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Committee Members

Councillor J. Fullarton, Chair  
Councillor L. Bursey  
Councillor L. Journal  
Councillor D. LeSueur  
Councillor M. McFall  
Mayor D. Henderson,  
Ex-Officio

Areas of Responsibility:

Clerk's Office  
Environmental Services  
Finance Department  
Fire Department  
Human Resources Dept.  
Operations Department  
Airport Commission  
Arena Advisory Board  
Brockville Municipal  
Accessibility Advisory  
Committee (BMAAC)

CRCA  
Cemetery  
Health Unit  
Joint Services Committee  
PLMG  
Police Services Board  
Safe Communities Coalition  
St. Lawrence Lodge Management  
Board  
Volunteer Awards

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

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**AGENDA**

Page

**DISCLOSURE OF INTEREST**

**STAFF REPORTS**

- |       |    |                                                          |
|-------|----|----------------------------------------------------------|
| 3-28  | 1. | 2011-079-07<br>2011 Work Plan<br>Second Quarter Report   |
| 29-30 | 2. | 2011-080-08<br>Ground Water Flooding<br>Oakland Cemetery |
| 31-36 | 3. | 2011-081-08<br>Winter Maintenance<br>Policy Amendments   |
| 37-42 | 4. | 2011-082-08<br>Highway 401 Boundary/<br>Population Signs |

**FAO - CONSENT AGENDA**



**JULY 20, 2011**

**REPORT TO COUNCIL - JULY 26, 2011**

**2011-079-07  
2011 WORK PLAN  
SECOND QUARTER REPORT**

**BOB CASSELMAN  
CITY MANAGER**

## **RECOMMENDATION**

THAT report 2011-079-07 Work Plan Quarterly Report, be received for information purposes.

## **PURPOSE**

This report covers the second quarter of 2011. The purpose of the report is to keep Council and the public current with performance and operational challenges associated with the 2011 Work Plans.

## **BACKGROUND**

This report will be submitted quarterly, details of which are outlined in Schedule 1.

### **Analysis/Options**

There are a number of significant work plan initiatives that are currently underway including:

1. **Official Plan**

Official Plan finalized and adopted by Council June 14, 2011. New Official Plan and supporting documentation submitted to MMAH for approval.

2. **Incentive Program Review**

- Community Improvement programs (CIP) expiry date extended to December 31, 2011 pending stakeholder consultation in 3<sup>rd</sup>/4<sup>th</sup> Quarters.
- :Made in Brockville Stimulus Program” report to Council on results of program..
- Development Charge Background Study deferred to December, 2012.

3. Waste Management Master Plan

The Waste Management Master Plan has been completed and adopted by Council. A Request for Proposal (RFP) has been developed and issued with an anticipated closure in the third week of August.

4. Water Pollution Control Centre (WPCC)

The \$46 Million WPCC Secondary Treatment capital project remains within budget and on schedule. The City has requested an expansion to the scope of work to include upgrades to the main pumping station and the twinning of our truck line from the main pumping station along King Street to the treatment facility. The scope of work decision is anticipated in the third quarter of 2011.

Financing of \$4.4 Million has been secured through the Federation of Canadian Municipalities (FCM). Application for additional long term funding of \$4.6 Million was not approved by FCM due to funding program over subscription. Alternative financing is being sourced by staff.

5. Communication System

New Console and Dispatch Centre renovations are 90% completed. Negotiations with South Dundas, South Stormont and South Glengarry are ongoing relating to the provision of dispatch services.

## **FINANCIAL IMPLICATIONS**

None at this time.

## **CONCLUSION**

Quarterly reports with respect to status of Work Plans provides for both Performance Measurement and Staff Accountability.



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B. Casselman, City Manager

2011 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS	
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.		
<b><u>Corporate Strategic Plan</u></b>  1. Assist Council in implementation of Corporate Strategic Plan  2. Communicate Strategic Plan to constituents and stakeholders  3. Implement Strategic Plan Initiatives Carbon Baseline Energy Management Action Plan Develop Carbon Reduction Plan Building & Energy Audits  4. Complete and implement Corporate Reorganizational Review Phase 2  5. Services Delivery Review Direct & oversee ongoing recommendations: - Police/Fire Dispatch - Energy Management Action Plan including installation of solar project at Memorial Centre & GWMC - Development of water meter	Integration of Strategic Plan goals/objectives into departmental work plans/2011 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements	Completed  Ongoing				
	Integration of Strategic Plan goals/objectives into departmental work plans/2011 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements	Strategic Plan available on the web site. Promotion through public engagements and economic news monthly flyers				
	Manager of Strategic Initiatives preparing annual report for presentation 2 <sup>nd</sup> Quarter.	Draft Annual Report completed – being reviewed by City Manager. Presentation 3 <sup>rd</sup> Quarter.				
	Initiate 2 <sup>nd</sup> Quarter	Initiate in 3 <sup>rd</sup> Quarter for implementation in 2012 budget process				
	Steering Committee review of draft Police/Fire Dispatch Feasibility Study.  Energy Management Action Plan – data collection stage.	Review of draft Police/Fire Dispatch Feasibility Study pending comments from new Police Chief/Solicitor  <u>Energy Management Action Plan</u> - Memorial Centre Solar project scheduled hook up August 19/11				

2011 DEPARTMENT GOALS/OBJECTIVES				
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
replacement strategy	Water Meter Replacement Strategy – Data collection stage.	<ul style="list-style-type: none"> <li>- GWMC Fit Application approved – pending contract completion</li> <li><u>Water Meter Replacement Study</u></li> <li>- Data collection stage</li> <li>- Vendor presentations to technical control group</li> <li>- Council report anticipated 3<sup>rd</sup> Quarter</li> </ul>		
6. Physician Recruitment Program – Jointly administer Program	Preparing annual report for 2 <sup>nd</sup> Quarter presentation	Preparing Annual Report for 3 <sup>rd</sup> Quarter		
7. Oversight on Fiscal Management & Legislative Compliance of the Corporation Direct & oversee the preparation of: <ul style="list-style-type: none"> <li>- Annual operating budget</li> <li>- Annual capital budgets</li> <li>- Long-term financial forecasts</li> </ul> Quarterly status reporting to Council of corporate work plans and activity	2011 Budget completed	<ul style="list-style-type: none"> <li>- Quarterly Work Plan reports ongoing</li> <li>- Budget Variance Report end of 2<sup>nd</sup> Quarter.</li> <li>Mitigation measures developed/implemented</li> </ul>		
8. <u>Project Facilitation</u> <u>Maritime Discovery Centre</u> Facilitate project where possible to move forward	Agreement of Purchase & Sale negotiations completed - Site Plan approval O/S - BCF Process payment reconciliation	Site Plan approval outstanding Noise Bylaw review with Council Broad Street Parking reviewed with stakeholders Official Plan/Zoning amendment approved. Construction site meeting completed peer review completed pending report		
<u>Brockville Landing Inc. Project</u> Facilitate project where possible and move forward	Official Plan/Zoning amendment submitted. Human Health Assessment report completed/peer			

2011 DEPARTMENT GOALS/OBJECTIVES				
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
	review pending	update from Environmental Agent		
Roof Top Solar Projects	Memorial Centre - installation of solar panels commenced - Hydro One hook-up Meeting scheduled April 2011 Gord Watts Centre FIT contract approval pending	Memorial Centre - installation of solar panels 90% completed. Hydro One Hook-up scheduled August 19, 2011 Gord Watts Centre FIT contract approved pending legal documentation		
9. Develop & negotiate Elizabethtown-Kitley Boundary Restructuring Plan	Restructuring plan submitted to Elizabethtown-Kitley for their consideration	No Change		
10. Complete review of Non-Resident User Fees	- compiling background material - draft report under review	No Change		

2011 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
<b>1. People</b> - Execute immigration program initiatives in collaboration with the United Way & the Multicultural Association & to ensure welcoming & settlement objectives are realized as the necessary foundation required for more aggressive immigrant attraction, investment & retention	Completed all the anticipated outcomes from the CIC grant application associated with Welcoming and Settlement with specifics on file. Presentation on KPI presented to Council at April Council Meeting  Four task groups have been populated with key champions for start-up. Two of the four have terms of reference. Other two anticipated by June Council meeting	Project completed and Council presentation was made in April> Another grant secured this month on Immigration Portal\$70K> One staff person for 12 months		United Way leading the Trillium Grant administration with City on Management and operations committee for this execution
- Facilitate with local champions & new task committees to implement new attraction program that will realize the economic opportunities & achieve targets as identified in the economic strategy	Operational and Workplan submitted to Ministry for funding. Awaiting approval.	June council presentation completed on update. Two of the four teams are advanced in their activities.( University and Manufacturing)		Still some role definitions unclear and will need some guidance for implementation with two of the four teams. ( Quality of Life and Waterfront Teams?
- Implement the Enterprise Centre programming with both youth & small business clients in a manner that will provide an increased level of encouragement for new business start-ups & establish longer term response to a new business culture for entrepreneurship in Brockville & surrounding region	City assuming lead of two sector team for marketing with County assuming lead of three teams. Will cross promote and represent each other to maximize efficiency and costing.	Secured another year of Provincial funding and operational plan approved. 17 summer company entrepreneurs secured		Considered one of the model centres for Eastern Ontario. Reviewing a new operational model on small business counselling
<b>2. Economy</b> - To expand participation in the OEEDC sector lead investment attraction through the cooperative linkage with the Leeds & Grenville Economic Development Department	Premature until the task groups have concluded their terms of reference and research	Ongoing> No missions till 3 <sup>rd</sup> quarter		Potential reduction on marketing due to City budget variance actions
Focus on specific research & planning towards developing more marketing & image branding for clean tech/alternate energy business & complete more detailed comparative cost analysis for competitive messaging		Report commissioned with results to be provided in late August. Funded by external grants		



2011 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
- Ensure establishment of an Economic Advisory Team (EDAT) as recommended in the new strategy	Completed and ongoing. 10 meetings since formation. Two Council reps attending regularly.	Ongoing as noted in earlier update		Most of the cost centre for new program activities will be presented in the 2012 budget process due to late start of the initiatives
- Participate & provide follow-up support function on the regional China/1000 Island Region project, on the focus of immigration, tourism, international education linkages & economic development. Building on connections & relationships from previous mission	Two files are active from China mission. Immigrant attraction through Provincial Nomination Program is a key driver.	One active file/Lily King> Visitation to Brockville in June with investors to visit in July/August. Success with sponsorship on Nomination Program with MOE assuming role		Some tourism linkages still active
3. Amenities - Ensure completion of the \$300k training certification program with St. Lawrence College	Most of funds now have been secured. 12 students enrolled with completion in August. Presentation to Council on KPI completed in January	Program completed with 90% employment hire with private sector		All funds have been secured
- Provide liaison when required on both grant funding sourcing & public relations/communications on a needed basis	Ongoing as part of Corporate Call Program. Two Heritage Grant application likely by year end for 1812/Waterfront	Working with local committees on future application> Brock Trail and Tall Ships		Target for April 2012 for formal grant submissions
- ensure input on linkages to the trail & cycling concept promoted by area tourism industry. Other tourism product development initiatives may be pursued based on Council directives	Activity is facilitated through tourism advisory team	August cycling meet from Quebec/2000 cyclists. Mayor takes active role in PR on this sport with tour entering community. Good city profile and media		
- Provide guidance to the Athletic Field Building Committee on the investigation for a new youth recreational field complex in partnership with both local school boards	First meeting April 27 on project for new site being the Legion property on Park Street. Seven committee members, Mayor and one Councillor	College site under assessment for field. No summer meetings to date		Part of the quality of life enhancements for community

2011 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
<b>Service Delivery Review</b>				
- Coordinate with community partners & champions, the implementation of a formal broader based retail/commercial/service on BR&E/aftercare programming with the necessary mechanism to ensure action on recommendations.	Template under development with target for 20 calls/interviews for year.	No calls completed. First of the 20 calls to commence in August		Lack of support from Chamber have delayed implementation.
- Provide examination of the Community Improvement Plan & encourage extension towards ensuring suitable tools to continue leverage of investment in downtown core & waterfront areas & realize the target of rejuvenation	No action at this point. To prepare for June presentation in partnership with planning department	Prepared report with Planning and recommended 6 month extension to refine program recommendation. December review is target		
- Build upon the linkages with the County on mutual beneficial programming & special projects in marketing & promotions & infrastructure where deemed appropriate	No action till likely second quarter on this initiative. First meeting scheduled in May.	Only one meeting completed with joint County manufacturers event scheduled for September with Capital Corridor group.		

2011 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> - Primary focus upon completion of negotiations - Contract Negotiations for Transit (P.T.) & Fire Association - Play a primary role in the implementation of the new Organizational Review & help to adapt the corporation towards the re-organization of staff & new staff roles - Propose an Annual Communication Process with employees - Continue to promote training opportunities for staff for development & succession planning	Awaiting Fire award for 2009. P.T. Transit scheduled for May 18 <sup>th</sup> .  Ongoing  Reviewing succession planning report.	Partial award received.  Complete  Ongoing  No action yet  On going			
<b>2. Economy</b> - Investigate & review the financial viability of the current long-term Disability plans for Non-Union Staff for any possible cost savings - Continue efforts to reduce the WSIB Schedule 2 costs	Changing Union STD to reduced premiums July 1/11.  Appeal (final) in 2011	LTD renewal reduced \$50,000  N/C			
<b>3. Amenities</b> - Assist all employees at every level with the implementation of the upcoming corporate-wide projects - Help facilitate more corporate-wide projects for continuity & costs savings purposes while helping staff's productivity	Fire dispatch upgrade complete  GIS on-going	Ongoing  Working on report to Council Aug./Sept.			
<b>4. 2012 Budget Preparation</b>	Ongoing	Pending 2012 Budget Guideline Report			

2011 DEPARTMENT GOALS/OBJECTIVES				
FINANCE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
<b>1. ECONOMY</b>				
<ul style="list-style-type: none"> <li>Continued assistance of the Community Improvement Plans including Brownfield Tax Incentives for Environmental remediation.</li> </ul>	<ul style="list-style-type: none"> <li>ongoing process with Planning department</li> <li>3 projects currently receiving benefits of program</li> <li>5 projects in development stages</li> </ul>	<ul style="list-style-type: none"> <li>ongoing process with Planning department</li> <li>3 projects currently receiving benefits of program</li> <li>awaiting data from MPAC to determine eligibility on some projects</li> </ul>		
<ul style="list-style-type: none"> <li>Continued involvement in local MUSH Sector Purchasing Group</li> </ul>	<ul style="list-style-type: none"> <li>no meetings yet in 2011</li> <li>some electronic communication between members on an as needed basis</li> </ul>	<ul style="list-style-type: none"> <li>no meetings yet in 2011</li> <li>some electronic communication between members on an as needed basis</li> </ul>		
<b>2. SUSTAINABILITY</b>				
<ul style="list-style-type: none"> <li>Development, implementation, monitoring of annual City Budget</li> </ul>	<ul style="list-style-type: none"> <li>2011 budget approved in principle by Council; formal approval in 2<sup>nd</sup> quarter</li> </ul>	<ul style="list-style-type: none"> <li>2011 budget approved by Council; initial variance presented to Council in June</li> <li>investigating ways to mitigate initial deficit forecast</li> </ul>		
Complete full implementation of new Financial System	<ul style="list-style-type: none"> <li>Upgrade to iCity Enterprise to take place in mid April</li> <li>Continue to have bi-weekly meetings with Vadim to develop best plan forward</li> <li>Commenced initial stages of integrating WorkTech FAA with Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade to iCity Enterprise in mid April</li> <li>G/L account structure change in late June; recode completed</li> <li>AVR module training early June; live date</li> </ul>		<ul style="list-style-type: none"> <li>City-wide implementation of entire financial system has created major learning curve issues throughout all City departments</li> <li>Incorporating additional training with Enterprise implementation in April</li> <li>Process impacted by limited staffing resources for on-going in-house training</li> </ul>

2011 DEPARTMENT GOALS/OBJECTIVES				
FINANCE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
	Module + work orders	<ul style="list-style-type: none"> <li>in July after account structure/recode completed</li> <li>Continue to have bi-weekly meetings with Vadim</li> <li>Continuation of integrating WorkTech FAA with Asset Management (S. Larocque, ES Dept)</li> </ul>		
<ul style="list-style-type: none"> <li>Continue to develop corporate strategy related to PSAB requirements primarily as it relates to tangible capital assets</li> </ul>	<ul style="list-style-type: none"> <li>Process to be developed between Project Managers and Finance staff once 2011 budget has been approved</li> </ul>	<ul style="list-style-type: none"> <li>Initial discussions have taken place; formal reporting to be determined</li> </ul>		
<ul style="list-style-type: none"> <li>Completion of annual year-end statements, FIR &amp; MPMP or any other Annual Reports pursuant to legislated requirements</li> </ul>	<ul style="list-style-type: none"> <li>Staff is working on 2010 year end requirements</li> </ul>	<ul style="list-style-type: none"> <li>Staff is working on 2010 year end requirements</li> </ul>		
<ul style="list-style-type: none"> <li>The continuation &amp; monitoring of the Ten Year Capital Plan which includes the information technology master plan</li> </ul>	<ul style="list-style-type: none"> <li>on-going process</li> </ul>	<ul style="list-style-type: none"> <li>on-going process</li> </ul>		
To establish a water finance plan in compliance with legislated requirements for the City's municipal drinking water license	<ul style="list-style-type: none"> <li>awaiting response from MMA&amp;H Kingston for clarification of requirements associated with water finance plan</li> </ul>	<ul style="list-style-type: none"> <li>awaiting response from MMA&amp;H Kingston for clarification of requirements associated with water finance plan</li> </ul>		<ul style="list-style-type: none"> <li>will work with Environmental Services department to determine finance plan requirements</li> </ul>
<ul style="list-style-type: none"> <li>Review of Corporate Financial</li> </ul>	<ul style="list-style-type: none"> <li>on-going cash analysis of</li> </ul>	<ul style="list-style-type: none"> <li>on-going cash</li> </ul>		

2011 DEPARTMENT GOALS/OBJECTIVES				
FINANCE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
Policy of Cash Flow Analysis	cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects	analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects		
<ul style="list-style-type: none"> <li>Continued study of the potential for greater use of municipal-wide Development Charges</li> </ul>	<ul style="list-style-type: none"> <li>in 3<sup>rd</sup> quarter 2010, Council deferred the study until February 2011</li> <li>due to duration of budget process, has been deferred to 2<sup>nd</sup> quarter 2011</li> </ul>	<ul style="list-style-type: none"> <li>Council decided in June to not proceed with a DC study at this time</li> <li>Deferred to committee meeting in December 2012 (18 months)</li> </ul>		
<ul style="list-style-type: none"> <li>Review of Purchasing By-Law</li> </ul>	<ul style="list-style-type: none"> <li>Review not yet commenced by slight amendment has been made to the by-law in regard to local advertising for public tenders in conjunction with Council's decision during 2011 budget process</li> </ul>	<ul style="list-style-type: none"> <li>To review in 3<sup>rd</sup>/4<sup>th</sup> quarter</li> </ul>		

# 2011 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> - Position the City well, through adoption of new Official Plan & Commencement of creation of <b>new Comprehensive Zoning By-law</b> , including young families that may choose to remain in or be attracted to Brockville; invite & direct growth that is aligned to the Family Friendly focus of the Strategic Plan	New comprehensive zoning by-law project to commence upon adoption of new Official Plan.	No activity on this project in Q2			
<b>2. Economy</b> - Adopt <b>new Official Plan</b> , including land use policies supportive of economic vitality & employment growth	Action on finalization of new Official Plan put on hold through Q1 during orientation period for new Council and 2011 budget deliberations.	Reorientation on OP Project provided to Council by MMM Group May 31/11 with discussion on modifications requested in Oct. 2010. Official Plan finalized and adopted by Council June 14/11. New OP and supporting documentation submitted to MMAH for approval.			
- Evaluate the effectiveness of the <b>Downtown &amp; Brownfields Community Improvement Plans</b> , & assist council in consideration of potential extension of and/or modifications to programs - Continue <b>subdivision file closure &amp; assumption</b>	Review of uptake of CIP programs underway, along with stakeholder consultation for report to EDP in Q2 Butlers Creek subdivision proceeding to Council in April. Review of other subdivision files ongoing.	CIP programs extended 6 months to end of 2011. Stakeholder consultation to continue through Q3 By-laws to accept Butlers Creek and Brockwoods (Ph. 3A) subdivisions approved by Council. Review of other subdivision files ongoing.			
Provide excellent customer service & support to development community & property owners by ensuring <b>fully trained Inspection Officials</b> in compliance with Ontario Building Code Act	Inspection Officer Andrew Turner has achieved Certified Building Code Official designation, following "Building Officials and the Law"	No new training opportunities in Q2			

2011 DEPARTMENT GOALS/OBJECTIVES				
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
<ul style="list-style-type: none"> <li>- Planning Review/Approvals/Permits</li> <li>- TSL/MDC</li> <li>- Brockville Landings</li> <li>- Liston Avenue Subdivision</li> <li>- Aspen Drive Subdivision</li> <li>- 137 George Street/Trinity Church/Upper Canada Condominiums</li> <li>- Junic Lands</li> <li>- CPHC</li> </ul>	<p>training in Feb.</p> <p><u>TSL/MDC</u></p> <ul style="list-style-type: none"> <li>- Revised Cash-in-lieu of Parking Agreement executed; construction underway under Permit 2010-0278 for superstructure for Floors 1 to 4 with inspections ongoing; application for permit for superstructure above 4<sup>th</sup> fl. submitted and reviewed; Ongoing communication facilitated by City between project manager and neighbours respecting construction impacts.</li> <li>- Brockville Landings</li> <li>- Application for Official Plan and Zoning By-law amendments filed end of March to increase permitted density to 106 units with reduced parking. Public meeting scheduled for April 19/11.</li> <li>- <u>Liston Ave Subdivision</u></li> <li>- Draft plan approval granted by Council in Feb/11; request for Preservicing Agreement submitted.</li> <li>- <u>Aspen Dr. Subdivision</u></li> <li>- Draft plan approval granted by Council Feb/11</li> <li>- 137 George St./Trinity</li> <li>- Public meeting held on Feb. 1/11 on initial applications for OP, ZBL</li> </ul>	<p><u>TSL/MDC</u></p> <p>Permits 2011-0072 and 2011-0120 issued for superstructure and architectural for floors 5 to 21 with inspections ongoing. Meeting with developer/contractor convened by staff June 23/11 to discuss parking, traffic and noise issues.</p> <p><u>Brockville Landings</u></p> <p>Following public meeting April 19/11, recommendation prepared to support requested density increase. Zoning By-law amendment endorsed by Council May 24/11</p> <p><u>Liston Ave. Subdivision</u></p> <p>Engineering design being finalized for Applications for Certificates of Approval required to allow pre-servicing of draft approved subdivision.</p> <p>Pre-servicing and Subdivision Agreements being prepared.</p> <p><u>Aspen Dr. Subdivision</u></p> <p>Engineering design for draft approved subdivision underway.</p> <p>Subdivision Agreement being prepared.</p> <p><u>137 George/Trinity</u></p> <p>Following public meeting May 11/11,</p>		



2011 DEPARTMENT GOALS/OBJECTIVES				
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
	<p>and CIP amendments. Modification to redevelopment plan has resulted in further public information session to be held May 11/11.</p> <p>June -Pre-consultation on development plan and finalization of brownfield redevelopment funding agreement continuing. CPHC</p> <p>-Site Plan submission received and under review.</p>	<p>recommendations to Council were endorsed. Amendments to Official Plan, Zoning By-law and Downtown CIP approved May 24/11</p> <p>June Pre-consultation on development plan and finalization of brownfield redevelopment funding agreement continuing. CPHC</p> <p>Issues with proximity of CP Rail Line resolved. Phasing of development being finalized by applicant.</p> <p>SmartCentres Permit issued for new retailer "Michael's" 108 Waltham Rd.</p> <p>Application for Zoning amendment received to expand range of permitted uses to include clinics. Public meeting on July 5/11</p> <p>605 King St. W. Application for Zoning amendment received, requesting R4 Zone to permit development of 6 townhouses. Public meeting on July 5/11</p>		
<p><b>3. Amenities</b> - With Council &amp; SMT, set priorities &amp; timeframes for implementation of Downtown &amp; Waterfront Master</p>	<p>Preliminary consultation with Council on specific element completed in</p>	<p>Liaison with developers of downtown and waterfront projects and promotion of</p>		

2011 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<p><b>Plan &amp; Urban Design Strategy and</b> in particular, review the recommendations in the Public Realm Strategy &amp; Precinct Strategy Areas</p> <p><b>- Implement the Urban Design Guidelines</b></p>	<p>March.</p> <p>Adopted guideline forms basis of discussion with downtown development interests on an ongoing basis</p>	<p>priority development sites within precinct strategy areas ongoing.</p> <p>Guidelines are promoted in all discussions with downtown development interests on an ongoing basis, and form the basis for policies contained in newly adopted OP.</p>			
<p><b>4. Sustainability</b> - Assist Official Plan consultants with release to Council of <b>Integrated Community Sustainability Plan</b> &amp; coordinate its adoption; identify sustainability actions &amp; programs to be implemented in the immediate to short term, &amp; commence implementation</p>	<p>Completion of ICSP to closely follow adoption of new Official Plan, to be reintroduced in Q2</p>	<p>Discussion with Council to be established in Q3 on contents and completion of ICSP.</p>			

2011 DEPARTMENT GOALS/OBJECTIVES				
Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>1. People</b>				
a) AODA Standards – implementation and education	On-going implementation of Customer Service Standard; reviewing draft Integrated Standard	Integrated Accessibility Standard (IAS) passed (June); reviewing and preparing workplan for implementation		
b) Assist Governance Committee with procedural by-law review/automation of Council procedures/activities	On-going	On-going		
c) Improve customer relations within City Hall in person visits (one stop shopping) and telephone handling	Parking pass sales transferred to Revenue Office; adjustments being made to telephone systems			
d) Improve public's access to documents via website	On hold pending new hire/ replacement staff	Commence initiative in 4 <sup>th</sup> quarter		
<b>2. Economy</b>				
a) Review & update Corporate by-laws, including fines	On hold pending new hire/ replacement staff	2 amendment to Parking by-law forwarded to Ministry of Attorney General for set fine authorization		
b) Increased emphasis on staff training to increase productivity	On hold pending new hire/ replacement staff	Completing assessment of training requirements		
<b>3. Amenities</b>				
a) Effect of new AODA regulations will begin to take effect over the longer term	Awaiting update on approval of Standards	IAS passed (see 1(a) above); built environment standard still not passed		
<b>4. Sustainability</b>				
a) Completion of 10-Year Parking Master Plan	On hold pending new hire/ replacement staff	Expected to restart in 4 <sup>th</sup> qtr		

2011 DEPARTMENT GOALS/OBJECTIVES					
Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
b) Review records management practices	On hold pending new hire/ replacement staff	Some training undertaken; review of policies and practices to commence in 4 <sup>th</sup> qtr  See 1(a) above.			
c) AODA will help to shape the sustainability of the community & corporation for the foreseeable future	Awaiting update on approval of Standards				
5. 2012 Budget Preparation		Pending Budget Guideline Report			
Notes:	1. (2 <sup>nd</sup> Qtr) - Deputy Clerk position filled and employee commenced April 18 <sup>th</sup> . First department priority is to work on back log caused by absences in two positions (50% of department staff) since Nov/Dec 2011.				

# 2011 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> - Continue to ensure the City's infrastructure is able to meet current & future growth demands for new families & industry		Design of Grenville Court and Parkview Blvd. reconstruction projects is on-going, expected to be tendered in April.	Grenville Court and Parkview Blvd. reconstruction projects were tendered and awarded to Louis W. Bray Construction. Due to delays in obtaining a Certificate of Approval, work is not expected to start until early August.			
	- Complete/implement Sustainable Waste Management Plan for a greener community	Public comments on draft plan received. Draft plan to be presented to Council in 2 <sup>nd</sup> quarter.	Draft plan was presented to Council in 2 <sup>nd</sup> quarter. Council authorized staff to prepare a request for proposal for the various alternatives presented. The RFP is to be advertised, received and brought to Council for consideration in the 3 <sup>rd</sup> quarter.			
Monitor the results of the organizational review		On-going.	On-going.			
<b>Economy</b> - Continued rehabilitation/reconstruction of existing infrastructure to allow for growth		Rehabilitation of manholes on Central Ave. is scheduled to be completed in the 3 <sup>rd</sup> quarter.	Rehabilitation of manholes on Central Ave. is scheduled to be completed in the 3 <sup>rd</sup> quarter.			
Brownfields Work - Reynolds property Risk Assessment (with		On-going.	On-going.			

2011 DEPARTMENT GOALS/OBJECTIVES				
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
Operations Department)				
- Facilitate/Monitor Brownfield remediation projects (TSL, Junic, Brockville Landings, etc.) & linkages with City Amenities associated with or adjacent to these developments.	On-going.	On-going.		
3. Amenities - Reynolds Property Risk Assessment	On-going.	On-going.		
- Water Systems Master Plan	RFP to be developed and advertised in 3 <sup>rd</sup> quarter.	RFP to be developed and advertised in 3 <sup>rd</sup> quarter.		
4. Sustainability - Drinking Water Quality Management System	On-going. Management review meeting to be held in 2 <sup>nd</sup> quarter.	Management review committee meeting held in 2 <sup>nd</sup> quarter as well as the first phase of an internal audit. Staff submitted the City's Operational Plan to the Canadian General Standards Board for their review and comment. Comments from the CGSB audit have been received and staff has responded.		
- Source Water Protection Plan	On-going. Assessment report has been reviewed by MOE and is being revised according to comments. Open public house is scheduled for 2 <sup>nd</sup> quarter for public's	On-going. The Assessment report has been revised according to public comments and submitted to the MOE for final approval. Work continues on the		

2011 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	comment. Policies are being developed for SWPC's endorsement in 2 <sup>nd</sup> quarter. SWP Plans are to be completed by August 2012.	development of policies to deal with the drinking water threats with comments being received from municipalities and the general public until July 22. Comments will then be taken into consideration for further development of the draft policies. The SWP Plans are to be completed by August 2012.			
- WPCC Secondary Treatment Upgrades	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.			
- Continue to improve WPCC Capacity - Sewer Separation Projects - Landfill Leachate Treatment - Watermain Flushing Stations - Inflow/Infiltration Study	On-going.	On-going.			
- WPCC/WTP Energy Conservation Projects	On-going.	On-going.			

2011 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> - In partnership with community groups, enhance existing facilities & plan for new facilities to draw families & seniors, i.e. Rotary Park/Splash Pad, Sports Dome, Athletic Field, Brock Trail (amenities)	Initial Council approval given for Rotary Park/Splash Pad, Sports Dome.	1 <sup>st</sup> phase of Rotary Park project scheduled for fall construction. Assisting Athletic Field and Brock Trail committees as needed.			
<b>2. Economy</b> Brownfields Work - Reynolds property Risk Assessment (with Operations Department) - Facilitate/Monitor Brownfield remediation projects (TSL, Junic, Brockville Landings, etc.) & linkages with City Amenities associated with or adjacent to these developments	Ongoing.	Ongoing			
<b>3. Amenities</b> - Complete RINC projects at Memorial Centre & Youth Arena (with Manager of Strategic Initiatives)	Ongoing. Outstanding projects scheduled to be completed by Aug. 31.	Ongoing. Outstanding projects scheduled to be completed by Aug. 31.			
- Negotiate new lease/acquisition of harbour (with City Manager)	Initiate 2 <sup>nd</sup> quarter.	Ongoing			
- Update Transportation Master Plan	Initiate 2 <sup>nd</sup> quarter.	Delayed to 3 <sup>rd</sup> quarter.			
<b>4. Sustainability</b> - Complete/implement Sustainable Waste Management Plan (with Environmental Services)	Public comments on draft plan received. Draft plan to be presented to Council in 2 <sup>nd</sup> quarter.	Draft plan presented to Council. RFP document completed and issued in early July.			
- Rooftop solar projects at Memorial Centre & GWMC (with Manager of Strategic Initiatives)	Memorial Centre installation ongoing. GWMC pending FIT program contract approval.	Memorial Centre installation ongoing. GWMC pending FIT program contract approval.			



2011 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Final phase of streetlight retrofit	Tender awarded. Awaiting delivery of units for installation 2 <sup>nd</sup> quarter.	Installation on roadways 95% complete. Decorative lights on waterfront trails to be completed 3 <sup>rd</sup> quarter.			
- WPCC Secondary Treatment Project	Ongoing. Project remains on schedule and on budget.	Ongoing. Project remains on schedule and on budget.			

2011 DEPARTMENT GOALS/OBJECTIVES					
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> - Continue Home Inspection Program	Continuation of Home Inspection Program is starting on April 26, 2011	2011 Program is well underway and is being well received.			
- Continue involvement with the resurgence of the Safe Community Program	Will be attending an objective brainstorming session on May 13 <sup>th</sup> at BCC. Have met with representatives of UCDSB to develop a plan to re-introduce Risk Watch in L & G schools.	Negotiations with UCDSB will continue over the summer to have Risk Watch back into the schools for 2011/2012			
- Continue to assist those with impairments & seniors to ensure they have working smoke alarms in accordance with legislation	On-going	On-going as requested			
<b>2. Economy</b> - Public Safety Awareness Campaigns – posters on buses, at bus stops & the new digital sign at Laurier Blvd. Fire Station will assist the greater public vigilance	Campaign has been initiated. No action on digital sign at Laurier Station. Donation will be received before the end of May & work will begin by end of May.	Posters on buses and at bus stops will be positioned as rental space becomes available. The donations for the digital sign at Laurier Station #2 has not been received as yet			
- Continue to promote remote access to our computer aided dispatch program "Crisys" to fire departments across the United Counties of Leeds & Grenville	We will continue to reach out to Fire Depts. in L & G to offer remote access to Crisys. Interest has been shown to provide dispatch services & remote access to South Stormont, South Glengarry & South Dundas Fire Depts.	Negotiations continue with South Stormont South Glengarry & South Dundas for dispatch service			
<b>3. Amenities</b> - Continue Hydrant Flushing program	On-going. Program to re-commence in May	Program start-up has been delayed due to concerns raised by Water Dept. and OFM			

2011 DEPARTMENT GOALS/OBJECTIVES				
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS

- Support Tourist Industry by attending festivals & events that require presence	On-going	Attended Hydroplane races, Riferfest. Will be present for Poker Run and Ribfest as required		
4. Sustainability - Participate in City's lighting retrofit exercise	Completed at both fire stations.	Completed		
- Identification of possibilities for solar panel expansion on Fire Dept. land, in line with future City sustainability initiatives	Being investigated.	Being investigated		
<b>2011 Work Plan</b>				
- Continue with the purchase, test & implementation of a new Fire Dispatch Console to replace existing 20 year old	New Motorola 7500 console has been installed in temporary location. Is being tested & tentative in-service date is April 26/11	Dispatch renovations are 90% complete. New equipment has been installed, tested and put in service		
- Remodel Dispatch Office	Will be started after decommissioning of old communication consoles. Estimate completion date - mid June	Dispatch renovations are 90% complete		
Install new digital sign on the front lawn of Laurier Blvd. Fire Station	See #2 - "Economy"	No action at this time		
Maintain compliance with the Emergency Management & Civil Protection Act	Will be completed in 2011. No action taken at this time.	Will be completed in 2011 to insure compliance		
- Develop new Fire Department Establishing & Regulating By-law for presentation to Council.	Draft by-law is complete. Will be presented to Council after "Dispatch" project.	Draft is completed. Will be presented after dispatch projects		
- Update Municipal Fire Protection Information	Completed - Will be forwarded to OFM for	Have been forwarded to		

2011 DEPARTMENT GOALS/OBJECTIVES					
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
Survey (MFPIIS) required by the Fire Marshal's Office under the Fire Protection & Prevention Act (F.P.P.A.)	review & approval ASAP.	OFM to review			
- Review & upgrade Risk Assessment for submission for approval to the Office of the Fire Marshal	Completed	Completed			
- Telephone upgrade for Station 1 (Perth Street) to provide voice mail capabilities for Fire Prevention Staff through the City Hall telephone switch	Awaiting cost estimates from Bell.	Work has been scheduled and should be completed over the summer months			

## **Report to Finance, Administration & Operations Committee - August 16, 2011**

**2011-080-08**

**Ground Water Flooding  
Oakland Cemetery**

**C. M. Larocque  
Secretary/Treasurer  
Brockville Cemetery Board**

### **RECOMMENDED**

THAT Council authorize and amendment to City By-Law 021-2003 to amend section K (3) from its present reading of:

“All bodies must be removed from the vault by May 31 of each year, where possible”:

To read;

“All bodies must be removed from the vault by May 31 of each year where possible, unless specifically authorized by the Board”.

### **PURPOSE:**

The recommendation is being made to make it more clear, that further flexibility to store bodies beyond May 31 is at the discretion and authorization of the Cemetery Board.

This wording change will allow flexibility beyond May 31, and will assist in possible problems of burying in flooded land conditions, until the Board can present a capital budget for drainage improvements in 2012.

### **BACKGROUND:**

The recommendation is being made pursuant to the request of the Brockville Cemeteries Board, as provided in the Minutes of July 20, 2011.

Every so often, mostly in the spring of the year, some flooding occurs in the north-central section of Oakland Cemetery, where the land is lower. This year the flooding was particularly significant due to the extra rain. The ability to carry out ground burials in that area, under such conditions, is difficult. As well, some of the existing graves are flooded and this prevents those who wish to visit loved ones from doing so. This is a social and political concern for the Board and staff who have to deal with the owners of plots. The situation makes it difficult to promote the Cemetery and achieve further sales in the area.

The Board has consulted with the City Engineering department and have been advised as to what is needed to improve the drainage situation. Improvements will be in order of \$30,000. Rather than press Council for an immediate solution to this potential social issue the Board has asked the Engineering department to assist in the preparation of this for inclusion in the 2012 capital budget and hopefully and early solution in 2012.

A copy of section K, Mortuary Regulations, of the By-Law is provided as Attachment 1

**CONCLUSION:**

The recommendation to revise the By-Law will provide the Board with the ability to delay ground burials following May 31. This is a temporary solution until a 2012 Capital Budget item can be approved. This recommendation will provide the Cemetery Board the flexibility it needs in future situations.



C.M. Larocque  
Secretary

**AUGUST 4, 2011**

**REPORT TO FINANCE & OPERATIONS COMMITTEE – AUGUST 16, 2011**

**2011-081-08  
WINTER MAINTENANCE  
POLICY AMENDMENTS**

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

**RECOMMENDATION**

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

1. Responsibility (page 2 of the policy)
2. Roadways - Level of Service (page 5 & 6 of the policy)
3. Parking Lots – Level of Service (page 13 of the policy)
4. Schedules B1 & B2 – Sidewalk Snow Clearing System
5. Schedule E – Parking Lots Servicing City Buildings

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

**PURPOSE**

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

**BACKGROUND**

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

**ANALYSIS**

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, 8 parking lots serving city buildings, 14 municipal operated public parking lots and the Brockville Transit bus stops, rests entirely with the Public Works Division.*

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

**Explanatory Details**

The above changes reflect the addition of 3 parking areas formerly serviced by the Parks Division (of the Parks & Recreation Department).



## 2. **ROADWAYS - LEVEL OF SERVICE** (pages 5 & 6 of the policy)

### **Existing Wording – Section 3**

*The snow accumulation must be cleared from the roadway to within a distance of 0.6 metres inside the outer edges of the roadway.*

### **Amended Wording**

*The snow accumulation must be cleared from the roadway to provide a minimum lane width of the lesser of 3 metres for each lane or the actual lane width.*

### **Existing Wording – Section 6**

*In this section,*

*“Snow accumulation” means the natural accumulation of new fallen snow or wind blown snow that covers more than half a lane width of a roadway.*

### **Amended Wording**

*In this section,*

*“Snow accumulation” means the natural accumulation of any of the following that, alone or together covers more than half a lane width of a roadway:*

1. *New fallen snow*
2. *Wind blown snow*
3. *Slush*

### **Explanatory Details**

The Minimum Maintenance Standards for Municipal Highways was amended by the province in 2010. The above-noted amendments to the City's Winter Maintenance Operations Policy (which is based on the Minimum Maintenance Standards) reflects these changes.

3. **PARKING LOTS – LEVEL OF SERVICE** (page 13 of the policy)

Existing Wording

All Lots

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

Amended Wording

All Lots

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

*Unless authorized by the Public Works Supervisor, parking lots will be plowed only for individual snowfalls greater than 3.7 cm, or when accumulated successive snowfall totals not plowed, reach a 10 cm total. Exception to this total may occur if mealy snow pack conditions result from a temperature rise.*

Explanatory Details

Small snowfalls do not normally require plowing. This amendment reflects the current practice of delivering the same level of service as given to Class 5 & 6 roadways.

4. **SCHEDULES B1 & B2, SIDEWALK SNOW CLEARING SYSTEM**

Classification Changes

<u>Street Name</u>	<u>Location</u>	<u>Current Class</u>	<u>Revised Class</u>
Keefer	North Augusta to First	3	1

### Explanatory Details

This section of sidewalk is the extension of the Class 1 sidewalk on Pearl St. west of North Augusta Rd. providing access to Commonwealth School, Brockville Collegiate Institute and Brockville General Hospital. This sidewalk is the main pedestrian access point to the schools and hospital for the residential area east of North Augusta Road.

## **5. SCHEDULE E – PARKING LOTS SERVICING CITY BUILDINGS**

### Additions

<u>Parking Lot Name</u>	<u>Location</u>
<i>Rotary Field House Parking Lots</i>	<i>Memorial Park, Laurier Blvd.</i>
<i>St. Lawrence Park Parking Lot</i>	<i>St. Lawrence Park, King St. West</i>
<i>Rotary Park Parking Lot</i>	<i>Rotary Park, Gilmour St.</i>

### Explanatory Details

Prior to 2011, the Parks Division serviced the above-listed parking lots. As the Public Works Division and the Parks Division (of Parks & Recreation Department) were combined during the 2010 restructuring process, these parking lots should be included in the Winter Maintenance Policy to provide consistency of service.

## **POLICY**


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

## **FINANCIAL ANALYSIS**

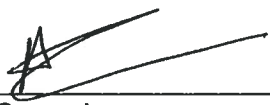
No cost increase or decrease is anticipated with the above changes.

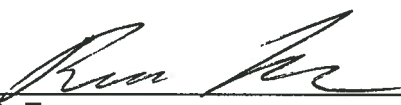
## **CONCLUSION**

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

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

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

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

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

**AUGUST 5, 2011**

**REPORT TO FINANCE & OPERATIONS COMMITTEE – AUGUST 16, 2011**

**2011-082-08  
HIGHWAY 401 BOUNDARY/  
POPULATION SIGNS**

**C.J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
D.C. PAUL  
DIRECTOR OF  
ECONOMIC DEVELOPMENT**

**RECOMMENDATION**

**THAT** the City of Brockville confirm to the Ministry of Transportation that the new Highway 401 Boundary/Population signs include the City's clock tower logo and the message "Hometown Charm – World Class Business".

**PURPOSE**

The purpose of this report is to request Council endorsement of the information to be included on new Highway 401 Boundary/Population signs.

**BACKGROUND**

The Ministry of Transportation is planning to replace the existing Highway 401 Boundary/Population signs and has requested that the City confirm its preference for information to be included on the sign (Attachment 1).

**ANALYSIS**

It is recommended that the City take the opportunity to include as much "Brockville" information as possible on the new signs, namely the clock tower logo and the message "Hometown Charm – World Class Business."

**POLICY IMPLICATIONS**

None.

**FINANCIAL CONSIDERATIONS**

None.

## CONCLUSION

The new Highway 401 Boundary/Population signs should include the clock tower logo and the message "Hometown Charm – World Class Business."



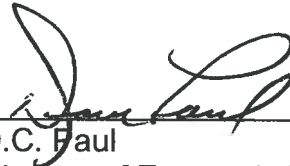
D. Cyr  
Director of Finance



C.J. Cosgrove  
Director of Operations



B. Casselman  
City Manager



D.C. Paul  
Director of Economic Development

**Ministry of Transportation**

Engineering Office  
Traffic Section  
Eastern Region  
1355 John Counter Blvd  
PO Box 4000  
Kingston, ON K7L 5A3  
Tel.: 613 545-4896  
Fax: 613-545-4873

**Ministère des Transports**

Bureau d'ingénierie  
Section de la circulation routière  
Région de l'est  
1355, boulevard John Counter  
Case postale 4000  
Kingston (Ontario) K7L 5A3  
Tél.: 613 545-4896  
Télééc. 613 545-4873



**OPERATIONS  
RECEIVED**

**JUL 18 2011**

July 13, 2011

Mr. Conal Cosgrove, P. Eng.  
Director of Operations  
City of Brockville  
P.O. Box 5000  
Victoria Building, 1 King Street West  
Brockville, Ontario  
K6V 7A5

Dear Mr. Cosgrove:

This letter pertains to the possible implementation of new Boundary/Population signs along Highway 401 for the City of Brockville.

The Ministry has reviewed the existing population signs and based upon their condition, identified a need for their replacement. The Ministry's policy for population signs now has additional enhanced options, the City of Brockville may wish to consider. These include:

1. a "Coat of Arms" or "Community Logo"
2. a "Slogan" or "Welcome Message"
3. a "Coat of Arms" or "Community Logo" with a "Slogan" or "Welcome Message"
4. a replaced population sign as existing

We have enclosed a copy of the existing sign along with an example of the options available. To proceed, we would appreciate Council endorsement pertaining; to what the pictorial of the "Coat of Arms" or "Community Logo" will look like, as well as, what the "Slogan" or "Welcome Message", for the City of Brockville will be, should this option be chosen.

It would be appreciated if we could get a response pertaining to your chosen preference by September 2011.



To see all the details that are visible on the screen, use the "Print" link next to the map.



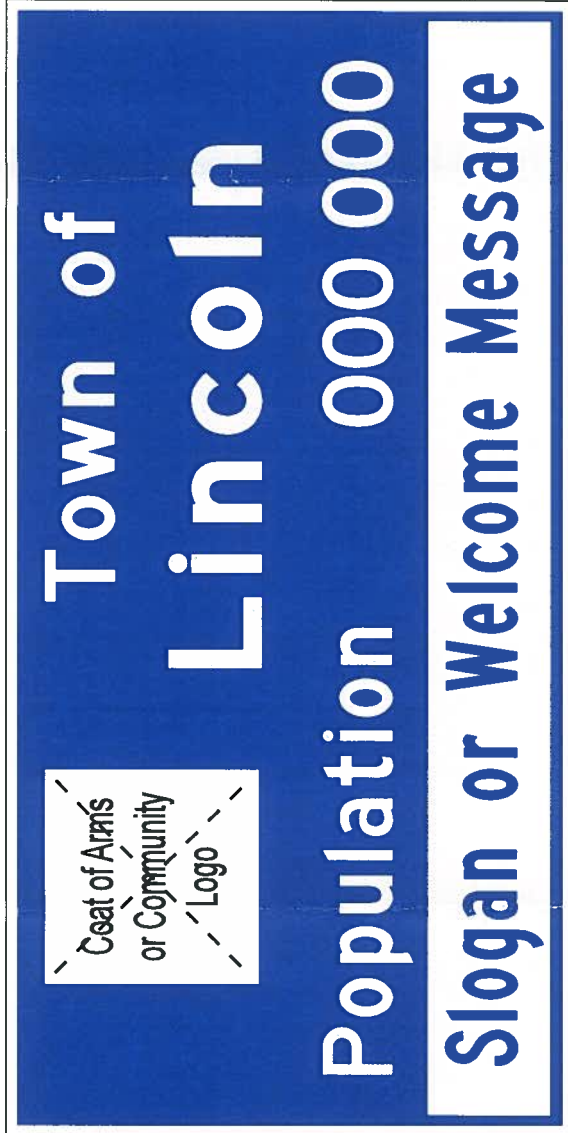
Population sign  
as existing



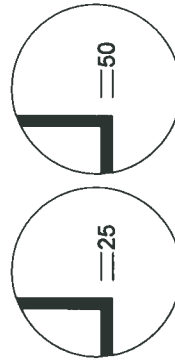
# Boundary - Single & Lower Tier with Population (Enhanced)

G315

85	310	80	184
450	600	150	280
—	—	110	149
360	632	200	405
—	—	126	142
260	508	150	255
45	85	113	232
(1200)	(2135)	150	280
		121	208
		(1200)	(2135)



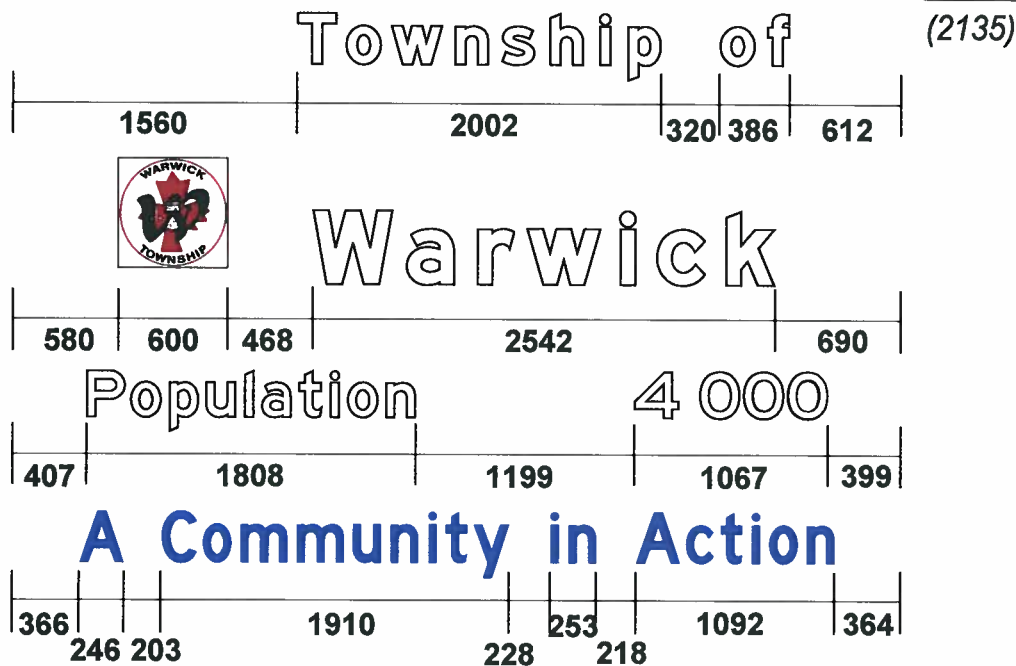
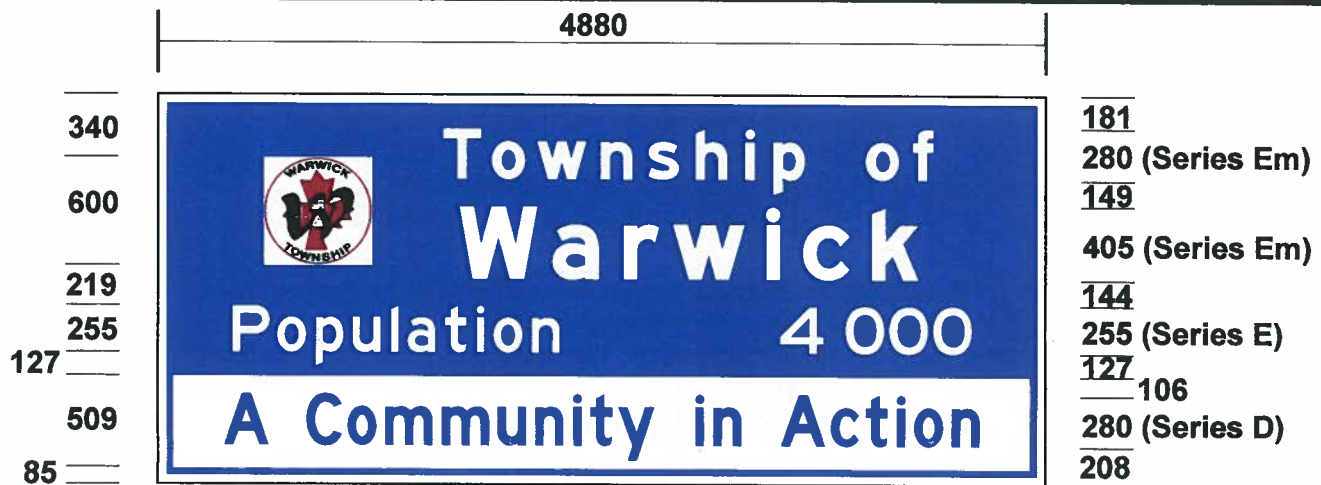
(1200 x var.) Logo to be 450 x 450 mm  
(2135 x var.) Logo to be 600 x 600 mm



Sign No.	Blank #	Special Notes	
G315 (1200 x var.) mm	B-xx	Printed Page Drawing @ 65 % of 1:10 Drawing For Bilingual version, see G315 (B) All G315 designs, including logos are to be approved by HO	
G315 (2135 x var.) mm	Alum. Ext.		
Sign Element	Colour	Min. Refl (ASTM)	Font
Background	Blue	Type I	FHWA
Border Inner / Outer	N/A / White	N/A / Type I	
Text	White	Type I	
Symbol	Varies	Varies	
			Dimensions in Millimeters (mm)
			Head Office Traffic Office, St. Catharines
			Ontario Ministry Of Transportation
File Date: January 2010			

# Boundary - Single-Tier / Lower Tier With Population (Enhanced)

# G315



Sign No.	Blank	Special Notes
G315 (2135 x 4880)	B-35	Printed Page Drawing @ 25 % of 1:10 Drawing

Sign Element	Colour	Min. Refl (ASTM)	Font	All dimensions are shown in mm.
Background	Blue	Type I		
Border	Blue / White	Type I		
Text	White	Type I	Series "Em", "E" and "D"	
Symbol	White	N/A		