
Committee Members

Councillor D. Beatty, Chair
Councillor J. Earle
Councillor J. Fullarton
Councillor D. LeSueur
Councillor M. McFall
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

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

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

AGENDA

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DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

1. Ms. Kathy MacDonald, SloPitch National
Ms. MacDonald would like to address the Committee regarding the increase in Ball Field fees.
2. Video Presentation by Students from St. Mary School
on Drinking Water

REPORTS BOARDS AND COMMITTEES

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NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL

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FAO - CONSENT AGENDA

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ADJOURNMENT

Brockville Youth Advisory Committee

Reporting Update

By: Councilor Leigh Bursey

The intention of this report is to provide you with an update on the happenings of the Brockville Youth Advisory Committee, and is intended to be received for information purposes only.

The Committee began operations officially in February 2011, and now just over a year later, has seen a large turnaround in committee membership in that time. We have had members who have resigned from the Committee due to illness in their family, we have had members leave to return to school, and we've had members who have had to relocate for job offers. As well, there have been members whose ideas and opinions did not mesh with the rest of the committee, and have decided to move on.

At this current juncture, our terms of reference dictate that our committee is open to members aged 16 to 30 years old. Our committee consists of Vice Chair, Derek Atkinson (29) who works in children's mental health and is an independent photographer and musician; Melissa McCabe (26) who works at the United Way of Leeds and Grenville and participates in the local food coalition, John Woods (17) who is a local high school graduate with intentions of building a life here in Brockville, Katie Van De Kamp (26) who works with a local property management company in an administrative capacity, Jen Hodgson (28) who is an area resident working in the retail industry with a deep interest in advocating for lower income earners, myself as chair (24) who works with Council and is a youth volunteer coordinator for the Volunteer Centre of St. Lawrence-Rideau and TV Cogeco talk show host, and we've added an accessory membership for Morrisbourg resident David Patterson (26) who works here in town as the Youth Engagement Officer for the Leeds-Grenville and Lanark Health Unit. Deputy City Clerk Daphne Livingstone is our administrative support liaison and has done a tremendous job of keeping us organized and together.

Aside from revisiting our terms of reference to include a non-voting accessory member, we have also limited our membership to seven standing members, which means at this time that there is still one vacancy. Should members of Council know of any civically-minded young people interested in Brockville-specific youth issues, we ask that you encourage them to apply. As well, allow me to take this opportunity to speak to one semi-critical term of reference for our committee. One of our local civic discussion groups was initially up-in-arms about the criminal reference check requirement for youth to participate. Let us be clear, that this

regulation is not in place to deter interested youth or to make them jump through unnecessary hoops, but instead to encourage that we attract an appropriate membership base. Members of our committee will from time to time be minors, or be in direct contact with minors through community projects. Having a police check on file is a safety precaution to eliminate certain liability, and to deter certain folks from applying who do not have appropriate credentials or the best of intentions in mind. Each current member of our committee has participated in this process successfully, and we have all filed our clean criminal reference checks with the city clerk's department.

In terms of projects that the Committee has taken part in the past year, we have been fairly busy. The Brockville Youth Advisory Committee has reviewed and submitted reports on the City of Brockville Official Plan, the City of Brockville Strategic Plan, and recently the Urban Design and Waterfront Master Plan. We added our thoughts on characteristics and requirements for a new police chief during the hiring process. We resoundingly supported the Pride Walk last summer, and the rehiring of our part-time summer student workers as well. And our committee members were front and centre in the Team Brockville Strong 2011 Movember team.

The Committee has hosted a number of delegations in the past year as well. We have attempted to connect and build strategic partnerships with the Brockville and Area Community Foundation, the Safe Communities Coalition of Leeds and Grenville, the Brockville Municipal Non-Profit Housing Corporation and their Tenants Advisory Committee, Citizens Brockville, the Brockville Cycling Advisory Committee, the Brockville Police Department, the Brockville Public Library, the Health Unit of Leeds-Grenville and Lanark, the Community Food Coalition, the St. Lawrence College Student Administrative Council, the Brockville and District Chamber of Commerce Young Professionals program, the White Ribbon campaign, Movember Canada, the Brockville Performing Arts Working Group, the Volunteer Centre of St. Lawrence-Rideau, Brockville Mayor David Henderson and Council, and local Member of Provincial Parliament Steve Clark.

Our immediate strategic goals moving forward are to distribute a Brockville and Area Youth Questionnaire to youth to further examine what issues matter to them, what challenges they face, where they would like to see us focus our attention, what stores they shop at downtown, which community events they attend, and what city programs they are utilizing. We are attempting to distribute this questionnaire to area schools, community groups, and various other means, with hopes of compiling this data before the end of the school year. We will be sure to report back to Council on our findings. As well, we are hoping to begin work on pursuing a Youth Friendly Designation for the City of Brockville, which will be a long and painstaking project, but will hopefully lead to a positive overall outcome as a project that our

committee and city, can proudly hang our hats on. We will be coming forward to Council to speak more on this matter very soon as well. And we are currently investigating possible opportunities to help Earl's Court gain some momentum and buzz around their pending playground project, which is a mainly tenant-based initiative to improve the lives of young families living in that rent-geared-to-income, social housing community.

We feel that the Brockville Youth Advisory Committee is on a roll right now. Meetings are exciting. Membership is active. And the projects we are participating in and committing ourselves to are meaningful. Each member brings something very different to the table, and the current levels of productivity are at an all-time high. Still, this year has not come without challenges like many new committees have inevitably faced. Finding a meeting time that works for everyone has been an ongoing frustration. And finding meaning in some projects has been equally trying. As young, enthusiastic people, sometimes reviewing reports can take a lot longer than anticipated because frankly, it isn't always the most exciting. Still, we have continued to remind ourselves and each other that sounding off on these directional documents is an important role of an advisory committee. It has also motivated us to seek out other projects that invoke more passion from our membership base. We have moved past any personality conflicts or directional flaws, and have learned not to bog ourselves down with delegation after delegation without any follow-up actions.

To wrap up this report, we would like to remind our elected representatives that we are a recognized Committee of Council, and as such we are at your disposal. Should you have projects, ideas, motions, or other that you should wish to vet, share or build upon, we are available and more than interested in learning more and working together. We would also like to encourage you to be open-minded when we come forward with projects and ideas in the future. This committee has not asked for or received any funding from Council. At this time, all we ask for is your enthusiasm and direction.

Thank you for your time.

MARCH 8, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012

**2012-051-03
RAILWAY TUNNEL
REPAIRS TO SOUTH PORTAL**

**COUNCILLOR D. LESUEUR, CHAIR
BROCKVILLE RAILWAY TUNNEL COMMITTEE
C.J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDATION

THAT the quotation from Century Building Restoration in the amount of \$19,200 plus HST for repairs to the south portal of the Brockville Railway Tunnel be accepted; and

THAT this expenditure be funded through account 9701101 9037001 3010.

PURPOSE

The purpose of this report is to retain a contractor to undertake repairs to the stonework at the south portal of the Brockville Railway Tunnel.

BACKGROUND

The Brockville Railway Tunnel Committee has identified that repairs to the stonework at the south portal of the Brockville Railway Tunnel are required to maintain it in good condition and to avoid more extensive and costly repairs in the future. The work includes rebuilding a small section of the wall which has bulged, repointing, pressure washing and relaying several cap stones.

ANALYSIS

Quotations were received on March 7, 2012 as follows:

Century Building Restoration	\$19,200
Keith Kennedy Historical Mason Inc.	\$25,500
Wallrite Masonry	\$32,000
Mike Sullivan Construction	\$35,925
Hutton Masonry	\$39,400

The lowest cost quotation from Century Building Restoration is considered acceptable.

POLICY IMPLICATIONS

Council approval is required to authorize use of funds from the Railway Tunnel capital account.

FINANCIAL CONSIDERATIONS

The Railway Tunnel capital account has an unallocated balance of \$169,717.

CONCLUSION

The Brockville Railway Tunnel Committee recommends that the quotation from Century Building Restoration for repairs to the south portal of the Brockville Railway Tunnel be accepted.



Councillor David Lesueur, Chair
Brockville Railway Committee



fw

C. Cosgrove, P.Eng.
Director of Operations



D. Cyr
Director of Finance



B. Casselman
City Manager

February 29, 2012

**REPORT TO FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE –
MARCH 20, 2012**

**2012-046-03
ENERGY MANAGEMENT ACTION PLAN**

**B. CASSELMAN
CITY MANAGER
L. WHITE
MANAGER OF
STRATEGIC INITIATIVES**

RECOMMENDATION

THAT Council establish a Energy Management Committee consisting of the Chair of the F.A.O. Committee, the City Manager, the Manager of Strategic Initiatives, and the Arenas and Facilities Supervisor; and

THAT the Committee be dedicated to developing an energy conservation and demand management plan as required by The Green Energy Act, 2009.

PURPOSE

The Province of Ontario passed the Green Energy Act in 2009. The Act applies to public agencies including municipalities. As there are requirements to prepare and publish documents relating to energy conservation and demand management plans, it is important to establish a committee to develop the plans for Council approval.

BACKGROUND

As a provider of many services, municipalities spend over \$700 million annually on electricity. As electricity is a variable cost that can be reduced by prudent practices as well as managing and reducing consumption, it is one of the few areas within operating costs that can actually be reduced often with minimum capital investments. To realize this potential, it requires commitment and engagement at all levels within a municipality. Leadership and support from both Council and Senior Management is essential to drive and support cultural change and staff engagement.

ANALYSIS

The City has already completed many energy efficient retrofits including streetlights, lighting throughout most buildings, the installation of variable speed motors and programmable thermostats.

In 2011, corporate-wide energy consumption for 2009 and 2010 was reported to Council through the annual report.

Sustainability - Environmental Indicators				Target	2009	2010
Energy used by municipal operations						
	Electricity		KwH	less than 10,963,348	8,941,236	9,579,975
	Natural Gas		m3	less than 331,833	348,424	316,540
	Fuel - Clear diesel		litres	less than 221,864	212,651	157,094
			Total Gigajoules of energy	66,227	59,997	59,791
Greenhouse gas (GHG) emissions by municipal operations				kg/yr	less than 3,903,678	3,538,350
						3,516,677

Further analysis, to be completed by the Manager of Strategic Initiatives, will be required to meet the requirements of the Act on or before July 1, 2013 and each year after.

POLICY

There are no policy implications.

The City of Brockville Community Strategic Plan indicates that the municipality will complete an Energy Management Action Plan and will continue to monitor activities and carbon footprint trends in operations.

FINANCIAL CONSIDERATIONS

The benefit to time spent on determining energy use and energy-reducing action plans is that staff becomes educated about energy use and when engaged with goals can assist in reducing energy consumption and therefore energy costs.

CONCLUSION

Although developing energy conservation plans have now become a regulation from the Province, the City has already developed the necessary templates.

With the commitment of the Energy Management Committee and Council commitment to reducing both energy costs and greenhouse gas emissions, the City will be positioned well for the inevitable increase in energy prices.


L. White, Manager of Strategic Initiatives


D. Cyr, Director of Finance


B. Casselman, City Manager

March 5, 2012

REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – MARCH 20, 2012

**2012-047-03
2011 UNSPENT BUDGET ITEMS
FILE: F05-38**

**D. CYR
DIRECTOR OF FINANCE
D. GORDON
FINANCIAL ANALYST – GENERAL**

RECOMMENDATION

THAT Council authorize the transfer to year-end accounts, "Reserve for Outstanding Budget Items" an amount of \$4,805.89 to the General Fund (01-3-999904-9904); and

AND THAT these requests are to be expensed and transferred as per Attachment #1 to Report #2012-047-03.

PURPOSE

To transfer monies which have been budgeted in the current year for particular supplies and/or services that were not completed prior to December 31st to a reserve to be used once the expense is actually incurred.

BACKGROUND / ANALYSIS

Departments may have items in their budgets which by fiscal year end were not completed but must be done.

When these situations occur, it is advantageous to have these items expensed in the current year, as "Contribution to Reserves", and the monies transferred to a single reserve. This allows for easier follow-up to ensure transfer of the funds back into the appropriate fund as a "Contribution from Reserves" in the year which the expense is actually incurred. This will then result in a zero net effect for the year the supplies and/or service is received.

Normally these items will be expensed in the following fiscal year but upon occasion will take slightly longer due to special circumstances.

POLICY IMPLICATIONS

Council approval must be received in order to transfer monies into the Unspent Budget Reserve account as well as between funds.

FINANCIAL CONSIDERATIONS

These expenses have been considered in the City's Variance Analysis.

CONCLUSION

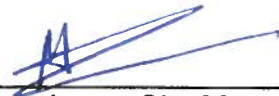
These items have already been considered during the 2011 budget process. If the monies are not transferred to the Reserve, the items will have to be reconsidered in future budget processes – thus, indirectly the costs are put on the respective rates more than once.



D. Gordon, Financial Analyst -- General



D. Cyr, Director of Finance



B. Casselman, City Manager

2011 Unspent Budget Items**Fire**

New Office Equipment	01-5-101125-6310	\$ 2,000.00
Fleet Maintenance Charges	01-5-103181-5601	<u>2,805.89</u>

Total for Operating Accounts	\$ 4,805.89
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Water

Total for Water Accounts	\$ -
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Waste Water

Total for Waste Water Accounts	<u>\$ -</u>
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Grand Total	<u>\$ 4,805.89</u>
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MARCH 14, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012

**2012-052-03
COMPREHENSIVE TRANSPORTATION
PLAN**

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

RECOMMENDATION

THAT the proposal from AECOM Canada Ltd. for the completion of the Comprehensive Transportation Plan be accepted; and

THAT this expenditure be funded through account 9301108-9113007.

PURPOSE

The purpose of this report is to retain a consultant to complete a Comprehensive Transportation Plan for the City of Brockville.

BACKGROUND

The Comprehensive Transportation Plan will build from, and serve as an update to, the 1991 Traffic Operations and Transportation Planning Study. It will address operational design, planning and policy issues within the context of transportation and land use planning. The Comprehensive Transportation Plan will reflect the emergence of active transportation considerations as described in the City's Strategic and Official Plans, and will include all modes of transportation, including auto, transit, emergency service vehicles, linkage to inter-city bus and rail, and active modes including walking and cycling.

The Comprehensive Transportation Plan will consist of the following general components:

- A comprehensive assessment of the City's transportation planning needs for 5, 10, and 20 year timeframes.
- A prioritized improvement program to address existing and future transportation needs including costs estimates and timing.
- A review of all policy and standard requirements related to transportation and to land use development issues with any relevant recommendations.
- Evaluate connectivity measures with the United Counties of Leeds & Grenville and the Township of Elizabethtown-Kitley road systems and Great Waterfront Trail.

The following specific issues will be reviewed:

- Enhancement and implementation of active transportation networks, including walking and cycling, in accordance with the policies of the City's Official Plan.
- Determination of an appropriate level of annual investment in maintenance and rehabilitation of transportation infrastructure based on life-cycle analysis.
- Review existing traffic signal control timing with respect to current and future conditions.
- Review lane configurations, intersections and traffic signal timing and coordination on Stewart Boulevard from Front Avenue to Centennial Road, County Road 29 from Centennial Road to Woods Road, and Parkedale Avenue from Stewart Boulevard to Broome Road.
- Assess collision-prone locations and recommend measures to reduce or eliminate hazardous situations.
- Review the existing designated truck routes and assess and make recommendations concerning difficulties with trucks accessing the downtown area.
- Utilize the findings of the Brockville Official Plan, as well as information for surrounding municipalities, to determine future growth in traffic generation and recommend a transportation system that reflects future development and growth in the 1 to 5, 5 to 10, and 10 to 20 year timeframes.
- Review access to the 1000 Islands Mall and the proximity of the Parkedale Avenue/Millwood Avenue intersection.
- Review and recommend criteria for requiring Site Traffic Impact Studies and recommend guidelines for content.
- Review the Highway 401 Emergency Detour Route
- Confirm the existing parking demands and identify future parking demands for the Downtown Business Improvement Area.
- Determine if operational and physical parking deficiencies exist in the DBIA area.
- Develop a range of reasonable, practical and feasible operational and physical solutions that respond to the parking needs of the DBIA area. The solutions will address factors that influence parking demand, such as transit, shuttle buses, shared parking and active transportation.
- Recommend a parking system for the DBIA area that responds to future development, redevelopment and revitalization initiatives.
- Recommend appropriate parking standards needed to implement the new Official Plan through the update to the Zoning By-Law.

The development of the Comprehensive Transportation Plan will include a stakeholder engagement and communication plan that will identify the various stakeholder groups, their role in the process, how they will be engaged, and the nature of engagement and communication with them. Stakeholders will include the following and perhaps others:

- Brockville Cycling Advisory Committee
- Brockville Municipal Accessibility Advisory Committee
- School Boards
- Ministry of Transportation
- Emergency Services
- Township of Elizabethtown-Kitley
- United Counties of Leeds & Grenville
- Downtown Business Improvement Association
- Via Rail

ANALYSIS

Proposals were received from the following firms:

AECOM Canada Ltd.
Ainley Group
Associated Engineering
Bytown Engineering
CastleGlenn Consultants Inc.
McCormick Rankin/MMM Group

The proposals were reviewed and evaluated by the project Technical Steering Committee, ranking the proposals with respect to experience, project team, understanding of major issues and objectives, proposed work plan, level of effort, references and cost.

Based upon this evaluation, AECOM Canada Ltd. is recommended to complete the Comprehensive Transportation Plan.

POLICY IMPLICATIONS

Council authorization for this consulting assignment is required as per the Purchasing By-Law.

FINANCIAL CONSIDERATIONS

The fee proposed by AECOM Canada Ltd. is \$141,246 plus HST. A total of \$150,000 was budgeted for this project in the 2009 and 2011 Capital Budgets.

The fee proposed by AECOM Canada Ltd. is the third lowest of the six proposals received.

CONCLUSION

Based upon the proposals received, AECOM Canada Ltd. is deemed to be the most appropriate consultant to complete the Comprehensive Transportation Plan.



C. Cosgrove, P.Eng.
Director of Operations

fw



D. Cyr
Director of Finance



B. Casselman
City Manager

March 13, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – March 20, 2012

**2012-053-03
ENGINEERING SERVICES
FOR KINGSTON BRIDGE AND NORTH
AUGUSTA ROAD CULVERT REPAIRS**

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

RECOMMENDED

THAT the proposal from HP Engineering for engineering services for the Kingston Bridge and the North Augusta Culvert Repairs in the amount of fifteen thousand and three hundred and twenty dollars (\$15,320) excluding HST be accepted; and

THAT this expenditure be funded in the amount of \$10,050 excluding HST for the North Augusta Road Culvert Repairs through account 9301108-9113008 and in the amount of \$5,270 excluding HST for the Kingston Bridge Repairs through account 9301105-9103002.

PURPOSE

The purpose of this report is to retain the services of a Structural Engineer to design and manage the projects as there are no City employees with the required qualifications.

BACKGROUND

There is mandated provincial legislation requiring municipalities to complete a biannual inspection of roadway bridges. Based on these inspections, bridge repairs or replacements are scheduled and budgeted. During 2011 a tender was released for the repairs to the Kingston Bridge but due to the low value of the project no bids were received. In order to ensure these repairs are completed it was included as a section of an RFP for engineering services for the repairs to the North Augusta Road Culvert.

The Engineering Services to be provided under the terms of the RFP include the following:

General

- Completion of tender documents including engineered drawings as applicable.
- Contract administration including onsite inspection during construction.
- Project completion – both projects are to be completed by October 31, 2012

Section A - Repairs to the Kingston Bridge

- Seal Replacement - remove the existing rubber or neoprene seals and any other sealing material from the two expansion joints, and replace them with new preformed seals. Incidental to the work will be the removal and replacement of the sidewalk cover plates of the expansion joints.
- Styrofoam Removal - remove of all Styrofoam from between the abutment ballast walls and girder end diaphragms at both abutments of the bridge.
- Access to the Work Area - the provision of scaffolding to facilitate the removal of the Styrofoam.
- Approval from Conservation Authority and MNR as applicable.

Section B – Repairs to the North Augusta Road Culvert

- Repair/replace concrete damaged by road salt and water penetration.
- Replace waterproofing and asphalt overlay.
- Approval from Conservation Authority and MNR as applicable.

ANALYSIS/OPTIONS

Submissions were received on Monday, March 5, 2012 from the following firms:

McIntosh Perry Consulting Engineers
Bytown Engineering
Genivar Inc.
D.M. Wills Associates Ltd.
Eastern Engineering
Keystone Bridge Management
Greer Galloway Group Inc.
IBI Group
Read Jones Christoffersen Ltd.
Ameresco Consulting
AECOM
G.D. Jewell Engineering Inc.
HP Engineering

Based on an analysis of the RFP submissions, HP Engineering has the lowest bid price, has qualified experienced staff and meets all of the RFP requirements to complete these projects.

POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005 Council approval is required to engage the services of the firm for these projects.

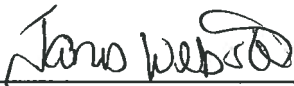
FINANCIAL CONSIDERATIONS

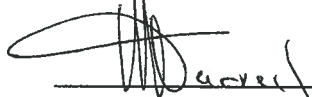
The fee proposed by HP Engineering for engineering services for the North Augusta Road Culvert Repairs is \$10,050 excluding HST. Funds in the amount of \$170,000 have been allocated to account 9301108-9113008 for the completion of this project.

The fee proposed by HP Engineering for engineering services for the Kingston Bridge Repairs is \$5,270 excluding HST. Funds in the amount of \$27,000 have been allocated to account 9301105-9103002 for the completion of this project.

CONCLUSION

It is recommended that the Council accept the RFP bid price from HP Engineering to complete these two capital projects.


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


V. Harvey
Supervisor of Transportation Services


D. Cyr
Director of Finance


B. Casselman
City Manager

March 13, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – March 20, 2012

**2012-054-03
ENGINEERING SERVICES
ORMOND STREET BRIDGE
REPLACEMENT**

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

RECOMMENDED

THAT the proposal from HP Engineering for engineering services for the Ormond Street Bridge Replacement in the amount of thirty eight thousand and one hundred dollars (\$38,100) excluding HST be accepted; and

THAT this expenditure be funded through the Ormond Street Bridge Replacement account 9301105-9123001.

PURPOSE

The purpose of this report is to retain the services of a Structural Engineer to design and manage the project as there are no City employees with the required qualifications.

BACKGROUND

There is mandated provincial legislation requiring municipalities to complete a biannual inspection of roadway bridges. Based on these inspections, bridge repairs or replacements are scheduled and budgeted.

The Engineering Services to be provided under the terms of the RFP include the following:

- Evaluation of design alternatives and recommendations of preferred replacement bridge type.
- Completion of tender documents including engineered drawings as applicable.
- Contract administration including onsite inspection during construction.
- Project completion – August 31, 2012
- Approval from Conservation Authority and MNR as applicable.

ANALYSIS/OPTIONS

Submissions were received on Monday, March 5, 2012 from the following firms:

McIntosh Perry Consulting Engineers
Bytown Engineering
Genivar Inc.
D.M. Wills Associates Ltd.
Keystone Bridge Management Corp.
Greer Galloway Group Inc.
IBI Group
Read Jones Christoffersen Ltd.
Ameresco Consulting
AECOM
G.D. Jewell Engineering Inc.
HP Engineering

Based on an analysis of the RFP submissions, HP Engineering has the second lowest bid price at \$100 higher than the lowest bid price. The proposal also included an option of replacing the bridge with a superstructure replacement alternative which could possible reduce their price from \$38,100 to \$23,100. HP Engineering was the only firm to offer this potential fee reduction. The firm has qualified, experienced staff and meets all of the RFP requirements to complete this project.

POLICY IMPLICATIONS

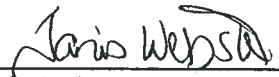
In accordance with the City's Purchasing By-law 090-2005 Council approval is required to engage the services of the firm for these projects.

FINANCIAL CONSIDERATIONS

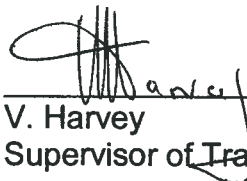
The fee proposed by HP Engineering for engineering services for the Ormond Street Bridge Replacement is \$38,100 excluding HST. Funds in the amount of \$540,000 have been allocated to account 9301105-9123001 for the completion of this project.

CONCLUSION

It is recommended that the Council accept the RFP bid price from HP Engineering to complete this capital project.

for 

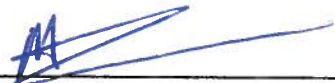
C.J. Cosgrove, P.Eng
Director of Operations



V. Harvey
Supervisor of Transportation Services



D. Cyr
Director of Finance



B. Casselman
City Manager

MARCH 9, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012

**2012-055-03
EXPRESSIONS OF INTEREST FOR
A PUBLIC-PRIVATE PARTNERSHIP -
ARENA/RECREATIONAL FACILITY**

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

RECOMMENDATION

THAT the City of Brockville issue a Request for Expressions of Interest for a Public-Private Partnership for an Arena/Recreational Facility.

PURPOSE

The purpose of this report is to determine a path forward regarding the potential for a public-private partnership (P3) for an arena/recreational facility.

BACKGROUND

The City of Brockville has been contacted by an individual inquiring as to the City's interest in undertaking a P3 project for an arena or multi-use recreational facility.

ANALYSIS

The Memorial Centre and Centennial Youth Arena are 31 and 45 years old, respectively. In addition to the age of the facilities, ice-making systems and building systems, they are lacking in dressing room size, facilities for females in sport, referees' rooms, and recreational amenities in comparison to newer facilities. There are insufficient prime-time hours available to meet the requests of the youth and adult user groups, and the number and duration of weekend tournaments/competitions has had to be limited due to the displacement of regular weekend users. A new twin-pad arena or the addition of an ice pad to one of the existing arenas is currently envisioned in years 8, 9 and 10 of the City's Capital Plan, with all funding to be provided by the City.

Given the current needs, and the interest expressed to the City in a potential P3 project, it is recommended that the parameters of a partnership be explored.

As public funds may ultimately be involved, the process of evaluating potential partners and partnerships must be open and fair. It is recommended that a Request for Expressions of Interest be issued to provide equal opportunity for the proponent who has contacted the City and any other potential proponent.

The Request for Expressions of Interest would require the following as part of the submissions:

1. Project team members and organizational structure
2. Relevant experience and expertise of the project team members, including references
3. Business Plan – including facility description, concept sketches, capital and operating costs, City capital and operational involvement, and schedule.

The submissions would be evaluated with respect to completeness in comparison to the submission requirements, experience and expertise of the proponent's team, and strength of the business plan.

If an acceptable Expression of Interest is received and approved by Council, it would form the basis for attempting to formulate a detailed P3 project acceptable to the City and the proponent. Accepting a particular Expression of Interest would not commit the City to a project, just to working and negotiating with a potential partner.

POLICY IMPLICATIONS

The intent of the City's Purchasing By-law is to ensure fairness, openness and the opportunity for competitive proposals or bids for all City projects.

FINANCIAL CONSIDERATIONS


None at this time.

CONCLUSION

A Request for Expressions of Interest will permit the City to gauge the interest in a P3 project for an arena/recreational facility.

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C. Cosgrove, P.Eng.
Director of Operations



D. Cyr
Director of Finance



B. Casselman
City Manager

MARCH 9, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012

**2012-056-03
PRO SHOP LEASE
BROCKVILLE MEMORIAL CIVIC CENTRE**

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

RECOMMENDATION

THAT the City of Brockville continue the lease with Bryan Aimer for a pro shop at the Brockville Memorial Civic Centre, with a term of five years and an option to extend the lease for an additional five years.

PURPOSE

The purpose of this report is to renew the lease for the pro shop (Trophies Plus) at the Brockville Memorial Civic Centre.

BACKGROUND

Trophies Plus pro shop has operated at the Brockville Memorial Centre since 1995. The previous lease expired on December 31, 2011.

ANALYSIS

A new five-year lease is proposed, with an option to extend the term for an additional five years with the mutual consent of both parties.

A termination clause, requiring six months notice, has been added to the lease, in case the circumstances of either party changes.

POLICY IMPLICATIONS

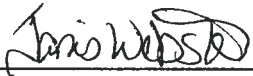
Leases require approval by Council.

FINANCIAL CONSIDERATIONS

The monthly rent for 2012 would be \$782.73 plus HST, which represents an increase over the 2011 rate equivalent to the percentage increase in the Consumer Price Index. The rent for each subsequent year is to be adjusted by an amount equivalent to the percentage increase in the Consumer Price Index.

CONCLUSION

Continuation for the lease agreement with Mr. Aimer is recommended.

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C. Cosgrove, P.Eng.
Director of Operations



D. Cyr
Director of Finance



B. Casselman
City Manager

March 14, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – March 20, 2012

**2012-057-03
PAINTING OF CENTRE, LANE AND EDGE
LINE PAVEMENT MARKINGS
CONTRACT NO. 2012-02**

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

RECOMMENDED

THAT Council accept the tender from Provincial Maintenance Inc. in the amount of forty five thousand eight hundred thirty seven dollars and twenty cents (\$45,837.20), excluding HST, for the painting of centre, lane and edge pavement markings; and

THAT this expenditure be funded in the amount of \$21,320 excluding HST for roadway painting through operating account 01-5-245435-3010 and in the amount of \$24,517.20 excluding HST for Airport Runway Markings through capital account 9104010-9121054.

PURPOSE

To retain the services of a contractor for the painting of centre, lane and edge line pavement markings on roadways and on the airport runway. The City does not have the necessary equipment to complete this work.

BACKGROUND

The Operations Department calls tender for this work annually. The contract is normally limited to centre, lane and edge line roadway pavement markings only however the 2012 tender included line painting on the airport runaway with the expectation that the City would receive better prices for both projects if they were combined in one tender. Pavement markings are required to ensure safe driving conditions and proper traffic operations as well as safe flying/landing conditions at the airport. .

ANALYSIS/OPTIONS

Tenders were opened on Friday March 9, 2012 with the following results:

- | | |
|---|-------------|
| 1. Provincial Maintenance Inc. | \$45,837.20 |
| 2. Woodbine Pavement Markings Limited | \$70,716.85 |

The 2012 budgets for these projects were based on the 2011 costs for roadway pavement markings with a 3% increase as established in the 2012 Budget preparation guidelines. On examining the submissions, the price increased approximately 26% over last year which is a direct reflection of the economy. The airport runway was last painted in 2005 and the work must be completed as this is an aviation safety issue. The

roadway pavement markings must also be completed for road safety and liability reasons.

Provincial Maintenance Inc. has been the successful bidder on this contract in the past and staff has been satisfied with their performance.

POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005 Council approval is required to engage the services of the firm as only 2 bids were submitted and the bid exceeds the budgeted amounts.


FINANCIAL CONSIDERATIONS

The bid price for roadway painting is \$21,320 excluding HST. Funds in the amount of \$18,282 were budgeted in operating account 01-5-245435-3010 for this expense. This will result in a deficit of \$3,038 which will be offset by surpluses in that division.


Funds in the amount of \$16,275 were budgeted in capital account 9104010-9121054 for this expense. It is being partially financed from a contribution from the Airport Reserve Fund in the amount of \$3,795. The bid price for this work is \$24,517.20 excluding HST which will result in a deficit of \$8,242.20. This deficit will be mitigated through a surplus of \$3,660 that has been brought forward from the 2011 ACPM capital account and the reduction of the 2012 ACPM capital account by \$4,582.

CONCLUSION

It is recommended that the tender from Provincial Maintenance Inc. be accepted to complete these two projects.


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


Valerie Harvey
Supervisor of Transportation


D. Cyr
Director of Finance


B. Casselman
City Manager

MARCH 14, 2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012

2012-059-03

TENDER E2012-01

SUPPLY OF GASOLINE & DIESEL FUEL

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

**C. G. MCCANN
FLEET SUPERVISOR**

**A. J. ROSSETTI
FINANCIAL ADMIN. ANALYST**

RECOMMENDATION

THAT the tender from W.O. Stinson & Son Ltd. for the supply of gasoline and diesel fuel for the period April 1, 2012 to March 31, 2014 be accepted; and,

THAT the expenditures be charged to Account 01-5-212146-2530.

PURPOSE

The purpose of this report is to retain a contractor to supply fuel.

BACKGROUND/ANALYSIS

In March 2012 tenders were called for the supply of Gasoline and Diesel Fuel. All companies were issued with a base price per litre from the Oil Buyer's Guide Ottawa Daily Rack (as of February 27, 2012) of \$1.084 (unleaded) and \$1.112 (diesel) including Federal and Provincial Excise Taxes. Tenders were sent to the following companies:

- Drummond Fuels, Ottawa, ON
- MacEwen Petroleum Inc., Brockville, ON
- U.P.I. Inc. Guelph, ON
- W. O. Stinson & Son Ltd., Gloucester, ON
- Esso Imperial Oil, Nepean, ON
- Shell Canada Products Ltd. Calgary, AB
- Ultramar Ltd., Brockville, ON
- Petro Canada Fuels, Ottawa, ON
- McKeown & Woods Fuel, Napanee, ON

Tenders were opened at 1:30 p.m. on March 12, 2012 with the following results:

<u>Company</u>	Regular Unleaded	Clear Diesel	Discount Per Litre () Mark-up + (dollars)	Delivery Charge Per Litre (if applicable)	Net Price Per Litre (HST extra)
W. O Stinson & Son Ltd.	\$1.084	\$1.112	\$0.009/0.009	\$0.00	\$1.075/1.103
Ultramar Limited	1.084	1.112	+0.0045/0.0023	0.00	1.0885/1.1323
MacEwen Petroleum	1.084	1.112	0.00/0.00	0.025/0.025	1.109/1.137

McKeown & Wood Fuels Ltd., Napanee, On	1.084	1.112	0.00/0.00	0.035/0.035	1.119/1.147
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All prices quoted are price per litre, inclusive of fuel taxes, HST is extra. Tenders have been reviewed and found to be in order.


W.O. Stinson & Son Ltd. has tendered the lowest pricing for Regular Unleaded Gasoline and Clear Diesel. Please note that the actual price paid for fuel will fluctuate as the base price per litre fluctuates. The City discount of \$0.009 issued on this contract has been included in the quoted price and is the same discount as we are currently receiving in the 2010 contract which expires March 31, 2012.

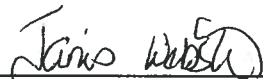
POLICY IMPLICATIONS

As per Budgetary Control and Purchasing By-Law 090-2005.

FINANCIAL CONSIDERATIONS

The stock is purchased against Inventory Account 01-1-909209-9209 and subsequently expensed against Account 01-5-212146-2530. The 2012 budget was built using \$1.08 per litre of unleaded gasoline and \$1.08 per litre for clear diesel. The average prices from January to December for 2011 were \$1.073 per litre for unleaded gasoline and \$1.053 per litre for clear diesel.


B. Casselman
City Manager


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


D. Cyr
Director of Finance


C. G. McCann
Fleet Supervisor


A. J. Rossetti
Financial Administrative Analyst

March 16, 2012

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE
March 20, 2012**

2012-060-03

**Brockville Railway Tunnel Committee
Terms of Reference**

**DAVID LESUEUR
COUNCILLOR
CHAIR OF BROCKVILLE
RAILWAY TUNNEL COMMITTEE**

RECOMMENDED

1. THAT the Brockville Railway Tunnel Committee be authorized to spend up to \$10,000 in accordance with the City of Brockville's Purchasing By-law under the supervision of staff; and that purchases are for these terms of reference and the Brockville Railway Tunnel Project business plan only; and
2. THAT the Brockville Railway Tunnel Committee be authorized to establish and maintain a website for information and promotion using the city of Brockville's website designer.
3. THAT the funds be expensed from account 9701101 9037001 3010.

PURPOSE

To expand the Terms of Reference of the Brockville Railway Tunnel Committee to permit limited expenditures and the establishment of a website.

BACKGROUND

The Brockville Railway Tunnel Committee was established by By-law 026-2011 on April 26, 2011 with the following Terms of Reference:

To ensure the Brockville Railway Tunnel (RTC) remains a part of our history and culture. To include the Brockville Railway Tunnel as tourist destination and attraction. To provide an estimate of the cost to make the Brockville Railway Tunnel a safe attraction. To provide an estimate of cost to light and install a walkway through the Brockville Railway Tunnel. To provide input and advice to City staff. To provide further directives and recommendations to City Council on the use and maintenance of the Brockville Railway Tunnel.

The Brockville Railway Tunnel Committee has developed a Business Plan that requires some expenditure. The existing Terms of Reference are limited to provide input and advice but does not allow for expenditures of the previously allocated funds.

POLICY IMPLICATIONS

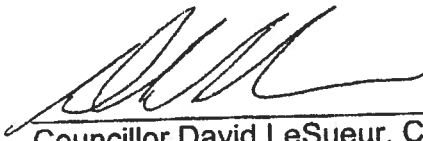
The City of Brockville Procedural By-law and Purchasing By-law are required to be followed.

FINANCIAL CONSIDERATIONS

The Brockville Tunnel capital account has unallocated funds sufficient to provide for the recommendation.

CONCLUSION

The Brockville Railway Tunnel Committee is requesting authority to expend funds and establish a website.



Councillor David LeSueur, Chair
Brockville Railway Tunnel Committee