



Finance, Administration and Operations Committee

Wednesday, October 3, 2018, 4:30 pm
City Hall, Council Chambers

Committee Members

Councillor J. Fullarton,
Chair
Councillor T. Blanchard
Councillor P. Deery
Councillor J. Earle
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]

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AGENDA

Disclosure of Interest

Delegations and Presentations

- 3 1. Brock Trail Committee Update

John Taylor will provide an update of the committee's activities.

Correspondence & Communications

Reports from Boards and Committees

- 4 - 7 1. Municipal Youth Internship Program
 (Youth Advisory Committee)

2. Arena Advisory Committee
(J. Francis, Chair)

Staff Reports

- 8 - 10
1. 2018-110-10
Brockville Memorial Centre
Refrigeration System Upgrade

THAT Council authorizes I.B. Storey Inc., to complete an Engineering Assessment of the replacement and upgrading of the refrigeration system at the Brockville Memorial Civic Centre, in the amount of \$14,500.00 plus HST.

THAT the purchase be funded from the funds designated in the 2017 and 2018 Building Maintenance and Equipment Program for tables and chairs at the Memorial Centre and Centennial Youth Arena.

New Business - Reports from Members of Council

1. Electronic Voting/Recorded Votes
(Councillor Deery)

FAO - Consent Agenda

Media Question Period

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for November 20, 2018.

Brock Trail Financials as at September 17, 2018		Revenue					Page 3 of 10	
(Updated Jan 15, 2018) Project	Year	City Capital Matched ⁽¹⁾ Other ⁽²⁾		In-Kind	Donation or Grant	Revenue Total	Expense	Net
Section 1 - St. Lawrence Park - Cedar Street	2013						(4,835)	(4,835)
Section 1 - St. Lawrence Park - Cedar Street	2014			2,100	100	2,200	(12,163)	(9,963)
Section 1 - St. Lawrence Park - Cedar Street	2015	40,501		5,796		46,297	(127,291)	(80,995)
Section 1 - St. Lawrence Park - Cedar Street	2016		7,734	4,889	100,000	112,623	(16,831)	95,792
Section 1 - St. Lawrence Park - Cedar Street	2017						(804)	(804)
Section 1 - St. Lawrence Park - Cedar Street	2018	804				804		804
Estimated remaining expenses								0
SubTotal		41,305	7,734	12,785	100,100	161,923	(161,923)	0
Section 2 - Perth to William	2014		10,831	3,394		14,225	(16,083)	(1,858)
Section 2 - Perth to William	2015	38,119		14,483		52,601	(49,530)	3,071
Section 2 - Perth to William	2016				58,000	58,000	(36,359)	21,641
Section 2 - Perth to William	2017				62,000	62,000	(78,345)	(16,345)
Section 2 - Perth to William	2018				68,218	68,218	(36,173)	32,045
Estimated remaining expenses							(80,000)	(80,000)
SubTotal		38,119	10,831	17,877	188,218	255,044	(296,490)	(41,445)
Section 3 - Tom Dailey Bridge	2013		4,835			4,835		4,835
Section 3 - Tom Dailey Bridge	2014			2,006	17,000	19,006	(2,581)	16,425
Section 3 - Tom Dailey Bridge	2015	27,381	45,165	3,405	66,670	142,621	(106,140)	36,480
Section 3 - Tom Dailey Bridge	2016			37,354	24,430	61,784	(199,727)	(137,943)
Section 3 - Tom Dailey Bridge	2017	30,000	25,000	1,650		56,650	(7,160)	49,490
Section 3 - Tom Dailey Bridge	2018	24,527			6,186	30,713	(3,765)	26,948
Estimated remaining expenses							(2,000)	(2,000)
SubTotal		81,908	75,000	44,415	114,286	315,609	(321,374)	(5,765)
Section 4 - Laurier to Centennial Road	2015			2,535		2,535	(2,535)	0
Section 4 - Laurier to Centennial Road	2016	75,000		9,770		84,770	(54,548)	30,222
Section 4 - Laurier to Centennial Road	2017	145,000			250,545	395,545	(21,759)	373,786
Section 4 - Laurier to Centennial Road	2018	41,669			56,721	98,390	(359,425)	(261,035)
Estimated remaining expenses							(85,000)	(85,000)
SubTotal		261,669		12,305	307,266	581,240	(523,267)	57,973
Section 5 - 401 bypass	2014				150	150		150
Section 5 - 401 bypass	2015	15,000				15,000		15,000
Section 5 - 401 bypass	2016							0
Section 5 - 401 bypass	2017	30,000		14,550	254,000	298,550	(290,122)	8,428
Section 5 - 401 bypass	2018							0
Estimated remaining expenses							(10,000)	(10,000)
SubTotal		45,000		14,550	254,150	313,700	(300,122)	13,578
Section 6 - North Gorge at Tunnel	2017						(12,697)	(12,697)
Section 6 - North Gorge at Tunnel	2018				17,668	17,668	(1,471)	16,197
Estimated remaining expenses							(3,500)	(3,500)
SubTotal					17,668	17,668	(17,668)	0
Unallocated	2017							0
Unallocated	2018							0
SubTotal								
Grand Totals		468,000	93,565	101,932	981,688	1,645,185	(1,620,844)	24,341
Notes:								
(1) Capital from City 10-year active transportation plan plan, subject to 2:1 fundraising requirement				(a) Total in-kind, donations, grants above:				1,083,620
(2) Other City capital and funding not subject to matching				(b) Total City capital above subject to 1:2 matching:				468,000
				Fundraising ratio (a:b):				2.3 : 1

**Rural Ontario Institute
Municipal Youth Internship Program Expression of Interest
Motion and Additional Background Information for Council**

**By: Leigh Bursey
Brockville City Councillor
Chair, Brockville Youth Advisory Committee**

I brought this item forward for consideration at a recent meeting of the Brockville Youth Advisory Committee when I came across it online in a local online discussion forum. After clarifying that the City of Brockville could be classified as a rural municipality, I figured this particular item was worth discussing. The current Brockville Youth Advisory Committee has discussed ways of being able to maximize our potential, recognizing that we have varying degrees of membership influx, and recognizing that our continued efforts at becoming a recognized Youth Friendly Community according to the PlayWorks Ontario designation criteria hinge mainly on our skeleton crew of volunteers.

Regardless of whether we are successful with our intent to submit an application in 2018, or if it ends up being a project that we continue to flesh out and end up submitting next year instead, the Youth Friendly Community Designation is a project that requires attention and is ongoing. For starters, the criteria allows for different degrees of designation, so even if we end up successful in this calendar year, an intern could help us enrich our application and aim higher by helping us to more robustly expand on our catalogue portfolio of recognized initiatives and activities.

Brockville recognizes that youth out-migration is an issue in the long-term sustainability of our community and that strategies are needed to address youth retention and attraction. The youth intern could be put to work on ways to engage youth earlier in order to increase the likelihood that they return to Brockville after post-secondary education or training and to develop an action plan to attract youth. Further to that, as the Downtown Brockville Business Improvement Association is currently fleshing out their own version of a youth advisory committee, there will be no shortage of other tasks that an intern could share between both in-house organizations. These include public forums of engagement and interaction on youth related activities, development of some strategic planning and best practices for both committees, and a reshaping of the vision of what the Brockville Youth Advisory Committee can offer and assist to the Corporation of the City of Brockville.

It is our understanding that twelve municipalities will be selected, and while we have the amenities of a small urban centre, we are directly in the centre of a rural landscape. Not only do I feel that we would be applicable for this type of grant application, but creating a meaningful spring and summer employment opportunity for an area young person that would give them a hands-on taste of what a municipality does and how they can contribute is exactly the type of practice that we should be taking advantage of if and when the opportunity presents itself. The current make-up of the committee was designed intentionally to limit staff resource allocation, but it has absolutely not come without certain

hardship. A shell committee with no budget for activities and limited staff hour support has staggered our development and our ability to complete larger tasks, which can often put undue pressure on volunteers to meet deadlines and sift through application documentation.

Understanding this, I feel we now have an opportunity in front of us to capitalize on a program that would help us get to the next step alongside a freshly elected council. This opportunity can help assist us in delivering on a new list of strategic initiatives that include building a more visible committee, creating and engineering an in-house strategic plan for youth in our city, and making our community initiatives and activities as a whole more youth friendly, all the while assisting us where necessary to enrich other applications and designation projects that we may have in the pipe at that time.

Additional Program Details:

<http://www.ruralontarioinstitute.ca/uploads/userfiles/files/Municipal%20Internship%20Program%20-%20Frequently%20Asked%20Questions.pdf>

The presented motion reads as follows:

Whereas the City of Brockville has made continued investments in youth-related capital projects across our community;

And whereas; the Corporation has also dedicated staff support resources to the Brockville Youth Advisory Committee;

And whereas the committee with council support continues to pursue a provincially recognized Youth Friendly Community Designation;

And whereas the current committee does not receive any additional financial support to conduct outreach or engagement;

Therefore be it resolved that the Corporation of the City of Brockville support an expression of interest application to the Rural Ontario Institute, with the intention of being one of the twelve municipalities across rural and small urban Ontario that is selected to participate in a Municipal Youth Internship Program, which would help the Brockville Youth Advisory Committee, the Downtown Business Improvement Association, and Brockville City Council focus assisted financial resources on youth related programming, youth outreach, and committee strategic planning initiatives that support the City Strategic Plan mandate of attracting and retaining youth and young professionals, with the official expression of interest to be submitted on or before November 9th.

Municipal Internship Program

Frequently Asked Questions

What is the *Municipal Internship Program: Youth Engagement Strategies*?

The Municipal Internship Program is designed to support and encourage youth engagement activities across rural Ontario. Through this program, 12 rural communities will receive financial assistance (\$8,000) in the summer of 2019 for the purposes of:

- financing the employment of a municipal intern by the municipality;
- developing and implementing youth engagement strategies; and/or
- offsetting staff time dedicated to supervising the intern and reporting on the project.

Through this Municipal Internship Program, the Rural Ontario Institute (ROI) is working to foster long-term outcomes that extend to municipalities across rural Ontario. These include:

- building civic leadership among youth;
- increasing capacity for youth engagement;
- facilitating municipal sector workforce succession; and
- youth attraction and retention.

What is “Youth”?

ROI will be following the provincial definition of “youth.” Youth is comprised of all people 15-29 years of age. The focus of all “youth engagement” activities must be directed at youth according to this definition. Municipal interns must also fall within the age limits for “youth.”

Does our community count as “rural”?

ROI is looking to work with municipalities outside of Census Metropolitan Areas. We also recognize that there can often be communities bordering metropolitan areas that are, in many ways, functionally rural. The most important consideration is that all youth engagement activities are focussed exclusively on rural youth.

My organization works with youth in our community and we would like to apply. Are we able to submit an EOI?

Youth-serving organizations may certainly apply. We recognize there are many different stakeholders crucial to fostering widespread youth engagement in rural Ontario. One important outcome of this project is exposing interns to municipal governance processes and the multi-stakeholder landscape where community development happens. As such, we ask that all youth-serving organizations seeking consideration for partnership have the support of the local municipality. Transfer of funds will be through a designated, authorized individual at the municipality. Please **attach a letter of support** from your partner municipality, signed by an appropriate municipal contact (CAO, Department Head, etc.).

How detailed should our workplan be?

Having some pre-defined activities in a workplan is important to ensuring a positive experience for the intern, positive outcomes in your community and some informative lessons learned for the broader project. With that said, ROI will be working with partner communities prior to the internship to identify new ideas and further develop youth engagement activities.

For the workplan that is submitted with the Expression of Interest, **preference will be given** to communities where the scope of proposed activities are demonstrably over and above local programming that the municipality would ordinarily undertake.

What do you mean when you say “Youth Engagement”?

There are a wide variety of “youth engagement” activities a community or organization might decide to take on as part of this project. ROI is not prescriptive in what we define as “youth engagement” and welcome creativity. Some youth engagement activities may include:

- Strategic Planning: supporting the development of a local strategic plan for youth engagement.
- Community Research: listening to what youth have to say on community issues (surveys, focus groups, workshops).
- Political engagement: i.e., youth advisory committees/ action councils.
- Story-telling: sharing stories, and/or helping youth to tell their stories.
- Youth-serving functions: networking events, volunteer opportunities, etc.
- Youth engagement education: workshops, communications materials, etc.

What would our commitments be as partners on this project?

All partner communities are required to:

- develop a locally-focussed workplan for youth engagement activities;
- prepare for activities in advance of youth internship;
- contribute to on-line engagement resources to be shared through the project;
- co-design a kick-off orientation session for the interns;
- recruit and hire an intern;
- oversee the intern’s activities; and
- share intern experiences through a post-internship summary.

Why is ROI doing this project?

Rural communities have long experienced the out-migration of youth for post-secondary education but only some regions show return rates high enough to replace those who left. This produces a local demographic with fewer young people in the labour force and fewer people in child-rearing age groups. Meanwhile, research has shown that youth who are engaged in community life before they leave are more likely to return. In this context, many rural municipalities are undertaking activities to engage their youth. This project aims to further catalyse those efforts and foster knowledge exchange of effective, practical ideas for engagement

September 20, 2018

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – October 3, 2018

2018-110-10

**BROCKVILLE MEMORIAL CENTRE
REFRIGERATION SYSTEM UPGRADE**

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

RECOMMENDED

THAT Council authorizes I.B. Storey Inc., to complete an Engineering Assessment of the replacement and upgrading of the refrigeration system at the Brockville Memorial Civic Centre, in the amount of \$14,500.00 plus HST.

THAT the purchase be funded from the funds designated in the *2017 and 2018 Building Maintenance and Equipment Program* for tables and chairs at the Memorial Centre and Centennial Youth Arena.

PURPOSE

The purpose of this report is to commission the engineering analysis necessary to provide a reliable cost estimate for the replacement and upgrading of the Brockville Memorial Civic Centre (Memorial Centre) refrigeration system.

ANALYSIS

The Ten Year Capital Budget and Program proposes an allocation of \$450,000.00 to complete the remaining phase of the refrigeration system upgrades in 2019. This project has been deferred for several years while the location for the new ice pads was being determined.

It is imperative to have an engineering assessment completed this fall prior to year-end, to confirm a reliable cost estimate for the project in order to have the necessary engineering details available to issue a tender in early 2019. The work has to be completed between May and the end of July, as the installation of ice for the season begins in mid-August. The assessment shall include the following scope of work:

- Dehumidification
- Heat recovery
- Enhanced controls
- Ice plant upgrades

The study will assist the City in the capital planning process for recommended and

required improvements. The analysis will provide recommendations for replacement and upgrade options with simple payback and viable rates of returns.

It is recommended that a sole source quote from I.B. Storey, Professional Energy Solutions, be accepted. I.B. Storey is an independent engineering firm that specializes in facilitating decision making information for clients, and is recognized as a leading engineering consultant for arena refrigeration systems. The firm places a strong focus on assisting clients manage energy cost effectively with an emphasis on optimizing existing facilities. It is important to note that I.B. Storey Inc., is an independent engineering firm which maintains a positive working relationship with various suppliers and contracting firms. I.B. Storey has no financial interest in the selection of any particular product or service from any organization.

POLICY IMPLICATIONS

The retention of Consultants must comply with Section 6.3 of the Purchasing By-Law, which references *Procedure 1012*.

For a consulting assignment valued between \$10,000 and \$30,000, where expertise is not available locally, a minimum of one written proposal is required, and Council approval is necessary.

While *Procedure 1012* requires only one written proposal, under most circumstances it is best to obtain proposals from multiple consulting firms. In this instance, considering that the project will impact on the capital budget, operating budget and user safety and enjoyment through ice quality, and considering the long life cycle of the refrigeration system (over 30 years), it is recommended that a leading consulting firm for this work be retained as their requested fee is reasonable for the proposed scope of work.

FINANCIAL ANALYSIS

The total cost of the consulting assignment is \$14,755.20 (\$14,500 plus net HST). There are sufficient funds in the Building Maintenance and Equipment Program to fund the expenditure as follows:

Funding Details:

Tables and Chairs	\$7,000.00	Memorial Centre 2017
Tables and Chairs	\$3,000.00	Youth Arena 2017
Tables and Chairs	\$7,500.00	Memorial Centre 2018
TOTAL	\$17,500.00	

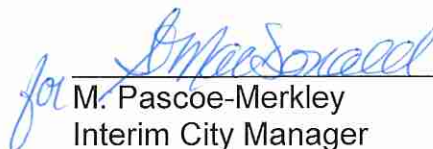
The funds remaining after completion of the study will be utilized to purchase new tables and chairs for the Memorial Centre community hall.

CONCLUSION

I.B. Storey Inc. should be retained to provide an engineering assessment of the replacement of the refrigeration system at the Memorial Centre.



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


for

M. Pascoe-Merkley
Interim City Manager



D. Dick, CA, CPA
Director of Corporate Services

C.E. Moore, CIT, RRFA
Arenas and Facilities Supervisor