this Agreement.
  - 1. **Requesting Member** – A Member who requests aid or assistance from another Member or Members under the Mutual Aid and Assistance Program.
  - 2. **Responding Member** – A Member that provides aid or assistance during a Period of Assistance in response to a request for aid or assistance under the Mutual Aid and Assistance Program.
  - 3. **Non-Responding Member** - A Member or Associate Member that does not provide aid or assistance during a Period of Assistance under the Mutual Aid and Assistance Program.
- D. **Associate Member** – Any non-Utility participant, approved by the OnWARN Steering Committee, that provides a support role for the Mutual Aid and Assistance Program. (For example: any non-Utility agency or association that does not officially sign this Agreement). An Associate Member is not entitled to vote on any matter as outlined and identified in this Agreement.

- E. Confidential Information - Any document shared with any signatory of this Agreement that is marked confidential, including but not limited to any map, report, note, paper, opinion, or e-mail which relates to the system vulnerabilities of a Member or Associate Member, and any document that is protected under the Municipal Freedom of Information and Protection of Privacy Act, Freedom of Information and Protection of Privacy Act, Emergency Management and Civil Protection Act, Personal Information Protection and Electronic Documents Act, and Personal Health Information Protection Act, 2004.
- F. Period of Assistance – A specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when the resources return to their facility (portal to portal). All protections identified in this Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an Emergency, as previously defined.
- G. Incident Management System (IMS) – A system, consistent with internationally recommended practices, that provides standardized organizational structures, functions, processes and terminology for use at all levels of emergency response in Ontario. IMS addresses the need for coordinated responses to large-scale and complex incidents and has been developed with input from more than 30 emergency response organizations and stakeholders from Ontario.

### **ARTICLE III. ADMINISTRATION**

The Mutual Aid and Assistance Program shall be administered through OnWARN Steering Committee. In addition to representing the interests of the Members, the OnWARN Steering Committee may include Associate Members as representatives. Under the leadership of the OnWARN Steering Committee Chair, the OnWARN Steering Committee shall plan and coordinate emergency planning and response activities for the Mutual Aid and Assistance Program.

### **ARTICLE IV. PROCEDURES**

The OnWARN Steering Committee shall develop operational and planning procedures for the Mutual Aid and Assistance Program which may be undertaken in cooperation with Associate Members, at the sole discretion of the OnWARN Steering Committee, including but not limited to Emergency Management Ontario. These procedures shall be reviewed at least annually and updated as needed by the OnWARN Steering Committee.

### **ARTICLE V. REQUESTS FOR ASSISTANCE**

- A. Member Responsibility: Members shall identify an Authorized Official and alternates; provide contact information including 24-hour access (e.g. an after-hours number) and maintain information on resources that may be available from the Member for mutual aid and assistance response. Such contact information shall be updated annually or when changes occur, provided to the OnWARN Steering Committee.

In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance from a participating Member. Requests for assistance can be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the participating Member. Specific protocols for requesting aid shall be provided in the required procedures (Article IV).

- B. Response to a Request for Assistance – Members are not obligated to respond to a request. After a Member receives a request for assistance, the Authorized Official evaluates whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Representative shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Member shall inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.
- C. Discretion of Responding Member's Authorized Official – Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. An Authorized Official's decisions on the availability of resources shall be final.

**ARTICLE VI.**  
**RESPONDING MEMBER PERSONNEL**

- A. Incident Management System - When providing assistance under this Agreement, the Requesting Member and Responding Member may be organized and may function under the Incident Management System.
- B. Control - While employees so provided may be under the supervision of the Responding Member, the Responding Member's employees come under the direction and control of the Requesting Member, to address the needs identified by the Requesting Member. The Requesting Member's Authorized Official shall coordinate response activities with the designated supervisor(s) of the Responding Member(s). The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance.
- C. Food and Shelter – Whenever practical, Responding Member personnel must be self-sufficient for up to 72 hours. When possible, the Requesting Member shall supply reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided below, the cost for such resources must not exceed the Responding Member's per diem rates for that area. To the extent food and shelter costs exceed the Responding Member's per diem rates for the area, the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Unless otherwise agreed to in writing, the Requesting Member remains responsible for reimbursing the Responding Member for all reasonable and necessary costs associated with providing food and shelter, if such resources are not provided.
- D. Communication – The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radio, in order to facilitate communications with local responders and utility personnel.
- E. Status - Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties and benefits as provided in their respective jurisdictions.
- F. Licences and Permits – To the extent permitted by law, Responding Member personnel who hold licences, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.
- G. Right to Withdraw - The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason in the Responding Member's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as is practicable under the circumstances.

**ARTICLE VII.**  
**COST- REIMBURSEMENT**

The Requesting Member shall reimburse the Responding Member for each of the following categories of costs incurred during the specified Period of Assistance as agreed in whole or in part by both parties; provided, that any Responding Member may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the Requesting Member without charge or cost.

- A. Personnel – The Responding Member shall be reimbursed by the Requesting Member for personnel costs incurred for work performed during the specified Period of Assistance. Responding Member personnel costs shall be calculated according to the terms provided in their employment contracts or other conditions of employment. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Requesting Member reimbursement to the Responding Member could consider all personnel costs, including salaries or hourly wages, costs for fringe benefits, and indirect costs.
- B. Equipment – The Requesting Member shall reimburse the Responding Member for the use of equipment during the specified Period of Assistance, including, but not limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading/unloading of loaned equipment. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances. As a minimum, rates for equipment use must be based on the "Ontario Provincial Standard 127 Schedule of Equipment Rates". If a Responding Member uses rates different from those in the "Ontario Provincial Standard 127 Schedule of Equipment Rates", the Responding Member must provide such rates orally or in writing to the Requesting Member prior to supplying the equipment. Mutual agreement on which rates are used must be reached in writing prior to dispatch of the equipment. Reimbursement for equipment not referenced on the "Ontario Provincial Standard 127 Schedule of Equipment Rates" must be developed based on actual recovery of costs. If Responding Member must lease a piece of equipment while its equipment is being repaired, Requesting Member shall reimburse Responding Member for such rental costs.
- C. Materials and Supplies – The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage must be treated as expendable supplies for purposes of cost reimbursement.
- D. Payment Period – The Responding Member must provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Requesting Member must send the itemized bill not later than (90) ninety days following the end of the Period of Assistance. The Responding Member may request additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member must pay the bill in full on or before the forty-fifth (45th) day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one-year after the date a final itemized bill is submitted to the Requesting Member.
- E. Records - Each Responding Member and their duly authorized representatives shall have access to a Requesting Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member and their duly authorized representatives shall have access to a Responding Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years or longer where required by law.

**ARTICLE VIII.**  
**DISPUTES**

If any controversy or claim arises out of, or relates to, the execution of this Agreement, including, but not limited to, alleged breach of this Agreement, the disputing Members shall first attempt to resolve the dispute by negotiation, followed by mediation and finally shall be settled by arbitration in accordance with the rules of the Ontario Arbitration Act. Any court of competent jurisdiction may enter the judgment rendered by the arbitrators as final judgment that is binding on the parties.

**ARTICLE IX.**  
**REQUESTING MEMBER'S DUTY TO INDEMNIFY**

The Requesting Member shall assume the defense of, fully indemnify and hold harmless, the Responding Member, its officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from Responding Member's work during a specified Period of Assistance. The scope of the Requesting Member's duty to indemnify includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Member, or faulty workmanship or other negligent acts, errors or omissions by Requesting Member or the Responding Member personnel.

The Requesting Member's duty to indemnify is subject to, and shall be applied consistent with, the conditions set forth in Article X.

**ARTICLE X.**  
**SIGNATORY INDEMNIFICATION**

In the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Responding Members shall have a duty to defend, indemnify, save and hold harmless all Non-Responding Members, their officers, agents and employees from any liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a Period of Assistance.

**ARTICLE XI.**  
**WORKPLACE SAFETY AND INSURANCE**

- A. Workplace Safety and Insurance - The Workplace Safety and Insurance Act provides that if an Emergency is declared by the Premier of Ontario or the head of council of a municipality, and a person is sent to assist, the Crown (Government of Ontario) or the municipality, whichever declared the Emergency is considered the employer of that person for the purposes of assessing any accident costs. However, the worker's regular employer (Responding Member) continues to be responsible for:
- Maintaining employment benefits as required by section 25 of the Workplace Safety and Insurance Act,
  - Complying with the obligation to co-operate in the early and safe return to work of the worker (section 40), and,
  - Complying with the obligation to re-employ the worker (section 41) if it applies.

Any costs incurred by the worker's regular employer (Responding Member) in meeting these obligations are reimbursed by the Crown or the municipality, whichever is applicable.

The Responding Member is responsible for providing Workplace Safety and Insurance Board (WSIB) benefits and administering WSIB for its employees. The Requesting Member shall reimburse the Responding Member for all costs, benefits, and expenses associated with WSIB and other employee claims that arise from or are related to providing assistance under this Agreement.

- B. Hold Harmless - The Requesting Member shall indemnify and hold the Responding Member harmless from and against any and all liability for loss, including, but not limited to, damage, cost or expense which the Responding Member may incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing Emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of the Responding Member.

Where payments are made to Responding Member's employees under WSIB or any similar law for bodily injury or death resulting from furnishing emergency assistance, Requesting Member shall make reimbursement to Responding Member to the extent such payment increases the Responding Member's WSIB or disability benefits costs, whether such increase in costs occurs in the form of an increase in premiums or contributions or in the form of reduction in dividends or premium refunds, or otherwise.

In the event any claim or demand is made or suit or action is filed against Responding Member alleging liability for which Requesting Member shall indemnify and hold harmless Responding Member under the above paragraphs, Responding Member shall promptly notify Requesting Member thereof, and Requesting Member, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

**ARTICLE XII.**  
**NOTICE**

A Member who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members in respect of this Agreement, shall provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

**ARTICLE XIII.**  
**INSURANCE**

Each Member shall maintain an insurance policy or maintain a self insurance program that covers activities that it may undertake by virtue of membership in the Mutual Aid and Assistance Program.

- A. Members shall maintain at minimum the following insurance policies:
- a) Commercial General Liability (CGL) insurance for bodily injury (including death) and property damage in an amount of not less than Five Million Dollars (\$5,000,000.00). This CGL insurance must be written to a minimum of the current IBC 2100 form or the most recent version and such policy must include:
    - i. the Responding Member as an additional insured;
    - ii. a cross liability clause;
    - iii. products and completed operations coverage;
    - iv. broad form contractual liability coverage;
    - v. non-owned automobile liability coverage; and
    - vi. operation of attached machinery;
  - b) Automobile third party liability insurance in an amount of not less than Two Million Dollars (\$2,000,000.00); and
  - c) All Risk Property insurance that covers any property on loan from a Responding Member.
- B. In the event of a claim requiring the Responding Member to incur costs as a result of providing assistance under this Agreement, the Requesting Member shall be responsible for reimbursing the Responding Member for the payment of every deductible amount provided in the insurance described in Article XIII (A), above.
- C. The Requesting Member covenants and agrees that the insurance obligations mentioned above will not be construed to and will in no manner limit or restrict the liability of the Requesting Member or its responsibility under Article IX.

**ARTICLE XIV.**  
**CONFIDENTIAL INFORMATION**

Subject to the terms and conditions of the Municipal Freedom of Information and Protection of Privacy Act, Freedom of Information and Protection of Privacy Act, Emergency Management and Civil Protection Act, Personal Information Protection and Electronic Documents Act and Personal Health Information Protection Act, 2004, as appropriate, Members and Associate Members shall maintain in the strictest confidence and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information under this Agreement. If any Member, Associate Member, third party or other entity requests or demands, by subpoena or otherwise, that a Member or Associate Member disclose any Confidential Information disclosed under this Agreement, the Member or Associate Member shall immediately notify the owner of the Confidential Information and shall take all reasonable steps necessary to prevent the disclosure of any Confidential Information by asserting all applicable rights and privileges with respect to such information and shall cooperate fully in any judicial or administrative proceeding relating thereto.

**ARTICLE XV.**  
**EFFECTIVE DATE**

This Agreement shall be effective once the Utility's authorized representative executes this Agreement and the OnWARN Steering Committee Chair receives the executed Agreement. The OnWARN Steering Committee Chair shall maintain a list of all Members and Associate Members.

**ARTICLE XVI.**  
**WITHDRAWAL**

A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the OnWARN Steering Committee Chair. Withdrawal takes effect 60 days after the appropriate officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting Member's duty to reimburse a Responding Member for cost incurred during a Period of Assistance, which duty shall survive such withdrawal.

**ARTICLE XVII.**  
**MODIFICATION**

No provision of this Agreement may be modified, altered or rescinded by individual parties to this Agreement. Modifications to this Agreement may be due to programmatic operational changes to support this Agreement, legislative action, creation of a mutual aid and assistance agreement, or other developments. Modifications require a simple majority vote of Members. The OnWARN Steering Committee Chair must provide written notice to all Members of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Members.

**ARTICLE XVIII.**  
**SEVERABILITY**

The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

**ARTICLE XIX.**  
**PRIOR AGREEMENTS**

This Agreement supersedes all prior agreements between Members to the extent that such prior agreements are inconsistent with this Agreement.

**ARTICLE XX.**  
**PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**

This Agreement is for the sole benefit of the Members and no person or entity must have any rights under this Agreement as a third party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and must be without effect.

*Remainder of this page is intentionally left blank*

**ARTICLE XXI.**  
**COUNTERPARTS**

This Agreement may be executed and delivered by the parties in counterparts, each of which shall constitute an original and may be delivered by facsimile, email or other functionally equivalent electronic means of communication, and those counterparts taken together shall constitute one and the same instrument.

Now, therefore, in consideration of the covenants and obligations set forth in this Agreement, the Utility listed here manifests its intent to be a Member of the Ontario Mutual Aid and Assistance Program by executing this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Utility: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Please Print Name \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Please Print Name \_\_\_\_\_

## **Benefits of becoming a member?**

- OnWARN provides member utilities with:
  - Significant economic benefit and no cost to participate.
  - Increased emergency preparedness.
  - A single agreement to access resources across the province.
  - Expedited deployment of assistance and resources.
  - Assistance with response to events which impact large areas when response from adjacent utilities is not possible.
  - Responder indemnification and reimbursement.
  - A forum for developing and maintaining emergency contacts and relationships.

# **OnWARN**

Ontario Water/Wastewater Agency Response Network

## **OnWARN members**

There is no cost to join OnWARN. Members who sign the Mutual Aid and Assistance Agreement are given an up-to-date list of emergency contacts, plus a list relevant to the size and operation of their utility that references available resources.

**Members** can include any public or private water or wastewater utilities, owners, or operating authorities.

**Associate Members** can include non-utility participants, approved by OnWARN's Steering Committee, that provide a support role for the OnWARN program.

## **For more information**

...about membership or the OnWARN program, visit the website at [www.onwarn.org](http://www.onwarn.org) or contact by e-mail: [info@onwarn.org](mailto:info@onwarn.org)

## What is OnWARN?

A network of utilities helping other utilities to respond to and recover from emergencies.

Matches water/wastewater utility resources to specific needs during an emergency to aid in locating emergency equipment and trained personnel.

Uses a Mutual Aid and Assistance Agreement to expedite resource sharing.

Participation is voluntary and there is no obligation to respond.

## Why is OnWARN Important?

Establishes agreement and protocols to access resources and knowledgeable personnel in water & wastewater systems.

Forum for establishing and maintaining emergency contacts.

Facilitates training.

Doesn't require declaration of emergency.

## Organization

OnWARN is comprised of a volunteer Leadership Team whose members represent Ontario public water and wastewater utilities and government agencies.

The Leadership Team works to increase and diversify membership in order to enhance coordination on emergency and related issues. The team also provides contact information on disaster planning, response and recovery.

Current Leadership Team members include:

- City of Greater Sudbury
- City of Guelph
- City of London
- City of Windsor
- Peterborough Utilities Services Inc.
- Regional Municipality of Durham
- Regional Municipality of Niagara
- Regional Municipality of Waterloo
- Town of Midland
- Ontario Clean Water Agency
- Ontario Water Works Association
- Water Environment Association of Ontario
- Canadian Water Works Association
- Emergency Management Ontario
- Ontario Ministry of the Environment



[www.onwarn.org](http://www.onwarn.org)  
[info@onwarn.org](mailto:info@onwarn.org)

**JUNE 14, 2012**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – JUNE 19, 2012**

**2012-105-06**

**REQUEST FOR PROPOSAL  
SOLID WASTE MANAGEMENT  
SERVICES**

**P. RAABE, P.ENG.  
DIRECTOR OF ENVIRONMENTAL SERVICES  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

## **RECOMMENDATION**

THAT the City of Brockville accept the Option 2 proposal submitted by Green For Life Environmental Corporation (GFL) of Pickering, Ontario and enter into a ten (10) year agreement for the supply of solid waste management services; and

THAT the City, where it may be possible and feasible, provide home owners of units that are currently not eligible due to site plan agreements or other circumstances, solid waste services; and

THAT staff work with these home owners to develop and implement solid waste services plans.

## **PURPOSE**

The purpose of this report is to retain the services of a solid waste contractor to collect, haul and dispose/process the City's solid waste including recyclables, leaf and yard waste and Christmas trees.

## **BACKGROUND**

The City's current Solid Waste Management Services contract expired on December 31, 2011. The City extended this contract with BFI for an additional 6 months (end of June 30, 2012) and again to August 31, 2012 to participate with the Counties on the Leeds and Grenville Counties Waste Management Services RFP. This additional time has given the City an opportunity to partner with other Leeds and Grenville municipalities should one of the proposals be beneficial. Unfortunately, none of the proposals received by the Counties were financially beneficial to the City of Brockville.

In addition, the province has set a residential waste diversion target of 60%, and the Waste Diversion Ontario (WDO) municipal funding formula is placing increased emphasis on recycling best practices. As a result, Council authorized staff to have a Long Term Sustainable Solid Waste Management Plan (SSWMP) and Waste Recycling Strategy prepared to guide the City on how to manage its garbage, recycling, composting and other diversion programs over the next twenty years. Trow Consulting was retained to prepare the documents and in April 2011 staff prepared a report for

Council's consideration and implementation purposes.

From that report, Council agreed to have the following new or enhanced programs included in a Request for Proposal for Solid Waste Management Services:

1. Weekly collection processing and marketing of all recyclable materials
2. Weekly collection, handling and composting of source separated organic waste
3. Bi-weekly collection, handling and disposal of garbage
4. Spring leaf and yard waste collection
5. Extending collection services to residential areas not currently receiving services where curbside collection is feasible.

## **ANALYSIS**

On August 22, 2011, City staff received proposals from BFI, WMI, GFL, Tomlinson, and Scott Environmental. Staff used a two-envelope process where the proponent's technical proposal had to achieve a minimum score of 75% for their bid price envelope to be opened. A proposal not meeting the minimum score was not given any further consideration. For those proposals that were opened, the price was divided by the technical score to determine the best overall value to the City.

The RFP gave the proponents a number of various options to bid or allowed them to submit one of their own. Only GFL submitted their own proposal but it was not taken into consideration as it was only for the collection of garbage, recycling, leaf and yard waste and organics but left the haulage and disposal of the organics for the City to deal with.

Option 1 represents status quo. Garbage is to be collected, hauled and disposed of once per week. Recycling material is to be collected on an alternating basis of fibre material one week and container material the next. Leaf waste is to be collected and hauled for 2 weeks in the fall and Christmas trees are to be collected, hauled and processed during the month of January.

Option 2 is the same as Option 1 but with all recycling material (paper fibres and glass/metal/plastic) being collected together, hauled and processed on a weekly basis.

Option 3 is similar to Option 2 with the exception of bi-weekly garbage collection and the inclusion of weekly collection, haulage and processing (composting or other beneficial uses) of source separated organic waste.

Option 4 pertains to the collection and haulage of leaf and yard waste. This option would replace the current two week collection in the fall and replace it with the collection and haulage every other week from the beginning of April to the end of May and for a

second period from the beginning of October to the end of November.

The results of the proposal analysis concluded the option that provides the best value to the City of Brockville was submitted by GFL based on Option 2 at an annual price of \$892,592.00 plus net HST. This option provides a slightly higher level of service when compared to the City's existing service. By providing a single stream of recycling, it makes it easier for residents to participate and reduces the opportunity to miss the "right" week and have an overflowing container.

The second best value option was also submitted by GFL for Option 1 at an annual price of \$897,762.48 plus net HST. This option provides the same level of service that the City is already receiving.

The third best value option was for the weekly collection, haulage and processing of source separated organic waste, submitted by BFI at an annual price of \$1,264,982.25 plus net HST. Therefore, to provide source separated organic waste services, it will annually cost an additional \$372,390.25 plus net HST over the current service level. This additional cost does not take into account the one-time costs of the residential containers, marketing, advertising, education and staff time in developing the program.

To enhance the current collection and haulage of leaf and yard waste from two weeks in the fall to every other week through April, May, October and November would result in an annual additional cost of \$58,212 plus net HST over and above the City's current service level.

Staff also looked at the additional cost to provide collection services to residential areas not currently receiving services where curbside collection may be feasible. The City currently provides curbside waste management collection services to approximately 7,971 single family homes, blue box collection services for 1,487 multi-family households and garbage and leaf and yard waste to 600 multi-family households. There are currently 979 multi-family and 163 single family households that do not currently receive services due to previously negotiated site plan agreements. It is estimated that if all 1,142 households are provided waste management services, it would cost an additional \$89,259.20 plus net HST.

## POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005, the City normally accepts the proposal that earns the highest score and meets the requirements specified in the competition based upon qualitative, technical and cost considerations.

## FINANCIAL CONSIDERATIONS

The rates as submitted by GFL have formed the basis of the City's 2012 solid waste operating budget.

	Service	2012 Rates	2011 Rates
1.	Collection of garbage once/week	\$104.50/tonne	\$70.88/tonne
2.	Haulage and disposal of garbage	\$87.00/tonne	\$76.00/tonne
3.	Collection and haulage of recycling once/week	\$104.50/tonne	\$117.26/tonne*
4.	Collection and haulage of leaf waste 2 weeks in Fall	\$102.00/tonne	\$40.93/tonne
5.	Collection and haulage of Christmas trees in January	\$325.00/tonne	\$229.66/tonne
		<b>\$908,301.62</b>	<b>\$764,775.00**</b>

\*2011 Rate for collection and haulage of recycling is based on alternating basis of fibre material one week and container material the next. The proposed 2012 rate from GFL is based on weekly recycling collection for both fibre and container material being comingled.

\*\*2011 Cost includes a fuel adjustment where as a fuel adjustment will not be considered in the first year of the contract. However, a fuel adjustment will be applied for all subsequent years.

Based on 2010 quantities, the estimated annual cost to provide the above noted services is \$892,592.00 plus net HST of \$15,709.62 for a total estimated cost of \$908,301.62. This is an increase in cost of \$143,526.62 when compared to providing the City's existing level of service.

Effective January 1<sup>st</sup> each year of the contract, the prices to perform the services identified in the contract will be adjusted based on the Canadian Consumer Price Index (CPI) for the Province of Ontario as published by Stats Canada for the previous twelve month period. All items seasonally adjusted November over November.

The contractor also has the ability after one full year to apply for a diesel fuel adjustment. This is consistent with the City's existing contract with BFI and is usually about an additional \$2,000 per month plus net HST for both waste and recycling collection.

The City's 2012 solid waste budget has been prepared taking into consideration BFI will provide the services over the first six months of the year and GFL taking over for the final six months.

The proponent was also asked to provide a list of tipping fees applicable for use at the transfer station. The following table compares BFI's existing tipping fees and GFL's proposed fees:

	Service	GFL	BFI
1.	Flat fee of waste up to maximum 100 kg	\$40.00	\$18.22
2.	Rate for waste in excess of 100 kg	\$97.00/tonne	\$83.08/tonne
3.	Fee per appliance (washer, dryer, etc.)	No Charge	\$18.22/appl.
4.	Fee per appliance (freezer, refrigerators, air cond.)	\$55.00/appl.	\$18.22/appl.
5.	Waste from the Corporation of City of Brockville	\$97.00/tonne	\$83.08/tonne

All tipping fees generated at the waste transfer station will be retained by the contractor.

## CONCLUSION

In conclusion, it is recommended that GFL be retained to provide the services as outlined in Option 2 as follows:

- Collection of garbage once per week over a 5 day period (Mon-Fri)
- Haulage and disposal of above noted garbage
- Collection and haulage of recyclable material once per week
- Collection and haulage of leaf waste for 2 weeks in the Fall
- Collection and haulage of Christmas trees during the month of January

This option will provide the City with a slightly different level of service where fibre and container recycling material will be collected weekly and garbage will be collected over a 5 day period as compared to the current 4 day period.

For the City to implement a source separated organic waste services, it will annually cost an additional \$372,390.25 plus net HST.

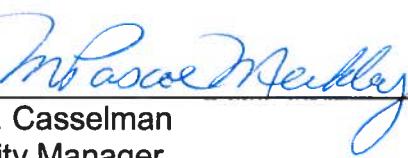
To enhance the current collection and haulage of leaf and yard waste from two weeks in the fall to every other week through April, May, October and November it will result in an annual additional cost of \$58,212 plus net HST.

It is also recommend that the City, where possible and feasible, provide home owners of units that are currently not eligible due to site plan agreements, solid waste services and that staff work with these home owners to develop and implement solid waste services plans. It is estimated that to extend the service will annually cost an additional \$89,259.20 plus net HST per year.

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

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

  
D. Cyr  
Director of Finance

  
per   
B. Casselman  
City Manager

**River Turbine Presentation**  
**Northland Power**  
**(Councillor LeSueur)**

- Northland has an exclusive agreement with a Quebec-Q based engineering firm RER to develop power projects using an innovative underwater turbine generator.
- The engineering firm is developing the hydrokinetic technology, and Northland has acquired the right to deploy it in projects over 8 MW in size across North America.
- The technology is environmentally benign and does not require any dams nor anchoring work.

At the frontier of hydro technology

- TREK turbine TM captures energy directly from river flow
  - Nominal nameplate capacity of 250 kW
  - Northland is the exclusive TREK Developer
  - Exclusive Development License Agreement for North America
  - Potential sites : 8 MW and higher
  - On-site installation since July 2010 in the old port of Montreal
- 20 preliminary permits issued by FERC to date on the Mississippi River:  
- 19 located on the lower Mississippi  
- 1 located below Memphis (near West Helena)

NPMR presented its first 6-month progress report in April

Event

Installation date August 17, 2010 Montreal Successful river operation (1 unit) 635 Days  
+

Fatigue loading & thermal cycling  
operation (2 units) 2,920 Days

Water volume passed through the turbine 159.1 billion litres The emission of CO2 avoided 1,168 Metric tons (coal)

Development Strategy

- Define key constraints
- Identify proper contacts at agency level
- Gather specific site-related information
- Determine feasible sites and locations (quick process)
- Develop license applications for selected sites



In 2009, RER received government approval to move forward with a prototype TREK turbine that would be installed in the Saint-Lawrence river near Montreal, Canada. Following an in house full scale testing phase that exceeded requirements, this first TREK turbine was immersed in August 2010.

Family code: TREK-I  
Nominal nameplate capacity: 250 kW  
Maximum power output: 333 kW