

Committee Members

Councillor G. Beach,  
Chair  
Councillor H. Noble  
Councillor L. Severson  
Mayor D.L. Henderson,  
Ex-Officio

Areas of Responsibility

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

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

**AGENDA**

**DELEGATIONS**

1. Leigh Bursey  
Bus Passes for St. Lawrence College Students
2. Elaine Dekroom, Brockville Soccer Club  
Soccer Dome Project

**CORRESPONDENCE**

1. C. Cosgrove, Director of Operations and V. Harvey, Supervisor of  
Transportation Services  
Memo re: St. Lawrence College - Sale of Conventional Transit  
Passes

**STAFF REPORTS**

1. 2010-124-09  
Tender E 2010-02 2WD Industrial Rubber Tire Backhoe Loader  
with Attachment
2. 2010-129-09  
Winter Maintenance Policy Amendments
3. 2010-131-09  
Request to Indorse Smiths Falls Correspondence to FCM for  
Airport Funding
4. 2010-134-09  
Tender for Contract 2010-23  
Extend Water Services and Hydrant Leads on Water Street East

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**STAFF REPORTS**

- |       |   |
|-------|---|
| 27-28 | 5. 2010-135-09<br>Replacement of Low Emissivity Ceilings at the Centennial Youth<br>Arena and Memorial Centre             |
|       | 6. C. Cosgrove, Director of Operations<br>Verbal Update re: Water Pollution Control Centre Secondary<br>Treatment Upgrade |
| 29-39 | 7. C. Cosgrove, Director of Operations<br>Verbal Update re: Leeds-Grenville Waste Management<br>Expression of Interest    |

**NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL**

- |    |   |
|----|---|
| 40 | 1. Councillor G. Beach<br>Brockville Cycling Advisory Committee |
|----|---|

**CONSENT AGENDA**

# Memo

To: The Mayor  
Members of Council

From: Conal Cosgrove, Director of Operations  
Valerie Harvey, Supervisor of Transportation Services

CC: Bob Casselman, City Manager

Date: September 16, 2010

Re: St. Lawrence College—Sale of Conventional Transit Passes

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At the Council meeting of September 14, 2010 Leigh Bursey of the Student Administrative Council of St. Lawrence College appeared as a delegation to propose a partnership between the City and St. Lawrence College in providing two 40 Ride Conventional Transit Passes to each student for the 2011/2012 academic school year at a reduced rate. Currently 40 Ride Passes cost \$55 each and the proposal is to provide the passes to the college students at \$45 per pass.

It is estimated that there will be 725 students registered for this term and each student would receive one pass during the fall term and one pass during the spring term. If approved by Council and supported by a student referendum, this could result in additional revenues of \$32,625 in the 2011 budget and \$32,625 in the 2012 budget. If the program was extended beyond the 2011/2012 school term to future years, total revenue increases of \$65,250 could be realized in the 2012 budget year and beyond. This could result in the following budget impacts:

2009 Actual Net Conventional Transit Expense	\$214,180
2010 Budgeted Net Conventional Transit Expense	\$208,152
2011 Proposed Net Conventional Transit Expense	\$179,898 (includes 2.1% CPI increase)
2012 Proposed Net Conventional Transit Expense	\$151,051 (includes 2.1% CPI increase)

Staff support the implementation of this proposal as it would reduce net expenses and increase ridership which could increase provincial tax subsidies provided to the municipality.



**17AUGUST2010**

**REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 22, 2010**

**2010-124-09  
TENDER E2010-02  
2WD INDUSTRIAL RUBBER  
TIRE BACKHOE LOADER  
WITH ATTACHMENTS**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
R. T. FRASER  
PUBLIC WORKS/PARKS SUPERVISOR  
C. G. MCCANN  
FLEET SUPERVISOR  
A. J. ROSSETTI  
FINANCIAL ADMINISTRATIVE ANALYST**

**RECOMMENDATION**

**THAT** the tender from Wajax Industries, Ottawa in the amount of ninety-one thousand three hundred and ninety-six dollars and eighty-one cents (\$91,396.81) for the purchase of one (1), 2 wheel drive industrial rubber tire backhoe loader with attachments be accepted; and

**THAT** the necessary funds be expensed from the Fleet Capital Account 9101010 and Activity numbers 9902031, 9902032, 9902035 and 9902041.

**ORIGIN**

This request originates from the Public Works/Parks Division.

The replacement of the 2 Wheel Drive Industrial Rubber Tire Backhoe Loader with Attachments is an approved item in the Fleet Management Program, Item 6.1 in the 2010 Capital Budget. Council requested that this item be brought back for final approval once tenders were received.

**BACKGROUND**

This unit is a standard backhoe equipped with the necessary upgrades for a hydraulic hoe ram attachment. It is considered to be an essential piece of equipment in the Public Works/Parks Fleet allotment. It is utilized year round by Public Works/Parks to:

- Excavate and backfill wastewater/stormwater and water distribution, mainline and service repair areas.
- Excavate for road section asphalt and concrete repair areas.
- Plowing of snow in cul-de-sacs, dead ends and small parking lots for winter maintenance operations.
- Breaking out of concrete and asphalt surfaces with hoe ram attachment in roads/wastewater/stormwater and water distribution work areas.

- Breaking out of frost and rock areas with hoe ram attachment in roads/wastewater/stormwater and water distribution mainline and service repair areas.

Public Works/Parks compliment of backhoes has been reduced from three to two in the previous five year period.

Public Works/Parks suggests that essential equipment only be deferred by one (1) year past its original life as stated in the fleet plan. This unit's replacement will have been deferred an additional 3 years past that point. Due to the heavy/severe usage the unit experiences it is imperative that replacement occurs before substantial out of service time due to breakage/repairs is experienced.

The existing unit is recommended to be reassigned as a second life unit in the Public Works/Parks Division for yard loading purposes.

#### Hoe Ram Breaker

This is a 1,000 lb class hydraulic breaker attachment that is capable of being hooked to either of Public Works/Parks backhoes (units #03896, #03906). This unit is utilized year round by Public Works/Parks for:

- Breaking out of concrete sidewalk and curbing in areas to be reconstructed,
- Break up of asphalt in wastewater/stormwater and water distribution services and mainline repair areas.
- Breaking rock and frost in wastewater/stormwater and water distribution service and mainline repair areas.

As the units (#03896, #03906) that this attachment is connected to are considered essential pieces of equipment, the attachment should be also considered essential and replaced at the same time as the backhoe it was originally purchased with. The unit has already been extended by four (4) years past its original lifespan.

#### **ANALYSIS**

In August 2010 Tender E2010-02 for one (1) 90 Net HP (67KW) Industrial Rubber Tire Backhoe Loader, Two Wheel Drive, Minimum Operating Weight 6300 KG with Attachments was issued. Tenders were requested from the following companies:

- |                               |                      |
|-------------------------------|----------------------|
| • J.R. Brisson Equipment Ltd. | • Nortax Canada Inc. |
| • Toromont Cat                | • Wajax Industries   |

Tenders were opened at City Hall on Monday, August 9, 2010 at noon, with the following results:

Wajax Industries Gloucester, Ontario	2010 New Model \$91,396.81
Nortrax Canada Carp, Ontario	2010 New Model \$98,332.60
J.R. Brisson, Equipment Ltd. Vars, Ontario	2011 Demo Model \$103,892.20
Nortrax Canada Carp, Ontario	2009 Demo Model \$104,762.30
J. R. Brisson, Equipment Ltd. Vars, Ontario	2008 Used Model \$106,747.71
J. R. Brisson, Equipment Ltd. Vars, Ontario	2010 New Model \$112,013.51

The amounts quoted include taxes (HST). Tenders have been verified and meet City specifications.

## POLICY

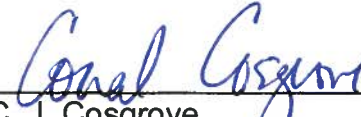
As per Purchasing By-Law 090-2005.

## FINANCIAL ANALYSIS

On the passing of the 2010 budget by Council, approval was granted for the purchase of one 2 wheel drive industrial rubber tire backhoe with attachments for Public Works/Parks which is contained in the Capital Budget, Fleet Management Program Item 6.1. The estimated cost to replace the unit is \$99,807 and the hoe ram breaker is \$19,440 for a total budget of \$119,247. The net cost of the backhoe and attachments is \$82,305.66 (after tax rebate on the gross cost of \$91,396.81) therefore the cost saving is \$36,941.34 for the purchase of this equipment.

The total approved value of the plan for the year 2010 is \$883,680. Including the net cost of the unit, the total saving for equipment purchases to date is \$135,277 (Schedule A).

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
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C. J. Cosgrove  
Director of Operations

  
\_\_\_\_\_  
B. Casselman  
City Manager

  
\_\_\_\_\_  
R. T. Fraser  
Public Works/Parks Supervisor

  
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C. McCann  
Fleet Supervisor

  
\_\_\_\_\_  
A. J. Rossetti  
Financial Administrative Analyst



**FLEET & LOGISTICS DIVISION**  
**SUMMARY OF 2010 FLEET TENDER/QUOTATION PURCHASES**  
**FOR FLEET, WATER & SEWER RESERVE**  
**AS OF AUGUST 13, 2010**

**Draft**

TENDER/ QUOTATION NUMBER	DESCRIPTION	2010 BUDGET	ACTUAL COST AFTER FULL GST REBATE	VARIANCE (+/-)
Q2010-01	PATROL CAR	\$35,286	\$33,480.00	\$1,806.00
Q2010-02	GROOMER	8,000	8,004.96	-4.96
Q2010-03	DOUBLE DRUM ROLLER	18,903	15,616.80	3,286.20
Q2010-04	SINGLE DRUM ROLLER	7,938	8,262.00	-324.00
Q2010-05	SURFACE GRINER	3,592	3,223.80	368.20
Q2010-06	LINE PAINT UNIT	9,800	8,370.00	1,430.00
Q2010-07	CONCRETE SAW	3,780	\$1,782.00	1,998.00
Q2010-08	UP-FRONT RIDE-ON MOWER	52,920	43,069.92	9,850.08
Q2010-09	5 TON DUMP/PLOW/SANDER TRUCK	243,382	202,322.69	41,059.31
E2010-02	BACKHOE & HOE RAM BREAKER	119,247	82,305.66	36,941.34
E2010-03	2 - 3/4 TON PICK-UP TRUCK	64,766	47,041.61	17,724.39
E2010-04	1/2 TON CREW CAB	36,380	20,753.95	15,626.05
E2010-05	3/4 TON PICK-UP TRUCK WITH PLOW	38,749	33,232.78	5,516.22
<b>SUB-TOTAL PURCHASES TO DATE</b>		<b>642,743</b>	<b>507,466</b>	<b>135,277</b>
TRACKLESS TRACTOR		156,300		
PLANER		28,500		
SUB-TOTAL		\$184,800	\$0	\$0
VALUE OF SAVING DUE TO TRADE -IN OF OLD UNIT				
<b>SUB-TOTAL PURCHASES TO DATE</b>		<b>827,543</b>	<b>507,466</b>	<b>135,277</b>
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		25,259		
SMALL EQUIPMENT		20,878		
POLICE - SPECIALIZED EQUIPMENT		10,000		
<b>TOTAL PURCHASES TO DATE</b>		<b>883,680</b>	<b>507,466.17</b>	<b>135,276.83</b>
Adjustment – Due to Rounding.				
<b>TOTAL SURPLUS/DEFICIT OF 2010 FLEET PURCHASES</b>		<b>\$883,680</b>	<b>\$507,466.17</b>	<b>\$135,276.83</b>

SOURCE: APPROVED CAPITAL BUDGET, MARCH 23, 2010, REPORT 2010-048-03, ITEM 6.1, FLEET MANAGEMENT PROGRAM IN THE 2010 CAPITAL BUDGET



**August 26, 2010**

**REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 22, 2010**

**2010-129-09  
WINTER MAINTENANCE  
POLICY AMENDMENTS**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
R. T. FRASER  
PUBLIC WORKS/PARKS SUPERVISOR**

**RECOMMENDATION**

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

1. Responsibility (page 2 of the policy)
2. Helipad, Parking Lots and Brockville Transit Class Designation, Level of Service and Priority for Servicing (pages 12, 13, 14, 15 of the policy)
3. Overall Priority for Snow Clearing and Ice Control During a Storm (page 21 of the policy)
4. Overall Priority for Snow Clearing and Ice Control After a Storm (page 22 of the policy)
5. Schedule A – Roadway Snow Clearing System
6. Schedule B1 and B2 – Sidewalk Snow Clearing System; and

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

**PURPOSE**

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

**BACKGROUND**

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

**ANALYSIS/OPTIONS**

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

1. **RESPONSIBILITY** (page 2 of the policy)

Existing Wording

*The responsibility for providing snow clearing, ice control and snow removal from the City's infrastructure of 112 km of roadways, 105 km of sidewalks, 5 parking lots serving city buildings, 14 municipal operated public parking lots, the Brockville Helipad and the Brockville Transit bus stops, rests entirely with the Public Works Division.*

*Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Public Works Supervisor will coordinate the overall snow and ice control clearing and removal operations, and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Division. The Public Works Division is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.*

Amended Wording

*The responsibility for providing snow clearing, ice control and snow removal from the City's infrastructure of 112 km of roadways, 105 km of sidewalks, 5 parking lots serving city buildings, 14 municipal operated public parking lots and the Brockville Transit bus stops, rests entirely with the Public Works Division.*

*Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Public Works Supervisor will coordinate the overall snow and ice control clearing and removal operations, and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Division. The Public Works Division is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.*

Explanatory Details

The Brockville Helipad at the Gord Watts Municipal Centre is to be taken out of service in September of 2010 and operations moved to the Tackaberry Regional Airport. No snow clearing at the closed site will be required.

2. **HELIPAD, PARKING LOTS AND BROCKVILLE TRANSIT CLASS DESIGNATION, LEVEL OF SERVICE AND PRIORITY FOR SERVICING** (pages 12, 13, 14, 15 of the policy)

Existing Wording

***Class Designation***

*Snow clearing and ice control of parking lots servicing City buildings, municipal operated public parking lots, Brockville Helipad and Brockville Transit stops will be prioritized for servicing as per the following:*

- Class 1*            -        *Brockville Helipad*
  - *Fire Station #2*
  - *Loeb lot and defined roadway between St. Paul St. and King.*
- Class 2*            -        *Municipal operated public parking lots.*
- Class 3*            -        *Parking lots servicing city buildings*
- Class 4*            -        *Brockville Transit bus stops*

*Municipal operated **public** parking lots to be serviced are listed in Schedule D. Parking lots servicing city buildings to be serviced, are listed in Schedule E.*

***Level of Service***

***Brockville Helipad***

*Snow clearing and ice control operation are carried out on the helipad located at the Gord Watts Municipal Centre by the Public Works Division, for the Brockville General Hospital. The landing pad and access road will be made safe and accessible for aircraft during and after a storm in accordance with the following guidelines:*

- 1) The landing zone and access road will be attempted to be initially cleared of snow once 6.25cm of snow has accumulated. Operations will resume once an additional 6.25cm of snow has accumulated on those surfaces.*
- 2) Completion of final clearing operations will be attempted to be completed within 24 hours of storm completion.*
- 3) **Urea only**, as required, will be applied for ice control.*

### ***Parking Lots***

#### ***Loeb Lot***

- 1) During a storm, snow clearing will commence following 3.75cm of snow accumulation but will be restricted to driving lanes between parking rows and to the defined roadway between King and St. Paul Street during regular business hours.*
- 2) Follow-up snow clearing will only resume following accumulation of an additional 3.75cm of snow on the previously plowed areas.*
- 3) Sanding/salting operations for ice control, if required will be restricted to those same areas during that time period.*

#### ***Fire Station #2***

- 1) During a storm snow clearing will commence to the main bays front access area, following 3.75cm of snow accumulation.*
- 2) Follow-up snow clearing will only resume following accumulation of an additional 3.75cm of snow on this previously plowed area.*
- 3) Sanding/salting operations for ice control, if required, will be restricted to that same area during the above time period.*

#### ***Municipally Operated Public Parking Lots and Parking Lots Serving City Buildings***

*During a storm, access to these lots will be attempted to be maintained during regular business hours.*

#### ***All Lots***

*Major snow clearing and ice control operations will be completed during the 12:00 midnight to 7:00 a.m. period. Completion of final snow clearing and ice control operations will be attempted within 48 hours of storm completion.*

### ***Public Transit Stops***

*Snow clearing and ice control operations to Public Transit stops are carried out by the Public Works Division in accordance with the following guidelines:*

- 1) *During a storm no clearing or ice control is undertaken.*
- 2) *Snow clearing and ice control operations will be completed within:*
  - a) *48 hours of storm completion for stops with shelters*
  - b) *within 48 hours of storm completion for all other stops.*

*Note:*

*No snow clearing or ice control will be done on Sundays or Statutory Holidays if Transit System not scheduled to operate on those days.*

***Priority for Servicing (Helipad, Parking Lots & Transit Stops)***

- |                |   |  |
|----------------|---|--|
| <i>Class 1</i> | - | <i>Brockville Helipad</i>                  |
|                | - | <i>Fire Hall #2</i>                        |
|                | - | <i>Loeb Lot</i>                            |
| <i>Class 2</i> | - | <i>Municipal public parking lots</i>       |
| <i>Class 3</i> | - | <i>Parking lots serving City buildings</i> |
| <i>Class 4</i> | - | <i>Transit Stops</i>                       |

***Servicing Treatment Guidelines***

*Guidelines for salt or sand application for parking lots will be as per Schedule "I".*

*Application rates will be in accordance with Schedule "G".*

***Amended Wording***

***Class Designation***

*Snow clearing and ice control of parking lots servicing City buildings, municipal operated public parking lots and Brockville Transit stops will be prioritized for servicing as per the following:*

- |                |   |   |
|----------------|---|---|
| <i>Class 1</i> | - | <i>Fire Station #2</i>  |
|                | - | <i>Metro lot and defined roadway between St. Paul St. and King.</i> |

- Class 2 - Municipal operated public parking lots.*
- Class 3 - Parking lots servicing city buildings*
- Class 4 - Brockville Transit bus stops*

*Municipal operated **public** parking lots to be serviced are listed in Schedule D. Parking lots servicing city buildings to be serviced, are listed in Schedule E.*

### ***Level of Service***

#### ***Parking Lots***

##### *Metro Lot*

- 1) During a storm, snow clearing will commence following 3.75cm of snow accumulation but will be restricted to driving lanes between parking rows and to the defined roadway between King and St. Paul Street during regular business hours.*
- 2) Follow-up snow clearing will only resume following accumulation of an additional 3.75cm of snow on the previously plowed areas.*
- 3) Sanding/salting operations for ice control, if required will be restricted to those same areas during that time period.*

##### *Fire Station #2*

- 1) During a storm snow clearing will commence to the main bays front access area, following 3.75cm of snow accumulation.*
- 2) Follow-up snow clearing will only resume following accumulation of an additional 3.75cm of snow on this previously plowed area.*
- 3) Sanding/salting operations for ice control, if required, will be restricted to that same area during the above time period.*

##### *Municipally Operated Public Parking Lots and Parking Lots Serving City Buildings*

*During a storm, access to these lots will be attempted to be maintained during regular business hours.*

### *All Lots*

*Major snow clearing and ice control operations will be completed during the 12:00 midnight to 7:00 a.m. period. Completion of final snow clearing and ice control operations will be attempted within 48 hours of storm completion.*

### **Public Transit Stops**

*Snow clearing and ice control operations to Public Transit stops are carried out by the Public Works Division in accordance with the following guidelines:*

- 1) During a storm no clearing or ice control is undertaken.*
- 2) Snow clearing and ice control operations will be completed within:*
  - a) 48 hours of storm completion for stops with shelters*
  - b) within 48 hours of storm completion for all other stops.*

### *Note:*

*No snow clearing or ice control will be done on Sundays or Statutory Holidays if Transit System not scheduled to operate on those days.*

### **Priority for Servicing (Parking Lots & Transit Stops)**

<i>Class 1</i>	-	<i>Fire Hall #2</i>
	-	<i>Metro Lot</i>
<i>Class 2</i>	-	<i>Municipal public parking lots</i>
<i>Class 3</i>	-	<i>Parking lots serving City buildings</i>
<i>Class 4</i>	-	<i>Transit Stops</i>

### **Servicing Treatment Guidelines**

*Guidelines for salt or sand application for parking lots will be as per Schedule "I".*

*Application rates will be in accordance with Schedule "G".*

### Explanatory Details

The Brockville Helipad at the Gord Watts Municipal Centre is to be taken out of service in September of 2010 and operations moved to the Tackaberry Regional Airport. No snow clearing at the closed site will be required.

### 3. **OVERALL PRIORITY FOR SNOW CLEARING AND ICE CONTROL DURING A STORM** (pages 21 of the policy)

#### Existing Wording

<u>Priority</u>	<u>Class</u>	<u>Operation</u>	<u>Infrastructure</u>
1 (a)	2	Snow Clearing/Ice Control	Roadways
1 (b)	1	"	Brockville Helipad
	1	"	Fire Hall - 2 main bays front entrance
	1	"	Loeb driving lanes and defined roadways between Perth & King
1 (c)	3	"	Roadways
2	4	"	Roadways
3 (a)	1	"	Sidewalks
3 (b)	5 & 6	"	Roadways
4	2	"	City Public Parking Lots
5	3	"	Parking Lots servicing City Buildings

#### Amended Wording

<u>Priority</u>	<u>Class</u>	<u>Operation</u>	<u>Infrastructure</u>
1 (a)	2	Snow Clearing/Ice Control	Roadways
1 (b)	1	"	Fire Hall - 2 main bays front entrance
	1	"	Metro driving lanes and defined roadways between Perth & King
1 (c)	3	"	Roadways
2	4	"	Roadways
3 (a)	1	"	Sidewalks
3 (b)	5 & 6	"	Roadways
4	2	"	City Public Parking Lots
5	3	"	Parking Lots servicing City Buildings



### Explanatory Details

The Brockville Helipad at the Gord Watts Municipal Centre is to be taken out of service in September of 2010 and operations moved to the Tackaberry Regional Airport. No snow clearing at the closed site will be required.

#### 4. **OVERALL PRIORITY FOR SNOW CLEARING AND ICE CONTROL AFTER A STORM** (page 22 of the policy)

### Existing Wording

<u>Priority</u>	<u>Class</u>	<u>Operation</u>	<u>Infrastructure</u>
1	2	Snow Clearing/Ice Control	Roadways (including shoulders)
2	3	"	Roadways (including shoulders)
3	4	"	Roadways (including shoulders)
4	5	"	Roadways
5	1	"	Brockville Helipad
6	1	"	Sidewalks
7	1	"	Fire Station #2
8	1	"	Loeb Roadway & Parking Lot
9	2	"	City Public Parking Lots
10	6	"	Roadways
11	3	"	Parking Lots servicing City buildings
12	2	"	Sidewalks
13	4	"	Transit Stops

### Amended Wording

<u>Priority</u>	<u>Class</u>	<u>Operation</u>	<u>Infrastructure</u>
1	2	Snow Clearing/Ice Control	Roadways (including shoulders)
2	3	"	Roadways (including shoulders)
3	4	"	Roadways (including shoulders)
4	5	"	Roadways
5	1	"	Sidewalks
6	1	"	Fire Station #2
7	1	"	Metro Roadway & Parking Lot
8	2	"	City Public Parking Lots
9	6	"	Roadways
10	3	"	Parking Lots servicing City buildings
11	2	"	Sidewalks
12	4	"	Transit Stops

### Explanatory Details

The Brockville Helipad at the Gord Watts Municipal Centre is to be taken out of service in September of 2010 and operations moved to the Tackaberry Regional Airport. No snow clearing at the closed site will be required.

## **5. SCHEDULE A – ROADWAY SNOW CLEARING SYSTEM**

### Classification Changes

<u>Street Name</u>	<u>Location</u>	<u>Current Class</u>	<u>Revised Class</u>
<i>Bridlewood</i>	<i>Laurier to Fitzsimmons</i>	<i>4</i>	<i>3</i>

### Explanatory Details

The above classification change is a result of changes to the Brockville Transit bus routes.

### Additions

<u>Street Name</u>	<u>Location</u>	<u>Class</u>
<i>Adley St.</i>	<i>Brock to dead end</i>	<i>5</i>
<i>Donaldson Court</i>	<i>Adley to dead end</i>	<i>5</i>
<i>Fitzsimmons Dr.</i>	<i>60 m west of Kingswood westerly 180 m</i>	<i>5</i>

### Explanatory Details

The above roadways are new roadways constructed in 2009.

## 6. SCHEDULE B1 AND B2, SIDEWALK SNOW CLEARING SYSTEM

### Classification Changes

<u>Street Name</u>	<u>Location</u>	<u>Current Class</u>	<u>Revised Class</u>
<i>Bridlewood</i>	<i>Laurier to Fitzsimmons</i>	<i>3</i>	<i>1 (transit)</i>

### Explanatory Details

The above classification change is a result of changes to the Brockville Transit bus route.

## POLICY

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

## FINANCIAL ANALYSIS

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

## CONCLUSION

The above recommendations should be implemented to provide an up-to-date Snow and Ice Control Policy.

  
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D. Cyr  
Director of Finance

  
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C. J. Cosgrove  
Director of Operations

  
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B. Casselman  
City Manager

  
\_\_\_\_\_  
R. T. Fraser  
Public Works/Parks Supervisor

**August 31, 2010**

**REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 22, 2010**

**2010-131-09  
REQUEST TO ENDORSE SMITHS FALLS  
CORRESPONDENCE TO FCM FOR  
AIRPORT FUNDING**

**C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS  
VALERIE HARVEY  
SUPERVISOR OF  
TRANSPORTATION SERVICES**

**RECOMMENDATION**

THAT Council formally endorse the attached correspondence from Smiths Falls to the Federation of Canadian Municipalities regarding the renewal of aviation infrastructure funding; and,

THAT a copy of the resolution be sent to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), Gord Brown MP and Steve Clark MPP.

**PURPOSE**

To seek Council's formal endorsement of Smiths Falls' correspondence regarding airport infrastructure.

**BACKGROUND**

There are 730 airports in Canada. During 1994 the Federal Government eliminated all infrastructure funding for airports with the exception of the 26 National Airports (Toronto, Ottawa, Montreal, London, etc.) that they stated handled 94% of all passengers and cargo in Canada. Since that date, like other regional and local airports, the Brockville - 1000 Islands Regional Tackaberry Airport has not had access to federal funding to help offset capital costs.

**ANALYSIS**

Airports generate tax revenue, enhance economic development and tourism, are used by Air Ambulance for Medivac flights, search and rescue operations, military and police training, flight training, assist in providing enhanced response times to natural or man-made emergencies and are used for recreational flying.

Airports are public infrastructure just like roads and bridges. As the infrastructure ages and deteriorates, it must be repaired and at the current time no federal or provincial funds are available to offset these costs. In supporting Smiths Falls' correspondence, the City is requesting that the Federal Government review its current National Airports Policy to renew aviation funding to small airports across Canada.

## **POLICY IMPLICATIONS**

There are no policy implications at this time.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations at this time.

## **CONCLUSION**

Council should support Smiths Falls correspondence. The reintroduction of airport infrastructure funding could benefit not only the City of Brockville but all other municipal airports.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
C. J. Cosgrove  
Director of Operations

  
\_\_\_\_\_  
B. Casselman  
City Manager

  
\_\_\_\_\_  
V. B. Harvey  
Supervisor of Transportation Services



COPY

OPERATIONS  
RECEIVED

JUL 08 2010

July 6, 2010

Mr. Hans Cunningham, President  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

Dear Mr. Cunningham:

At their meeting of July 5, 2010 Council of the Corporation of the Town of Smiths Falls passed the following resolution:

*WHEREAS small Airports are key contributors to the Canadian Economy and non-commercial Aviation by far out ranks Commercial Aviation in number, and continues to grow;*

*AND WHEREAS a safe well equipped system of airports is more important than ever for General Aviation to be a viable means of transport so that small airports are a boom to their local economies as they provide transportation infrastructure just like roads, bridges and sidewalks;*

*AND WHEREAS since 1994 the National Airports Policy has abandoned the General Aviation Sector;*  
*AND WHEREAS many small airports support domestic prosperity, CONTRIBUTE TO LOCAL ECONOMIC DEVELOPMENT and international competitiveness particularly as the vast majority of Canada is only accessible by small aircraft;*

*AND WHEREAS small airports across Canada provide the base training for pilots who will be the future of Aviation in Canada;*

*AND WHEREAS small airports provide a substantive capacity to respond to natural disasters or manmade emergencies potentially mitigating the loss of life and property while protecting the local resource base for future generations in Canada and many small airports serve as a point of departure for Air Ambulance Services in Canada;*

*AND WHEREAS aging infrastructure at small airports, coupled with the lack of appropriate funding to address it have resulted in the closure of some and placed many other small airports in jeopardy of closure; municipalities are often unable to support infrastructure upgrades on their own GIVEN OTHER CRITICAL MUNICIPAL PRESSURES;*

*AND WHEREAS there is an identified need to amend the National Airports Policy to address the recognized role small airports and General aviation play in the Canadian Economy;*

*NOW THEREFORE BE IT RESOLVED that the Corporation of the Town of Smiths Falls request that the Federation of Canadian Municipalities (FCM), in their discussions with the Federal Government, demand a review of the National Airports Policy with a plan for addressing the renewal of the aviation infrastructure at small airports across Canada.*

*AND FURTHER THAT a copy of this resolution be forwarded to our MP, our MPP, the Association of Municipalities of Ontario and the Canadian Owners and Pilots Association*

Resolution #: 2010-07-212

If you require further information please do not hesitate to contact me.

Yours very truly,

  
Kerry Costello  
Town Clerk

cc: Scott Reid, MP  
Randy Hillier, MPP,  
Executive Director, Association of Municipalities of Ontario  
President and CEO, Canadian Owners and Pilots Association

**September 3, 2010**

**REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 22, 2010**

**2010-134-09**

**TENDER FOR CONTRACT 2010-23     DIRECTOR OF ENVIRONMENTAL SERVICES  
EXTEND WATER SERVICES AND HYDRANT     S.E. ALLEN, C.E.T.  
LEADS ON WATER STREET EAST     CIVIL TECHONOGIST**

**RECOMMENDED**

THAT Council accept the tender from Ken Miller Excavating in the amount of Forty Thousand, Eight Hundred Dollars (\$40,800.00) excluding HST, plus an Eight Thousand, Two Hundred Dollar (\$8,200) contingency for Contract No. 2010-23 for the extension of eight water services and two hydrant leads on Water Street East from Park Street to Ford Street; and

THAT the City's share of the funding for this project be allocated from the Water Management Fund; and

THAT the City of Brockville enter into a cost sharing agreement with Hydro One where Hydro One will be responsible for 50% of the costs.

**PURPOSE**

The purpose of this report is to secure unbudgeted funding, retain the services of a contractor to complete the work and to enter into a cost sharing agreement with Hydro One to extend the necessary water services and hydrant leads on Water Street East.

**BACKGROUND**

In 2009 through the municipal consent process Hydro One requested the replacement of a number of hydro poles at their present location on the north side of Water Street East from Park Street to Ford Street. The City of Brockville denied this request because the existing hydro poles are located on top of an existing watermain just north of Water Street's north curb line. Hydro One looked at a number of alternatives including moving the pole line to the south side of Water Street but City staff also denied this request feeling this would have a negative impact on Centeen Park.

City staff reviewed the situation and came up with an alternative option where a number of residential services and a couple of fire hydrants could be disconnected from the watermain under the existing pole line, extended and connected to a second watermain that runs along Water Street thereby allowing the first watermain to be abandoned. This option benefits both Hydro One and the City. Hydro One's pole line would remain in its existing location at a significant cost reduction and the affected City residents would be connected to a newer, larger watermain. The City would also save money as Hydro One has agreed to contribute 50% of the associated costs.

## ANALYSIS/OPTIONS

Tenders for the extension of Water Services and Hydrant Leads on Water Street East were opened at the Water Pollution Control Centre on Friday September 3, 2010 at 12:00 p.m. The following is a summary of the results:

1. Ken Miller Excavating, Maitland .....	\$40,800.00
2. L.A. Knapp's Inc. Brockville .....	\$62,210.00
3. Knapp's Paving and Landscaping, Brockville .....	No Bid
Engineer's Estimate .....	\$ 55,000.00

The contractor is tentatively scheduled to start in early October 2010 with a completion date of October 15, 2010.

## POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law, the City normally accepts the lowest priced tender bid provided the contractor is deemed capable and competent to undertake the work.

## FINANCIAL CONSIDERATIONS

This project was not part of City's 2010 Capital Budget and therefore no funding has been allocated. The City of Brockville will initially pay all costs associated with the work but once the project is complete, Hydro One will reimburse the City 50% of these costs. The required funds to complete the work are as follows:

### Project Cost

DESCRIPTION		PROJECT COST	CITY PORTION	HYDRO ONE PORTION
1.	CONSTRUCTION COST	\$40,800.00	\$20,400.00	\$20,400.00
2.	CONTINGENCY	\$8,200.00	\$4,100.00	\$4,100.00
	<b>TOTAL</b>	<b>\$49,000.00</b>	<b>\$24,500.00</b>	<b>\$24,500.00</b>

### Project Funding

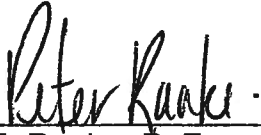
1. City of Brockville Water Management Fund .....	\$24,500.00
2. Hydro One .....	\$24,500.00
<b>Total</b>	<b>\$49,000.00</b>



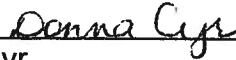
There are sufficient funds in the Water Management Fund to accommodate the \$24,500 expenditure.

## CONCLUSION

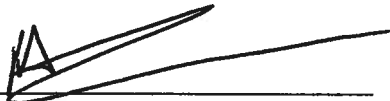
It is recommended that Council accept the tender from Ken Miller Excavating for the extension of water services and hydrant leads on Water Street East and that \$49,000.00 be allocated to the project from the Water Management Fund to provide the necessary funding, of which 50% of the cost will be recovered from Hydro One for a total cost to the City of \$24,500.



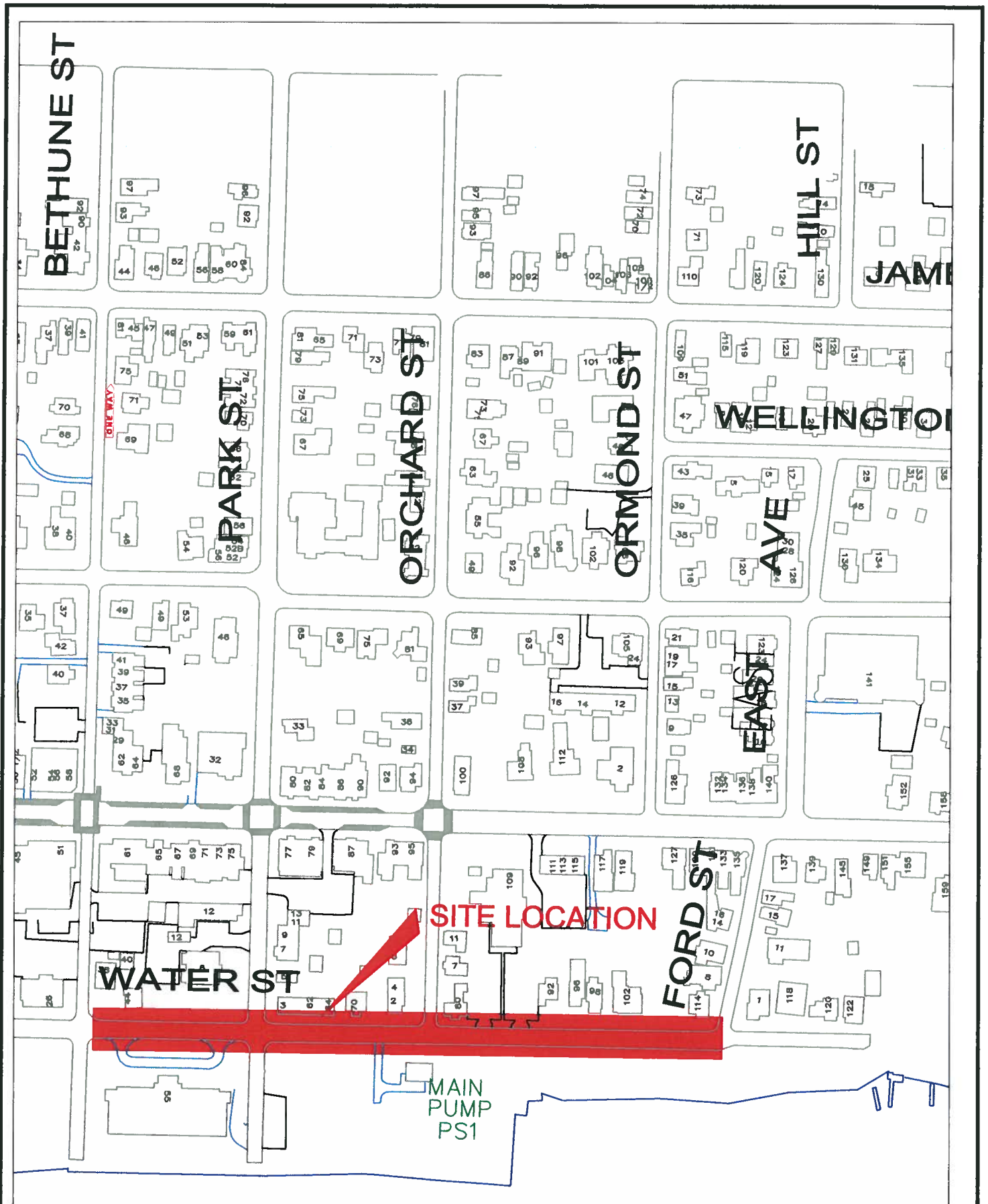
P.E. Raabe, P. Eng.  
Director of Environmental Services



D. Cyr  
Director of Finance



B. Casselman  
City Manager



**September 7, 2010**

**REPORT TO OPERATIONS COMMITTEE – SEPTEMBER 22, 2010**

**2010-135-09  
REPLACEMENT OF LOW EMISSIVITY  
CEILINGS AT THE CENTENNIAL  
YOUTH ARENA AND MEMORIAL CENTRE**

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

**RECOMMENDATIONS**

THAT Council accept the Tender received from Sport Systems Unlimited, Waterloo, Ontario in the amount of \$24,956.00 (plus HST), for the installation of the Low Emissivity ceiling and safety netting at the Centennial Youth Arena; and,

THAT Council accept the tender received from Sport Systems Unlimited, Waterloo, Ontario in the amount of \$38,431.00 (plus HST), for the installation of the Low Emissivity ceiling and safety netting at the Brockville Memorial Centre.

**BACKGROUND**

Replacement of the Low Emissivity (Low E) ceilings is deemed necessary as part of the energy efficiency upgrades to the arenas as the existing ceilings are deteriorating, separation was visible and general wear and tear is beyond cost effective repairs. Replacement of the Low E ceilings also makes the installation of wiring for the new arena lighting easier, reducing the cost of the lighting installation.

Low E ceilings are an effective means to reduce ice rink energy and operating costs by retaining cold air in the arena during warmer weather. They also eliminate ceiling condensation and dripping, improve lighting levels and enhance overall rink appearance.

**ANALYSIS**

Tenders were opened on August 23, 2010. Two (2) tenders were received, with one company not providing a Tender Deposit as required, resulting in the tender being rejected in accordance with the City's Purchasing by-Laws.

The tenders are summarized as follows:

COMPANY	YOUTH ARENA	MEMORIAL CENTRE
Sports Systems	\$24,956.00	\$38,431.00 (included \$2,000 for safety Netting)
2M Sports	Improper Bid	Improper Bid
Energy Ice/Custom Ice Inc.	No Bid	No Bid
Ice Co.	No Bid	No Bid

The completion dates for the work are November 5<sup>th</sup>, for the Youth Arena and November 26<sup>th</sup>, for the Memorial Centre.

#### POLICY IMPLICATIONS

The City's Purchasing By-Law (09-2005) requires Council approval for this tender as less than three acceptable bids were received.

#### FINANCIAL CONSIDERATIONS


These projects are to be charged to the following accounts:

Memorial Centre	Account #	02 LGHT	9101000 9101010 3010
Youth Arena	Account #	16 RNCY	9701100 9097007 3010

There are sufficient funds in these accounts for these expenditures.

  
\_\_\_\_\_  
B. Casselman, City Manager

  
\_\_\_\_\_  
Donna Cyr, Director of Finance

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

  
\_\_\_\_\_  
C. Earle Moore,  
Arenas & Facilities Supervisor

September 7, 2010

Action		Date Required
Process/Action Required		
Policy/Action Required		
Information Only		

## REPORT TO ADHOC WASTE TO ENERGY COMMITTEE

### EXPRESSION OF INTEREST FOR LEEDS-GRENVILLE WASTE MANAGEMENT

LES SHEPHERD

DIRECTOR OF WORKS, PLANNING SERVICES AND ASSET MANAGEMENT

---

#### RECOMMENDATION

That the United Counties of Leeds and Grenville, on behalf of the Member Municipalities and the Partner Municipalities, issue a request for Expressions of Interest based on the draft document, as amended following review by the County Solicitor.

#### BACKGROUND

A draft request for Expressions of Interest has been prepared following the verbal discussion at the Joint Services Committee meeting of August 25, 2010 (copy attached).

#### INFORMATION/DISCUSSION

References applied to the form and content of the draft request include the following:

- *Ministry of Transportation of Ontario Expression of Interest (EOI) Long Form for Planning/Engineering Services Assignments*
- *United Nations Model Procurement Law as referenced in Government Procurement, Second Edition by Paul Emanuelli*
- *United Counties of Leeds and Grenville Purchasing Policy*

In the verbal presentation to the Joint Services Committee I had outlined five areas which I feel that careful attention must be provided in the request for EOI, as follows:

1. Appropriate selection criteria which allow us to identify strong candidate proponents for invitation to submit formal proposals
2. The need for an unassailable cancellation/exit clause
3. Ability to interview proponents, check references and verify project successes
4. Deal with the issue of Key Project Staff leaving the project prior to completion
5. The ability to short list on the basis of the EOI such that formal proposals can be requested from a few, well qualified firms

I believe that each of these areas is now covered however I have asked several contacts for samples or ideas with respect to item 4.

### **ALTERNATIVES/OPTIONS**

### **FINANCIAL IMPLICATIONS**

Unknown.

### **ATTACHMENTS**

Draft request for Expressions of Interest.

\_\_\_\_\_  
Les Shepherd  
Director Works, Planning Services and Asset Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nigel White, FCMA, CMO  
Director of Corporate Services/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steven G. Silver  
Chief Administrative Officer

\_\_\_\_\_  
Date

**REQUEST FOR  
EXPRESSIONS OF INTEREST**

***Leeds-Grenville Waste Management***

***United Counties of Leeds and Grenville  
City of Brockville  
Town of Prescott***

***September 2010***

DRAFT DRAFT

## **1.0 Definitions**

"Member Municipalities" are the ten (10) lower tier municipalities which comprise the United Counties of Leeds and Grenville and from which each head of council sits as a County Councillor.

"Partner Municipalities" are the City of Brockville and the Town of Prescott.

"Project Key Staff" is an individual that will perform the key requirements, provide direction, assigns work and carry out the project management functions within the Specialty(ies) and / or for the assignment on the overall.

"Principal" is an individual in a firm who possesses the legal responsibility for its management (owner, partner, officer, administrator, etc). The Principal must be identified by the firm as one of the Key Contacts/Alternate Contacts.

"Specialization" refers to primary technological capability of a Project Key Staff. The academic degree, professional registration, certification and / or extensive experience in a particular field of practice normally reflect an individual's primary technical expertise or the specialization in that area.

"Joint Venture" is a collaborative undertaking by two or more firms for which the participant firms are equally (both jointly and individually) responsible.

## **2.0 General**

The project requirements are generally as follows and shall constitute the "Project Notice" as referenced elsewhere in this document:

United Counties of Leeds and Grenville, acting on behalf of its Member Municipalities and the Partner Municipalities, is seeking Expressions of Interest in the development of a proposal for a comprehensive, long term waste management program. This program would need to address the following:

- The creation of an appropriate network of centralized collection locations and/or transfer sites to serve the region and an associated transportation/storage system
- Effective and efficient composting and recycling programs
- A cost effective disposal strategy which may incorporate the commissioning and operation of the Counties-owned, approved landfill site known as ED-19. Should commissioning of ED-19 be part of a proposal, then the following items will also need to be covered in the proposal:
  - Finalizing land acquisition
  - Detail design of the landfill operation and associated buildings and site features
  - Construction
  - Design and construction of municipal road upgrades
  - Short and long term financing
  - Closing and long term maintenance and monitoring of the property
- Where the disposal strategy is not based on commissioning of ED-19, the submission should describe the alternate disposal strategy in comparison to the operation of ED-19 explaining the main benefits of the alternate strategy.
- Ongoing public information/public consultation where appropriate and/or necessary



### 3.0 Submission of Expression of Interest (EOI)

An EOI submission must address all requirements listed in the Project Notice. Fax or electronic submissions shall not be accepted. The Counties will receive EOI submissions no later than the time and date and at the address shown on the Project Notice. Late submissions will be rejected.

Each EOI package submitted must be clearly marked on the outside indicating the following:

Expression of Interest  
Leeds-Grenville Waste Management Proposal Call  
Proponent's Name and Address

"CONFIDENTIAL"

### 4.0 Contents of the Expression of Interest (EOI) Submission

An Expression of Interest (EOI) submission **must** consist of the following documents:

1. Transmittal letter indicating the name, title, address and telephone number of the Principal who will serve as the Contact for the project. The Principal must be authorized to sign Legal Agreement with the Counties and make decisions for the firm on policy related and contractual matters.

For Joint Ventures, the following information/documentation is required:

- a) A Letter of Intent jointly signed by Senior Partners / CEOs of all firms, as part of their EOI submission. The Letter of Intent is to include the following:
  - Undertaking that the firms will be working as Joint Venture for the purposes of the project.
  - Specialties / areas of work for which each individual firm will be responsible.
  - Lead firm for Counties Contact for the assignment. For the purposes of the assignment, the Counties will deal with the Lead Firm as the County Contact.
- b) Name, title, address and telephone number of the Principal of the Lead Firm who will serve as the Contact for the assignment by the Joint Venture. The Principal must be authorized to sign Legal Agreement with the Counties and make decisions for the firm on policy and contractual matters.

#### Note:

For the purposes of this project, a Joint Venture is treated as equal partnership of the firms identified in an EOI submission. At the award of the project, the Agreement shall be signed by and will be **binding** on all firms in a Joint venture. All Provisions and obligations of the Legal Agreement will apply equally to all Joint Venture Firms.

2. The following Attachments to this EOI Long Form are to be fully completed for the submission:

- a) Attachment 1: Compliance Matrix;
- b) Attachment 2: Expression of Interest Details.
- c) Attachment 3: EOI Certification – No Conflict of Interest

By making a submission, the consultant firm attests that all required releases for checking of references put forward in the submission have been secured.

All inquiries regarding a project shall be forwarded in writing to the Counties at the following address:

United Counties of Leeds and Grenville  
25 Central Avenue West, Suite 100  
Brockville ON K6V 4N6

Attention: Les Shepherd, P.Eng.  
Director of Works, Planning Services and Asset Management

OR

By facsimile to: (613) 342-3069  
Attention: Les Shepherd, P.Eng.  
Director of Works, Planning Services and Asset Management

The Counties reserves the right to:

- a) Distribute copies of any or all such questions to other respondents.
- b) Modify specific deadlines and to reject any or all submissions, or to cancel or withdraw the EOI invitation for any reason without incurring any liability for costs, losses or damages incurred by any respondent.
- c) Interview any respondent or request additional information if deemed necessary.

Information obtained through an invitation for EOI submissions will be treated in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.R.O 1990, Regulation 823.

3. A general description of the proposed project approach and how it meets the requirements established in the Project Notice.

## **5.0 Evaluation Methodology**

EOI submissions will be checked for completeness. Submissions that fail to comply with the requirements of the EOI Notice will be disqualified and the submitting firms notified.

A numerical assessment of each complete / acceptable submission will be performed against pre-defined Evaluation Criteria (Table 1) leading to the technical score of a submission. Only information provided in the EOI submission will be considered in the evaluation.

A maximum of three to five firms will be short-listed for the Request for Proposal (RFP) stage.

**Table 1: EVALUATION CRITERIA**

CRITERIA	Weighting
<p><b>1. PROJECT STRATEGY AND ORGANIZATION</b></p> <p>Project strategy shall be an outline of the proponents approach to providing the deliverables as outlined in the Project Notice and shall include a brief description of the benefits of the particular strategy, with applicable references to examples of the strategy employed in previous projects.</p> <p>Roles and Organizational structure to be in place for the project as described in "Attachment 2: Expression of Interest Details" for all project phases as outlined in the project description</p> <p>Evaluation will be based on Section 1 "Roles", and Section 2 "Organizational Structure" of "Attachment 2: Expression of Interest Details".</p>	40
<p><b>2. EXPERIENCE AND PERFORMANCE OF THE PROJECT TEAM</b></p> <p>Typical Considerations</p> <p>2.1 Demonstrated successful experience of <i>Project Key Staff</i> on projects of similar scope and size for each of the specialties required and/or for an overall assignment. (8)</p> <p>2.2 Working co-operatively and effectively with a variety of interests/ authorities including the public, levels of government, utility companies and special interest groups. (8)</p> <p>2.3 Project Management (service delivery, time and cost control, co-ordinating multi-specialty assignments) (8)</p> <p>2.4 Information requested in 2.1, 2.2 and 2.3 as it applies to the back-up personnel for each <i>Project Key Staff</i> team member. (16)</p> <p>Note: Evaluation will be based on Sections 3 "Brief Resume of <i>Project Key Staff</i>", and Section 4 "Demonstrated Team Experience/Qualifications" of "Attachment 2: Expression of Interest Details", and the owner evaluations. Reference checks may be performed.</p>	40
<p><b>3. FINANCIAL VIABILITY OF THE PROPONENT(S)</b></p> <p>Demonstrated ability to manage the financial aspects of the project including budgeting/construction management</p> <p>Demonstrated financial stability of the proponent(s)</p> <p>Suitability of the stated approach to establishing capital financing for the project</p>	20
<b>TOTAL POINTS =</b>	<b>100</b>

**Attachment 1: KEY STAFF ROLLS MATRIX**  
**Leeds-Grenville Waste Management**

KEY STAFF	FIRM	OVERALL PROJECT MANAGEMENT	Specialties Required (from EOI Details)										
			i.e. Natural Sciences (Aquatic Ecosystems & Soils Erosion)	i.e. Detail Design – Minor Reconstruction and Resurfacing									
John Doe	XYZ Consulting	X											
Jane Smith	ABC Enviro		X										
Fred Jones	XYZ Consulting			X									

**Note:**

- Complete the first row with the Specialties identified in the EOI Details.
- Complete the first column with the names of Project Key Staff for the Specialties identified.
- One Project Key Staff may be responsible for more than one Specialty.
- Place a mark in the appropriate column relative to the appropriate Project Key Staff and Specialty.

## Attachment 2: EXPRESSION OF INTEREST DETAILS

Attachment 2, to be submitted must follow the structure below.

### 1 Roles

- A brief outline indicating the roles of the participating firm(s).
- For a Joint Venture submission, explicitly list the participating firms and identify the specific areas of responsibility (including administrative, financial and the specific Specialties) for each firm for a Joint Venture.

### 2 Organizational Structure

- Describe the organizational structure (two (2) pages maximum) for the project including:
  - a) Organizational Structure Chart.
  - b) Description of the work performed by the prime firm and sub firms as applicable
  - c) Reporting Relationships and interfaces with the Counties.
  - d) How individual firms will interface with each other to co-ordinate delivery of the project.

The description of the organization structure must be tied to the Project Key Staff listed in the "Attachment 1 Key Staff Rolls Matrix".

### 3 Brief Resume of Key Staff

- Use copies of the table below to provide a brief resume of each Key Staff person identified in the "Attachment 1 Compliance Matrix".

a. Name and Title:	b. Role in this Project:
c. Name of firm currently associated with:	d. Years of experience: With this firm ____ With other firms ____
e. Education: Degree(s)/Year/Specialization	f. Active registration (as applicable): e.g. Year first licensed with PEO ____, Field of Licensure ____

**Note:** Repeat the table above to define all Project Key Staff.

#### 4 Demonstrated Team Experience/Qualifications

- Use copies of the table below to provide information on demonstrated Team Experience/Qualifications.

<p>a. Project Key Staff and the responsibility on the project:</p> <p>b. Project name and location:</p> <p>c. Project Description:</p> <p>d. Firm on whose behalf the Key Project Staff performed the work, nature of the firm's responsibility and whether the firm was a prime or sub-consultant on the project:</p> <p>e. Project Owner's Name &amp; Address and Project Owner Manager's Name &amp; Phone Number: Also, identify the Value of the assignment, by your firm.</p> <p>f. Appraisal for project attached? Yes _____ No _____</p> <p>Applies to the work outside the ministry.</p> <p>g. Actual/Estimated Construction Completion Date _____</p> <p>h. Estimated Construction Cost of Project. \$ _____</p>	<p>a. Project Key Staff and the responsibility on the project:</p> <p>b. Project name and location:</p> <p>c. Project Description:</p> <p>d. Firm on whose behalf the Project Key Staff performed the work, nature of the firm's responsibility and whether the firm was a prime or sub-consultant on the project:</p> <p>e. Project Owner's Name &amp; Address and Project Owner Manager's Name &amp; Phone Number: Also, identify the Value of the assignment, by your firm.</p> <p>f. Appraisal for project attached? Yes _____ No _____</p> <p>Applies to the work outside the ministry.</p> <p>g. Actual/Estimated Construction Completion Date _____</p> <p>h. Estimated Construction Cost of Project \$ _____</p>
---	--

**Note:** Repeat the table above to provide the demonstrated team experience/qualifications.

##### 4.1 Other Similar Projects

- List similar projects undertaken by the prime firm and the sub-firms along with a brief description of each project. For the past projects available performance records should be provided, or in their absence, the owner contact name, address and telephone number are to be provided.

##### 4.2 Financial Information

- Provide additional information or description of resources supporting your firm's qualifications for the proposed project.

### Attachment 3: EOI CERTIFICATION FORM: NO CONFLICT OF INTEREST

**To be completed and provided with an EOI submission. To be signed by the Principal of a Firm.  
For a Joint Venture, to be signed by the Principals of all firms identified in a Joint Venture.**

I/We hereby certify that there is not any actual or potential conflict of interest or unfair advantage at this time, in our providing the Expression Of Interest (EOI) Submission or performing the Services required for the assignment.

In providing the EOI submission, our company has no knowledge of or the ability to avail ourselves of confidential information of the Crown or the Counties (other than confidential information which may have been disclosed by the ministry to the Consultants in the normal course of inviting the EOI submission) where the confidential information would be relevant to the Services required or the EOI evaluation process.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**RECOMMENDATION SUBMITTED BY COUNCILLOR G. BEACH  
SEPTEMBER 17, 2010:**

... whereas cycling as a desired mode of active transportation is an integral part of the proposed Official Plan

... and whereas encouraging more people to get on bicycles more often supports several outcomes desired in the Strategic Plan, specifically with respect to cycling's benefits as a sustainable, environmentally friendly mode of transportation and a healthy recreational pursuit, and for the demonstrated economic benefits through promotion of cycle tourism

...and whereas fulfillment of this vision starts with the creation of a plan that harvests successes in other cities and the lessons they learned along the way, tailored to the unique context of the City of Brockville

... therefore I move that Council form the "Brockville Cycling Advisory Committee" as a Committee of Council and direct Staff (Mr. Cosgrove) to work with Mr. Medcalf and others they may identify to create terms of reference and a list of nominees for the Committee, to be approved by Council.