



Finance, Administration and Operations Committee

Tuesday, November 21, 2017, 4:15 pm
City Hall, Council Chambers

Committee Members

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

Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

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

Page

AGENDA

Disclosure of Interest

Delegations and Presentations

1. Water Street Crosswalk
M. Noe and T. McDermid, The Executive
- 4 2. Removal of Complimentary Boardwalk Parking Spaces
Water Street Parking Lot
Corinna Smith-Gatcke, representing Boardwalk business owners
3. Railway Tunnel Project - Phase 2
Mark Brandt, MTBA

<https://vimeo.com/237945915>

Correspondence & Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

- 5 - 14 1. 2017-115-11
 Rails to Trails Festival

THAT Council receive this report for information purposes.

- 15 - 20 2. 2017-116-11
 Relocation of the Tourism Office

THAT the Finance, Administration and Operations Committee receive this report for information purposes.

- 21 - 22 3. 2017-112-11
 Ontario Regulation 284/09
 Budget Matters-Expenses

THAT Council adopt this report of expenses excluded from the 2018 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

- 23 - 27 4. 2017-111-11
 Winter Maintenance Policy Amendments

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

- *Responsibility (Page 2 of the Policy)*
- *Schedule A Roadway Snow Clearing System*
- *Schedule B1 Sidewalk Snow Clearing System*
- *Schedule D Municipal Public Parking Lots to be Serviced for Snow and Ice Control*
- *Schedule E Parking Lots Servicing City Buildings to be Serviced for Snow and Ice Control*

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

- 28 - 30 5. 2017-114-11
Brock Air Contract Extension

THAT Council accept the proposal from Brock Air Services Limited to extend the current Airport Management Contract for the three year period commencing on January 1, 2018 and completing on December 31, 2020, with the 2018 contract price being \$118,996.78 plus HST (a 2% increase from 2017), and a 3% annual increase for the following two years.

New Business - Reports from Members of Council

Nil.

FAO - Consent Agenda

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for December 6, 2017.

Dear Sir/Madam,

Re: Boardwalk Customer Parking – Water Street Lot

With reference to the above, please be advised that the 2-hour complimentary parking within the Water Street lot will be removed effective November 17, 2017. These 12 spaces were originally provided for the purpose of alleviating the temporary parking shortage caused by the construction of Tall Ships Landing. The signage will be removed and enforcement will begin on November 20, 2017.

If you have any questions regarding this change, please contact myself at (613) 342 – 8772 Ext. 4429 or rallen@brockville.com.

Sincerely,

Ryan Allen
Revenue Officer

cc. Bob Casselman – City Manager

**Report to Finance, Administration & Operations Committee
November 21, 2017**

**2017-115-11
Rails to Trails Festival**

**D. Dick
Director of Corporate Services
L. White
Manger of Strategic Initiatives**

RECOMMENDATION:

THAT Council receive this report for information purposes.

PURPOSE

To provide a report to Council relating to the Rails to Trails Project including estimated attendance and economic impact.

BACKGROUND

In April 2016, Council authorized Staff "to proceed with negotiations towards a formal contractual agreement with The Works to manage all aspects of the festival planning and implementation with appropriate milestones and conditions included to minimize the financial exposure".

A contract between the City of Brockville and The Works Events Canada Inc. was signed. The contract contained the financial milestones relating to the sponsorship and grants received. On February 1, 2017, the milestones had not been met due to fewer sponsorships and grants received. At that time, staff met with representatives from The Works to determine a plan to keep the festival but mitigate the potential deficit. It was decided that the Sideshow component of the Vintage Carnival would be removed from the festival saving approximately \$100,000. At this time, staff did note that the projected revenues for the remaining components of the Carnival (Ferris wheel, carousel and vintage games) was very aggressive.

ANALYSIS

The Rails to Trails Festival was a successful event that brought an estimated 55,000 people to downtown Brockville from August 10th through 13th. The attendance at the tunnel on Saturday and Sunday alone was over 20,000.

Report 2017-096-09 Rails to Trails Festival

A report created by the Ontario Ministry of Tourism, Culture and Sport allows municipalities and event coordinators to input their data to understand the economic impact of their event. The Economic Impact of Rails to Trails 2017 (Attachment 1) states that the festival generated \$5,734,795 in spending by visitors to the festival. A similar report produced by Enigma Research for the Ontario 150 Tour that brought the World's Largest Rubber Duck to Brockville states spending by non-locals was \$1,405,000 over the four days of the festival.

The City of Brockville and Brockville Tourism websites both experienced significant web traffic, second only to the Tall Ships Festival and all accommodation providers in Brockville and surrounding area were completely booked by April.

The Works Event Inc. and City representatives worked collaboratively with Big Brothers Big Sisters Ribfest staff and committee members to ensure that the events were complimentary to each other. Rails to Trails asked Ribfest to set up a food truck at the festival for volunteers and visitors. Golf carts were commissioned to move people from Blockhouse Island to Hardy Park. Crossing Guards were placed at intersections along Water Street to keep pedestrians safe while walking to the festivals and vehicular traffic unobstructed.

Councillor Jane Fullerton, CEO of Big Brothers Big Sister notes that "the cross promotion of the events helped both. Cooperation between the events was excellent. Ribfest was able to provide meals for Rails to Trails volunteers. The fact that there was free admission to both events and the Railway Tunnel made the events and venues seamless. Ribfest enjoyed increased visitation and did a profitable business selling food and drinks on the Blockhouse Causeway. People seemed to be aware of both events. Ribfest made a \$120,000 profit this year the highest ever. Our previous high was \$112,000. We were very happy with the partnership."

POLICY IMPLICATIONS

There are no policy implications.

Report 2017-096-09
Rails to Trails Festival

FINANCIAL IMPLICATIONS

The expected deficit from the festival is approximately \$185,000, mainly due to lower than expected revenues from the Carnival, grants and sponsorship dollars. Projected revenues from the Carnival were \$145,900. The final revenue for the Carnival was \$24,412 plus a refund of \$4,000 from the Operator as the Carousell was not working for 8 hours. The original budget planned on \$75,000 in corporate sponsorship and \$19,700 was realized.

		Revised Budget	
		after revenue	
Revenues	Original Budget	milestones not met	Actual
Grants	280,000	141,500	136,500
Sponsorship	75,000	19,000	19,000
Fundraiser	50,000	-	-
Vendors	18,000	5,250	1,541
Contribution from Tunnel Project		30,000	30,000
Carnival Tickets - rides and games	232,580	145,900	24,413
Photo booth	22,500		-
Merchandizing	18,985		-
Show Bar	30,000		-
Parking	7,500		-
	734,565	341,650	211,454
Expenses			
Festival Management	75,000	75,000	75,000
Festival Fundraiser	18,000	10,000	2,500
Festival Expenses managed by The Works	100,930	70,450	70,450
Carnival Expenses managed by The Works	270,500	188,107	184,107
Festival expenses incurred by City		45,000	60,193
	464,430	388,557	392,249
Surplus/(Deficit)	270,135	(46,907)	(180,796)

CONCLUSIONS

The festival was very well received by both local and non-local visitors. Crowds exceeded the expectations and there were few complaints.



L. White
Manager Strategic Initiatives



D. Dick, CPA, CA
Director of Corporate Services

Report 2017-096-09
Rails to Trails Festival

A handwritten signature in blue ink, appearing to read 'B. Casselman', is written over a horizontal line.

B. Casselman
City Manager

The Economic Impact of Rails to Trails Brockville in Ontario in 2017

**This report was generated by
the Ontario Ministry of Tourism, Culture and Sport TREIM model**

September 29, 2017

Note: The Ministry of Tourism, Culture and Sport does not take any responsibility for inputs that the user has provided, nor for the interpretation of the results.

1. Introduction

This report provides an estimate of the economic impact that Rails to Trails Brockville is expected to have on Ontario's economy, in terms of Gross Domestic Product, employment and taxes generated. The analysis is based on the following information the user has provided to the MTCS Tourism Regional Economic Impact Model:

Number of Visitors for Activity (or Event) of Type Festivals/Fairs

Origin	Same Day		Overnight	
	Total Number of Visitors	Percent of Visitors' Origin	Percent of Visitors' Origin	Average Length of Stay (nights)
Ontario	37,500	20.00%	80.00%	1
Rest of Canada	5,000	0.00%	100.00%	1
USA	10,000	20.00%	80.00%	1
Overseas	2,500	0.00%	100.00%	2
Total	55,000			

Given that the detailed breakdown of spending by the above visitors on category, such as transportation, accommodation, etc. is not available from the user, the TREIM utilized the average expenditure of visitors in Ontario with characteristics closest to those provided by the user from Statistics Canada's Travel Survey of Residents of Canada and the International Travel Survey to generate the detailed spending as followings (in dollars):

Travel Services	\$0
Public Transportation	\$722,945
Private Transportation - Rental	\$80,498
Private Transportation - Operation	\$662,008
Local Transportation	\$60,126
Accommodation	\$976,648
Food & Beverage - At Stores	\$466,639
Food & Beverage - At Restaurants/Bars	\$1,247,614
Recreation & Entertainment	\$811,181
Retail - Clothing	\$565,595
Retail - Other	\$141,543
Total	\$5,734,795

The user also has selected the following parameters:

- The visits take place in Ontario in 2017
- The impact is to be shown for Ontario and for Ontario
- Induced impacts of household spending are included
- Induced impacts of business investment are included
- The economic environment is as follows:

Baseline	2013	2014	2015	2016	2017
Ontario Real GDP (%change)	2.25%	1.81%	2.14%	2.46%	2.39%
Ontario CPI (%change)	1.69%	2.10%	2.01%	1.83%	2.10%
Ontario Population (%change)	0.73%	0.69%	0.77%	0.96%	1.00%
Ontario Unemployment Rate	7.35%	7.24%	6.89%	6.63%	6.51%
Government of Canada 3 month T-Bill Rate	1.10%	2.52%	2.91%	3.80%	4.13%

2. Summary of Findings

Table 1. Economic Impacts of Rails to Trails Brockville in Ontario in 2017 (in dollars)

	Ontario
Total Visitors' Spending	\$ 5,734,795
Gross Domestic Product (GDP)	
Direct	\$ 2,522,805
Indirect	\$ 1,277,365
Induced	\$ 1,166,691
Total	\$ 4,966,861
Labour Income	
Direct	\$ 1,712,094
Indirect	\$ 917,488
Induced	\$ 780,549
Total	\$ 3,410,131
Employment (Jobs)	
Direct	45
Indirect	14
Induced	12
Total	71
Direct Taxes	
Federal	\$ 595,608
Provincial	\$ 599,265
Municipal	\$ 4,234
Total	\$ 1,199,107
Total Taxes	
Federal	\$ 1,222,561
Provincial	\$ 974,675
Municipal	\$ 13,040
Total	\$ 2,210,276

Table 2. Economic Impacts of Rails to Trails Brockville in Ontario on GDP by industry (in dollars)

Industry	Impact on Ontario	
	Direct GDP	Total GDP
Crop and Animal Production	\$ 0	\$ 27,610
Forestry, Fishing and Hunting	\$ 0	\$ 4,328
Mining and Oil and Gas Extraction	\$ 0	\$ 9,369
Utilities	\$ 0	\$ 67,853
Construction	\$ 0	\$ 151,657
Manufacturing	\$ 0	\$ 307,676
Wholesale Trade	\$ 0	\$ 212,229
Retail Trade	\$ 213,825	\$ 400,230
Other Transportation and Warehousing	\$ 334,141	\$ 458,282
Ground Passenger Transportation (excl. Rail)	\$ 62,799	\$ 75,747
Information and Cultural Industries	\$ 17,636	\$ 145,071
Other Finance, Insurance, Real Estate and Renting and Leasing	\$ 0	\$ 435,377
Car Renting and Leasing	\$ 44,355	\$ 55,574
Owner Occupied Housing	\$ 0	\$ 152,825
Professional, Scientific and Technical Services	\$ 0	\$ 175,174
Other Administrative and Other Support Services	\$ 0	\$ 89,800
Travel Agencies	\$ 0	\$ 0
Education Services	\$ 0	\$ 6,846
Health Care and Social Assistance	\$ 0	\$ 41,352
Arts, Entertainment and Recreation	\$ 313,876	\$ 342,948
Accommodation Services	\$ 684,267	\$ 694,593
Food & Beverage Services	\$ 385,607	\$ 428,162
Other Services (Except Public Administration)	\$ 1,499	\$ 62,984
Operating, Office, Cafeteria, and Laboratory Supplies	\$ 0	\$ 0
Travel & Entertainment, Advertising & Promotion	\$ 0	\$ 0
Transportation Margins	\$ 0	\$ 0
Non-Profit Institutions Serving Households	\$ 22,914	\$ 65,064
Government Sector	\$ 27,211	\$ 87,648
Net Indirect Taxes on Production	\$ 0	\$ 4,327
Total	\$ 2,522,805	\$ 4,966,861

Appendix:

The Economic Impact of Visits in Ontario and other Ontario regions: since no Ontario region is economically self-sustaining, in order to produce the goods and services demanded by its visitors, it will need to import some goods and services from other regions. As such, some of the economic benefits of the visitors' spending in Ontario will spill over to other Ontario regions, such as the one you have selected as "additional". If the second column of Table 1 contains only zeros, then that means that Ontario does not trade with that region.

Gross Domestic Product (GDP): value of goods and services produced by labour and capital located within a country (or region), regardless of nationality of labour or ownership. This GDP is measured at market prices. Tourism GDP refers to the GDP generated in those businesses that directly produce or provide goods and services for travelers.

Direct impact: refers to the impact generated in businesses or sectors that produce or provide goods and services directly to travelers, e.g. accommodations, restaurants, recreations, travel agents, transportation and retail enterprises etc. Direct impact on GDP, employment and tax revenues is also called tourism GDP, tourism employment and tourism tax revenues.

Indirect impact: refers to the impact resulting from the expansion of demand from businesses or sectors directly produce or provide goods and services to travelers, to other businesses or sectors.

Induced impact: refers to the impact associated with the re-spending of labour income and /or profits earned in the industries that serve travelers directly and indirectly.

Employment: refers to number of jobs, include full-time, part-time, seasonal employment, as well as both employed and self-employed.

Federal tax revenues: include personal income tax, corporate income tax, commodity tax (GST/HST, gas tax, excise tax, excise duty, air tax and trading profits) and payroll deduction that collected by the federal government.

Provincial tax revenues: include personal income tax, corporate income tax, commodity tax (PST/HST, gas tax, liquor gallonage tax, amusement tax and trading profits) and employer health tax that collected by Ontario provincial government.

Municipal tax revenues: include business and personal property taxes that collected by the municipalities. Collection, however, does not follow immediately the consumption or production of goods and services in a municipality by visitors (as is the case with HST or personal income taxes). Rather, these taxes show the percent of the total property taxes collected by a municipality that can be attributed to tourism because of tourism's contribution to the economic activity of the municipality and hence its tax base.

Industry: The industry follows Statistics Canada's North America Industry Classification System (NAICS) Input-Output small aggregation industry classification.

November 10, 2017

**Report to Finance, Administration & Operations Committee
November 21, 2017**

2017-116-11

**Installation of public washrooms downtown and
Relocation of the Tourism Office**

**B. Casselman
City Manager
L. White**

Manager of Strategic Initiatives

RECOMMENDATION:

THAT the Finance and Administration Committee receive this report for information purposes.

PURPOSE

To advise the Finance and Administration Committee on the proposed relocation of the Tourism Office from 10 Market Street and the creation of public washrooms at City Hall for consideration at the 2018 budget deliberations.

BACKGROUND

At the March 28, 2017 meeting of the Waterfront Ad hoc Committee, Wendy Van Keulen, Tourism Manager made a presentation naming the needs required for the tourism office. Staff were asked to bring a report back to the Waterfront Committee detailing the needs of the Tourism Office and recommendations.

Ms. Van Keulen details the requirements as being:

- Public Washrooms
- Accessible
- Retail Space (currently 440 sq. ft.)
- Storage Space for merchandise and brochures (1000 sq. ft.)
- Welcoming exterior presence and signage
- Downtown or waterfront location
- Office space – three working areas, one located within the general retail space
- Access to kitchen, boardroom and staff washrooms.

Report 2017-116-11

Installation of public washrooms downtown and relocation of the Tourism Office

ANALYSIS

The following options were considered by staff in the relocation of the tourism office:

1. Renovate the space currently occupied by the Chamber of Commerce and the DBIA and allow for accessible access. Staff estimates this to be approximately \$25,000 for the installation of an accessible ramp at the Market Street West entrance, some renovations including removal of non-load bearing walls, installation of a staff washroom and signage.
2. Construction of a new building in the downtown core, possibly an addition to Victoria Building on the sidewalk area on the southwest corner. Staff estimates this could cost approximately \$500,000.
3. Request space in either the commercial area of Phase II of the Wedgewood or the development at Blockhouse Square. The timeframe for construction and monthly costs are unknown at this time.
4. Renovate the current Tourism Office. This is not a feasible option as the cost would be oppressive and the intention is to remove all of the city-owned assets on Water and Market to allow for a new development at some time in the future.
5. The City could purchase the Wayfare Sales Office and relocate it in the vicinity of City Hall. The Sales Office is 48' x 24' and is currently listed for sale. (Attachment 3 & 4)
6. Leasing a portion of The Rowing Club. This option had been previously considered and discussed with the Rowing Club. Currently, the Club is leasing space to a Fitness Centre so it is unclear if there would still be space available for Tourism.

After consideration, it would appear that Option 1 is the most desirable and feasible at this time.

Although Ms. Van Keulen had noted in her presentation that the Tourism Office and Chamber of Commerce had considered relocating together to the former Royal Bank location on King Street, staff suggests that the better alternative would be for the Tourism Office to assume the space used by the DBIA and Chamber as this area is very visible to Tourists. The DBIA and Chamber could then consider relocating to a shared location.

Report 2017-116-11**Installation of public washrooms downtown and relocation of the Tourism Office**

An Architect was engaged to review the layout of the ground floor and have confirmed that with some alterations, the plan to relocate the Tourism into this area is feasible without disrupting the Thousand Islands Community Development Corporation or the Small Business Enterprise Centre (Attachment 1). Removal of some walls to accommodate for better movement and storage space would be necessary. The proposed layout was reviewed with the Waterfront Committee in October. The Committee directed staff to review the possibility of including the Chamber of Commerce and DBIA in the new layout. After discussion with the Architect, it was determined that there is insufficient square footage to accommodate all groups.

The installation of four washrooms that would be accessible to the public from the exterior of the building was incorporated into the design. These washrooms would be accessible after regular business hours and on the weekends. Timed locks would allow for the door to be locked at certain hours much the same as the washrooms at Centeen Park.

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

Currently, the DBIA and Chamber pay a total of \$10,000 in rent yearly to the City of Brockville which would no longer be collected if they were to be relocated.

The cost of the Tourism Office at 10 Market Street is approximately \$6,600 year. The cost includes electricity, gas, taxes and general maintenance. Assuming that the building would be demolished when Tourism vacates, this cost would be eliminated.

The estimated cost of the renovation is \$383,000 (Attachment 2). Staff have investigated grants are hopeful that there may be funding of up to \$100,000.

If the Tourism Office was to be relocated, the city-owned properties on Water and Market Street East would be demolished to allow for more parking and/or future development. Staff does not have an estimate of the cost of the demolition at this time.

Report 2017-116-11

Installation of public washrooms downtown and relocation of the Tourism Office

CONCLUSIONS

Staff has consulted Ms. Van Keulan who has expressed some concerns including storage space, placement of the photocopier and lockers for the students. Staff have proposed solutions for all of the concerns, all of which were agreeable to Ms. Van Keulan.

Although the relocation of the Tourism Office would dislocate two of our Community Partners, staff is hopeful that they may be able to relocate to a store front on King Street. The best location for the Tourism Office would be in the vicinity of Victoria Building.



L. White
Manager Strategic Initiatives







D. Dick, CPA, CA
Director of Corporate Services

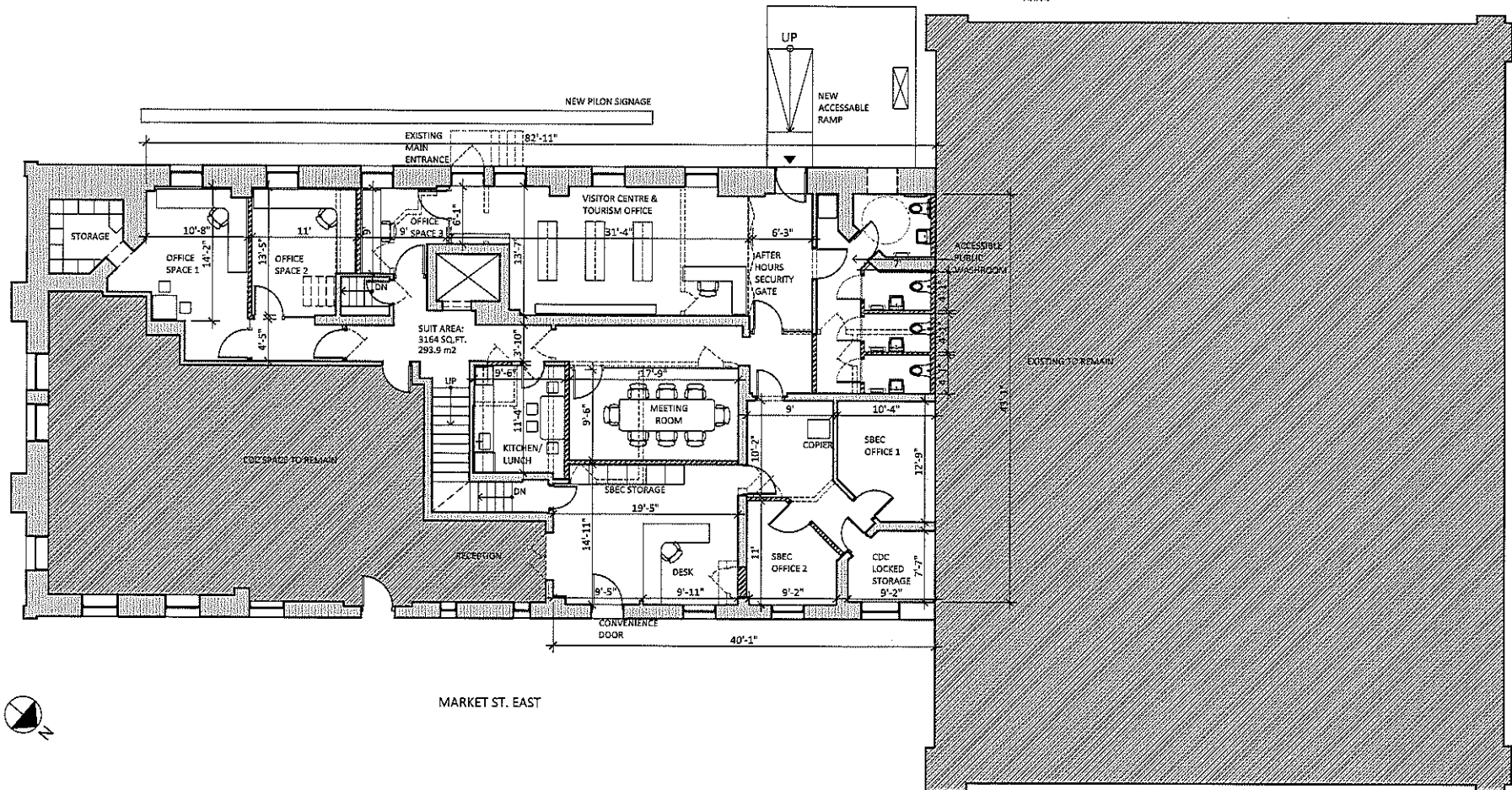


B. Casselman
City Manager

MARKET ST. WEST

LEGEND

-  EXISTING WALL TO REMAIN
-  EXISTING WALL TO DEMOLISH
-  NEW WALL
-  EXISTING SPACE TO REMAIN



Attachment 1

STUDIO
JCI

20 De Boers Drive, Suite 525
Toronto, Ontario, M3J 3H1
t. 416 901 6528 f. 416 901 3862
www.studiojci.com

Address: 1 KING ST. W., BROCKVILLE,
ON K6V 7A5
Scale: 3/32"=1'-0"
Date: OCT. 27, 2017

Brockville Tourism Office Relocation Study
Preliminary Construction Cost estimate
Option 4 based on 3164 sf of renovated area

10/25/2017

		(rounded, 1000)	sf	\$/sf	\$/sf GFA
1	Exterior Stand alone signage pylon	\$ 45,000			\$ 14.22
3	Entrance ramp/patio	\$ 15,000			\$ 4.74
4	Interior renovation incl. demolition	\$ 126,560	3,164	\$40	\$ 40.00
5	Mech/elec/plumbing	\$ 40,000			\$ 12.64
6	Millwork/Finish carpentry	\$ 50,000			\$ 15.80
Total subtrades		\$ 276,560	3,164	\$87.41	\$87.41
F	General Conditions / Project Overheads	\$ 28,000	10.00%		
G	Insurance Allowance	\$ -	0.00%		
H	Moving costs	\$ 5,000	0.00%		
I	Construction Manager Fee	\$ 31,000	10.00%		
Total subtrades and Indirect Costs		\$ 341,000	3,164		\$107.77
J	Design Contingency	\$ 17,000	5.0%		
K	Post Contract Contingency	\$ 24,000	7.0%		
L	Escalation Contingency	\$ 1,000	7.0%		
Total Conceptual Construction Cost Estimate		\$ 383,000	3,164		\$121.05

Important Notes:

- 1 Exterior Sign is budget only
- 2 All loose furniture and Appliance items are excluded. Built-ins are included
- 3 permit, bank financing and Consultant fees excluded
- 4 Excluded is the demolition of existing TIS/Visitor Centre

STUDIO
JCI

Attachment 2

November 8, 2017

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
NOVEMBER 21, 2017**

2017-112-11

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

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

RECOMMENDED

THAT Council adopt this report of expenses excluded from the 2018 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

PURPOSE

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

BACKGROUND

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

ANALYSIS

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

The City of Brockville's 2018 proposed budget excludes the following:

Amortization expenses estimated at	\$4,069,970
Future post-employment benefit expenses at	375,846
Landfill closure and post-closure costs at	<u>(307,000)</u>
The City's Accumulated Surplus would be impacted by	\$4,138,816

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

CONCLUSION

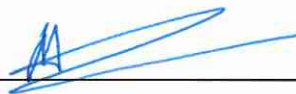
Regulation 284/09 requires that Council be made aware of certain future liabilities that if budgeted for would have a sizable impact on the City's Accumulated Surplus. Council must adopt this report as acknowledgement of those future liabilities and the fact that they are excluded from the budget process.



L. Ferguson, CPA, CGA
Manager of Accounting



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

November 8, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – NOVEMBER 11, 2017

2017-111-11

**WINTER MAINTENANCE
POLICY AMENDMENTS**

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

RECOMMENDATION

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

- Responsibility (Page 2 of the Policy)
- Schedule A Roadway Snow Clearing System
- Schedule B1 Sidewalk Snow Clearing System
- Schedule D Municipal Public Parking Lots to be Serviced for Snow and Ice Control
- Schedule E Parking Lots Servicing City Buildings to be Serviced for Snow and Ice Control

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 the fall of each succeeding year to allow Public Works forces to effectively and efficiently carry out winter maintenance operations.

ANALYSIS

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** 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, **9 parking lots serving city buildings, 19 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

Three parking lots serving city buildings and 5 municipal public parking lots have been added to Schedules D & E. The amended wording of the Responsibility Section of the policy reflects this increase.

2. SCHEDULE A, ROADWAY SNOW CLEARING SYSTEMAdditions

<u>Street Name</u>	<u>Location</u>	<u>Class</u>
<i>Dowsley Cres.</i>	<i>Adley Drive to dead end</i>	<i>5</i>

Explanatory Details

This section of roadway has been completed to base course asphalt and will be ready for winter maintenance servicing.

Deletions

<u>Street Name</u>	<u>Location</u>	<u>Class</u>
<i>Charles St.</i>	<i>Ormond St. to Bartholomew St.</i>	<i>2</i>

Explanatory Details

This section of roadway is now owned by the Brockville General Hospital and will be serviced for winter maintenance operations by them.

3. SCHEDULE B1, SIDEWALK SNOW CLEARING SYSTEMDeletions

<u>Street Name</u>	<u>Location</u>	<u>Class</u>
<i>Charles St.</i>	<i>Ormond St. to Bartholomew St.</i>	<i>2</i>

Explanatory Details

This sidewalk section is now owned by the Brockville General Hospital and will be serviced for winter maintenance operations by them.

4. SCHEDULE D, MUNICIPAL PUBLIC PARKING LOTS TO BE SERVICED FOR SNOW AND ICE CONTROLAdditions

<u>Name</u>	<u>Location</u>
<i>i) EIT Lot</i>	<i>Dead end of Kincaid St.</i>
<i>ii) St. Andrew St. Lot</i>	<i>East side of St. Andrew St. between Water St. & Flint St.</i>
<i>iii) Market St. West Lot Extension</i>	<i>North side of Water St. between Broad St. & Market St. West.</i>
<i>iv) Aquatarium</i>	<i>5 stalls on East side of St. Andrew St., south of Flint St.</i>
<i>v) Ernie Fox Quay</i>	<i>Parking stall on south side of street between Home St. and Apple St.</i>

Explanatory Details

Lots *i* to *iv* are new parking lots added by the Finance Dept. to accommodate additional parking requirements following the opening of the Aquatarium at Tall Ships Landing. Lot *v* is an existing parking area that was not listed in the schedule.

5. SCHEDULE E, PARKING LOTS SERVICING CITY BUILDINGS TO BE SERVICED FOR SNOW AND ICE CONTROLAdditions

<u>Name</u>	<u>Location</u>
<i>Rotary Field House (2)</i>	<i>Laurier Blvd.</i>
<i>St. Lawrence Park</i>	<i>King St. West</i>
<i>Rotary Park</i>	<i>Gilmour St.</i>

Explanatory Details

Prior to department restructuring in 2010, these parking lots were serviced by the Parks & Recreation Department. Since 2010, Public Works has taken over this responsibility.

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 Maintenance Policy.



R. Fraser
Supervisor of Public Works/Parks

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

D. Dick, CA
Director of Corporate Services

B. Casselman
City Manager

October 11, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – NOV. 21, 2017

**2017-114-11
AIRPORT MANAGEMENT CONTRACT**

**MATTHEW LOCKE
TRANSPORTATION SERVICES
C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT Council accept the proposal from Brock Air Services Limited to extend the current Airport Management Contract for the three year period commencing on January 1, 2018 and completing on December 31, 2020, with the 2018 contract price being \$118,996.78 plus HST (a 2% increase from 2017), and a 3% annual increase for the following two years.

PURPOSE

To retain the services of a qualified and licensed contractor for the operation and management of the Brockville – 1000 Islands Regional Tackaberry Airport. This ensures the airport is professionally operated in accordance to Transport Canada and NavCanada rules and regulations.

BACKGROUND

In 2011, the Airport Commission advertised and tendered for a 5 year Airport Management Contract (Contract 2011-23) and received 2 (two) bids as a result of that tendering process. There was 1 (one) bid in the amount of \$202,943 excluding HST from PML Contracting Ltd, and 1 (one) bid in the amount of \$107,865 excluding HST from Brock Air Services. Brock Air Services bid was disqualified as they did not provide a performance bond as part of their bid. Subsequently, Council agreed to reject both bids as one was significantly over budget, and the other failed to meet the requirements of the tender. The Airport Commission and Brock Air Services negotiated a contract for 3 (three) years with an annual CPI adjustment following the rejection of both bids. The negotiated price for 2012 was \$104,868+HST, down from their bid price of \$107,865. This contract was then extended for an additional three years in 2014.

ANALYSIS/OPTIONS

Brock Air Services has provided the service related to the operation and management of the airport for the City for over 31 consecutive years during which time the Airport Commission has been satisfied with their performance. The terms and conditions of the extension are the same as the current contract with only minor modifications that do not impact the overall operation and management of the airport. As Brock Air Services has provided the service to the airport for in excess of 31 years, we are confident that they can fulfill their contractual obligations. In addition to this, the City is further protected as

the contract has a termination clause that stipulates at any time the City has the right to terminate the agreement for non-compliance with any of the terms of this contract.

Services that are currently provided by Brock Air and will continue to be provided include the following:

- Provision of qualified staff at the airport from 7:30 a.m. to 4:30 p.m., seven days a week with the exception of Christmas Day.
- Trained staff as Approach Unicom Radio Operators with Restricted Aeronautical Radio Certificates to operate the airports communication equipment in accordance with Transport Canada and NavCanada regulations.
- Complete inspection of runway lighting and non-directional beacon.
- Required to issue Notices to Airmen regarding airport operating procedures through NavCanada.
- Dispense aviation fuel in accordance with federal guidelines.
- Supply and operate snow removal and grass cutting equipment (a \$70,000 capital investment)
- Collect and remit all user fees and rentals payable to the City.
- Collect and transport waste to an acceptable disposal site.
- Supervise and coordinate agricultural land leases.
- Ensure that approach slope gradients are free of vegetation through the use of a sight inclinometer and remove any vegetation in violation of the gradient.
- Manage wildlife control.
- Coordinate with Reticle Ventures Inc. to ensure safe operations on airport lands

POLICY IMPLICATIONS


In accordance with the City's Purchasing By-law, acceptance of sole source quotations requires Council's approval.

FINANCIAL CONSIDERATIONS


The airport budget is included as a standalone division in the Operations Department. The current draft of the City's 2018 Operating Budget includes a line item of \$118,996.78 for the Airport Management Contract in the 2018 Airport Budget, which represents a 2% increase from the 2017 cost.

CONCLUSION


It is recommended that City Council agree to extend the current Airport Management Contract with Brock Air Services for an additional three years.




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



Matthew Locke
Supervisor of Transportation
Services



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager