



Finance, Administration and Operations Committee

Tuesday, August 16, 2016, 4:15 pm
City Hall, Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>	
Councillor J. Fullarton, Chair	Clerk's Office	CRCA
Councillor J. Baker	Environmental Services	Cemetery
Councillor T. Blanchard	Finance Department	Health Unit
Councillor J. Earle	Fire Department	Joint Services
Mayor D. Henderson, Ex-Officio	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

DELEGATION(S) AND PRESENTATION(S)

7 - 14

1. DocuPet Inc.
Kevin MacKenzie

Mr. MacKenzie of DocuPet Incorporated would like to make a presentation to the committee regarding his products.

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2. Koop Bangma
(Request for Development Fee Exemption)

Mr. Bangma would like to address the Committee regarding a Development Fee exemption for his property at 40 Edward Street, Brockville.

CORRESPONDENCE

1. Tall Ships Festival

THAT Council approve the request from the Tall Ships Festival Weekend to be held at Centeen Park, Reynolds Park, Blockhouse Island Hardy/Centennial Park, September 16- 18, 2016 be declared as an event of "Municipal Significance" for the purpose of the issuance of Special Occasion Permits required by the Alcohol and Gaming Commission of Ontario (AGCO), subject to all necessary permits and approvals being obtained and compliance with all City of Brockville By-laws.

STAFF REPORTS

16 - 19 1. 2016-107-08 Purchase of an Aerial Platform Unit

THAT Council authorize the purchase from Techno Feu-Inc./Carrier Centers Québec/ Ontario in the amount of one million five hundred twenty-four thousand eight hundred two dollars and eighty-two (\$1,524,802.82) including HST and a 2% manufacturer discount if ordered before August 25, 2016, for the purchase of a 2017 E-One Aerial Rear Mount, Cyclone II, 100 Foot Platform; and

THAT the necessary funds be expensed in 2017 from the Fleet Capital Account 9101010-9902021-9391.

20 - 24 2. 2016-108-08 Purchase of a Pumper Rescue Unit

THAT Council authorize the purchase from Techno Feu-Inc./Carrier Centers, Québec/Ontario in the amount of seven hundred fifty-two thousand four hundred seventeen dollars and seventy-nine cents (\$752,417.79) including HST and a 2% manufacturer discount if ordered before August 25, 2016, for the purchase of a 2017 E-One Pumper Rescue; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902021-9391.

- 25 - 31 3. 2016-110-08
Final Acceptance and Discharge of Obligations
Under Various Subdivision Agreements
Developer: 1178420 Ontario Ltd.

1. THAT by-laws be enacted for final acceptance of the work and to discharge obligations under:

- i. Servicing and Development Agreement between Willem Hoogendam, Businessman; John Ritskes, Businessman; and Martin Kaldeway, Businessman – "In Trust" and the Corporation of the City of Brockville, Dated 23 July 1991, Registered as Instrument Number 227064 on 17 January 1992, save and except Clause 13(a), (b) and (c), inclusive, for lands known as Cuthbertson Avenue / Millwood Avenue Subdivision, being Part of Lots 23, 24 and 25, Plan 228 and Part of Lot 12, concession 2, City of Brockville, County of Leeds, being Parts 4 through 17, inclusive, and Parts 25 through 34, inclusive, Reference Plan 28R-7267;*
- ii. Servicing and Development Agreement between Raymond R. Kostuch, Mary B. Kostuch and Barbara A. Kalivas, Trustees for the Estate of Raymond M. Kostuch and the Corporation of the City of Brockville, Dated 23 July 1991, Registered as Instrument Number 227063 on 17 January 1992, save and except Clause 13(a), (b) and (c), inclusive, for lands known as Cuthbertson Avenue / Millwood Avenue Subdivision, being Part of Lots 21 and 22, Plan 228 and Part of Lot 12, Concession 2, City of Brockville, County of Leeds, being Parts 19 through 24, inclusive, Parts 34 through 43, inclusive, Parts 45 through 52, inclusive, Parts 56 through 59, inclusive, and Parts 62 through 79, inclusive, Reference Plan 28R-7267;*
- iii. Servicing and Development Agreement Between 1178420 Ontario Ltd. and the Corporation of the City of Brockville, Dated 23 October 2002, Registered as Instrument Number 0341499 on 31 March, save and except Clause 14 b), c) and d), inclusive, for lands described as, being Part of Lots 19 and 20, Plan 228, Concession 2, City of Brockville, County of Leeds, being Parts 1 through 5, inclusive, Reference Plan 28R-11502;*

iv. *Subdivision Agreement Between 1178420 Ontario Ltd. and the Corporation of the City of Brockville, Dated 28 May 2003, Registered As Instrument Number 03316644 on 30 May 2003, save and except Clause 15 b) i) through iv), inclusive, for lands described as, being Firstly Part of Lot 20, Plan 228, Concession 2, City of Brockville, County of Leeds, described as Part 32, Plan CTA-1179 and Secondly Part of Lot 19, Plan 228, Concession 2, City of Brockville, County of Leeds, described as Parts 1 and 2 Reference Plan 28R-3020; and*

2. *THAT Brockville City Council authorizes the redemption of all associated financial security (cash deposits) totalling \$22,958.68 for any unfulfilled obligations and deficiencies, said amount to be deposited to a special purpose reserve.*

32 - 36 4. 2016-111-08
Agreement with Docupet Inc.
Pet Registration and Identification Service

1. *THAT the Corporation of the City of Brockville enters into an Information Technology Services Agreement with DocuPet Inc. and that it be awarded a five year contract for internet based pet registration and identification service, with the option of further one year renewals, but not to exceed five years in aggregate; and*

2. *THAT By-law 7-82, being a By-law to Regulate Animals, is amended to replace the requirement for renewal of pet registrations by January 30th of each year with the requirement for renewal on the anniversary of the initial registration date, or last renewal date, as applicable.*

37 - 38 5. 2016-106-08
St. Lawrence Park Dock Replacement

THAT the tender from Kehoe Island Marine Construction Ltd. in the amount of one hundred forty-nine thousand eight hundred dollars (\$149,800) excluding HST for Contract 2016-03 St. Lawrence Park Dock Replacement be accepted; and

THAT the project be funded from Account 9701106 9970169 3010

- St. Lawrence Park; and

THAT additional funding in the amount of four thousand one hundred thirty-nine dollars and forty-eight cents (\$4,139.48) be provided from the Parkland Equipment Reserve Fund.

- 39 - 42 6. 2016-105-08
Purchase of a Dual Purpose
Dump Truck (E2016-03)

THAT Council authorizes the following purchases:

1. *One 2017 Ford, F550 dual purpose dump truck complete with all season combination dump body/spreader (Option B) and Dickey John Granular control system from Riverside Ford Sales Limited, Brockville, Ontario, in the amount of one hundred thousand nine hundred seventy-one dollars and eighty one cents (\$100,971.81) including HST; and*
2. *Supply and install two 30 gallon water tanks on the dual purpose dump truck unit in the amount of three thousand one hundred thirty-five dollars and seventy-five cents (\$3,135.75) including HST; and*

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.

- 43 - 45 7. 2016-104-08
2016 City Debenture

THAT staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the Ontario Infrastructure and Lands Corporation Act, 2011 (OILC) for the 2015 and 2016 Capital Projects; and

THAT Council authorize the Mayor and Director of Corporate Services to enter into agreements with the OILC to provide such financing for the 2015 and 2016 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

NEW BUSINESS

FAO - CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

THAT pursuant to Municipal Act, 2001, Section 239, Sub. 2, (b, c), the Committee resolve itself into Closed Session to consider:

- 1. personal matters about an identifiable individual, including municipal or local board employees;*
- 2. a proposed or pending acquisition or disposition of land by the municipality or local board;*

REPORT OF THE COMMITTEE FROM CLOSED SESSION

THAT the FAO Committee rise from Closed Session without reporting.

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for September 20, 2016.

The DocuPet Solution

City of Brockville
August 16th, 2016



Agenda

- 🐾 Presentation
 - 🐾 Pet License Compliance
 - 🐾 The DocuPet Solution
 - 🐾 Online Demonstration
 - 🐾 Pet Owner-Centric Services
 - 🐾 Community Rep Program
 - 🐾 Administrative Tools
 - 🐾 Current Municipal Partners
 - 🐾 Financial Outlook
 - 🐾 Cost Structure
 - 🐾 Launch Process
- 🐾 Q & A Discussion/Next Steps



Pet License Compliance

Across North America, pet license compliance hovers between just 8 – 12% for cats and dogs.

Why?

- 🐾 Lack of/Low Awareness
- 🐾 Lack of Convenience
- 🐾 Lack of Incentive
 - 🐾 Perception of Pet Licensing as a “Tax”
- 🐾 Lack of Enforcement



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Solution Overview

The solution itself consists of 4 Core Components:

What Are They?

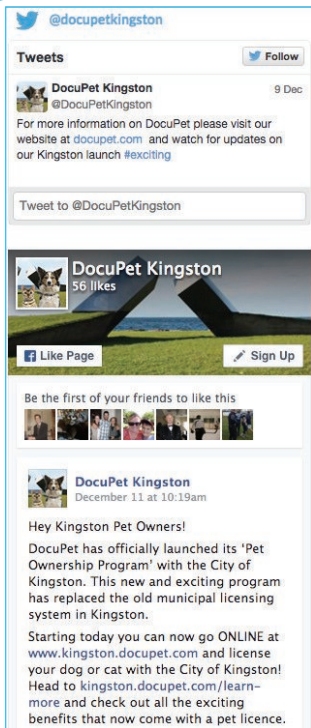
1. Municipality-branded Website and Centralized Fulfillment Program
2. Enhanced Value-Add Services for Pet Owners
(“Lost Pet Alert” System, “Pet-911” Emergency Services Program, and a robust Rewards Program)
3. Community Representative Awareness & Education Program
4. Administrative & By-Law Tools & Features for Municipalities



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1. Centralized Fulfillment and Customer Service



🐾 DocuPet Customer Service Representatives

🐾 Customer Service Statistics

🐾 Management of Social Media

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2. Enhanced Value-Add Services

🐾 “Lost Pet Alert” System

🐾 Rewards Program

🐾 “Pet-911”
Emergency Services Program



3. Community Representative Program



Where applicable, DocuPet will hire and train Community Representatives who will go door-to-door in residential neighborhoods and visit residents in Brockville to:

- 🐾 increase awareness
- 🐾 educate residents on the program
- 🐾 assist with the sale of pet licenses
- 🐾 where necessary, deliver violation notices
- 🐾 verify rabies vaccination certificates*



Benefits to Pet Owners

- 🐾 Online Licensing with Automatic Renewals
- 🐾 Robust Online Owner and Pet Profile
- 🐾 Unique Alphanumeric Pet Tag
- 🐾 Rewards Program
- 🐾 Safer Pet Community through “Lost Pet Alert” System
- 🐾 More Educated Pet Owners



4. By-Law Search & Admin Tools

Administrative Tools

- 🐾 On-site licensing at municipal offices and vendor locations
- 🐾 On-site processing of renewals and replacement tags
- 🐾 User/pet look up functionality
 - 🐾 User friendly system for by-law officers, animal control officers, and pound officials
- 🐾 Monthly remittance reports
- 🐾 Data retrieval, editing, exporting and printing in real time, 24/7

Remittance Report to the [redacted] for December, 2014

of licenses sold for 2013 from previous periods: 0
Total 2013 License Revenue from Previous Periods: \$0

2015 Licensing Summary for December 2014

License Description	Price per Unit (\$)	DocuPet (\$)	Town Office/Facilities (\$)	Cat (\$)	Dog (\$)
Early Bird Rate	\$25				
Regular and Vendor Rate	\$35				
Service Dog	\$5				

Pet License Revenue

Cat Licenses

Number Licensed in December: [redacted]
Total Revenue Collected in December: [redacted]
Number Licensed Online in December: [redacted]
Revenue Collected Online in December: [redacted]

Dog Licenses

Number Licensed in December: [redacted]
Total Revenue Collected in December: [redacted]
Number Licensed Online in December: [redacted]
Revenue Collected Online in December: [redacted]

DocuPet Processing Fees

Fee only applicable after [redacted] licenses sold

Doc and Cat: [redacted]
Total Monthly Fee: [redacted]

Pet Licensing - Fulfillment

Number of Licenses Fulfilled: [redacted]
Fee per License: [redacted]
Total Administration Fee: [redacted]

Online Administration (2.9% + 0.45 per transaction)

Total Fees @ \$2.9% (12 per month): [redacted]
Total Fees @ \$2.9% (12 per month): [redacted]
Total Online Administration Fee: [redacted]
Total Processing Fees: [redacted]

DocuPet Summary - December 2014

Total Revenue Collected Online through DocuPet: [redacted]
Total DocuPet Processing Fees: [redacted]

Funds to be Transferred to the [redacted]

This remittance report was reviewed in detail by the [redacted] and Approved By the [redacted]

Title: [redacted] (Printed)
Date: [redacted] (Signature)

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Benefits to the Municipality

- ✓ Increased Pet License Compliance and Associated Revenue
- ✓ Lower Operating Costs and more time for value-added work
- ✓ Improved data retrieval and financial & performance tracking
- ✓ Encourages “Shop Local” initiatives and gives boost to local business owners
- ✓ Website becomes a go-to learning resource for the local pet community
- ✓ Improved By-Law Enforcement/Enhanced in-the-field capabilities
- ✓ Door-to-door Campaigns & “Hire Local” Job Creation
- ✓ Community Awareness



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Current Municipal Partners

- 🐾 First integrated into the City of Guelph and Town of Newmarket for the 2015 licensing season
- 🐾 Guelph – success to date:
 - 🐾 Compliance increase: 30%
 - 🐾 \$25,000 in new revenue
 - 🐾 Online registrations: 54%
 - 🐾 7 weeks of administrative time saved
- 🐾 DocuPet is also serving Kingston, Clarington, Ajax, Aurora, St. Catharine's, Niagara Falls, Thorold and the Welland & District S.P.C.A. All told we have 16 municipal partners!

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Financial Outlook

- * City of Brockville's Pet Licensing Program
 - * Program Details
 - * Licensing and Revenue
 - * 700-900 pets licensed a year generating \$23,000 (avg. licence fee of \$28.75 based off 800 licenses sold)
 - * Licensing Revenue Forecast with the DocuPet Program
 - * Conservatively, anticipated annual compliance growth of 10% year-over-year over the next five years
 - * 2015: \$23,000 (800 licenses)
 - * 2016: \$25,300 (880 licenses)
 - * 2017: \$27,830 (968 licenses)
 - * 2018: \$30,619 (1065 licenses)
 - * 2019: \$33,695 (1172 licenses)
 - * 2020: \$37,059 (1289 licenses)





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Cost Structure (\$0 To Start)

DocuPet represents a zero-cost/
budget-neutral solution to municipalities with no set-up fee and a
'performance fee' that ONLY applies when pet license compliance
has been increased

Performance Fee

-  Calculated as a portion (50%) of NEW pet license revenue only
-  A baseline pet licensing number is established using the lesser of:
 -  the average number of pet licenses issued over the past three years
or;
 -  over the last twelve months

Fulfillment Fees










-  Tags, Rewards Cards, Renewal Notices and other required mailings are delivered at a set fee. DocuPet delivers these products and services at a budget-neutral rate

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Launch Process

Major Program Launch Steps:

-  Review and finalize all licensing requirements and program selections (4-6 hours)
-  Develop Municipality-branded website (none)
-  Develop and approve communication plan (8-10 hours)
 -  Draft communication pieces (15-20 hours)
-  Implement pre-launch communication plan (8-10 hours)
-  Rewards program development (none)
-  Municipal staff training (4-6 hours)
-  Program launch (none)
-  Employ post-launch communication plan (8-10 hours)

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Questions

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Next Steps

- 🐾 Approve the implementation of the DocuPet program
- 🐾 Determine launch date
- 🐾 Enter into contract with DocuPet
- 🐾 Make Brockville the benchmark by which all other licensing programs are measured!



Koop Bangma (kobangma@ripnet.com)
40 Edward Street
Brockville, Ontario
K6V 5K4

August 5, 2016

Corporation of the City of Brockville
Attention: City Clerk,
Sandra MacDonald (smacdonald@brockville.com)

Dear Sandra:

Please find my request to be heard regarding a Development Fee exemption as discussed with you at your office a few days ago.

Re: 40 Edward Street, Brockville / Owner Koop Bangma (345-4068)

This is a request for extension of Development Fee exemption due to loss.

The home and property has been owned by Koop Bangma since 1985.

There were complete new services installed from Edward Street to the house in 1993 at owner's expense. \$25,000 (distance 210 ft.).

All of the work was done to city standards and engineered by Eastern Engineering. All of the work was supervised and approved by the city.

The City of Brockville was paid for all of the necessary fees and permits at that time.

Home was destroyed by fire in 2005. Home was demolished in 2006. The services remain.

The owner wishes to build a residence on the property for his own use/occupation (not for sale or profit), re-using those services in existence.

The spirit of the exemption remains the same except for the passage of time (5 years).

Granting of the exemption should set no precedent of note due to the very specific intent of the exemption (replacement through loss).

All taxes on the vacant land have been paid for over past 11 years (approx. \$10,000), without any load on city services.

Cost of development fees = \$3500 +/-.

August 3, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 16, 2016

2016-107-08

**PURCHASE OF AN
AERIAL PLATFORM UNIT**

**M.D. CARRIERE
FLEET MAINTENANCE FOREMAN
A.J. ROSSETTI
SUPERVISOR, FLEET & SUPPORT SERVICES
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS
R. RAYNER
DEPUTY CHIEF, FIRE
G. PIGEON
FIRE CHIEF**

RECOMMENDED

THAT Council authorize the purchase from Techno Feu-Inc./Carrier Centers Québec/Ontario in the amount of one million five hundred twenty-four thousand eight hundred two dollars and eighty-two (\$1,524,802.82) including HST and a 2% manufacturer discount if ordered before August 25, 2016, for the purchase of a 2017 E-One Aerial Rear Mount, Cyclone II, 100 Foot Platform; and

THAT the necessary funds be expensed in 2017 from the Fleet Capital Account 9101010-9902021-9391.

BACKGROUND

The replacement of the Platform Aerial unit for the Brockville Fire Department is an item in the Fleet Management Program identified for the 2017 budget year. The 2004 unit has been sold, with Council authorization (report 2016-064-05) and with the funds from the sale of the 2004 Aerial being credited to the Fleet Maintenance Account to offset the lease agreement (report 2016-065-05).

On Tuesday, May 24, 2016, Council authorized (report 2016-067-07) the Brockville Fire Department pre-approval for the 2017 capital fleet purchase of an aerial platform and to undertake a Request for Proposal for the purchase of an aerial platform.

ANALYSIS/OPTIONS

The replacement aerial platform unit is necessary to maintain the level of service offered by the Brockville Fire Department, enabling the provision of adequate and effective fire protection to our community.

The replacement of this unit is part of our plan to reduce the size of the fleet while optimizing performance as well as reducing fleet maintenance budget.

E-One has met or exceeded the Fire Chief's expectations with respect to product durability, customer service, parts availability, warranties and technical support. Efficiencies will be increased through standardization with parts ordering, inventory control and driver training.

In June 2016, Request for Proposal (RFP-02) for the above-stated unit was issued on the City website and the MERX Canadian Public Tender website with the following results:

1. ResQtech Systems Inc., Woodstock, Ontario,.....\$1,454,310.00
2. Techno Feu-Inc./Carrier Centers, Quebec/Ontario,.....\$1,555,921.25

The amounts quoted include taxes. Licence and registration costs are extra. RFPs have been reviewed.

The bid price from ResQtech Systems Inc. in the amount of \$1,454,310 was for a base model that did not meet the specifications of the Brockville Fire Department Request for Proposal. An additional cost of \$68,986.50 (including HST) would need to be added to the quoted price submitted to enable their aerial platform to meet the City's specifications for a new quoted price of \$1,523,296.50. No delivery date was submitted with ResQtech System Inc. resulting in an delay of \$8,000 per month plus HST for the unit being leased until the replacement is put into service.

The quoted price as proposed from Techno Feu-Inc./Carrier Centers is valid for ninety (90) days from Thursday, July 28 2016. A 2% manufacturer discount will be granted on the quoted price if a purchase order or a letter of intent is issued by or before August 25, 2016, for a saving of \$31,118.42, for a total bid price of \$1,524,802.82.

The cost increase of this unit is due to the devalued Canadian dollar.

All RFPs were evaluated on their specifications and price by the Fire Department in conjunction with Fleet & Support Services Division. The decision is based on the information gathered during the procurement process and the evaluation criteria outlined. Failure to provide relevant information resulted in penalties being assessed on the evaluation score. The evaluation matrix outlined in Tables I and II were used to address the following criteria.

Table I - Evaluation Matrix - Statement of Qualifications

Criteria	Maximum Points	Points Scored
1. <u>Respondent Profile</u> <ul style="list-style-type: none"> • General Capabilities • Customer Service and commitment to customer needs • Details of follow-up service • References • ISO and other certifications (provide details) 	10	
2. <u>Meeting the Specifications</u> <ul style="list-style-type: none"> • Areas in excess of Specification • Areas not meeting Specification • Completeness of the RFP • General commitment to meet the request of the RFP 	30	
3. <u>General</u> <ul style="list-style-type: none"> • Delivery time • Terms and conditions of payment • Warranties • Details of warranty service location and provider • Completeness of the submission 	10	
Total Score Statement of Qualifications	50	

Table II - Evaluation Matrix - Price Proposal

Criteria	Maximum Points	Points Scored
4. Price	50	
Total score for all components other than price from Table I	50	
Total Score	100	

The scoring of the RFP is as follows;

1. Techno Feu-Inc./Carrier Centers, Quebec/Ontario	91.0
2. ResQtech Systems Inc, Woodstock, ON	69.0

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received and the lowest bid is not accepted.


FINANCIAL CONSIDERATIONS

Funds in the amount of \$1,373,133 are allocated in the draft 2017 budget for purchase of the aerial platform.


The recommendation to purchase the 2017 aerial platform fire truck, from Techno Feu-Inc./Carrier Centers, Québec/Ontario, meets the specifications and requirements of the Brockville Fire Department at the quoted price of \$1,373,132.17 (after 2% manufacturer discount and after estimated tax rebate on the gross cost of \$1,555,921.25).

CONCLUSION

The Operations Department – Fleet & Support Services and the Brockville Fire Department recommend the purchase of the 2017 E-One Aerial Rear Mount, Cyclone II, 100 Foot Platform for the Brockville Fire Department from Techno Feu-Inc./Carrier Centers, Québec/Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A. Rossetti
Supervisor, Fleet & Support Services


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


R. Rayner
Deputy Fire Chief


G. Pigeon
Fire Chief


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager

August 3, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – August 16, 2016

**2016-108-08
PURCHASE OF A
PUMPER RESCUE UNIT**

**M.D. CARRIERE
FLEET MAINTENANCE FOREMAN
A.J. ROSSETTI
SUPERVISOR, FLEET & SUPPORT SERVICES
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS
R. RAYNER
DEPUTY CHIEF, FIRE
G. PIGEON
FIRE CHIEF**

RECOMMENDED

THAT Council authorize the purchase from Techno Feu-Inc./Carrier Centers, Québec/Ontario in the amount of seven hundred fifty-two thousand four hundred seventeen dollars and seventy-nine cents (\$752,417.79) including HST and a 2% manufacturer discount if ordered before August 25, 2016, for the purchase of a 2017 E-One Pumper Rescue; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902021-9391.

BACKGROUND

The replacement of the pumper rescue unit for the Brockville Fire Department is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

ANALYSIS/OPTIONS

The replacement of the fire pumper rescue is necessary to maintain the level of service required to meet present and future operational standards of the Brockville Fire Department, enabling the provision of adequate and effective fire protection to our community.

The 2017 pumper rescue unit purchase is the first action of a plan to reduce the size of the fleet which main purpose is to decrease capital and operational costs, improve emergency vehicle reliability and efficiency.

The new E-One Pumper Rescue Unit will be the backbone of the fleet, responding to the

majority of incidents and having adequate space for the safe storage of equipment. The new unit will replace a 1989 Superior Pierce Pumper.

E-One has met or exceeded the Chief's expectations with respect to product durability, customer service, parts availability, warranties and technical support. Efficiencies will be increased through standardization with parts ordering, inventory control and driver, operator and mechanic training.

The cost increase for this unit is due to the current value of the Canadian dollar.

In June 2016, Request for Proposal (RFP-01) for the above stated unit was issued on the City website and the MERX Canadian Public Tender website with the following results:

1. ResQtech Systems Inc., Woodstock, Ontario,.....\$804,560.00
2. Dependable Emergency Vehicles, Brampton, Ontario.....\$775,025.00
3. Techno Feu-Inc./Carrier Centers, Quebec/Ontario,.....\$767,773.25

The amounts quoted include taxes, but do not include shipping charges. Licence and registration costs are extra. RFPs have been reviewed.

The bid price from ResQtech Systems Inc. in the amount of \$804,560 was for a base model that did not meet the specifications of the Brockville Fire Department Request for Proposal. An additional cost of \$51,980 (including HST) would need to be added to the quoted price submitted to enable their pumper rescue to meet the City's specifications for a new quoted price of \$856,540. No delivery date was submitted with ResQtech System Inc. offer.

The quoted price as proposed from Techno Feu-Inc./Carrier Centers is valid for ninety (90) days from Thursday, July 28 2016. A 2% manufacturer discount will be granted on the quoted price if a purchase order or a letter of intent is issued by or before August 25, 2016, for a saving of \$15,355.47 and for a total bid price of \$752,417.79.

The cost increase of this unit is due to the devalued Canadian dollar.

All RFPs were evaluated on their specifications and price by the Fire Department in conjunction with Fleet & Support Services Division. The decision is based on the information gathered during the procurement process and the evaluation criteria outlined. Failure to provide relevant information resulted in penalties being assessed on the evaluation score. The evaluation matrix outlined in Tables I and II were used to address the following criteria.

Table I - Evaluation Matrix - Statement of Qualifications

Criteria	Maximum Points	Points Scored
1. Respondent Profile <ul style="list-style-type: none"> • General Capabilities • Customer Service and commitment to customer needs • Details of follow-up service • References • ISO and other certifications (provide details) 	10	
2. Meeting the Specifications <ul style="list-style-type: none"> • Areas in excess of Specification • Areas not meeting Specification • Completeness of the RFP • General commitment to meet the request of the RFP 	30	
3. General <ul style="list-style-type: none"> • Delivery time • Terms and conditions of payment • Warranties • Details of warranty service location and provider • Completeness of the submission 	10	
Total Score Statement of Qualifications	50	

Table II - Evaluation Matrix - Price Proposal

Criteria	Maximum Points	Points Scored
4. Price	50	
Total score for all components other than price from Table I	50	
Total Score	100	

The scoring of the RFP is as follows;

1. Techno Feu-Inc./Carrier Centers, Quebec/Ontario	91.0
2. Dependable Emergency Vehicles, Brampton, Ontario.....	59.0
3. ResQtech Systems Inc., Woodstock, Ontario.....	59.0

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when bids received are over the budgeted amount.

FINANCIAL CONSIDERATIONS

The approved 2016 Capital Budget was \$600,000 for the replacement of the pumper unit. The 2017 model, with a purchase price of \$677,575.53 (after 2% manufacture discount and after estimated tax rebate on the gross cost of \$767,773.26) meets the specifications and requirements of the Brockville Fire Department. An estimated over expenditure of \$77,575.53 may be offset by the 2016 Fleet Management Program. Including the total net cost of this unit the total savings for vehicle and equipment purchases to date \$8,515.93 (Schedule A)

CONCLUSION

The Operations Department – Fleet & Support Services and the Brockville Fire Department recommend the purchase of the 2017 E-One Pumper Rescue for the Brockville Fire Department from Techno Feu-Inc./Carrier Centers, Québec/Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A. Rossetti
Supervisor, Fleet & Support Services



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



R. Rayner
Deputy Fire Chief



G. Pigeon
Fire Chief



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

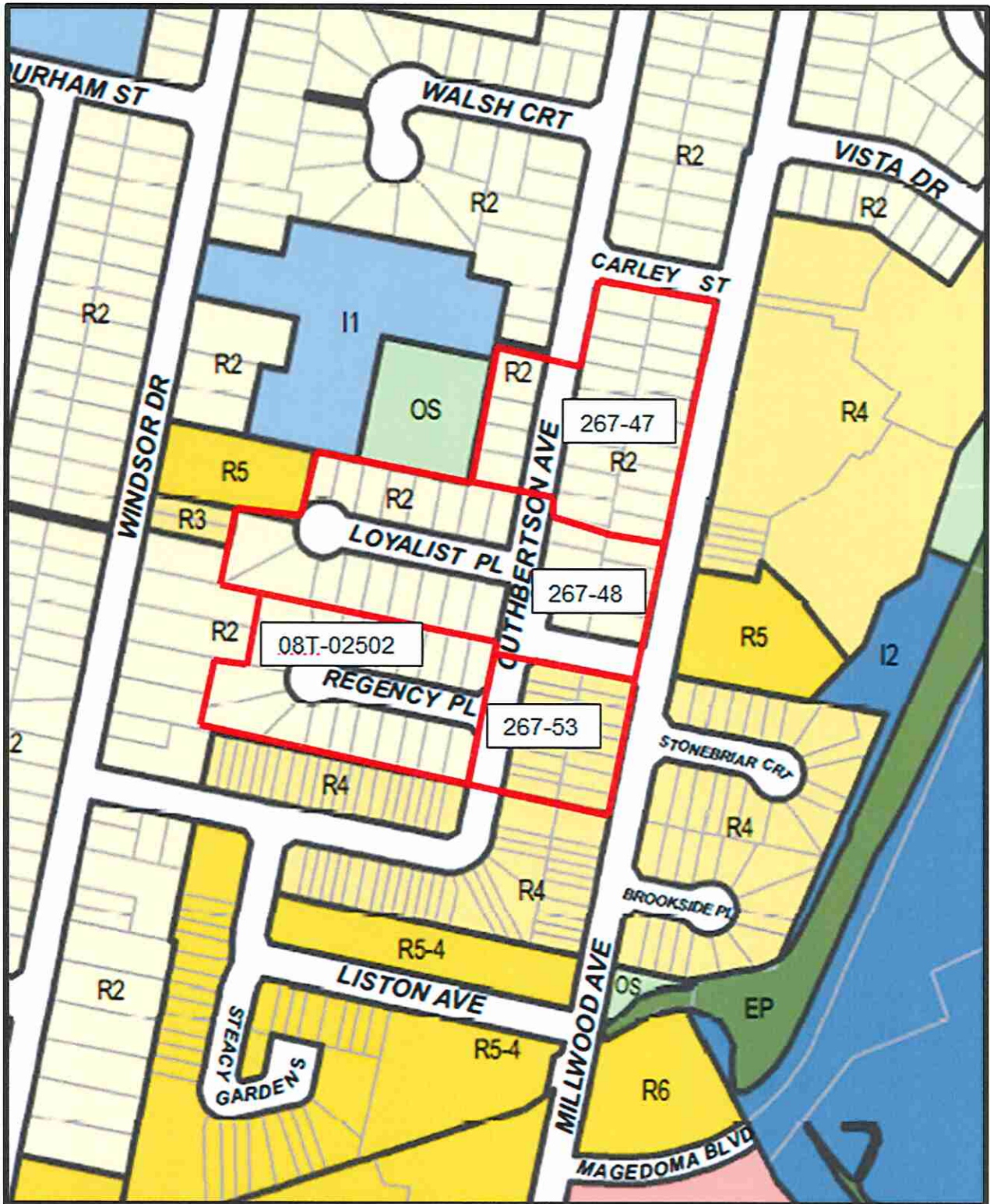


FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2016 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF JULY 25, 2016

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2016 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
Q2015-01	HOLDER TRACTOR/WITH PLOW/SANDER	\$134,290	\$94,230.78	\$40,059.22
Q2016-01	STREET SWEEPER	260,000	300,146.21	-\$40,146.21
Q2015-02	IMPALA - FIRE (REPLACE WITH SUV)	39,000	42,891.84	-\$3,891.84
Q2016-03	PATROL VEHICLE	37,000	39,412.67	-2,412.67
Q2016-04	PASSENGER BUS	91,000	90,509.36	490.64
Q2016-04	PASSENGER BUS	91,000	90,509.36	490.64
Q2016-05	TIRE CHANGER/BALANCER	19,000	11,106.14	7,893.86
Q2016-06/RFP2016-01	PUMPER	600,000	\$677,575.53	-77,575.53
Q2016-08	ICE RESURFACER	100,000	91,452.98	8,547.02
	Contribution from Facilities - Areal Advertising Revenue Fund		-50,000.00	50,000.00
Q2016-08A	WELDER	3,600	4,954.87	-1,354.87
Q2016-09	TRAILER	8,500	8,700.48	-200.48
E2016-02	5 TON/SANDER/DUMP/PLOW TRUCK	305,469	278,821.77	26,647.23
E2016-03	1 TON DUMP TRUCK WITH SANDER BODY	93,722	93,752.08	-30.08
SUB-TOTAL PURCHASES TO DATE		1,782,581	1,774,064	8,517
BARGES - BODY WORK		16,000		
SUB-TOTAL		1,798,581	1,774,064.07	8,516.93
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		51,500		
POLICE - SPECIALIZED EQUIPMENT		20,085		
SUBTOTAL OF EQUIPMENT		71,585	0.00	
SMALL EQUIPMENT		43,551		
TOTAL PURCHASES TO DATE		1,913,717		8,516.93
Adjustment - Due to Rounding.		3		-1
TOTAL SURPLUS/DEFICIT OF 2016 FLEET PURCHASES		\$1,913,720	\$1,774,064.07	\$8,515.93

Schedule "A" to Report 2016-110-08



Location of Subdivisions

05August2016

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
16 AUGUST 2016**

2016-110-08

**FINAL ACCEPTANCE AND
DISCHARGE OF OBLIGATIONS UNDER
VARIOUS SUBDIVISION AGREEMENTS
DEVELOPER: 1178420 ONTARIO LTD.
AGENTS: TRACEY AND PAUL VEENSTRA
FILES: 267-47, 267-48, 267-53, 08T-02502**

**M. PASCOE MERKLEY
DIRECTOR OF PLANNING
J. FAURSCHOU
PLANNER I**

RECOMMENDATIONS:

1. THAT by-laws be enacted for final acceptance of the work and to discharge obligations under:

i) Servicing and Development Agreement between Willem Hoogendam, Businessman; John Ritskes, Businessman; and Martin Kaldeway, Businessman – “In Trust” and the Corporation of the City of Brockville, Dated 23 July 1991, Registered as Instrument Number 227064 on 17 January 1992, save and except Clause 13(a), (b) and (c), inclusive, for lands known as Cuthbertson Avenue / Millwood Avenue Subdivision, being Part of Lots 23, 24 and 25, Plan 228 and Part of Lot 12, concession 2, City of Brockville, County of Leeds, being Parts 4 through 17, inclusive, and Parts 25 through 34, inclusive, Reference Plan 28R-7267;

ii) Servicing and Development Agreement between Raymond R. Kostuch, Mary B. Kostuch and Barbara A. Kalivas, Trustees for the Estate of Raymond M. Kostuch and the Corporation of the City of Brockville, Dated 23 July 1991, Registered as Instrument Number 227063 on 17 January 1992, save and except Clause 13(a), (b) and (c), inclusive, for lands known as Cuthbertson Avenue / Millwood Avenue Subdivision, being Part of Lots 21 and 22, Plan 228 and Part of Lot 12, Concession 2, City of Brockville, County of Leeds, being Parts 19 through 24, inclusive, Parts 34 through 43, inclusive, Parts 45 through 52, inclusive, Parts 56 through 59, inclusive, and Parts 62 through 79, inclusive, Reference Plan 28R-7267;

iii) Servicing and Development Agreement Between 1178420 Ontario Ltd. and the Corporation of the City of Brockville, Dated 23 October 2002, Registered as Instrument Number 0341499 on 31 March, save and except Clause 14 b), c) and d), inclusive, for lands described as, being Part of Lots 19 and 20, Plan 228, Concession 2, City of Brockville, County of Leeds, being Parts 1 through 5, inclusive, Reference Plan 28R-11502;

iv) Subdivision Agreement Between 1178420 Ontario Ltd. and the Corporation of the City of Brockville, Dated 28 May 2003, Registered As Instrument Number

2016-110-08

Final Acceptance and Discharge of Obligations

Under Various Subdivision Agreements

Developer: 1178420 Ontario Ltd.

Agents: Tracey and Paul Veenstra

Files: 267-47; 267-48; 267-53; 08t-02502

03316644 on 30 May 2003, save and except Clause 15 b) i) through iv), inclusive, for lands described as, being Firstly Part of Lot 20, Plan 228, Concession 2, City of Brockville, County of Leeds, described as Part 32, Plan CTA-1179 and Secondly Part of Lot 19, Plan 228, Concession 2, City of Brockville, County of Leeds, described as Parts 1 and 2 Reference Plan 28R-3020; and

2. THAT Brockville City Council authorizes the redemption of all associated financial security (cash deposits) totalling \$22,958.68 for any unfulfilled obligations and deficiencies, said amount to be deposited to a special purpose reserve.

PURPOSE:

The purpose of this report to:

1. Consider acceptance of the work "as is" and to discharge obligations under the Servicing and Development or Subdivision Agreements under the following file numbers:

a) File 267-47	Millwood Avenue and Cuthbertson Avenue
b) File 267-48	Millwood Avenue, Cuthbertson Avenue and Loyalist Place
c) File 267-53	Millwood Avenue
d) File 08T-02502	Cuthbertson Avenue and Regency Place
2. Consider use of outstanding financial security for the purposes of completing miscellaneous outstanding obligations and/or rectifying any deficiencies.

ORIGIN:

Construction of infrastructure for residential lots developed within four (4) subdivisions undertaken by Coombe Custom Homes / 1178420 Ontario Ltd. has been completed and terms and conditions under the various Agreements substantially completed. Despite numerous attempts to have the developer provide the detailed information and minor repairs completed as required under the various Agreements, the developer has failed to meet the necessary requirements. Accordingly, Staff is recommending that the City take steps to utilize the remaining financial security held by the City for the purposes of completing miscellaneous outstanding obligations and/or rectifying any deficiencies and for the cost of registration of associated by-laws to accept these subdivisions.

The location, layout and associated file numbers of the subdivisions which are addressed in this report are indicated on **Schedule "A"** to this report.

2016-110-08
 Final Acceptance and Discharge of Obligations
 Under Various Subdivision Agreements
 Developer: 1178420 Ontario Ltd.
 Agents: Tracey and Paul Veenstra
 Files: 267-47; 267-48; 267-53; 08t-02502

ANALYSIS:

The residential subdivisions which are addressed in this report are itemized and described below. Each of the Agreements were registered on title and contain clauses wherein the terms and conditions of the respective Agreement shall run with the land.

File 267-47:

Agreement Type: Servicing and Development Agreement
Between: Willem Hoogendam, Businessman; John Ritskes, Businessman; and Martin Kaldeway, Businessman – "In Trust and the Corporation of the City of Brockville"
Dated: 23 July 1991
Registered As: Instrument Number 227064 on 17 January 1992

File 267-48:

Agreement Type: Servicing and Development Agreement
Between: Raymond R. Kostuch, Mary B. Kostuch and Barbara A. Kalivas, Trustees for the Estate of Raymond M. Kostuch and the Corporation of the City of Brockville
Dated: 23 July 1991
Registered As: Instrument Number 227063 on 17 January 1992

File 267-53:

Agreement Type: Servicing and Development Agreement
Between: 1178420 Ontario Ltd. and the Corporation of the City of Brockville
Dated: 23 October 2002
Registered As: Instrument Number 0341499 on 31 March 2004

File 08T-02502:

Agreement Type: Subdivision Agreement
Between: 1178420 Ontario Ltd. and the Corporation of the City of Brockville
Dated: 28 May 2003
Registered As: Instrument Number 03316644 on 30 May 2003

2016-110-08

Final Acceptance and Discharge of Obligations

Under Various Subdivision Agreements

Developer: 1178420 Ontario Ltd.

Agents: Tracey and Paul Veenstra

Files: 267-47; 267-48; 267-53; 08t-02502

Final acceptance requires the Owner to meet all terms and conditions of each Agreement and requires that final acceptance be approved by the Council for the City of Brockville. Such approval is through endorsement and registration of a by-law.

Financial Security:

The following Table provides a summary of financial security currently held by the City for each subdivision. The values shown have been confirmed by the Finance Department as of 02 August 2016.

FINANCIAL SECURITY HELD BY THE CITY OF BROCKVILLE			
APPLICANT	FILE NUMBER	FORMAT	BALANCE
Coombe Custom Homes	267-47	Cash Deposit	\$2,203.85
949948 Ontario Ltd. (Plan 228) (Loyalist Place – west of Cuthbertson)	267-48	Cash Deposit	\$13,350.00
949948 Ontario Ltd.	267-48	Cash Deposit for sanitary service on the west side of Millwood.	\$2,404.83
Coombe Custom Homes (Servicing and Development Agreement - extension of Cuthbertson Ave)	267-53	Cash Deposit	\$0.00
Regency Place Subdivision	08T-02502	Cash Deposit	\$5,000.00
Total			\$22,958.68

The above-summary of financial security held by the City of Brockville is the balance after claims for drawdowns by the developer of the original financial security as work was completed and confirmed as acceptable. The original documents were in the form of Irrevocable Standby Letters of Credit. The developer elected to substitute the original ISLOC with cash deposits as the security declined with the progress of the project. Accordingly, the above-noted security is held in the form of cash deposits.

Each Agreement contains a standard clause wherein the City may redeem the financial security where it has been determined that the developer has not completed the work to the satisfaction of the City and/or the work has not been completed in a timely manner. The developer has been requested on many occasions to complete the terms and conditions of the various Agreements noted above and has failed to undertake the work. Accordingly, Council's authorization to redeem the financial security and use the outstanding financial security for the purposes of completing miscellaneous outstanding obligations and/or rectifying any deficiencies and for the cost of registration of

2016-110-08
Final Acceptance and Discharge of Obligations
Under Various Subdivision Agreements
Developer: 1178420 Ontario Ltd.
Agents: Tracey and Paul Veenstra
Files: 267-47; 267-48; 267-53; 08t-02502

associated by-laws is requested. The developer has been advised in writing that the City is taking steps to redeem the financial security for the purposes of completing miscellaneous outstanding obligations and/or rectifying any deficiencies and for the cost of registration of associated by-laws.

By-laws:

With the assistance of the City Solicitor, the necessary by-laws to release the subject lands from each respective Agreement are being prepared for enactment by City Council. Registration costs shall be billed to the developer.

POLICY IMPLICATIONS:

Standard policy is to have the developer complete all of the terms and conditions as set out in each agreement and to have the developer request that the City assume the subdivision and release the Agreement. Despite staff's repeated attempts to gain co-operation, the developer has not met all of the terms and conditions of the various agreements, but concurs with the path forward described in this report.

FINANCIAL IMPLICATIONS:

Once subdivisions are accepted, the City takes ownership of the associated infrastructure and becomes responsible for all ongoing repairs and maintenance.

Under the circumstances noted herein whereby this developer has refused to expend further effort to complete all obligations under the terms and conditions of these Agreements, the minor deficiencies, repairs and obligations will also become the responsibility of the City.

The Operations Department and the Environmental Services Department have confirmed that the financial security currently held by the City is sufficient to cover the costs for completing miscellaneous outstanding obligations and/or rectifying any deficiencies.

Provided that Council agrees to redeem the cash deposits in the amount of \$22,958.68, a special purpose reserve will be created to ensure that the funds are used exclusively for the purpose noted.

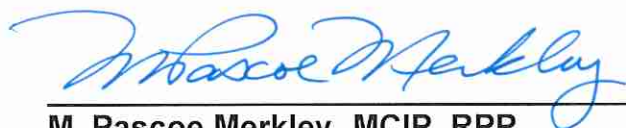
2016-110-08
Final Acceptance and Discharge of Obligations
Under Various Subdivision Agreements
Developer: 1178420 Ontario Ltd.
Agents: Tracey and Paul Veenstra
Files: 267-47; 267-48; 267-53; 08t-02502

CONCLUSION:

In order to take over the infrastructure constructed within the above-described subdivisions, the City should accept the work "as is" and discharge obligations under the Agreements with the following file numbers:

- a) File 267-47
- b) File 267-48
- c) File 267-53
- d) File 08T-02502.

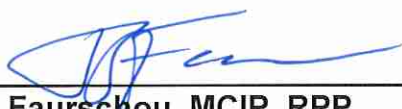
The City should also redeem all associated financial security for the purposes of completing miscellaneous outstanding obligations and/or rectifying any deficiencies.



M. Pascoe Merkley, MCIP, RPP
Director of Planning



B. Casselman
City Manager



J. Faurschou, MCIP, RPP
Planner I

2016 08 10

**REPORT TO FINANCE ADMINISTRATION AND OPERATIONS COMMITTEE –
16 AUGUST 2016**

2016-111-08

**AGREEMENT WITH DOCUPET INC.
PET REGISTRATION AND
IDENTIFICATION SERVICE**

**M.PASCOE MERKLEY
DIRECTOR OF PLANNING
B. CASKENETTE
CHIEF BUILDING OFFICIAL**

RECOMMENDATIONS:

1. THAT the Corporation of the City of Brockville enters into an Information Technology Services Agreement with DocuPet Inc. and that it be awarded a five year contract for internet based pet registration and identification service, with the option of further one year renewals, but not to exceed five years in aggregate; and
2. THAT By-law 7-82, being a By-law to Regulate Animals, is amended to replace the requirement for renewal of pet registrations by January 30th of each year with the requirement for renewal on the anniversary of the initial registration date, or last renewal date, as applicable.

PURPOSE

To provide a recommendation to City Council on a contractual arrangement for the provision of an internet-based pet registration, identification and rewards program for the City of Brockville which will include implementation services as well as ongoing administration, management and support services.

BACKGROUND

By-law 7-82, as amended, is a by-law to provide for the licensing and registering of dogs and prohibiting their running at large; for regulating kennels and to regulate the keeping of animals in the City of Brockville. Part II of By-law requires the owner of every dog to register it and obtain an annual license (dog tag).

Dog tag sales are currently undertaken in the following manner:

- at City Hall
- at some local pet stores
- by the City's pound keeper
- through door to door canvassing by staff

Annual notices are sent by mail to existing registered dog owners as a reminder of required compliance.

Despite efforts to increase compliance, the number of dog tags sold annually has ranged from approximately 700 to 1000 in recent years.

Brockville's experience is not unlike other municipalities. Estimates suggest that pet license compliance is less than 20%.

ANALYSIS/OPTIONS

Efforts to better promote responsible pet ownership and to reduce the number of pets taken to the pound were reviewed. It was also identified the need to increase the number of animals being registered within the City for identification purposes, to provide easier renewal of pet registrations and to promote tag sales through reward programs.

The review also addressed the feasibility for the provision of an on-line pet registration, identification and rewards program service by an outside agency, in comparison to providing this service in-house using existing software. It was determined that the current in-house licensing system did not meet a number of criteria, and therefore was not an option when compared with the DocuPet Inc. solution.

DocuPet Inc., a Kingston based company, has developed a solution that allows municipalities to enhance their pet licensing programs, reduce costs and increase license compliance. Representatives from DocuPet Inc. and City staff have been in discussions for several months.

The DocuPet solution allows municipalities to:

- Fully outsource their pet licensing program while increasing ease of use and convenience for pet owners
- Streamline the online and offline pet licensing process
- Provide the pet community with enhanced services such as the "Lost Pet Alert" System and Rewards Program
- Improve enforcement capabilities and awareness

Some of the benefits of the DocuPet solution to the City include:

- Anticipated Increased Pet License Compliance and Associated Revenue
- Lower Operating Costs
- Improved financial and performance tracking
- Encourages "Shop Local" initiatives and gives boost to local business owners
- Website becomes a go-to learning resource for the local pet community
- Improved By-Law Enforcement/Enhanced in-the-field capabilities
- Door-to-door Campaigns
- Community Awareness

Using the DocuPet registration and licensing system, dog owners would have the option of applying for a Pet Registration electronically through the DocuPet website, or applying at any designated municipal location. Staff believes that the Revenue Office in City Hall would be the appropriate location. Revenue office staff would input the Pet Owner information directly onto the DocuPet website.

Another option being considered is the use of one or more self-service kiosks for DocuPet and other e-commerce opportunities. Over time, it is anticipated that the need for staff intervention in the pet registration and licensing process will decline as more pet owners deal directly with DocuPet.

Should Council support the recommendations in this report to engage in a contractual arrangement for registration and licensing of dogs, DocuPet would launch Brockville DocuPet in the fall of 2016.

POLICY IMPLICATIONS

The City regulates animals through By-law 7-82 which is enforced by the Planning Department, Building and By-law Services Division, primarily through the efforts of the City's Animal Control Officer.

Implementing the recommended on-line pet registration and licensing program would require an amendment to By-Law 7-82 to facilitate dog tag renewals on the anniversary of initial licensing, rather than the current practice of requiring the annual license to be purchased by January 30 of each year.

FINANCIAL CONSIDERATIONS

According to staff's research, DocuPet Inc. is the only company offering a comprehensive internet-based pet registration management platform and affiliated services. Several Ontario municipalities are now clients of DocuPet Inc.

The pricing proposal submitted by DocuPet was based on a percentage based fee per pet registration above the current registration baseline plus fees for credit card processing and the distribution of pet tags, reward cards and printed material. A breakdown of fees results in a cost of approximately \$5.04 per registration. A baseline of 821 registrations (\$25,625 base revenue), representing the average number of pet licenses issued annually over the last 3 years, has been established with DocuPet and the proponent is also proposing that they will collect 50% of the revenue on any new pet registrations that are issued above the baseline.

The City currently works with outside agencies such as local pet stores to sell dog tags. These agencies collect \$5.00 per dog tag therefore the fee of \$5.04 provided by the proponent is in the range of fees already collected.

Based upon the experience of other municipal clients, it is expected that the number of dog tags sold will increase and therefore should have a positive impact on the operational budget. DocuPet conservatively estimates an annual compliance growth of 10% over the next five years.

The proposal indicates that in lieu of set-up fees, an initial commitment in the first year of operation of \$2,000 would be spent by the City for advertising and promotional effects to ensure effective community awareness of the new program.

In recent years, the Animal Control Division budget has included funds for part time staffing dedicated to door-to-door canvassing and dog tag sales. Future budgets will be adjusted accordingly as the need for such staff will be eliminated.

Attached as Schedule "A" is a summary of the financial elements associated with the DocuPet Inc. agreement and anticipated conservative uptake in pet registrations and licenses over the initial five year term.


CONCLUSION

Staff recommends that the City enter into an Information Technology Services Agreement with DocuPet Inc.


Maureen Pascoe Merkley
Director of Planning


Brent Caskenette
Chief Building Official


David Dick, CA
Director of Corporate Services


Bob Casselman
City Manager

Schedule 'A' to Report 2016-111-08

	Existing 2016	Yr 1 2017	Yr 2 2018	Yr 3 2019	Yr 4 2020	Yr 5 2021
Tag Sales -Projections from DocuPet	821	903	993	1,092	1,201	1,321
Revenue						
Tag Sales - Base Revenue	23,604	25,625	25,625	25,625	25,625	25,625
Tag Sales - Increase Tag Sales		336	2,923	5,770	8,903	12,353
Total Revenue	<u>23,604</u>	<u>25,961</u>	<u>28,548</u>	<u>31,395</u>	<u>34,528</u>	<u>37,978</u>
Expenses						
Materials & Supplies	1,214					
Postage & Stationary	984					
DocuPet - .30 per Registration		271	298	328	360	396
DocuPet - 2.9% of Tag Sales		753	828	910	1,001	1,101
DocuPet - \$3.91 Package fee		3,531	3,883	4,270	4,696	5,165
DocuPet - \$3 Replacement Tag		0	0	0	0	0
DocuPet - \$20 NSF fee		0	0	0	0	0
DocuPet - \$1.43 Renewal Notices		645	354	312	257	188
DocuPet - 50% share of Inc Sales		168	1,462	2,885	4,452	6,177
Total Expenses	<u>2,198</u>	<u>5,367</u>	<u>6,824</u>	<u>8,705</u>	<u>10,766</u>	<u>13,027</u>
Net Revenue	<u>21,406</u>	<u>20,594</u>	<u>21,724</u>	<u>22,690</u>	<u>23,762</u>	<u>24,951</u>

Notes:

Average sale price of tag \$28.75

Renewal Notices - anticipated to decrease over term of contract

Does not factor staff administrative time saved

August 3, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 16, 2016

**2016-106-08
CONTRACT 2016-03
ST. LAWRENCE PARK
DOCK REPLACEMENT**

**R. FRASER
PUBLIC WORKS/PARKS SUPERVISOR
C.J. COSGROVE, DIRECTOR
OPERATIONS DEPARTMENT**

RECOMMENDED

THAT the tender from Kehoe Island Marine Construction Ltd. in the amount of one hundred forty-nine thousand eight hundred dollars (\$149,800) excluding HST for Contract 2016-03 St. Lawrence Park Dock Replacement be accepted; and

THAT the project be funded from Account 9701106 9970169 3010 - St. Lawrence Park; and

THAT additional funding in the amount of four thousand one hundred thirty-nine dollars and forty-eight cents (\$4,139.48) be provided from the Parkland Equipment Reserve Fund.

PURPOSE

To replace the existing 130' long crib dock with a steel pile dock.

BACKGROUND

The dock to be replaced is situated at the west end of St. Lawrence Park in front of the West Pavilion. The dock is currently utilized for seasonal docking of commercial dive boats from May 1 to October 15 annually. The existing dock has had numerous repairs throughout the years. It is now at a point where it requires replacement of the cribs/structural components and decking.

ANALYSIS

Tenders were opened at 1:15 p.m. on July 28, 2016 with the following results:

	Price (excl. HST)	Price (incl. HST after rebate)
• Kehoe Island Marine Construction <i>Gananoque, ON</i>	\$149,800.00	\$152,436.48
• Thousand Islands Marine Construction <i>Gananoque, ON</i>	\$164,900.00	\$167,802.24
• Richard D. Steel Construction <i>Elizabethtown-Kitley, ON</i>	\$200,000.00	\$203,520.00

Operations Department Estimate: \$148,297

Total funds of \$152,436.48 (after HST rebate) is required to award this contract to the low bidder. \$148,297 is budgeted in the Parkland Equipment Reserve account. It is recommended that the additional \$4,139.48 be funded from the Parkland Equipment Reserve Fund.

POLICY IMPLICATIONS

As per Purchasing By-Law 090-2005, Council approval for this contract is required as the low bid was in excess of the approved budgeted amount.

FINANCIAL CONSIDERATIONS

Funds for the \$148,297 budget amount are contained in the following Parkland Equipment reserve account: 99701106 9970169 3010, St. Lawrence Park.

At this time, the Parkland Equipment Reserve Fund has a projected surplus of \$13,893 (from bleacher purchases for Memorial Park and Kelly Ball Park) from which to provide the additional \$4,139.48 required to fund this project.

CONCLUSION

That the City award Contract 2016-03, St. Lawrence Park Dock Replacement, to Kehoe Island Marine Construction.



R. Fraser
Public Works/Parks Supervisor



C.J. Cosgrove, Director
Operations Department



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

AUGUST 3, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – August 16, 2016

2016-105-08

**E2016-03 PURCHASE OF A
DUAL PURPOSE DUMP TRUCK**

M.D. CARRIERE

FLEET MAINTENANCE FOREMAN

A.J. ROSSETTI

SUPERVISOR, FLEET & SUPPORT SERVICES

R.T. FRASER

PUBLIC WORKS/PARKS SUPERVISOR

C.J. COSGROVE, P. ENG

DIRECTOR OF OPERATIONS

RECOMMENDED

THAT Council authorizes the following purchases:

- 1) One 2017 Ford, F550 dual purpose dump truck complete with all season combination dump body/spreader (Option B) and Dickey John Granular control system from Riverside Ford Sales Limited, Brockville, Ontario, in the amount of one hundred thousand nine hundred seventy-one dollars and eighty one cents (\$100,971.81) including HST; and
- 2) Supply and install two 30 gallon water tanks on the dual purpose dump truck unit in the amount of three thousand one hundred thirty-five dollars and seventy-five cents (\$3,135.75) including HST; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.

BACKGROUND

The replacement of the unit for the Operation Department, Public Works/Parks Division is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

ANALYSIS/OPTIONS

In June 2016, Tender E2016-03 for the above stated unit was issued with the following results:

1. Riverside Ford Sales Limited, Brockville, ON, Option A.....\$109,472.80
2. Riverside Ford Sales Limited, Brockville, ON, Option B.....\$100,971.81
3. Riverside Chevrolet Buick GMC Ltd., Brockville, ON.....NO BID
4. Town and Country Chrysler Limited, Smiths Falls, On.....NO BID

2016-105-08
E2016-03, Purchase of Dual Purpose Dump Truck

The amounts quoted include taxes. Licence and registration costs are extra. Tenders have been verified.

The tender contained two options for the supply and installation of the all season combination dump box/spreader. Option "A" requested a Viking Proline Model PL101MW. Option "B" requested a Henderson MuniBody III. Both bids met all the tender specification requirements.

The replacement of the dual purpose dump truck complete with all season combination dump body/spreader and Dickey John granular control system is utilized for transport of men/material for storm water related activities and garbage/litter pickup April → November and parking lot/laneway mix spreading December → March.

The extra item for the supply and installation of the two 30 gallon water tanks is required to enable high pressure cleaning in spring/summer/fall of bird droppings from sidewalks and for cleaning City garbage units located in the downtown area. Staff had planned to purchase and install the tanks following the purchase of the dual purpose dump truck unit however it is more cost effective to have the tanks installed by the manufacturer of the combination dump body/spreader at the time of build.

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received and are over the budgeted amount.

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$93,722 for the replacement of this dual purpose dump truck. The 2017 model tendered in contract E2016-03 has a purchase price of \$90,928.24 (after estimated tax rebate on the gross cost of \$100,971.81) and meets the specifications and requirements of the Operations Department.

The additional supply and installation cost for the water tanks will increase the purchase price to \$93,752.08 (after estimated tax rebate on the gross cost of \$104,107.56).

An estimated over expenditure of \$30.08 will be offset the 2016 Fleet Management Program. Including the total net cost of this unit the total saving for vehicle and equipment purchases to date is \$8,515.93 (Schedule A)

2016-105-08
E2016-03, Purchase of Dual Purpose Dump Truck

CONCLUSION

The Operations Department – Fleet & Support Services and Public Works/Parks Division recommends the purchase of the 2017 Ford, F550 dual purpose dump truck, complete with water tanks from Riverside Ford Sales Limited, Brockville, Ontario.



M.D. Carrière
Fleet Maintenance Foreman



A.J. Rossetti
Supervisor, Fleet & Support Services



R.T. Fraser
Public Works/Parks Supervisor



C.J. Cosgrove
Director of Operations



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager



FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2016 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF JULY 25, 2016

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2016 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
Q2015-01	HOLDER TRACTOR/WITH PLOW/SANDER	\$134,290	\$94,230.78	\$40,059.22
Q2016-01	STREET SWEEPER	260,000	300,146.21	-\$40,146.21
Q2015-02	IMPALA - FIRE (REPLACE WITH SUV)	39,000	42,891.84	-\$3,891.84
Q2016-03	PATROL VEHICLE	37,000	39,412.67	-2,412.67
Q2016-04	PASSENGER BUS	91,000	90,509.36	490.64
Q2016-04	PASSENGER BUS	91,000	90,509.36	490.64
Q2016-05	TIRE CHANGER/BALANCER	19,000	11,106.14	7,893.86
Q2016-06/RFP2016-01	PUMPER	600,000	\$677,575.53	-77,575.53
Q2016-08	ICE RESURFACER	100,000	91,452.98	8,547.02
	Contribution from Facilities - Areal Advertising Revenue Fund		-50,000.00	50,000.00
Q2016-08A	WELDER	3,600	4,954.87	-1,354.87
Q2016-09	TRAILER	8,500	8,700.48	-200.48
E2016-02	5 TON/SANDER/DUMP/PLOW TRUCK	305,469	278,821.77	26,647.23
E2016-03	1 TON DUMP TRUCK WITH SANDER BODY	93,722	93,752.08	-30.08
SUB-TOTAL PURCHASES TO DATE		1,782,581	1,774,064	8,517
BARGES - BODY WORK		16,000		
SUB-TOTAL		1,798,581	1,774,064.07	8,516.93
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		51,500		
POLICE - SPECIALIZED EQUIPMENT		20,085		
SUBTOTAL OF EQUIPMENT		71,585	0.00	
SMALL EQUIPMENT		43,551		
TOTAL PURCHASES TO DATE		1,913,717		8,516.93
Adjustment – Due to Rounding.		3		-1
TOTAL SURPLUS/DEFICIT OF 2016 FLEET PURCHASES		\$1,913,720	\$1,774,064.07	\$8,515.93

July 26, 2016

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE
– August 16, 2016

2016-104-08
2016 CITY DEBENTURE ISSUE

D.DICK, CPA, CA
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON, CPA, CGA
MANAGER OF FINANCE
M. WING
FINANCIAL ANALYST

RECOMMENDATION

THAT staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the *Ontario Infrastructure and Lands Corporation Act, 2011* (OILC) for the 2015 and 2016 Capital Projects; and

THAT Council authorize the Mayor and Director of Corporate Services to enter into agreements with the OILC to provide such financing for the 2015 and 2016 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

PURPOSE

To obtain approval for financing debentures through OILC for the 2015 and 2016 Capital projects.

BACKGROUND

The 2015 and 2016 Capital Budgets were approved containing debenture requirements for the following projects:

2015 – Airport Runway Extension	\$250,000
2015 – Brockville Public Library Roof	180,000
2015 – Industrial Park land assembly	530,000
Fleet purchases:	
2015 – Twin Post Hoist	186,000
2015 - 5 ton/Sander/Dump/Plow Truck	225,000
2015 – GWMC Fueling Station	343,940
2016 – Pumper – Fire Department	600,000
2016 – Street Sweeper	260,000
2016 – Tandem Dump/Plow Truck	213,828

2016 – William St. CNR Overpass	155,516
2016 – Brock Trail Funding	25,000
2016 – Industrial Park Land Assembly	920,000
Total Approved Debentures	\$ <u>3,889,284</u>

ANALYSIS

Infrastructure Ontario (IO) is a crown corporation that is wholly owned by the Province of Ontario and established by the *Ontario Infrastructure and Lands Corporation Act, 2011*. This Act amalgamated the Ontario Realty Corporation, Ontario Infrastructure Projects Corporation (OIPC) and the Stadium Corporation of Ontario Limited.

Infrastructure Ontario's Loan Program was created to provide eligible public sector clients with affordable, long-term financing in an effort to help renew Ontario's infrastructure. OILC offers clients access to the capital markets with flexible terms, no additional fees and the ability to apply online at any time.

As of July 26, 2016, the rate on a ten year amortized debenture was 2.11% and short term (construction) financing was available at a rate of 1.45%. The City of Brockville has been successful in receiving low interest loans and construction financing through OILC (previously known as OMEIFA, OSIFA and OIPC) for the past several years.

POLICY IMPLICATIONS

In keeping with the City's strategic plan, the investigation and application for funds through OILC will help maintain and improve the City's infrastructure while also ensuring the funds are borrowed at a competitive rate. This directly relates to the economic sustainability of the City as a whole.

FINANCIAL CONSIDERATIONS

The financial considerations regarding the financing of the 2015 and 2016 Capital projects are reflected in the chart below:

Project	Funding Source				Total
	Tax Rate	Reserve Funds	Water Rate	Wastewater Rate	
2015 – Airport Runway extension	250,000	0	0	0	\$250,000
2015 – Brockville Public Library roof	180,000	0	0	0	180,000
2015 – Industrial Park land assembly	530,000	0	0	0	530,000
2015/2016 Fleet program purchases	1,632,586	0	98,091	98,091	1,828,768

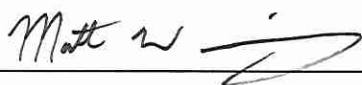
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2016 – William St. CNR Overpass	155,516	0	0	0	155,516
2016 – Industrial Park land assembly	920,000	0	0	0	920,000
2016 – Brock Trail funding	25,000	0	0	0	25,000
Total Debentures	<u>\$3,693,102</u>	<u>\$0</u>	<u>\$98,091</u>	<u>\$98,091</u>	<u>\$3,889,284</u>

CONCLUSION

It is recommended that Council authorize staff to apply to OILC for the 2015 and 2016 Capital Budget projects.



M. Wing
Financial Analyst – General



L. Ferguson, CPA, CGA
Manager of Finance



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman,
City Manager