
Committee Members

Councillor J. Fullarton, Chair
Councillor J. Earle
Councillor L. Journal
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Finance

Clerk's Office

Human Resources

Legal

Joint Services Committee

Safe Communities

Coalition

Volunteer Awards

AGENDA

Page

STAFF REPORTS

- | | |
|------|---|
| 2-6 | 1. 2010-108-07
Library Funding Request
File: C12-12 |
| 7-8 | 2. 2010-120-08
2010 Municipal Election
Advance Voting Period & Voting Places |
| 9-11 | 3. 2010-123-08
Development Charges Background Study
Additional Funds Required |
| | 4. Treasurer's Report - Variance Only
<i>(will be provided under separate cover)</i> |

CONSENT AGENDA

July 5, 2010

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – JULY 20th, 2010

**2010-108-07
LIBRARY FUNDING REQUEST
FILE: C12-12**

**D. CYR
DIRECTOR OF FINANCE**

RECOMMENDATION

THAT Council deny the request for reimbursement of up to \$3,500 to the Brockville Public Library (BPL) for general roof repairs.

PURPOSE

To respond to the request from the Brockville Public Library (BPL) Board for reimbursement by the City for building maintenance expenditures.

BACKGROUND

Peter Raabe has been working with Margaret Williams to resolve ongoing issues with the flat roof on the 1970 / 71 addition to the BPL as well as the roof drainage system. Upon examination of the flat roof, Mr. Raabe recommends that

“The two drains on the west side (repair), small repair on the small sunken roof to open mineral surface membrane, bare felt at the east perimeter being coated and removal of rotted vegetation: a budget of approximately \$1,750 - \$2,200. However, if we add the other two east side drains to be looked at and any repairs being undertaken – then add another \$500 each. So as there are some investigative repairs to be undertaken, I would suggest that the work be undertaken on a time and material basis not to exceed \$3,500. In addition I would recommend that a plumber be hired to look at the joints of the roof drains in the ceiling and confirm that they are not leaking.”

Problems associated with the drainage pipes appear to have been rectified by Jensen Plumbing.

At that time, Margaret Williams, CEO and Chief Librarian, contacted the City expressing a budget concern for the library as “these unexpected repairs did not fall within the Library’s normal annual building maintenance budget” and requested, on behalf of the BPL Board, that “the City take responsibility for these repairs by providing the necessary funds, writing the specifications for the work, hiring the roofing company and supervising the repairs. (Attachment #1 to Report 2010-108-07)

The BPL Board has made a similar request, in their letter dated June 17, 2010. (Attachment #2 to Report 2010-108-07)

ANALYSIS

The City owns several buildings throughout the municipality which house not only City departments but also boards and committees. The BPL is one of these buildings.

Departments, boards and committees are not charged "rent" for use of the facilities. They are responsible to cover the associated costs for overheads associated with "their" building such as hydro, gas, water and general maintenance.

Although unexpected, these types of service calls are general maintenance issues. Other City boards and committees, such as the Museum and the Airport, have encountered similar scenarios where unexpected maintenance costs to their buildings have occurred and attempt to mitigate these costs within their budgets.

Conal Cosgrove, Director of Operations, has contacted Miss Williams and has confirmed that City staff is proceeding with the necessary steps to assist the BPL with the necessary repairs.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL CONSIDERATIONS

Council had the insight to establish the BMMP Reserve Fund for the financial management of capital repairs and major maintenance to city owned buildings.

The repairs required to the BPL building, spot repairs around roof drains, however, are of a maintenance nature. The costs associated with these repairs should be mitigated within their own budget.

There are various options available to manage an overall BPL deficit situation should it occur at year end, such as to commence the 2011 BPL budget with the deficit amount; to use Library Reserve Funds; or to fund by the City at that point in time.

CONCLUSIONS

Unexpected maintenance expenses, such as spot repairs around drains, are costs that all departments, boards and committees do not like to incur as they must be mitigated against other expenditures.



D. Cyr, Director of Finance



B. Casselman, City Manager

Donna CyrAttachment #1 to Report 2010-108-07

From: Donna Cyr
Sent: Friday, May 14, 2010 10:59 AM
To: 'Margaret Williams'
Cc: Bob Casselman; Rick Sands; Margaret Wicklum; Jennifer Cullen; Janet Włodarczyk; Gord Beach; Diana Dodge; Chuck Quick; Nancy Bowman; Earle Moore; Peter Raabe; Conal Cosgrove
Subject: RE: ROOF REPAIRS -Brockville Public Library - May 14, 2010

Hi Margaret!

This request and information needs to be discussed with those responsible for City facilities....as such I am forwarding to Earle Moore, who is our new Arenas and Facilities Supervisor, as well as Conal Cosgrove and Peter Raabe, to assist you.

Donna Cyr

From: Margaret Williams [mailto:margaret@brockvillelibrary.ca]
Sent: Friday, May 14, 2010 9:55 AM
To: Donna Cyr
Cc: Bob Casselman; Rick Sands; Margaret Wicklum; Jennifer Cullen; Janet Włodarczyk; Gord Beach; Diana Dodge; Chuck Quick; Nancy Bowman
Subject: ROOF REPAIRS -Brockville Public Library - May 14, 2010

Donna Cyr
 Director of Finance / Treasurer
 City of Brockville
 (613) 342-8772 Ext. 432

Dear Mrs. Cyr:

At the Library Board meeting on Monday May 10, 2010 I informed library trustees about unexpected building maintenance concerns.

Peter Raabe, the city's Municipal Engineer, has been working with me for the past few weeks to resolve some ongoing issues with the flat roof on the 1970/71 addition to the Library building and with the roof drainage system. Mr. Raabe examined an elbow section of the drainage pipes located in the ceiling in the adult non-fiction area on the second floor where water has been dripping onto book stacks and carpet. At his recommendation, I called in Jensen Plumbing. They took the pipes apart in that section, cleaned out accumulated debris, and installed new clamps. We hope this will resolve that problem. We will continue to keep an eye on this area whenever it rains.

Mr. Raabe also examined the flat roof, and took photographs. He recommends:

"The two drains on the west side (repair), small repair on the small sunken roof to open mineral surface membrane, bare felt at the east perimeter being coated and removal of rotted vegetation: a budget of approximately \$1,750 - \$2,200. However, if we add the other two east

*side drains to be looked at and any repairs being undertaken - then add another \$500 each. So as there are some investigative repairs to be undertaken; I would suggest that the work be undertaken on a **"time and material basis" not to exceed \$ 3,500.** In addition I would recommend that a plumber be hired to look at the joints of the roof drains in the ceiling and confirm that they are not leaking."*

These unexpected repairs do not fall within the Library's normal annual building maintenance budget which is used to cover HVAC maintenance, carpet cleaning, cleaning supplies, etc.

The Board therefore respectfully requests that the City take responsibility for these repairs by providing the necessary funds, writing the specifications for the work, hiring the roofing company and supervising the repairs.

Thank you for your attention in this matter. We look forward to hearing from you.

Best regards,

Margaret Williams
CEO and Chief Librarian
Brockville Public Library
23 Buell St. Box 100
Brockville, ON, K6V 5T7
613-342-3936 ext. 22

_____ Information from ESET NOD32 Antivirus, version of virus signature database 5114
(20100514) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>



BROCKVILLE PUBLIC LIBRARY

23 Buell Street, P.O. Box 100, Brockville, Ontario K6V 5T7

Phone: (613) 342-3936 • Fax: (613) 342-9598 • Web: www.cybertap.com/~bpl/

June 17, 2010

Mr. Bob Casselman, City Manager
City of Brockville
1 King St. West, Box 5000
Brockville, ON, K6V 7A5

Attachment #2 to Report 2010-108-07

Dear Mr. Casselman:

For some time there have been water leakage problems on the second floor of the Brockville Public Library in an area where there are adult non-fiction collections and art exhibits. When the problem worsened this spring, Chief Librarian Margaret Williams contacted Peter Raabe at the City for advice.

Mr. Raabe visited the library in May. He examined one section of the roof drainage pipes in the ceiling where water has been leaking in. At his recommendation, Ms. Williams had Jensen's Plumbing come in. They took the pipes apart in that section, cleaned out accumulated debris, and installed new clamps. Since then the water problem has stopped.

Mr. Raabe also assessed the flat roof on the 1970/71 addition to the library building and took photographs which he shared with Ms. Williams by email, followed by this report:

*"The two drains on the west side (repair), small repair on the small sunken roof to open mineral surface membrane, bare felt at the east perimeter being coated and removal of rotted vegetation: a budget of approximately \$1,750 - \$2,200. However, if we add the other two east side drains to be looked at and any repairs being undertaken - then add another \$500 each. So as there are some investigative repairs to be undertaken, I would suggest that the work be undertaken on a **"time and material basis" not to exceed \$3,500.** In addition I would recommend that a plumber be hired to look at the joints of the roof drains in the ceiling and confirm that they are not leaking."*

The Library Board directed Ms. Williams to email City treasurer Donna Cyr reporting these maintenance problems and requesting financial assistance. Mrs. Cyr forwarded this email to Conal Cosgrove and Peter Raabe. Mr. Cosgrove told Ms. Williams that he would undertake to hire contractors and to supervise the work, but did not have the funds in his budget to pay for this work.

On June 14, 2010 the Library Board again discussed this important building maintenance item. The Library's normal annual building maintenance budget is used to cover expected, annual maintenance items such as HVAC maintenance, carpet cleaning, etc. The Library Board budgets so closely that there is no room for emergency items such as \$3,500 for plumbing and roof repairs.

The Board respectfully requests that the City take responsibility for these repairs to a city-owned building by providing the necessary funds, writing the specifications for the work, hiring the roofing and plumbing contractors, and supervising the repairs.

Thank you for your attention in this matter. We look forward to hearing from you.

Yours truly,

Margaret Wicklum, Chair
Brockville Public Library Board

**REPORT TO FINANCE AND ADMINISTRATION COMMITTEE –August 17, 2010
August 4, 2010**

2010-120-08

**2010 MUNICIPAL ELECTION
ADVANCE VOTING PERIOD
& VOTING PLACES**

**S.M. SEALE
CITY CLERK**

RECOMMENDATION

THAT the advance voting period for the 2010 Municipal Election be from Monday, October 18, 2010 at 9:00 a.m. to Monday, October 25, 2010 at 9:59 a.m.; and

THAT a Voting Place be established at St. Lawrence College, 2288 Parkedale Avenue be established as a voting place Monday, October 18, 2010 to Friday, October 22, 2010 from 8:00 a.m. to 8:00 p.m. and on Saturday, October 23, 2010 from 10:00 a.m. to 4:00 p.m. for the 2010 Municipal Election; and

THAT a Voting Place be established at Bridlewood Manor, 1026 Bridlewood Drive for the residents of the Manor on Monday, October 25, 2010 between the hours of 9:00 am to 11:00 am; and

THAT a Voting Place be established at the Brockville General Hospital, Garden Street Site for the residents of the hospital on Monday, October 25, 2010 between the hours of 11:30 am and 1:00 pm; and

THAT a Voting Place be established at the Wedgewood Retirement Resort, 15 Market Street East for the residents of the Resort on Monday, October 25, 2010 between the hours of 2:00 p.m. and 4:00 p.m.; and

THAT the necessary by-laws be enacted.

BACKGROUND

On May 25, 2010, Council passed bylaw 046-2010 to authorize voting by telephone and internet for the 2010 Municipal Election.

In accordance with the Municipal Elections Act, 1996, (MEA) Section 43, the council of a local municipality shall pass a by-law at least 30 days before voting day to establish one or more dates for an advance vote and the hours during which voting places shall be open.

In addition to the establishment of advance voting periods, the MEA also requires the establishment of voting places at institutions (20 or more beds are occupied by persons who are disabled, chronically ill or infirm) and retirement homes (50 or more beds are

occupied). Accordingly, voting places must be established for Brockville General Hospital, Garden Street Site, Bridlewood Manor and Wedgewood Retirement Resort.

During Council deliberations of the alternative voting method, staff were asked to consider a "voting place" in the north-end of the City. Arrangements have been made with Saint Lawrence College to establish a voting place at the college.

ANALYSIS

With the introduction of the alternative telephone and internet voting it is being recommended that the advance voting period be set as Monday, October 18, 2010, 9:00 a.m. concluding on Voting Day at close of vote, 8:00 p.m.

During the advance voting period eligible voters will be able to access the Voter Help/Revision Centre by telephone or in person Monday, October 18th to Friday, October 22nd between the hours of 8:00 a.m. and 8:00 p.m. and Saturday, October 23rd between the hours of 10:00 a.m. and 4:00 p.m.. The Centre will be located at City Hall and operated by Clerk's Department staff. During "off-hours" IntelliVote Systems Inc. will respond to calls to the Voter Help Centre.

As has been the practice in previous elections, the voting periods at the hospital and the retirement home have had reduced hours. The Wedgewood Retirement Resort has been opened since the previous election and under the MEA we are required to establish a voting place at this location.

FINANCIAL CONSIDERATIONS

The expense associated with the advance voting period and the additional voting places is included in the 2010 Clerk's Operating budget.



S.M. Seale, City Clerk

B. Casselman, City Manager

August 11, 2010

REPORT TO FINANCE AND ADMINISTRATION COMMITTEE – AUGUST 17, 2010

**2010-123-08
DEVELOPMENT CHARGES BACKGROUND STUDY
-- ADDITIONAL FUNDS REQUIRED
File: F21-01**

**M. PASCOE-MERKLEY
DIRECTOR OF PLANNING
D. CYR
DIRECTOR OF FINANCE**

RECOMMENDATION

THAT the City retain Hemson Consulting Ltd. to complete a development charges background study as well as to develop a proposed by-law based upon the results of the study; and

THAT this study be funded fully from the Growth Management Reserve Fund.

PURPOSE

To retain a consultant to complete a development charges background study as well as to develop a proposed by-law based upon the results of the study.

BACKGROUND

In April 2009, staff issued a request for proposal (RFP) to have a development charges background study completed. Three consulting firms made submissions to this RFP:

Clark Consulting Services
Hemson Consulting Services
Watson & Associates Economists Ltd.

Due to the economic climate at that time, Council decided to defer the study to a later date.

Council, at their meeting held on April 27, 2010, gave staff the following directive:

THAT the City retain a consultant to complete a development charges background study as well as to develop a proposed by-law based upon the results of the study; and

THAT this study be funded from the Growth Management Reserve Fund and other sources, should they be required, to be determined during the 2010 budget process.

In May 2010, staff contacted the three consulting firms who had bid in 2009 and requested a written proposal / quote to complete a new development charge background.

ANALYSIS

The following bids were received:

	Bid excl. taxes	Net Cost	Difference over low bid
Clark Consulting Services*	\$ 23,258.00	\$ 23,667.34	
Hemson Consulting Services* [▫]	\$ 23,700.00	\$ 24,117.12	\$ 449.78
Watson & Associates Economists Ltd.	\$ 28,500.00	\$ 29,001.60	\$ 5,334.26

* includes a developer/stakeholder session

▫ initial bid revised by \$1,300 to reflect work already completed by the City with respect to growth projections in Official Plan study

Staff believes that an important part of this study is to have the consultants meet with our development community.

Hemson Consulting and Watson & Associates are both well known for their expertise with growth forecasts and development charges, whereas, Clark Consulting's experience with development charges has been predominately with smaller lower-tier rural municipalities.

As the City of Brockville is a single tier urban municipality, it is the opinion of staff that the expertise of Hemson Consulting Services is required for the scope of this project.

POLICY IMPLICATIONS

In accordance with the City's Purchasing By-Law 090-2005, Council's authorization is required for the engagement of consultants where expertise is not available locally and the fees are between \$10,000 and \$30,000.

As well, Council's authorization is required to use additional funds from the Growth Management Reserve Fund.

FINANCIAL CONSIDERATIONS

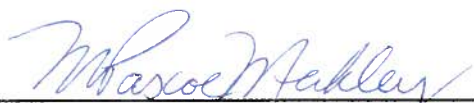
Council approved an allocation of \$20,000 towards an updated Development Charge Study in the 2009 budget from the Growth Management Fund.

There are sufficient funds within the Growth Management Reserve Fund to cover the balance of the costs associated with this study.

CONCLUSIONS

Development charges are a valuable revenue source to the City to offset costs associated with capital costs required due to growth.

This background study is an essential tool to determine the appropriate development charge rates to impose for the next five years.



M. Pascoe-Merkley, Director of Planning



D. Cyr, Director of Finance



B. Casselman, City Manager