



## Finance, Administration and Operations Committee

Tuesday, May 21, 2013, 4:15 pm.

### Committee Members

Councillor D. LeSueur,  
Chair  
Councillor D. Beatty  
Councillor L. Bursey  
Councillor J. Earle  
Councillor J. Fullarton  
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**

### **DISCLOSURE OF INTEREST**

### **DELEGATION(S) AND PRESENTATION(S)**

1. Housing Opens Door Campaign  
(Leigh Bursey, Board Member, Ontario Non-Profit Housing Corporation)

*Councillor Bursey will make a presentation to the Committee about the campaign and the May 25th launch in Ottawa.*

### **CORRESPONDENCE**

Nil.

## STAFF REPORTS

- 4 - 5            1.     2013-061-05  
Supply/Truck/Stack Winter Sand  
Quotation 11-2013

*THAT the quotation from Steve Polite Sand & Gravel Ltd. in the amount of twenty-six thousand, four hundred thirty-seven dollars and fifty cents (\$26,437.50), excluding HST, for City of Brockville Quotation 11-2013, Supply of Winter Sand, be accepted.*

- 6 - 8            2.     2013-066-03  
Ormond Street Bridge Replacement &  
North Augusta Road Culvert Rehabilitation  
Contract 2013-24

*THAT the tender from Carlington Construction Inc. for Contract 2013-24 the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert be accepted; and*

*THAT the replacement of the Ormond Street Bridge be funded in the amount of \$399,049.50, excluding HST, through account 93011105-9123001; and*

*THAT the rehabilitation of the North Augusta Road Culvert be funded in the amount of \$296,797, excluding HST, through account 9301108-9113008.*

- 9 - 10           3.     2013-067-05  
Concrete Sidewalk & Curb  
Reconstruction on City Streets  
Contract 2013-04

*THAT Council accept the tender from B-Arnone Paving in the amount of eighty-eight thousand eight hundred and seventeen dollars and twenty-seven cents (\$88,817.27) excluding HST, for Contract 0013-04 Concrete Sidewalk & Curb Reconstruction on City Streets; and*

*THAT this work be charged to account 9301110-9905002-3010.*

- 11 - 19      4.      2013-068-05  
Railway Tunnel  
Detailed Engineering Investigations

*THAT Inspec-Sol Inc. be retained to conduct a geo-radar survey, review the tunnel geometry and condition of the limestone masonry arch under City Hall, complete environmental analysis of the tunnel floor soils, and undertake a grid elevation survey of Victoria Avenue for the fee of \$9,370 plus HST; and*

*THAT this expenditure be funded through account 9701101 90337001.*

- 20 - 22      5.      2013-069-05  
2012 Unspent Budget Items

*THAT Council authorize the transfer to year-end accounts, "Reserve for Outstanding Budget Items" an amount of \$82,423.06 to the General Fund (01-3-999904-9904); and*

*THAT these requests are to be expensed and transferred as per Attachment #1 to Report 2013-069-05.*

- 23 - 56      6.      2013-070-05  
2013 Departmental Work Plans  
First Quarter Report

*THAT Council approve the 2013 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2013-070-05.*

- 57 - 58      7.      2013-053-05  
City Rooftop Solar Project Update

*THAT Council receives Report 2013-053-05 City Rooftop Solar Project Update for information purposes only.*

## **NEW BUSINESS**

Nil.

## **FAO - CONSENT AGENDA**

## **ADJOURNMENT**

**MAY 1, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 21, 2013**

**2013-061-05**

**SUPPLY/TRUCK/STACK WINTER SAND  
QUOTATION 11-2013**

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

**RECOMMENDED**

THAT the quotation from Steve Polite Sand & Gravel Ltd. in the amount of twenty-six thousand, four hundred thirty-seven dollars and fifty cents (\$26,437.50), excluding HST, for City of Brockville Quotation 11-2013, Supply of Winter Sand, be accepted.

**PURPOSE**

Two bids were received for City of Brockville Quotation 11-2013. The Purchasing By-Law (#090-2005) requires Council approval when three bids are not received.

**BACKGROUND**

- a) 1,650 tonnes of winter sand was utilized by Public Works for winter maintenance operations (roads and sidewalks) during the 2012/2013 season therefore this amount must be replenished in preparation for the 2013/2014 operations.
- b) 472 tonnes of road salt is required to be stacked to ensure the on-site stockpile amount for the upcoming winter season is a minimum of 830 tonnes (Note: 358 tonnes are presently in the stockpile).

**ANALYSIS**

Quotations were opened at 1:15 p.m. on Monday, April 29, 2013 with the following results (all prices exclude HST):

	Winter Sand (supply/truck/stack)	Stacking Salt	Contract Price
Steve Polite Sand & Gravel Ltd.	\$24,337.50 (1,650 T) (\$14.75/T)	\$2,100 (472 T)	\$26,437.50
G. Tackaberry & Sons Construction Ltd.	\$29,667 (1,650 T) (\$17.98/T)	\$1,800 (472 T)	\$31,467.00

2013-061-05  
Supply of Winter Sand  
Quotation 11-2013

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	<u>Winter Sand</u> <u>(supply/truck/stack)</u>	<u>Stacking Salt</u>	<u>Contract Price</u>
2012 Price	\$20,300 (1,450) (\$14/T)	\$2,100 (554 T)	\$22,400
Operations Dept. Estimate	\$24,074 (1,587 T) (\$15.17/T)	\$2,300 (472 T)	\$26,374

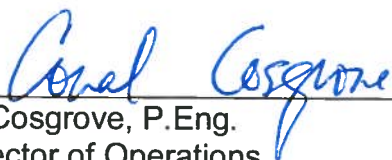
## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS


Funding for this work is budgeted in the following accounts:

01-5-250477-2010 (Roadway Minor Plow/Chemical-Abrasives)	\$123,678
01-5-250477-3010 (Roadway Minor Plow/Chemical-Abrasives)	5,696
01-5-255481-2010 (Sidewalk Abrasives)	6,468

  
C. Cosgrove, P.Eng.  
Director of Operations

  
R. Fraser  
Supervisor of Public Works/Parks

  
D. Dick, CA  
Director of Corporate Services

  
B. Casselman  
City Manager

**May 14, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 21, 2013**

**2013-066-03  
ORMOND STREET BRIDGE REPLACEMENT  
& NORTH AUGUSTA ROAD CULVERT  
REHABILITATION, CONTRACT 2013-24**

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

**RECOMMENDED**

THAT the tender from Carlington Construction Inc. for Contract 2013-24 the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert be accepted; and

THAT the replacement of the Ormond Street Bridge be funded in the amount of \$399,049.50, excluding HST, through account 9301105-9123001; and

THAT the rehabilitation of the North Augusta Road Culvert be funded in the amount of \$296,797, excluding HST, through account 9301108-9113008.

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete the work.

**BACKGROUND**

Mandated provincial legislation requires municipalities to complete a biannual inspection of roadway bridges. Based on these inspections, bridge repairs or replacements are scheduled and budgeted. Contract 2013-24 included the replacement of the Ormond Street Bridge, the rehabilitation of the North Augusta Road Culvert and repairs to the Kingston Bridge. The 3 projects were tendered together with the anticipation of receiving a better bid price.

**ANALYSIS/OPTIONS**

Tenders were opened on Friday May 3, 2013 with the following results:

Carlington Construction Inc. ....	\$ 859,530.55
Lischer Construction Inc. ....	875,568.07
Dalcon Enterprises.....	940,160.00
Cruickshank Construction.....	945,126.92
Doornekamp Construction Limited .....	1,012,765.44

2013-066-05  
Ormond Street Bridge Replacement  
& North Augusta Road Culvert Rehabilitation

Page 2

Louis Bray Construction ..... 1,024,573.10  
Clearwater Structures Inc. ....1,049,747.97  
Horseshoe Hill Construction Inc. ....2,290,191.34

Prices include HST.

Based on an analysis of the tender submissions, Carlington Construction Inc. has the lowest bid price, qualified experienced staff and meets all of the tender 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 this firm to complete the project.

## FINANCIAL CONSIDERATIONS

The table below provides a breakdown of the Carlington Construction Inc. bid.


	Budget	Engineering Fees includes disbursements	Geotechnical & Permits	Carlington Bid net expense after HST rebate	Anticipated Surplus or (Deficit)	Engineering Estimated Costs
Ormond Street Bridge	\$540,000	\$38,100	\$9,362	\$406,073	\$113,338	\$379,200
North Augusta Road Culvert	170,000	10,050		302,021	(118,365)	278,315
Kingston Bridge	27,000	5,270		65,940	(32,270)	54,000
Total	\$737,000	53,420	\$9,362	\$774,034	(\$37,297)	\$711,515


It is recommended that the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert proceed at this time. The anticipated surplus from the Ormond Street Bridge and deficit from the North Augusta Road Culvert are close to offsetting amounts.

As the bid price to do the repairs to the Kingston Bridge is significantly higher than budgeted and can be deferred, staff recommend holding off on this project until 2014 allowing the opportunity to consider a new tender for this work or whether the work can be scheduled for completion by Public Works staff. As some costs in the Carlington bid reflect reduced mobilization and set up expenses associated with all three projects proceeding consecutively, Carlington has requested compensation in the amount of \$6,200 for the deletion of the Kingston Bridge component of the tender. It is recommended that the \$6,200 and the net deficit of \$5,027 for the Ormond Street Bridge and North Augusta Road projects be funded from the Kingston Bridge project.

## CONCLUSION

It is recommended that Council accept the bid price from Carlington Construction Inc. for the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert.

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

  
V.B. Harvey  
Supervisor of Transportation Services

  
D. Dick, CA  
Director of Corporate Services

  
B. Casselman  
City Manager



**May 14, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 21, 2013**

**2013-067-05  
CONCRETE SIDEWALK & CURB  
RECONSTRUCTION ON CITY STREETS  
CONTRACT 2013-04**

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

**RECOMMENDED**

THAT Council accept the tender from B-Arnone Paving in the amount of eighty-eight thousand eight hundred and seventeen dollars and twenty-seven cents (\$88,817.27) excluding HST, for Contract 2013-04 Concrete Sidewalk & Curb Reconstruction on City Streets; and

THAT this work be charged to account 9301110-9905002-3010.

**PURPOSE**

To retain the services of a qualified contractor to complete the work detailed in the tender.

**BACKGROUND**

The Operations Department calls tenders for the ACPM contracts on an annual basis. Normally work includes crack sealing, sidewalk and curb reconstruction, asphalt milling and hot mix paving, however due to budget constraints and poor road surface conditions, no concrete work was completed during 2011 and 2012.

The sidewalk and curb reconstruction portion has been reinstated for 2013 with work planned on sections of the following streets: Broadway Avenue, Park Street, James Street, Home Street, Brock Street, St. Paul Street, Hartley Street, Convay Crescent, Daniel Street and Belvedere Place. Work associated with this contract will be completed by the end of June 2013.

**ANALYSIS/OPTIONS**

The Transportation Services Division opened tenders on Wednesday, May 8, 2013 with the following results:

B-Arnone Paving.....\$ 88,817.27  
Sherwood and Sons..... 124,818.80

As the City has no previous work experience with B-Arnone Paving, staff contacted references and staff are confident the firm has the equipment and expertise to fulfill the terms of the contract.

## POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law, approval by Council is required as there were less than three bidders.

## FINANCIAL CONSIDERATIONS


The bid price for this work is \$88,817.27, excluding HST. Funds in the amount of \$128,051 were budgeted in the 2013 account 9301110-9905002-3010 for this expense.

Sufficient funds are available to cover the costs associated with this contract.

## CONCLUSION

It is recommended that Council accept the tender from B-Arnone Paving.

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

  
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V.B. Harvey  
Supervisor of Transportation  
Services

  
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D. Dick, CA  
Director of Corporate Services

  
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B. Casselman  
City Manager

**MAY 13, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 21, 2013**

**2013-068-05  
RAILWAY TUNNEL - DETAILED  
ENGINEERING INVESTIGATIONS**

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

**RECOMMENDED**

THAT Inspec-Sol Inc. be retained to conduct a geo-radar survey, review the tunnel geometry and condition of the limestone masonry arch under City Hall, complete environmental analysis of the tunnel floor soils, and undertake a grid elevation survey of Victoria Avenue for the fee of \$9,370 plus HST; and

THAT this expenditure be funded through account 9701101 9037001.

**PURPOSE**

The purpose of this report is to authorize additional detailed engineering investigations of the Brockville Railway Tunnel.

**BACKGROUND**

In 2012, Inspec-Sol Inc. was retained to conduct a condition inspection of the Brockville Railway Tunnel. Their January 24, 2013 report concluded that the tunnel could be safely opened to the public if certain repairs were made (Attachment A).

The report included recommendations for additional specific engineering investigations which would serve to reduce the uncertainty in the scope of work to be included in future tenders for repairs to the tunnel.

**ANALYSIS**

Inspec-Sol Inc. has provided a proposal to conduct the following work:

- Geo-radar survey to confirm the bedrock profile and the nature and thickness of the soil overburden over the tunnel.
- Review the tunnel geometry and condition of the limestone masonry under City Hall. A section of the tunnel arch is visible in the basement of City Hall.

- Analyze soil samples from the tunnel floor to determine if there are any restrictions on the disposal of soils removed during construction.
- Grid elevation survey of Victoria Avenue over the tunnel to establish relative elevations of the street level, soil overburden, bedrock and tunnel crown.

The fee for this work is \$9,370 plus HST.

This work would provide additional detailed information that would be valuable in more accurately determining the scope of work to be included in future tenders for repairs to the tunnel. A more accurately defined scope of work reduces the level of uncertainty being assumed by contractors, usually resulting in lower bid prices due to lower risk.

## POLICY IMPLICATIONS

Council authorization is required to utilize funds from the Railway Tunnel capital account.

## FINANCIAL CONSIDERATIONS


There are sufficient funds in the Railway Tunnel capital account to accommodate this expenditure. Attachment B provides a summary of expenditures to date and funds remaining.

## CONCLUSION

Undertaking these detailed engineering investigations will reduce the level of uncertainty in future tenders for repairs to the tunnel.

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Councillor David LeSueur, Chair  
Brockville Railway Tunnel Committee

  
\_\_\_\_\_  
D. Dick, CA  
Director of Corporate Services

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

  
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B. Casselman  
City Manager



The nature and distribution of the deposits indicates there is a very active groundwater regime in the tunnel. Any repairs and restoration that are undertaken will have to be conducted in a manner that does not radically disturb the groundwater hydraulics, particularly in winter when ice lensing can cause considerable damage due to frost jacking.

The results from the analyses are included in Appendix E.

## **8.0 CONCLUSIONS**

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### **8.1 Geotechnical**

1. In general, soils encountered at the borehole locations consisted of a surficial covering of asphalt or topsoil, overlying a layer of fill comprised of sand and gravel material, or sandy material with some sub-round gravel and traces of silt, to varying depths below grade, and overlying a native glacial till. Bedrock encountered in one of the boreholes is a poor quality, light whitish grey, fine grained, equigranular, lightly foliated quartzite, which was also encountered in the tunnel.
2. Groundwater in the boreholes was found at depths of 1.78 to 5.3 m below ground surface. The groundwater flow into the central portion tunnel is likely a function of the flow paths controlled by the relatively flat-lying bedrock sequences and connectivity of the fractures. The water flow into the deeper soil sections (north half) will be a function of time of year and prevailing weather conditions. However, during our visits in the drier parts of the summer, water flow was relatively constant.
3. Current soil and groundwater conditions appear to reflect conditions reported previously in 1984.

### **8.2 Bedrock Stability**

The following recommendations are excerpted from the Innovative Geomechanics Inc. report:

1. The brick-rock transition at the north end of the rock section will require significant strengthening and rehabilitation. This will include active reinforcement of the base of the bricks as they contact the rock ledge. This may involve a combination of short bolting and a concrete sill. Brickwork in the ceiling at this location will also require attention.

2. The rock chimney at 230 m will require attention. The chimney itself is stable. The bulkhead at the top is of unknown construction and it is uncertain what lies above. It may be desirable to keep the chimney exposed for historical purposes but the walls and upper bulkhead need extensive revision.
3. The rock-brick interfaces throughout will require detailed examination and will need rehabilitation and reinforcement ranging from grout backfilling and re-pointing to the construction of a light reinforced arch (steel and concrete) to protect the brick edge and provide long term stability. This can be done with sensitivity to the aesthetic and historical requirements as well as budgetary constraints.
4. Rock scaling is required in some portions of the tunnel. Rock sounding and very careful and discriminate scaling is probably advisable through the whole rock section although caution is required to avoid over-scaling. This tunnel is unique in that most rock that could fall has already fallen and aggressive scaling will create rather than solve problems. Only clearly loose and potentially unstable blocks should be dislodged through scaling.
5. Spot bolting may be required. There does not appear to be any justification for pattern bolting. The rock mass quality would normally require such bolting for a new tunnel if the design arch profile is to be achieved. This requirement is moot for this tunnel as the rock has already broken back to a stable albeit irregular profile. For costing purposes, it is reasonable to assume that up to 1 bolt every 2 linear metres of tunnel may be required (60-80 bolts). In this case 1.5 to 2 m resin grouted rebar (with plates) are recommended for long term reinforcement.
6. The use of shotcrete is not advised except as suggested for reinforcement of brick-rock interfaces that require stabilization. It is important to maintain the current level of tunnel drainage in both the rock and brick sections as build up of water pressure could lead to new stability issues.
7. The water seeping through the rock and precipitate formations have little or no impact on rock stability. The gneiss and quartzite are insoluble. The water and minerals are coming from the soil cover and from the Nepean rock units above and to the east.



### 8.3 Tunnel Masonry

1. The limestone block masonry is generally in good condition given its age and long-term exposure to groundwater and freeze-thaw cycles. The use of native stone from local quarries is always recommended as it tends to stand up to extreme weather conditions better than many imported materials. Local areas of instability in the form of bulges in the walls or off-sets at construction joints have been identified. Some of these may have occurred at the time of construction (i.e. construction joints) or later as the tunnel lining adjusted to in situ stresses and freeze-thaw conditions during the winter months.
2. The majority of the mortar loss has occurred above the spring line of the tunnel and mainly at the roof where the lime has been leached out and the remaining soft sand has dropped to the floor of the tunnel. Re-pointing must be done with a lime based mortar formulated for the tunnel. It must retain sufficient strength to tie the blocks together and remain in the joints while at the same time allow for expansion and contraction, and more importantly, allow moisture to migrate through the joints. Raking of the joints must be done very carefully in order to avoid over raking and loosening of the blocks.
3. Some of the larger unstable areas in the lower sidewalls which have displaced outwards will require careful dismantling and reconstruction. Smaller bulges in the walls and roof can be secured using Cintec type anchors. The system works by pre-drilling an oversized hole in the structure and inserting an anchor body surrounded by a fabric sock. A cementitious grout is injected through the middle of the anchor under low pressure. It passes through a series of grout flood holes into the fabric sock, inflating the entire assembly like a balloon and conforms to the shape of the interior cavity, binding the assembly together. The structural anchor is designed specifically for the loads and configuration of each application.
4. We do not condone cleaning of the tunnel walls as recommended previously by others. The removal of the heavy build-up of creosote will require high water pressure, and the removal of the calcium carbonate deposits will likely require an acidic based product which will attack the limestone block masonry. In addition, the soft mortar joints will be completely washed out during cleaning and rinsing, and thereby significantly increase the amount of re-pointing required, and also introduces potential instability of the masonry lining. The deposits should be considered a historical part of the tunnel and kept for public interest.



## 8.4 Chimneys

1. Re-pointing of the mortar joints of the above-roof portion will be required, with removal of loose debris and unstable pieces of stone and brick. If the chimneys are to be left capped, the current caps should be replaced with new plywood secured with Tapcons. The metal flashing covering the plywood appears to be in good condition.
2. Below roof level down to the tunnel, the east chimney appears to be in relatively good condition. Where the chimney widens and meets the arch over the tunnel, there are some open joints that will require re-pointing.
3. The west chimney could not be examined and it is recommended that an effort be made to open the chimney at the roof level to allow passage of a video camera. It is unclear why the hoarding was removed from the east chimney and not the west. Perhaps the hoarding can be carefully removed from the west side to allow a visual assessment from the tunnel.

## 9.0 Class D Estimates

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Class "D" estimates have been developed for the remedial work. A Class D estimate is based upon a statement of requirements, and an outline of potential solutions, this estimate is strictly an indication (rough order of magnitude) of the final project cost, and should be sufficient to provide an indication of cost and allow for ranking all the options being considered. Expected precision variance: -25% to +75%.

For the rock mass stabilisation of the tunnel and vertical raise, light controlled scaling under engineering supervision, spot rock bolting, and support of the leading edges of the brickwork as it transitions to bedrock, a budget of \$350,000 is estimated. It does not include reconstruction of the bulkhead at the top of the raise, as that will require further investigation.

In order for any work to be undertaken in the tunnel, a working platform will be required. Our initial thoughts are that the tunnel floor be scraped free of mud and loose soils to a sound working surface, a geotextile placed, and a +/-200 mm layer of clean stone be laid. The clean stone will act as a drainage layer for water to pass underneath to the pipe outlet near the south portal. This would be followed by +/-150 mm layer of Granular A that will provide a working platform and could also be used to support a boardwalk for the public. The sides of the tunnel could also have a culvert installed to catch water dripping down the sidewalls. Water captured by the culverts would re-direct water to the same outlet near the south portal,





and could potentially reduce the amount of water flowing on the tunnel floor. This concept will require further review. Constant flows from the roof tunnel could be re-directed to the side. Estimated costs for the earthworks, not including a culvert is in the order of \$75,000.00.

We have estimated the masonry restoration costs based on 60% re-pointing for the arch, and 50% for the sidewalls, at \$475,000.00. The cost includes scaffold, wood shims, and materials. An allowance for Cintec anchors would be in the order of \$50,000.00. An allowance for consolidating the red brick and arch stone masonry as observed in the video is estimated at \$15,000.00. An allowance for consolidating the chimneys above the roof line is estimated at \$5,000.00.

The total preliminary budget, not including applicable taxes has been estimated at \$970,000.00 (-25% to +75%).

The following costs have **not** been included:

1. Engineering design, specifications, tender
2. Site supervision
3. Inspection & testing
4. Mobilisation-demobilisation
5. Permits & bonds
6. Supply of electricity, water and lighting
7. Interior finishes (permanent lighting, culverts, boardwalk, etc...)
8. Administration costs
9. Contingencies

## 10.0 Next Steps

Moving forward, we propose the following activities:

1. Conduct a Geo-Radar survey over the tunnel from street level, in order to better define the bedrock profile and thickness of soil overburden. This will also provide an opportunity to better examine the nature of the soil profile above the top of the vertical raise in the tunnel. **Estimated cost: \$3,500.00**
2. Conduct a visit during the winter (M. Carter and M. Diederichs) in order to examine the hydraulic nature of groundwater, ice build-up and potential for freeze-thaw that may impact the tunnel lining stability. **Estimated cost: \$2,500.00**



3. Review the tunnel geometry and condition of the limestone masonry under City Hall. A brief visit during the summer revealed an open section in the basement of City Hall that overlies the tunnel and the limestone arch of the building foundations was visible.  
**Conducted at same time as winter tunnel visit.**
4. Collect soil samples along the tunnel floor and have them analyzed for environmental parameters in order to evaluate any concerns with respect to disposal of soils removed during construction. **Estimated cost: \$2,500.00**
5. Remove the hoarding blocking the view of the west chimney in the tunnel, and attempt a video examination of the west chimney from the roof when conditions allow.  
**To be determined and planned with City of Brockville.**
6. Conduct a grid elevation of Victoria Street over the tunnel so that elevations can be established relating street level with the results of the Geo-Radar survey, bedrock elevations, and crown of the tunnel. **To be determined after review of topographic data available from City of Brockville.**
7. Meetings with client/committee to discuss budget constraints, design requirements and limitations, prepare specifications and documents to be "tender-ready".  
**Estimated cost: \$50,000.00.**

MAC/vl

Enclosures:

**BRTC Capital Project Expenditures****As at: March 8, 2013**  
**(Unaudited)****REVENUES:**

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Contribution from Capital	193,631.00		
Interest			
Carry forward from Previous Year	-	176,628.29	121,808.60
<b>Total Funds Available</b>	<b>193,631.00</b>	<b>176,628.29</b>	<b>121,808.60</b>

**EXPENDITURES:**

Engineering Study Phase 1- Stantec	17,002.71		
Repairs to south portal - Century Building		25,745.29	
Website Design and Hosting - Northnet Media *		773.38	
Condition inspection - Inspec-Sol		28,301.02	

<b>*Total Expenditures</b>	<b>17,002.71</b>	<b>54,819.69</b>	<b>-</b>
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<b>Unexpended funds to be carried forward to next year</b>	<b>176,628.29</b>	<b>121,808.60</b>	<b>121,808.60</b>
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<i>Cumulative Expenditures</i>	17,002.71	71,822.40	71,822.40
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*\* Expenditures are net of GST/HST*

* Allocation of funds to BRTC (March 2012)	\$ 10,000.00
Website Design and Hosting - Northnet Media *	(773.38)

<u>9,226.62</u>
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**May 7, 2013**

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – May 21, 2013**

**2013-069-05**

**2012 UNSPENT BUDGET ITEMS**

**L.FERGUSON  
MANAGER OF FINANCE  
D.GORDON  
FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council authorize the transfer to year-end accounts, "Reserve for Outstanding Budget Items" an amount of \$82,423.06 to the General Fund (01-3-999904-9904); and

THAT these requests are to be expensed and transferred as per Attachment #1 to Report 2013-069-05.

**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 31<sup>st</sup> to a reserve to be used once the expense is actually incurred.

**BACKGROUND**

Departments may have items in their budgets which by fiscal year end were not completed but are still required.

**ANALYSIS/OPTIONS**

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 services are 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.

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## FINANCIAL CONSIDERATIONS

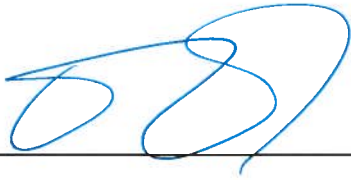
These expenses have been considered in the City's Variance Analysis.

## CONCLUSION

These items have already been considered during the 2012 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. Dick, CA  
Director of Corporate Services



B. Casselman  
City Manager

## Attachment #1 to Report 2013-069-05

### 2012 Unspent Budget Items

#### Tax Rate

Clerk - Parking - Implementation of on-line ticket payments	01-5-270125-3010	5,000.00
Handicapped Fine Revenue to be applied to future capital projects		17,999.00
City Manager - Legal Fees	01-5-020139-3130	10,419.33
Cultural Services - Fee Waivers	01-5-789162-4740	3,500.00
Finance - Training and Development	01-5-050115-2200	2,493.84
Human Resources - Professional Services	01-5-060120-3190	13,204.85
Dog Park - Revenue Surplus	01-5-706580-3010	3,236.24
TIERR Grant	01-5-802031-2026	26,569.80

#### Water

-

-

-

#### Wastewater

-

-

-

**Grand Total:**

**\$ 82,423.06**

**MAY 3, 2013**

**REPORT TO FINANCE & ADMINISTRATION – MAY 21, 2013**

**2013-070-05**

**2013 DEPARTMENTAL WORK PLANS  
FIRST QUARTER REPORT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

THAT Council approve the 2013 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2013-070-05.

**BACKGROUND**

The City of Brockville adopted a Corporate Strategic Plan in April 2009. The Strategic Plan established Goals/Objectives to be achieved during a five (5) year period of 2009-14. To accomplish these goals, a number of strategic initiatives have been developed and are incorporated into the annual budget process through the use of Departmental Work Plans.

Details of the Departmental Work Plans First Quarter Report are outlined in Schedule 1 attached hereto.

The City Manager will report on the status of Departmental Work Plan on a quarterly basis throughout 2013.

**1) External Organizational/Operational Service Delivery Review**

- Staff vacancies filled: Director of Corporate Services, Accounts Payable, Financial Analyst
- Council budget debrief – January 29, 2013
- Ten (10) year Capital Priority Workshop 1 – February 28, 2013
- Economic Development Forum – May 21, 2013
- Ten (10) year Capital Priority Workshop 2 – June 4, 2013
- Succession plan updated

**2) Tall Ships Festival**

- Programming completed for June 14-16, 2013 event
- Council/Public presentation/promotion of events
- Third party funding secured
- Anticipate funding legacy

3) **Comprehensive Zoning By-Law**

- Terms of Reference completed. Contract awarded to MMM Group. Project commencement, second quarter

4) **Economic Development Initiative**

- Significant staff time and resources spent on Water Street Realignment Project and the Central Avenue land sale (Tomlinson file). Both projects to be followed up with Council in second quarter.

**FINANCIAL IMPLICATIONS**

None at this time.

**CONCLUSION**

The creation of annual Departmental Work Plans in compliance with our Corporate Strategic Plan ensures that the City of Brockville is moving forward towards the achievement of their stated goals.



B. Casselman, City Manager



2013 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
<b><u>Liaise with City Council</u></b>					
<ul style="list-style-type: none"> <li>Define recommendations to Council &amp;/or options</li> </ul>	Ongoing				
<ul style="list-style-type: none"> <li>Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan</li> </ul>	Negotiating team/strategy established. Meeting date with Elizabethtown-Kitley – second quarter				
<b><u>Management, Leadership (Corporate, Fiscal Legislative)</u></b>					
<b><u>Human Resources</u></b>					
<ul style="list-style-type: none"> <li>Direct orientation of Director of Corporate Services</li> </ul>	Ongoing				
<ul style="list-style-type: none"> <li>Direct, motivate &amp; work with City staff to ensure that the required municipal services are in place &amp; delivered effectively to the community</li> </ul>	- 2013 Departmental Work Plans complete - Weekly Senior Management Meetings - Long Service Recognition Held - Safe Driving Award being organized				
<b><u>Finance</u></b>					
<ul style="list-style-type: none"> <li>Annual Operating Budget preparation and oversight</li> </ul>	2013 Operating Budget completed. Budget Debriefing Session Jan. 29/13				
<ul style="list-style-type: none"> <li>Annual Capital Budget preparation &amp; oversight</li> </ul>	2013 Capital Budget completed				
<ul style="list-style-type: none"> <li>Direct development of long term financial forecasts</li> </ul>	5 Year forecast presented during budget deliberations				

2013 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
<ul style="list-style-type: none"> <li>Direct implementation of Asset Management Plan</li> </ul>	Staff Team formed. Template established by Province				
<ul style="list-style-type: none"> <li>Establish Strategic Capital Policies</li> </ul>	10 Year Capital Plan review session Feb. 28 <sup>th</sup> . Established prioritization tools/criteria to assist Council in prioritizing Capital projects				
<ul style="list-style-type: none"> <li>Quarterly status reporting to Council of Corporate Work Plans &amp; activity</li> </ul>	May 21, 2013				
<ul style="list-style-type: none"> <li>Eastern Ontario Mayor's Committee participation</li> </ul>	Private Members Bill – "Ability to Pay" lobby – Clark/Wilson. OGRA briefing note prep/ministerial meetings. Assisted in establishing EOMC 2013 priority list.				
<ul style="list-style-type: none"> <li>Joint Services Budget &amp; cooperation discussions</li> </ul>	Met with UCLG CAO/Treasurer/Social Services Director – prepared briefing paper for Mayor				
<b><u>Strategic &amp; Council Initiatives</u></b>					
<ul style="list-style-type: none"> <li>Service Delivery Review – Fire Operations Model Change shift from Full Time to Hybrid</li> </ul>	No Action				
<ul style="list-style-type: none"> <li>Service Delivery Review –</li> </ul>	No Action				

2013 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
Fire and Police dispatch review.					
<ul style="list-style-type: none"> <li>Facilitate OPP Costing acquisition and disposition</li> </ul>	Intramunicipal meeting to review policing options. Briefing note preparation outlining costing process to Mayor. Liaise with various municipalities that have recently gone through OPP costing process including Perth/Gananoque, Pembroke, Port Hope				
<b>Aquatarium</b>					
<ul style="list-style-type: none"> <li>Docking</li> </ul>	Waiting for Transport Canada approval of docking design options: Hockey Stick vs Boomerang				
<ul style="list-style-type: none"> <li>Parking</li> </ul>	Council report Jan. /2013. Unable to secure TSL meeting.				
<ul style="list-style-type: none"> <li>Marina Lease</li> </ul>	Waiting for Transport Canada approval of docking design. Draft long term Marina Lease presented to Council in Dec./2012				
<ul style="list-style-type: none"> <li>Harbour ownership</li> </ul>	Peer Review of DFO Environment Assessment completed.				
<ul style="list-style-type: none"> <li>Outstanding Agreements</li> </ul>	Draft Operating Agreement completed. Split Site Plan not submitted.				
<ul style="list-style-type: none"> <li>Facilitation</li> </ul>	Unable to secure meeting with TSL. Attended (4) Aquatarium				

2013 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
	events/meetings. Reviewing Budget/River Quest, Parking, Operating Agreement Schedule				
<b>Official Plan</b>					
<ul style="list-style-type: none"> <li>Zoning By-Law Update – Director of Planning – Director of Planning</li> </ul>	Terms of Reference completed. Contract awarded to MMM Group				
<ul style="list-style-type: none"> <li>Facilitation of goals re active transportation / waterfront / downtown / increased density</li> </ul>	No Action				
<b>Strategic Plan</b>					
<ul style="list-style-type: none"> <li>Energy Management Plan</li> </ul>	Manager of Strategic Initiatives seconded to Aquatarium resulting in delayed implementation				
<ul style="list-style-type: none"> <li>Carbon Baseline and Reduction Plan</li> </ul>	Manager of Strategic Initiatives seconded to Aquatarium resulting in delayed implementation				
<ul style="list-style-type: none"> <li>Window Replacement Program</li> </ul>	RFI completed for technical consultant contract awarded				
<ul style="list-style-type: none"> <li>Water Meter Replacement Program</li> </ul>	Contractor services secured program implemented				

2013 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
<ul style="list-style-type: none"> <li>Cultural Plan and Mapping</li> </ul>	Ongoing – liaison with Arts Committee – preliminary stages				
<b>Economic Development</b>					
<ul style="list-style-type: none"> <li>Strategy review and development – initiatives from this discussion</li> </ul>	Economic Development Forum. Agenda preparation. Forum scheduled for second quarter.				
<ul style="list-style-type: none"> <li>Blockhouse Development - facilitation</li> </ul>	Significant time spent on peer review/ development agreement negotiations				
<b>Strategic Capital Project development as adopted by Council</b>	No Action				
<b>Doctor Recruitment Program participation</b>	Annual report presentation to Council May 14, 2013				

2013 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> <ul style="list-style-type: none"> <li>Negotiate 1 Collective Agreements (Fire)</li> <li>Complete implementation of External Review recommendations</li> <li>Develop Transition Plan for H.R. Department</li> <li>Present Draft Communications Policy</li> <li>Develop H &amp; S Policies &amp; Corporate Management Policies</li> <li>Address additional development needs for Succession Planning</li> <li>Succession Planning/Recruitment</li> </ul>	Pending – September 15 & 16 Arbitration date  Complete  Complete  In Progress  Recruitment of : Accounts Payable Clerk Director of Corporate Services Part Time Fire Dispatcher Museum Curator/Director Serviceperson/Metering Financial Analyst/Internal Auditor Summer Students (27) WHMIS training provided to students and new hires Young Employees Safety Training provided to students Total of 53 individuals hired by May 7, 2013				
<ul style="list-style-type: none"> <li>Customer Service Training</li> </ul>	Reviewing courses for delivery				
<b>2. Economy</b>					

2013 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
<ul style="list-style-type: none"> <li>Attendance Monitoring</li> <li>Review and recover surplus WSIB appeals (Fire)</li> </ul>	Preliminary data provided Obtained one settlement & Other pending				

2013 DEPARTMENT GOALS/OBJECTIVES					
Corporate 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>					
- Completion of annual staff performance reviews	Will be conducted within the year				
- Assist City Manager in implementation of External Organizational and Operational Service Delivery Review recommendations	Ongoing discussions				
<b>2. Economy</b>					
- Continued promotion and review of the Community Improvement Plan including Brownfield Tax Incentives for environmental remediation and the effectiveness for new development	<i>To meet with Planning department to review programs and update as needed.</i>				
- Development of BFTIP By-Laws	<i>See above. Establish contact with provincial representatives</i>				
- Continued involvement in local MUSH Sector Purchasing	<i>Re-establish contacts with Members from various sectors</i>				
<b>3. Amenities</b>					
- Implement first phase of Corporate GIS Strategy	Discussions with MIS department and to establish meetings with committee members				
<b>4. Sustainability</b>					
- Development, implementation, monitoring of annual City budget	<i>Review of year end status with respect to previous reports and expected year-end results</i>				
- Completion of annual year-end statements such as FIR and MPMP, or any other Annual Reports pursuant to legislated	<i>In process. File to be ready for auditors 2<sup>nd</sup> week of June</i>				



2013 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
requirements					
Updating, monitoring of the Ten Year Capital Plan which includes the information technology master plan	Draft presentation updated and to be presented June 4 <sup>th</sup> , 2013				
- Continued implementation of water / wastewater meter replacement project	Ongoing discussions and report to council for continued funding during 2014 budget				
- Continued development and implementation of Corporate Strategy of new practices involved with PSAB requirements (tangible capital assets)	Ongoing Development of Asset Management Policy and Program with respective Directors				
- Completion of Asset Management Plan in compliance with provincial guidelines	See above				
- Development/implementation of new financial reporting requirements for Aquatarium	Ongoing Meeting with staff involved in project				
- Consolidate and develop new Water / Wastewater Agreements with Elizabethtown-Kitley	Review of existing contract and determine outstanding liability from Township and E-K users. Assist in the development of new contract				
- Complete implementation of new Financial System – specifically the Utilities Module and adjustments to Payroll Module – and monitor its effectiveness	Ongoing				
- Review Water / Wastewater Rate Structure	On going discussions. To re-establish committee in 2 <sup>nd</sup> quarter for readiness in 2014				
- Develop reintroduction of Development Charges Strategy	Presented to Council at EDP committee, May 7 <sup>th</sup> , 2013				

2013 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
1. People					
<ul style="list-style-type: none"> <li><u>Immigration Initiatives</u> Continue the execution of the strategy completed in June 2012 with focus on immigrant investment attraction and tracking new arrivals. Follow up on both Russian and Chinese contacts from previous missions on reaction basis only.</li> </ul>	<p>Federal Funding again secured for programming till March 2014. \$500,000 secure to date since inception. On target with strategy execution. Focus currently on Immigrant attraction through local immigrant ambassadors and media placements</p>				<p>Immigrant ambassador focus session scheduled for May 2013. Local developers have joined the team including hoteliers.</p>
<ul style="list-style-type: none"> <li><u>People Attraction Program</u> Launch the new Lifestyle Initiative with introduction on new materials and coordinate the program delivery and distribution including the engagement of new team members.</li> </ul>	<p>Publication and new website launched and awareness outreach completed. People/lifestyle team expanded to include all community sectors. Presence at key events and BCI reunion in May.</p>				<p>Committee/team meeting more frequently and have mobilized local support. Expanding initiatives under development. Zoomers Ottawa show to be assessed for future marketing</p>
<ul style="list-style-type: none"> <li><u>Entrepreneurship Development/Economic Gardening</u> Focus on ensuring the Business Success Mentoring Program meets benchmarks identified.</li> </ul>	<p>Businesses started 84 Businesses expanded 15 Jobs created 91 Total consults 186 Workshops 25 Attendance 311 Business Success Coaching Program 5 Clients 11 Coaches Issues dealt with include, Human</p>				<p>Performance measures for 2012 year noted in first quarter reporting. Expanding of Business Success program a key directive for 2013</p>

2013 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
	Resources, Financial Planning, Marketing, Pricing				
2. Economy					
<ul style="list-style-type: none"> <li>• <u>Investment Attraction</u>-OEEDC Food Sector Program delivery on investment sourcing and focus on lead generator approach.</li> <li>• Broker presentations in Ottawa, Montreal and Toronto on community attributes and business offerings.</li> <li>• Complete an investment readiness assessment for community and recommend to Council necessary actions to enhance readiness...</li> <li>• Assist Angel Network on a refinement to the process for a more structured template for evaluation of investment proposals. Target of two new projects per year for consideration.</li> </ul>	Participation at 2 Toronto food shows with OEEDC food sector team. Lead generation continues with this sector in advance of all shows. Two real estate broker sessions completed including both Black and Decker and Data Group brokerage agents. Angel meeting in March with expanded mandate> Technology and Innovation Forum scheduled for June 4th				New electronic investment attraction presentation under development Broker "road show" targeted for summer and fall.
<ul style="list-style-type: none"> <li>• <u>Water Street Realignment Project</u> Facilitate the process to the point of formal confirmation to Council. City Manager to take lead on negotiations and technical coordination with city staff thereafter. Manage communications between Waterfront Improvement Committee and City Committees/Council and strive towards priority goals of waterfront strategy for short to long term.</li> </ul>	Agreement successfully negotiated with team. Presentation to EDP and Council this month/May Tenant negotiations commence May 3 <sup>rd</sup> Proceeding with logistics facilitation on number of items Continued communications and marketing direction provided.				
	Still no further direction				Data Group property added to the

2013 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
<ul style="list-style-type: none"> <li>Focus on <u>Abbott Labs, Black and Decker and Regional Group Properties</u> for new business acquisition and/or redevelopment.</li> </ul>	<p>offered by Abbott. Planning July 2<sup>nd</sup> tour with OMAFRA with international investment team. Reverse trade fair generated 18 employment positions for employees that lost their jobs</p> <p>Regional Group commences demolition of downtown site in summer</p>				<p>target list of investment attraction. Meeting in Toronto this week with broker.</p> <p>Black and Decker taxes no current. New owner doing Brockville visit on July 1st</p>
<ul style="list-style-type: none"> <li><u>Business Retention &amp; Expansion/Aftercare</u>-Corporate Calling- Newterra, 3M , P&amp;G and Invista will be primary firms for this program.</li> </ul>	<p>Four corporate calls completed during quarter. Spectrum is hiring 16 new full time positions and expanding 100k in space. Apex structure mostly all rented now after 10 years</p>				
<ul style="list-style-type: none"> <li>Ensure successful <u>Tall Ships-1812 Festival</u> and secure a succession plan and hand off for to new organization.</li> </ul>	<p>Main focus this quarter on this special project. Almost have met budget with projected \$60 to \$80K surplus estimated. Visitation of 25,000 to event projected. Scheduled national coverage for May/June with both CBC and CTV and three travel writers confirmed. Newscast from CJOH and CKWS on site for June 14th</p>				<p>Success in meeting the financial surplus target will ensure suitable organization to take over the festival in 2014 utilizing the surplus as government grants will be minimal thereafter.</p>
<ul style="list-style-type: none"> <li><u>Brockville Mental Health Centre</u> Continue advocacy for site redevelopment upon completion of the required government process for the sale or transfer of assets.</li> </ul>	<p>No activity on this file during this quarter</p>				

2013 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
<ul style="list-style-type: none"> <li><u>Community Improvement Plan</u> Assist Planning department with the communications and marketing of the revised programming.</li> <li><u>Employment Lands</u> Proceed with assessment process towards a new 200 acre business park</li> </ul>	<p>Approved and executed. Regional Group and possibly Former Howison's Store to make application</p> <p>Tree and wildlife study under development. Further required reports during next quarter. Both of impacted landowners have been advised on progress.</p>				Goal is to have employment lands available for 2014 with servicing within 2 months of confirmed project.
3. Amenities					
<ul style="list-style-type: none"> <li>Refresh on <u>401 highway entrance signage</u> at both interchanges. Assist Aquatarium with GCC roadside signage.</li> <li><u>Algoma Post- Secondary Learning Centre</u> - to establish a university program for 25 students by 2013/2014 preferably in a downtown location.</li> </ul>	<p>New signage for 401 to be completed with the 3D elements from TISS prior to May 24<sup>th</sup>. Savings of \$25k with partnerships/grants. VIA Rail sign refresh to be installed week of May 17.</p> <p>Political meetings and advocacy continues with Algoma file. University senate has approved Brockville site. Four</p>				New signage provides the necessary theming for community branding and the new direction on lifestyle attraction

2013 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
	downtown real estate options				
<b>4. Sustainability</b>					
<ul style="list-style-type: none"> <li><u>Tomlinson Project/Central Avenue</u> Ensure continued development of the process to redevelop this property with three new business units.</li> </ul>	Agreement of Sale extended again. PR and public advisory approach by client. In camera update at EDP in May				Sensitive approach to City communications necessary. Recommendation to not include asphalt option as per the existing site plan.
Continue the process to assess new economic delivery models that have linkage for regional cooperation. Recommendations of the recently completed external review will provide guidelines for this review.	To be presented at May 21 <sup>st</sup> Economic Forum./ All background research completed.				
<ul style="list-style-type: none"> <li><u>Workforce Development</u> with partnership with local labour board and St. Lawrence College.</li> </ul>	Two successful forums completed. Continuing with reverse trade fair option.				Workforce adjustment noted as one of two most important issues on industry corporate calls/aftercare.

## 2013 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>1. People</b>					
a. AODA Integrated Accessibility Standard – planning, training and implementation	Working with L&G Clerks group to draft policies and training materials.				
b. Improve public's access to documents via website	Waiting on iCompass roll out of CivicWeb portal (April 2013)				
<b>2. Economy</b>					
a. Complete (department) trial of iCompass Action Tracking module and introduce/train other departments on module	iCompass customizing Action Tracking templates				
b. Corporate Policies – Communication and Alcohol	Alcohol policy drafted; to be reviewed by staff again				
<b>3. Amenities</b>					
a. Complete implementation of parking program initiatives from the departmental Service Delivery Review (on-line ticket payments; new meters in Court House area)	No updates				
<b>4. Sustainability</b>					
a. Assist Governance Committee with procedural by-law review/automation of Council procedures/activities	Procedure by-law modified; mtg with Gov Comm in April; iPads tested by Senior Mangers				
b. Prepare plan for centralize records management program (including electronic records)	Coordinate with 2A (above)				

# 2013 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
c. Implement TOMRMS (filing classification system)	Coordinate with 4b (above)				
d. 2013 Budget monitoring	On-going				
e. 2014 Budget preparation	No updates				



2013 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>					
- Continue implementation of data and application management software (Marmak's MILISA) for building and planning	Full deployment of MILISA software for building permitting completed. Complaints and by-law enforcement modules being tested				
- Continue training of CBO & Inspection Officers to ensure full compliance with Ontario Building Code Act	Training for new Inspection Officer continued through Q1				
- Ensure opportunities for Continuous Professional Learning for planners to meet requirements of OPPI (Mandatory commencing 2014)	Staff participated in available webinars				
- Continue subdivision file closure and assumption	Co-ordination and engineering review of targeted subdivisions underway				
- Rationalize Developer Deposits/Contributions	File review commenced				
<b>2. Economy</b>					
<i>Community Improvement Plans (Downtown &amp; Brownfields)</i>					
- Develop and implement communication strategy for new downtown Commercial Conversation/Rehabilitation Grant) and establish administrative protocols and standardized funding agreements	Updated CIP brochure produced and mailed to all downtown property owners. Stakeholder meeting hosted by DBIA March 20. Website updated. Applications finalized. Application period for FIG and RCCR Grants commenced.				
- Continue administration of applications for other program assistance under Downtown and Brownfields CIP's	Ongoing administration of 23 files.				

2013 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
- BFTIP by-laws to be completed as necessary	Draft by-law commenced				
<i>Planning &amp; Building Review / Approvals (Ongoing &amp; as needed)</i>					
- TSL/Aquarium	Inspections continue as construction progresses. Condo exemption requests/applications received and recommendations provided to EDP/Council				
- The Wayfare Condos	Finalization of site plan pending.				
- JUNIC	Review of applications for OPA, ZBLA and plan of subdivision underway.				
- Centre Street	Pre-consultation discussions held about subdivision approval to be sought				
- Wildwood Phase 2	Subdivision agreement finalized with developer. Final approval granted.				
- BGH	3 <sup>rd</sup> floor renovations pending. Minor change to site plan approved for development of new on-site parking				
- Blockhouse Square	Assisted in the advancement of project from concept to draft development agreement.				
-	Inspections continue as construction progresses.				
- Ange Gabriel	Occupancy granted for new additions				
- Other/New	CPHC: Inspections continue as construction progresses Ange Gabriel: Occupancy granted for new additions				

# 2013 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><u>Banquet Hall:</u> Inspections completed and occupancy granted</p> <p><u>605 King W Townhouses:</u> Construction underway following receipt of confirmation of RSC</p> <p><u>Tomlinson:</u> Applications for OPA and Zoning amendment filed. Public meeting rescheduled and then postponed at request of applicant due to overwhelming public response.</p> <p><u>4 Schofield:</u> Zoning for personal service establishment approved in Jan.</p> <p><u>35 Broad:</u> Zoning amendment for food truck - public meeting Jan. Recommendation to EDP/Council in Q2</p> <p><u>36-46 King W:</u> Zoning amendment for self-storage – approved</p> <p><u>243 Perth:</u> Zoning amendment for clinic – public meeting scheduled for April</p> <p><u>119-121 James W.:</u> Zoning amendment for semi-detached dwellings – public meeting scheduled for April</p>				
<p>Employment Lands</p> <p>- Assist with advancement of rationale for future employment lands in Brockville or in association with Elizabethtown-Kitley</p>	<p>Path forward respecting planning issues and approvals being formulated</p>				

2013 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
Approval & implementation of 2013 budget, & preparation of 2014 budget	2013 Budget approved, including new CIP program funding.				
<b>3. Amenities</b>					
Improve response times to Property Standards complaints, continue training of By-Law Enforcement Officer/Animal Control Officer to assist	MilISA Complaints software implementation in initial stages, to be fully deployed in Q2. Internal SOP being reviewed.				
<b>4. Sustainability</b>					
<i>Official Plan/Downtown &amp; Waterfront Master Plan &amp; Urban Design Strategy</i>					
- Obtain direction from council with respect to prioritization of actions to be undertaken within the life of the Official Plan and DWMPUDS as identified therein	Participated in 10 year capital plan discussion and visioning. Ongoing action on Blockhouse Square Development.				
- Update planning applications & procedures related thereto for consistency with new Official Plan	New applications being formulated				
<i>Sustainability Plan</i>					
- Implement Recommended Program 5.1.5 by developing a Green Building Standards check list as an appendix to current planning and development application forms, and a tracking system for green building elements included in proposed development and construction projects	Check list and tracking system being developed as part of update to applications				
<i>New Comprehensive Zoning By-law</i>					
- Develop Terms of Reference for updating the City's comprehensive Zoning By-law	T Of R developed. RFP distributed. Responses from 6 firms reviewed, with development permit concept set aside and Zoning By-law update endorsed by Steering Committee				

2013 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
- Seek approval on consultant selection	Consultant selection to Council in Q2				
- Commence project	Pending award of contract				

2013 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><u>Corporate Objectives</u></b>					
<b>1. WPCC Secondary Treatment</b> - Construction Project Management  - Environmental Assessment of Main Pumping Station	<p>On-going. The plant continues to have great effluent results. The contractor continues to work on deficiencies, incomplete work and warranty items. It is expected everything will be completed in the 1<sup>st</sup> quarter of 2013.</p> <p>A draft of the Phase 1 Environmental Assessment Report has been completed for staff review and comment. It is anticipated that the EA will be completed by the end of July. Staff is waiting to hear back about possible funding through the MIII program.</p>				
<b>2. Wastewater System Capacity Analysis</b> - Ongoing completion of corrective Actions as per Report 2007-144-08	<p><b><u>Immediate Term</u></b>            Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.</p>				<p>The purpose of report 2007-144-08 was to put a plan in place to reduce the amount of wastewater being treated at the City's WPCC. By 2007 the plant was at its capacity limit. Since 2007 there has steadily been a decline in influent at the plant. This can be mainly attributed to the amount of annual rainfall over the past three or</p>

2013 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
	<p><b>Short Term</b> A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I &amp; I). This work was completed in the 2<sup>nd</sup> quarter of 2012. Staff will now review the results and prepare a plan to resolve the problems as well as establish a cost estimate to complete the required work.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p><b>Long Term</b> Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p> <p>Staff continues to monitor approved developments</p>				<p>four years. In addition, through the City's capital plan, shared manholes are being removed; water consumption across the City is declining; watermain breaks are being repaired. All contribute to a reduction of flows at the plant to where, in 2012, it is at 67% of its rated capacity. Staff will continue to work on reducing inflow and infiltration but the urgency is no longer there.</p>

2013 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
	that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.				
<b>3. Implementation/Improvement of City's Operational Plan (DWQMS)</b>	<p>On-going. The City's Operational Plan is a living document and continues to evolve.</p> <p>NSF conducted an external audit of the City's Operational Plan in early February 2013. As a result of the audit, the City achieved full accreditation.</p>				
<b>4. Water Systems Master Plan</b> - Water Distribution System Hydraulic Modeling Review	<p>Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work.</p>				
<b>5. Implementation of Long Term Solid Waste Management Study</b> - Review solid waste service levels	<p>The City's Solid Waste Officer is in the process of collecting data for the preparation of a council report regarding solid waste service levels.</p>				



2013 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
	Council gave direction to staff to review the service levels for those home owners currently not eligible due to site plan control agreements.				
<b>6. Completion of 2013 Environmental Services Department's Capital Projects</b>  1) Byng Ave. Reconstruction  2) Tunnel Ave. Reconstruction        3) McCreedy St. Reconstruction          4) Brock St. Watermain Reconstruction          5) Wastewater Systems - Capital	<p>The Tunnel and Byng Avenue projects will be combined and completed as one project. It is scheduled to be advertised in June with construction scheduled to start in September.</p> <p>The McCreedy Street project has been awarded to Miller Construction. Work is scheduled to start in early May and be completed by the end of July.</p> <p>The Brock Street project will be advertised in early May and scheduled to start in June.</p> <p>There are only two small projects to be completed in 2013. Both are scheduled to be completed by the end of the year.</p>				

2013 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
6) Water Systems - Capital	The Water Systems Division has a number of projects to be completed in 2013. A number of them have already been completed, several more are underway and all will be completed by the end of the year.				
7. Preparation of the City's Asset Management Plan	<p>On-going. Staff secured funding in the amount of \$24,000 to assist in the preparation of an asset management plan which is required to be completed by the end of 2013. In order to receive funding in the future for capital projects, municipalities will have to have an AMP in place.</p> <p>Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system.</p>				
8. Implementation of a Geographic Information System (GIS)	On-going.				

2013 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
9. Assist in the Risk Assessment of Reynolds Park	On-going.				
10. Continued Monitoring of Brownfields Remediation Projects (TSL, Junic, Way Fare, etc)	On-going. Environmental Services staff continues to assist other departments in remediation projects.				
11. City liaison with CRCA to assist in the development & implementation of Source Water Protection Plan	<p>Ongoing. The local Source Water Protection Committee submitted its Source Water Protection Plan to the Minister's office at the end of August 2012. A response from the MOE is expected later this year.</p> <p>Staff is working with the CRCA in anticipation of receiving approval of the plan. Once the plan has been approved staff will be responsible for its implementation.</p>				
<b>Department Objectives</b>					
<b>1. Assist City Manager in completion/implementation of:</b>  - Implement Services Delivery Review recommendations  - Performance Reviews on Supervisory Staff	<p>On-going.</p> <p>Performance reviews on supervisory staff will be completed by the end of the year.</p>				

2013 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
- Implementation/Monitoring 2013 Budget	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.				
- Preparation of 2014 Budget	Preparation of the 2014 budget will start in the 3 <sup>rd</sup> quarter of the year.				

2013 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> a. In partnership with community groups, enhance existing & plan for new facilities to draw families & seniors, ie. Rotary Park, athletic field, Brock Trail, Railway Tunnel  b. Facilitate departmental support for festivals & events which benefit residents & draw visitors, ie. Ribfest, 1812 Bicentennial Celebrations, Hydroplane Regatta (with linkage to Economy objectives)  c. Complete review of Non-resident User Fee	a. Ongoing   b. Ongoing  c. Scheduled for 3 <sup>rd</sup> quarter.				
<b>2. Economy</b> a. Facilitate/monitor brownfield remediation projects (TSL, Wayfare, Junic, etc.) & linkages with City amenities associated with or adjacent to these developments  b. Provide technical support to industrial park land assembly initiative	a. Ongoing   b. Ongoing				
<b>3. Amenities</b> a. Assist City Manager in negotiation of harbour divestiture b. Relocation of Boardwalk docking to east wall c. Facilitate TSL/Aquatarium related projects – docking, Broad Street d. 2013 Capital Projects – roads, bridges, fleet, parkland, facilities e. RFP – Canteen operations	a. Ongoing  b/c.Stakeholders consulted. Revised application for docking submitted to Transport Canada. d. Projects being initiated e. Contract awarded				

2013 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>4. Sustainability</b> a. WPCC Secondary Treatment – main project wrap-up; Main Pumping Station/forcemain environmental assessment and design b. Participate in the Energy Management Committee – development of City's Energy Management Plan c. Asset Management – coordinate with Environmental Services to meet provincial requirements for funding eligibility	a. Main project: completing deficiencies; wrapping up contract issues. MPS/forcemain EA ongoing b. Ongoing through Arena and Facilities Supervisor c. Ongoing with Environmental Services and Corporate Services				
<b>Departmental Objectives</b>					
1. Assist City Manager in completion of: <ul style="list-style-type: none"> <li>Implementation/monitoring of 2013 budget</li> <li>Preparations for 2014 budget</li> <li>Implement next steps of Corporate Reorganization as necessary</li> </ul>	Ongoing  2 <sup>nd</sup> /3 <sup>rd</sup> quarter Succession planning for 2013 retirements				

2013 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	2012 Stats review completed Scheduled start in May/13				
- Continue involvement with the resurgence of the Safe Community Program	Sightline to Safety Prgm. Introduction proposal in works.				
- Continue to assist those with impairments & seniors to ensure that they have working smoke alarms in accordance with the Ontario Fire Code (emphasis on hearing impairment program).	Focus on Fire safety for Deaf & Hard of Hearing Seniors info sessions attended				
- Public Safety Awareness Campaigns – posters on buses, at public places & on the digital sign board at Station 2. - promote Fire prevention education & materials at any viable opportunity &/or community functions.	Primarily focused on use of electronic sign.  Staff attending all venues where an opportunity to educate afforded.				
<b>2. Economy</b>					
- Continue to promote remote access to our computer aided dispatch program Crisys records keeping option to S,D & G fire departments	Project not viable. No interest from dispatch clients. (too costly)				
- Regular monitoring & evaluation of dispatch services to South Dundas, South Stormont & South Glengary	Committee sitting & developing SOP's both L&G and S,D &G				
- Monitor the 2013 Budget & report variance concerns as required & as they occur. - Work with HR Manager on Interest Arbitration (2011 & 2012) contract & vacancy grievance hearings tentatively scheduled into 2013.	On going  Compilation & sharing of relevant information as it becomes available. September & October				

2013 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
	dates.				
- Work with City Manager & Finance Department staff to develop 2014 budget - Renewal of EMS lease agreement.	On going  Attempting to schedule meeting. Notice of intent.				
<b>3. Amenities</b>					
- Support tourism by attending festivals & events that require Fire Department presence	Sitting members on related committees.				
- Maintain City's annual compliance with the Emergency Management & Civil Protection Act	Early preparation state. Emerg Preparedness week May 5-10/13				
- Present an updated Fire Department Establishing & Regulating By-law to Council for adoption	Draft form complete.				
- Maintain the City's compliance with the Fire protection & Prevention Act – Sections 2(1)(a) & 2(1)(b)	On going				
- Complete radio/paging system equipment procurement for upgrade & transition to a digital communications system throughout L&G Counties	Regular involvement at committee level, project on schedule.				
- Conduct preliminary preparations for construction & transition of communications equipment from St. Vincent to Water Tower in partnership with Public Works & Police Depts.	No action at this time Budget approved in conjunction with Works & Police				
- Assist City Manager with recommendations from the external Org. & Operations review.	Compiling relevant information				
- Renewal of EMS/Fire medical response agreement with Counties	On-going tied to E&R By-law. Draft form				



May 8, 2013

**REPORT FOR FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –  
MAY 21, 2013**

**2013-053-05  
CITY ROOFTOP SOLAR PROJECT  
UPDATE**

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

**RECOMMENDED**

THAT Council receives Report 2013-053-05 City Rooftop Solar Project Update for information purposes only.

**PURPOSE**

To provide an update to Council regarding the success of the Rooftop Solar projects at the Brockville Memorial Centre and Gord Watts Municipal Centre.

**BACKGROUND**

The City of Brockville currently has two solar roof top projects, one at the Brockville Memorial Centre and one at the Gord Watts Municipal Centre. Both projects have a 20- Year contracts through the Ontario Power Authority Feed-in Tariff (FIT) program.

The Brockville Memorial Centre is a 200 kW system earning 71.3 cents per kW and has been generating since September 2011. The project cost \$1,462,951 and was funded through a loan and grant from the Federation of Canadian Municipalities. The City repays the loan using Federal Gas Tax dollars.

The Gord Watts Municipal Centre is a 60 kW system earning 71.3 cents per kW and has been generating since November 2012. The project cost \$563,942 and was funded by Federal Gas Tax dollars.

**ANALYSIS**

Both solar projects have been problem-free since they began operating. Yearly maintenance contracts were offered but at this time staff did not see the merit as regular precipitation keeps the panels clean and if there is a problem, the City will be charged if it is not covered under warranty.

There has been some discussion about removing the snow and ice when it has accumulated but the risk of injury of someone on the roof is too high. The sun rays usually make the problem disappear quickly.

## **POLICY IMPLICATONS**

At this time there are no policy implications.

## **FINANCIAL IMPLICATIONS**

It was anticipated that the Memorial Centre would generate approximately \$193,000 in revenue each year and in 2012, the first full year in operation, it earned \$193,990.

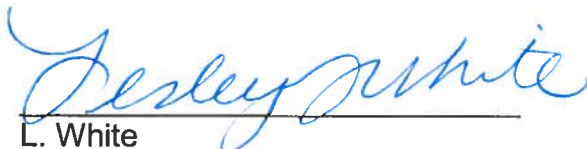
The panels at Gord Watts Municipal Centre should generate approximately \$55,000 each year.

The revenue for both is budgeted within the Operating Budget which helps to lower the required levy each year.

Revenue projections for both solar projects for the twenty years of the contract total \$4,960,000.

## **CONCLUSIONS**

The City was prudent to apply for the original FIT contracts that pay the 71.3 cents per kW rate. The OPA dropped the rate to approximately 54 cents for more recent rooftop solar contracts.



L. White  
Manager of Strategic Initiatives



D. Dick  
Director of Corporate Services



B. Casselman  
City Manager