



Finance, Administration and Operations Committee

Tuesday, May 19, 2015, 4:15 pm
City Hall, Council Chambers

Committee Members

Councillor T. Blanchard,
Chair
Councillor P. Deery
Councillor J. Earle
Councillor J. Fullarton
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards
	 All legal matters [excepting the purchase and sale of land]

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AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

Nil.

CORRESPONDENCE

Nil.

STAFF REPORTS

- 4 - 33 1. 2015-55-05
 2015 Departmental Work Plans
 First Quarter Report

THAT Council approve the 2015 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2015-055-05.

- 34 - 36 2. 2015-056-05
E2015-02 Supply and Delivery of a
Dual Rear Wheel Dump Truck

THAT the tender from Riverside Ford Sales Ltd. Brockville, Ontario, in the amount of forty- six thousand five hundred twenty-seven dollars and seventy-five cents (\$46,527.75) including HST for the purchase of a dual rear wheel dump truck be accepted; and

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

- 37 - 40 3. 2015-057-05
E2015-01 Supply & Delivery of
Dual Purpose Dump/Spreader/Plow Truck

THAT the tender from Kemptville Truck Centre, Kemptville, Ontario, in the amount of two hundred eighty-seven thousand one hundred seventy-eight dollars and forty-six cents (\$287,178.46) including HST for the purchase of a dual purpose dump/spreader/plow truck complete with GPS and equipment necessary for winter maintenance operations be accepted; and

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

- 41 - 42 4. 2015-058-05
2015 Winter Sand (Q11-2014)

THAT the quotation from G. Tackaberry & Sons Construction Company Ltd. in the amount of forty-five thousand and eighty dollars (\$45,080), excluding HST, for City of Brockville Quotation 11-2015, Supply of Winter Sand, be accepted.

- 43 - 44 5. 2015-059-05
2015 Concrete Sidewalk and Curb Reconstruction

THAT the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of one hundred nineteen thousand, four hundred dollars (\$119,400.00) excluding HST for Contract 2015-04, Concrete Sidewalk and Curb Reconstruction on City Streets, be accepted; and

THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.

- 45 - 46 6. 2015-060-05
2015 Cold Milling

THAT the tender from Roto-Mill Inc. in the amount of seventy-three thousand, eighty-six dollars and ninety cents (\$73,086.90) excluding HST for Contract 2015-05, Cold Milling of Existing Asphalt on Streets at Various Locations, be accepted; and

THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.

NEW BUSINESS

Nil.

FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for June 16, 2015.

May 12, 2015

Report To Finance Administration Operations – May 19, 2015

2015-055-05

**2015 Departmental Work Plans
First Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2015 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2015-055-05.

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 2015.

1) Financial Matters

- 2015 Capital/Operating budgets approved
- Update of 10 year capital plan
- Update of five year operating budget forecast

Significant staff time spent on:

- Preparation of year end statements
- Preparation for ARB Hearing re: WCCP Assessment Appeal

2) Economic Development Initiatives

- Sale of +/- 30 acres of industrial lands
- Commencement of Official Plan/Secondary Plan review of employment land inventory
- Significant staff time focused on securing tenants for existing industrial/commercial space and new greenfield development

3) **Aquatarium Project**

- Significant staff time and resources spent on Aquatarium. Weekly construction coordination meetings
- Finalized Operating Agreement
- Parking – interim plan in place
- Continued monitoring of project management, schedule and financial position of project
- Established a municipal led Tourism Committee to prepare and implement a marketing plan for the Aquatarium
- Work Plan adjustments necessary for various staff including Economic Development Officer, Manager of Strategic Initiatives, I.T. staff, eight (8) additional staff re-assigned to assist on exhibit commissioning, building handover and facility grand opening
- Supplementary grant secured (\$741,933) through the Eastern Ontario Development Program

FINANCIAL IMPLICATIONS

Increased in-kind contribution to Aquatarium project to facilitate exhibit commissioning, building handover and facility grand opening. Staff will be tracking additional financial contribution to the project.

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

2015 ADMINISTRATION DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1. Liaise with City Council					
a) Define recommendations to Council &/or options	N/A				
b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan	Strategy update and review with Committee/Council Second Quarter ARB Hearing scheduled for April 17/15				
c) Quarterly status reporting to Council of corporate work plans and activity	2015 Workplans developed. 1 st Quarter reporting – May FAO meeting				
2. Management Leadership (Corporate, Fiscal, Legislative)					
Human Resources					
a) Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	Weekly senior management meeting Staff recognition events Biweekly bulletins				
Finance					
a) Annual Operating Budget preparation & Oversight	completed				
b) Annual Capital Budget preparation & Oversight	completed				
c) Direct development of long-term financial forecasts	Updated 5 year forecast presented to Council				
d) Direct implementation of Asset Management Plan	Phase 2 of Asset Management Plan part of 2015 Workplan schedule				
e) Establish Strategic Capital	N/A				

Administration Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
Policies					
Leadership					
a) Eastern Ontario Mayor's Committee participation	EOMC meeting agenda prep for Second Quarter				
b) Joint Services Budget, cooperation discussions and commentary	Draft 2015 Joint Services Budget reviewed/mayor briefing				
3. Strategic and Council Initiatives					
a) Fire Operations Model change - Shift from Full time to Hybrid	N/A				
b) Facilitate OPP Costing acquisition and disposition	N/A				
Aquarium					
a) Docking	N/A				
b) Parking	2 year interim parking arrangement negotiated				
c) Marina Lease	1 year lease extension provided to Fuller Marine Services				
d) Harbour Ownership	Two year lease extension executed				
e) Outstanding Agreements	N/A				
f) Facilitation - Opening	Ongoing				
Official Plan					

Administration Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
a) Facilitation of goals re active transportation / waterfront / downtown / increased density	N/A				
4. Strategic Plan					
a) Window Replacement Program	Interior windows removed from rear of building to be retrofitted				
b) Water Meter Replacement Program	3028 meters replaced				
c) Blockhouse/Lighthouse Development - facilitation	New proposal under review				

2015 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People					
- Continue implementation of data and application management software (Marmak's MiLISA) for building and by-law enforcement. Link to Vadim a priority.	Discussions with Marmak held in preparation for implementation of Vadim link.				
- Continue training of CBO and Inspection Officers to ensure full compliance with Ontario Building Code Act.	Inspection Officer attended OBC Plumbing training.				
- Ensure Opportunities for Continuous Professional Learning for planners to meet requirements of OPPI (Mandatory commencing 2014).	Participated in various webinars				
- Continue subdivision file closure and assumption	File review complete on several subdivisions, preparing for site inspections and contact with developers.				
2. Economy					
<i>Community Improvement Plans (Downtown & Brownfields)</i>					
- Continue administration of applications for program assistance under Downtown and Brownfields CIP's.	10 active files. Consulted with potential new applicant – Wall St. Village				
- Promote and implement Façade and RCCR Grant Programs using 2015 budget allocation following refinement of program guidelines	Review of Program guidelines undertaken in preparation for discussion with EDP in April.				
- Given sunset of Dec. 2015 for current CIP programs, undertake assessment of effectiveness of CIP Programs, and lead consultation and decision-making on extension, modification or	No action in Q1				

2015 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
cessation of Community Improvement programs					
<i>Planning & Building Review / Approvals (Ongoing & as needed)</i>					
- TSL/Aquatarium	Inspections continuing on an as requested basis. Follow up on approved Residential condo.				
- Junic	Continued discussions with Planning Consultant on zoning issues and co-ordination of design with Centre St. subdivision				
- Centre St.	Analysis of issues; preparation of report on rezoning and draft approval for EDP consideration in April				
- Aspen Dr.	No activity in Q1 from applicant or from potential purchaser of lands				
- Rockford Forest	Review of issues from public meeting and Environmental Impact Statement for determination of draft conditions of approval.				
- BGH	Demolition permits issued for buildings on parcels assembled to facilitate expansion				
- Blockhouse Square/Lighthouse	Developer contemplating revised concept.				
- Wall Street Village	Application received for rezoning for 85 unit apartment building. Public meeting set for April				
- 1109 Millwood condos	Recommendation to EDP on Condo Exemption. Construction underway				

2015 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
- 62 King St. E./26 Victoria Ave./22 Perth St.	OP and/or Rezoning Public meetings held. Report on approvals for Victoria and King to EDP in March				
<i>Employment Lands</i> - Assist with advancement of future employment lands in Brockville, and associated secondary plan and Official Plan and zoning amendments	Discussions held with MMM Group on need for Employment Lands Review as Ph. 1 of work				
<i>Approval & implementation of 2015 budget, & preparation of 2016 budget</i>	Preparing for implementation with Budget approval.				
3. Amenities					
- Complete review of Property Standards By-law to update contents, including appropriate language to facilitate enforcement through POA.	Draft by-law prepared and reviewed internally. Sent to MAG to ensure suitability for short wording.				
4. Sustainability					
<i>Source Water Protection</i>					
- Implement applicable policies and regulations from approved Source Water Protection Plan through amendments to the Official Plan and Zoning By-law.	Meetings with Working Group held throughout Q1.				
<i>Official Plan/Downtown & Waterfront Master Plan & Urban Design Strategy</i>					
- Obtain direction from new Council with respect to prioritization of actions to be undertaken within the life of the Official Plan and DWMPUDS as identified therein	No action in Q1.				
<i>New Comprehensive Zoning By-law</i>					
- Monitor implementation of new zoning by-law, and if needed, prepare	Implementation and monitoring ongoing.				

2015 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
housekeeping amendment.					
<i>Development Charges Study/By-law</i>					
- Establish protocols for administration of Development Charges Deferral Agreements	Review and update of Deferral Agreement completed.				
<i>Amendments to Development Charges Act and Planning Act</i>					
- Monitor proposed legislative amendments in Bill 73 and its implications for Brockville	Review underway. MMAH advises that Bill 73 not likely to come into effect until fall.				
<u>Personal Development</u>					
Continuous Professional Learning (OPPI/CIP)	Ongoing				

2015 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
1. People					
<ul style="list-style-type: none"> a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), marina expansion feasibility b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest,, hydroplane regatta, Tourism signature festivals (linkage to Economy objectives) c. Complete review of Non-resident User Fee d. Assist Manager of Human Resources in CUPE contract negotiations 	<ul style="list-style-type: none"> a. Ongoing collaboration with Rotary Park Committee, Brock Trail Committee, Railway Tunnel Committee, Twin Pad Arena Committee, Save Ontario Shipwrecks – Thousand Islands Chapter, Waterfront Committee b. Ongoing support for All Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. Report due at June FAO Committee meeting d. 2nd quarter 				
2. Economy					
<ul style="list-style-type: none"> a. Facilitate/monitor brownfield remediation projects (TSL, Blockhouse Square, Junic etc.) and linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Ongoing 				

2015 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
initiative					
3. Amenities a. Brock Trail expansion/upgrades b. Completion of TSL/Aquatarium related projects – docking. c. 2015 Capital Projects – roads, bridges, fleet, parkland, facilities d. Completion of Reynolds Park Risk Assessment e. Centeen Park parking f. Rotary Park bike track and basketball court g. Initial phase – cycling network (link to Sustainability) h. Para-Transit contract RFP i. Transit evening service trial – analysis/reporting	a. Preparing for 2015 projects b. Ongoing c. Preparing for 2015 projects d. Additional testing completed. Updated reporting to MOE 2 nd quarter e. Deferred f. May/June construction g. Planning public consultation h. 2 nd quarter i. Ongoing				
4. Sustainability a. WPCC Secondary Treatment - coordinate senior government funding involvement in forcemain project b. Participate in the Energy Management Committee – development of City's Energy Management Plan (in conjunction with Manager of Strategic Initiatives) c. Asset Management – expand on base asset management report d. Victoria Building window retrofit (in conjunction with Manager of Strategic Initiatives)	a. Coordinating wrap-up of WPCC funding agreement b. Ongoing c. 3 rd quarter d. 3 rd quarter				

2015 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Departmental Objectives</u>					
1. Assist City Manager in completion of: <ul style="list-style-type: none"> - Implementation/monitoring of 2015 Budget - Preparations for 2016 Budget - Implement next steps of Corporate Reorganization and succession planning as necessary 	<ul style="list-style-type: none"> - Ongoing - 3rd quarter - Ongoing 				
Personal Development					
Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	Attended Parks & Recreation Ontario annual conference				

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS

<u>Corporate Objectives</u>					
1. Wastewater System Main Pumping Station – Preliminary Design	The EA was completed in 2014. The next step in the project would be to go to preliminary design. Engineering to review feasibility.				
2. Water Systems Master Plan - Water Distribution System Hydraulic Modeling Review.	Work on the City's water distribution hydraulic model is nearing completion. Once this is completed, work on the Water Systems Master Plan can begin.				
3. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal audit is scheduled for May and the first Management Review meeting is scheduled for June.				
4. Completion of a new Water By-law.	A draft Water By-law was completed early in 2014. However, due to other priorities the completion of the by-law was deferred until 2015.				
5. Condition Assessment of the City's Water Feedermain.	A third phase of an on-going condition				

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS

	assessment of the City's water feedermain is scheduled to be completed later in 2015.				
6. Assist in the implementation of the Source Water Protection Plan policies.	The local Source Water Protection Plan came into effect April 1, 2015. Staff continues to participate in regional working groups in an effort to implement the policies of the plan.				
7. Integration of the new Solid Waste Officer position.	The new Solid Waste Officer started April 6, 2015. For the past month the incumbent was able to provide training and guidance.				
8. Development of a paper bag only policy for leaf collection.	At the April FAO and Council meetings, Council endorsed staff's request for paper bag only use during fall leaf collection.				
9. A comprehensive review of solid waste communication practices.	With the evolution of social media, the Solid Waste Officer will review the City's practices of communication.				
10. Development/implementation of a solid waste/recycling curriculum for	The Solid Waste Officer will review the need for the				

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS

elementary students.	development of a solid waste/recycling curriculum for elementary students.				
11. Completion of 2015 Environmental Services Department's Capital Projects					
1. Centre Street Reconstruction	The design is nearing completion. Funding for the project through the SCF program has not yet been announced. It is hoped that work on the project will begin in June.				
2. Victoria Avenue Reconstruction	The tender is scheduled to be advertised in mid-June with construction to start in September.				
3. Beecher Street Watermain Reconstruction	The tender is scheduled to be advertised in mid-May with construction to start in June.				
4. Louis Street Watermain Reconstruction	The tender is scheduled to be advertised in mid-May with construction to start in June.				
5. Eleanor Street Watermain Reconstruction	The tender is scheduled to be advertised in mid-May with construction to start at the end of June.				
6. Bartholomew Street Miscellaneous Watermain	Work to be completed in the summer by Water				

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Work	Systems staff.				
7. Lead Service Replacement Program	Work to be completed throughout the summer by Water Systems staff.				
8. WTP Capital projects	On-going.				
9. WPCC Capital projects	On-going.				
12. Provide technical assistance with the development of employment lands.	On-going.				
13. Participate in the annual update of the City's Asset Management Plan.	On-going.				
14. Participate in the Implementation of a Geographic Information System (GIS)	On-going.				
15. Participate in the review of private subdivisions for their assumption.	Engineering staff continue to work closely with Planning staff in the review of subdivisions for their assumption. On-going.				
16. Continued Monitoring of Brownfields Remediation Projects.	On-going.				

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS

<u>Department Objectives</u>					
<p>1. Assist City Manager in completion/implementation of:</p> <p>→ Performance Reviews on Supervisory Staff</p> <p>→ Implementation/Monitoring of 2015 Budget</p> <p>→ Preparation of 2016 Budget</p> <p>2. On-going monitoring/implementing of departmental succession planning.</p>	<p>Scheduled to be completed by the end of the 2nd quarter.</p> <p>Ongoing. Supervisory staff are responsible completing capital projects and monitoring operating budgets.</p> <p>Preparation of the 2016 budget is anticipated to start in the 3rd quarter.</p> <p>On-going.</p>				

2015 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
1. People					
- Completion of annual staff performance reviews	Completed				
- Assist City Manager in implementation of operational changes including OPP review and Fire department changes	Ongoing				
- Continual review of department operations for increased efficiencies	Continuing process				
- Continued involvement with collective bargaining process along with arbitration meetings	April 23 rd and 24th				
2. Economy					
- Continued promotion and review of the CIP and Brownfield programs	Met with MMAH April 13th				
- Development of BFTIP By-Laws	See above				
- Involvement in local MUSH sector purchasing group along with other joint service delivery sharing of services	Ongoing				
3. Amenities					
- Continuing review of GIS option and strategies including possible implementation of GIS department	Continuing discussions on opportunities				
- Continuing reviewing of operational efficiencies through effective use of technology	Continuing review of efficiencies offered through technology				

2015 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
4. Sustainability					
- Full responsibility for annual budget process	Completed				
- Completion of annual financial statements along with annual reporting requirements	Ongoing, May to June completion dates				
- Presentation of quarterly interim variance reports	Ongoing 1/4ly reports				
- Updating and monitoring of ten-year capital plan	Continuing updates to reflect requirements				
- Continue implementation of water meter replacement program	Progress with project expected completion 1 year ahead of schedule				
- Continued development of asset management plan	Ongoing				
- Finalize agreements for shared services provided to Elizabethtown/Kitley along with agreement to exempt property from property taxes	Ongoing ARB hearing April 17th				
- Introduce options for new rate structure for water and wastewater billing systems	To present to council in April/May				
- Continued development of Development charges by-laws	Ongoing				

2015 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1. People					
a. Integrated Accessibility Standard Regulation (IASR) – Information and Communication compliance; implement policies, programs, procedures and training programs to meet the compliance deadlines for:					
i. Public feedback methods;					
ii. Accessible communication formats	Training scheduled for 2 nd quarter				
iii. Website accessibility					
b. Voters List – develop procedures to work with various departments on their database information to ensure electors are tracked (new; moves, etc) and the voters list is maintained until the next election year, 2018.	Still making changes from returned voter letters. On-going.				
2. Economy					
a. Business licensing					
i. Buskers	Complete				
ii. adult entertainers					
iii. door to door sales					
b. Parking – replace (circa 1998) parking administrative software	Contacting “opted-in” municipalities to find vendors. On-going.				
c. Implement online ticket payment option for improved customer service and accessibility	Waiting for replacement of admin software				

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
3. Amenities					
a. Parking					
i. review downtown unmetered and metered areas					
ii. consider meters in Courthouse area					
iii. review parking infrastructure for repairs, replacement and beautification					
4. Sustainability					
a. Records management					
i. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) develop routine disclosure policy to lessen staff time processing MFIPPA requests and ease the public's process to request records without the need to submit an MFIPPA request					
ii. Review record retention bylaw Include retention scheduled for electronic records					
iii. Work with departments to implement TOMRMS (The Ontario Municipal Records Management System)					
b. Review of various committees of council establishing bylaws					
i. Update compositions of committees					

Clerk's Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments/Barriers
ii. Update terms of reference					
c. Council Procedural By-law					
d. 2015 Budget monitoring	On-going				
e. 2016 Budget preparation					
5. Personal Development					
a. Complete Certified Municipal Officer (CMO) designation application to AMCTO	Application submitted. Awaiting review.				

2015 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
1. People					
<u>Immigration Initiatives-</u> <ul style="list-style-type: none"> Engagement of all committees towards completing final outputs identified in the strategic plan for immigration to the region Secure additional funding sources beyond base federal grant transfer and complete application for extension of base funding into 2016/2017. Establish a model KPI tracking for identification of new immigrant arrivals with appropriate aftercare programming. 	5 half day meetings a year on this file. Some supervisory attention and inputs on securing the grants from Federal government. Stephanie assist with social media outputs				
<u>Lifestyle Attraction Program-</u> <ul style="list-style-type: none"> Develop and execute new outreach initiatives to broaden the exposure of the lifestyle and residential relocation attraction to Brockville area. Attendance a key forums such as International Ploughing Match and cross promotional venues with tourism on Travel consumer shows is a focus. Immigration staff to recruit new ambassadors and support organizations to assist with the program development of lifestyle attraction including age friendly committee 	Stephanie very much looks after this initiative now with help from DBIA, Chamber/Tourism and the Age Friendly committee. I have very little time commitment on this file				

2015 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p><u>Entrepreneurship Development-</u></p> <ul style="list-style-type: none"> Continue to attain the current benchmark stats/level on small business consulting and related impacts. Recruit 10 new business youth clients for Starter Company and 15 students for Summer Company. Provide facilitation with Launch Labs of Kingston as required and the area CDC's for monthly consultations and workshop with business entrepreneurs. Target 3 per month. 	<p>Operates on their own. About 3 to 4 days of supervisory and administration per year. We hold the contract from Province</p>				
<p>2. Economy</p>					
<ul style="list-style-type: none"> <u>Investment Attraction-</u> Introduce a formal <u>lead generation</u> program for City with appropriate partnership and cost sharing partners and focus on life science, food and logistics sectors. Target 200K square feet of occupied leased industrial space, new employment generation of 110 full time positions and land sales of 20 acres. 	<p>Project Isaac and Abbott are #1 investment priorities. Black and Decker leasing a secondary priority. Not much building vacancies or land availability thereafter</p>				

2015 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<ul style="list-style-type: none"> Angel Network-Continue brokerage of regional investment opportunities to Angel network. Target is 1 confirmed deals among all sectors. Competitive Alternatives- complete updated assessment on competitive alternative report for Brockville utilizing current cost centre estimates from recent KPMG and BMO reports 					
<ul style="list-style-type: none"> <u>Retail Commercial Attraction-</u> Attendance at ICSC events and introduction of 5 qualified new retail/commercial clients. Completion of updated data on all vacant retail commercial listings and specific investment opportunity profiles with online linkages. 	<p>Last years effort represented by new retail client introductions and developers. Have listing to review on same. Decrease in vacancy levels is the key KPI as noted on our reports and Economic Indicators</p>				
<ul style="list-style-type: none"> <u>Business Retention & Expansion/Aftercare-</u> Completion of 15 corporate calls with local industry and key commercial clients and introduction on funding assistance and advocacy when necessary. Target 5 new product lines and 3 financial grant 	<p>Standard activity and always well supported by Council. Outputs are the jobs retained, new product lines and the grant applications secured.</p>				

2015 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS

applications.					
<p><u>Employment Lands</u></p> <p>Coordinate the property assembly and provide input on the process to establish a 100 plus acre new business park.</p>	Consider the #1 priority project				
<p><u>Aquatarium</u></p> <ul style="list-style-type: none"> Assist with marketing plan execution for the Aquatarium for first year operation including RED grant funding activities. <u>This at direction/approval of the Aquatarium Board</u> Endeavour to secure additional government grant funding with focus on Regional EODP to assist with the project finances. <p>3. Amenities</p> <ul style="list-style-type: none"> <u>Brockville Arts Centre-</u> BAC staff and Project Encore committee will complete final phase of Project Encore with focus on front King Street façade of BAC with appropriate visual enhancements towards a more inviting exterior image. Preparation of fund raising plan and city budget consideration. 	<p>The Funding application through EODP has already been secured. Other minor activities and coordination required. Very little time commitment as they have their own staffing now.</p> <p>Again, mainly a BAC directive with little direct involvement. Likely 1 day per upcoming year.</p>				

2015 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
4. Sustainability					
<ul style="list-style-type: none"> Program sustainability for immigration and entrepreneurship is noted under the people section of workplan 					
<ul style="list-style-type: none"> United Nations Centre for Tourism Sustainability- Assist in the grant writing process to secure funding towards a business plan for the centre linkage to Aquatarium Assist with City Manager and Mayor on Facilitation process to update the Economic Development Strategic Plan for city with engagement of Council and external groups/people. 	<p>This has already been accomplished through CDC grant application approved in January. Will await Queens University on the final 40K required for business plan</p>				

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
2015				
1. People				
- Home Inspection Program – Continue this is a multi-year project that identifies areas of concern for fire prevention education and enforcement.	Analysis of 2014 Stats, focus on problem areas, crews start field work April/May			
- Vulnerable Occupancy Program, mandated by Province (2 nd year) involves educating and enforcement of Provincial regulation. Primarily a fire prevention division function with crew involvement of larger facilities.	Implementation of program, registration of required "care" occupancies, group homes, long term care, - FSP, annual drills, staffing, training, sprinkler system etc.			
- Switch over from Provincial to NFPA training standards. When status of 2014 applications are known we will have direction to staff training requirements for future years. Some Prov. testing may be required. Enrollment of qualified staff in OFM officer training programs	Grandfathering process to validate staff members current OFM levels of education & experience to NFPA recognized levels. Post officer exam enrollment in OFC courses has begun.			
- Sightline to Safety Program Continue participation & guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf & hard of hearing	Promotion of Registration program & residence inspections has begun in Jan/Feb of 2015			
- Public Safety Awareness Campaigns focus on Seniors & Multiple Units Dwellings - Fire Safety Information Sessions	Presentations being booked.			
CO Alarm Legislation, promotion & education of requirements, current directive to begin enforcement April 15, 2015.	Public awareness campaign, information & requirements as developed by the province.			

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Preliminary planning for scheduled T9-1-1 systems upgrade (texting capability) for deaf, hard of hearing & speech impaired.	Research & planning in partnership with M.I.S. & service provider (Bell). Technical equipment installation completed.			
2. ECONOMY				
- Monitor the 2015 Budget & Variance report concerns as required	Prioritizing depts. equipment, training & supplies needs for year.			
- Work with HR on outstanding Contract bargaining & negotiable issues, 2013, 14 & 15 discussions pending. - Prepare for 24 hour shift arbitration hearing in May of 2015.	-Some ideas exchanged. Labour relations seminar. -Conf call with Hicks Morley in mid Jan			
- Communications Centre software & systems upgrades proposed. - SD&G possible end user upgrades - Discussions on Fire /Police combine of communications service.	- Jan. meeting of service provider & L&G fire chiefs. Radio lic. issues with Industry Canada - No commitment yet - Preliminary meeting held.			
		i		
- Development in partnership with other City Depts. 2016 budget.	Identify upcoming needs & concerns			
3. AMENITIES				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Canada's Flag 50 years celebration –fireworks attended by crew.			

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act.	Continued contact with EMO Sector Rep and current information as received. Mandatory training directives received from OFMEMO.			
- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Continue to actively promote/conduct public ed in prev. & fire safety			
- Continue to promote the renewal of the <u>outdated</u> Fire Dept. Establishing & Regulating By-Law				
- Continue to update Dept. Rules & Regulations and employee Assessment/Evaluation forms.	Discuss same with HR Manager, review of similar forms from other municipalities.			

08MAY15

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 19, 2015

**2015-056-05
E2015-02 - SUPPLY & DELIVERY
OF A DUAL REAR WHEEL
DUMP TRUCK**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
R.T. FRASER
SUPERVISOR, PUBLIC WORKS/PARKS
A.J. ROSSETTI
SUPERVISOR FLEET & SUPPORT SERVICES
M.D. CARRIERE
FLEET MAINTENANCE FOREMAN**

RECOMMENDED

THAT the tender from Riverside Ford Sales Ltd. Brockville, Ontario, in the amount of forty-six thousand five hundred twenty-seven dollars and seventy-five cents (\$46,527.75) including HST for the purchase of a dual rear wheel dump truck be accepted; and

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

BACKGROUND

The replacement of this unit for the Operations Department – Public Works/Parks Division – Roads/Storm Sewer Section is an approved item in the Fleet Management Program, Item 6.1 in the 2015 Capital Budget.

ANALYSIS/OPTIONS

In April 2015, tender E2015-02 for one 7258 kg /16000 lbs. dual rear wheel dump truck was received with the following results:

- | | |
|--|-------------|
| 1. Riverside Chevrolet Buick GMC Ltd., Brockville, ON..... | \$51,029.67 |
| 2. Riverside Ford Sales Ltd, Brockville, ON..... | \$46,527.75 |
| 3. Beattie Dodge Chrysler Jeep Ltd., Brockville, ON | NO BID |
| 4. Chiasson Ford, Gananoque, ON..... | NO BID |
| 5. A & B Ford Sales, Perth ON..... | REJECTED |

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

The tender from A & B Ford Sales, Perth, Ontario, did not meet numerous specifications requested therefore has been eliminated from consideration.

2015-056-05
E2015-02, Purchase of a Dual Rear Wheel Dump Truck

POLICY IMPLICATIONS


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

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$48,000 for the replacement unit. The low tender submitted by Riverside Ford Sales Ltd., Brockville, Ontario, for \$41,899.68 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$46,527.75) meets the specifications and requirements for the Operations Department, Public Works/Parks Division. An estimated cost saving of \$6,100.32 will be realized for the 2015 year. Including the net cost of this unit, the total savings for vehicle and equipment purchases to date is \$28,538.82 (Schedule A).


CONCLUSION


The Operations Department – Fleet & Support Services and the Public Works/Parks Divisions recommend the purchase of a Dual Rear Wheel Dump Truck from Riverside Ford Sales Ltd., Brockville, Ontario.


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


A.J. Rossetti
Supervisor, Fleet & Support Services


D. Dick, CPA, CA
Director of Corporate Services


R.T. Fraser
Supervisor, Public Works/Parks


M.D. Carrière
Fleet Maintenance Foreman


B. Casselman
City Manager



FLEET & LOGISTICS DIVISION
SUMMARY OF 2015 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF APRIL 21, 2015

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2015 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
E2015-01	5 TON/SANDER/DUMP/PLOW TRUCK	\$225,000	\$258,613.10	-\$33,613.10
E2015-02	1 TON TRUCK	48,000	41,899.68	6,100.32
E0215-03	2 - 1/2 TON PICK- UP TRUCKS	60,000	47,671.51	12,328.49
RFP2015-01	TRACTOR WITH ATTACHMENTS (INCLUDING TRADE-INS)	86,000	53,100.00	32,900.00
Q2015-03	DIAGNOSTICS EQUIPMENT	4,780	4,268.83	511.17
Q2015-04	VAN	24,525	23,389.54	1,135.46
Q2015-06	A/C EQUIPMENT	5,106	3,814.98	1,291.02
Q2015-07	2- CARGO VANS	76,000	72,160.05	3,839.95
Q2015-09	INVESTIGATION UNIT	35,000	30,908.49	4,091.51
SUB-TOTAL PURCHASES TO DATE		564,411	535,826.18	28,584.82
Q2015-02	TWIN POST HOIST	186,000		
E0215	GWMC FUELING STATION	343,940		
	PASSENGER VAN (FIRE PREVENTION)	32,000		
	PASSENGER BUS	85,000		
SUB-TOTAL		1,211,351	535,826.18	28,584.82
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		49,455		
POLICE - SPECIALIZED EQUIPMENT		18,790	1,170.24	
SUBTOTAL OF EQUIPMENT		68,245	1,170.24	
SMALL EQUIPMENT		39,381		
TOTAL PURCHASES TO DATE		1,318,977		28,584.82
Adjustment – Due to Rounding.		-1		-1
TOTAL SURPLUS/DEFICIT OF 2015 FLEET PURCHASES		\$1,318,976	\$535,826.18	\$28,583.82

SOURCE: APPROVED CAPITAL BUDGET, 2015 REPORT DATED FEBRUARY 10 2015, ITEM 6.1, FLEET MANAGEMENT PROGRAM IN THE 2015 CAPITAL BUDGET

11MAY15

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 19, 2015

2015-057-05

**E2015-01- SUPPLY & DELIVERY
OF A DUAL PURPOSE DUMP/
SPREADER/ PLOW TRUCK**

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

R.T. FRASER

SUPERVISOR, PUBLIC WORKS/PARKS

A.J. ROSSETTI

SUPERVISOR FLEET & SUPPORT SERVICES

M.D. CARRIERE

FLEET MAINTENANCE FOREMAN

RECOMMENDED

THAT the tender from Kemptville Truck Centre, Kemptville, Ontario, in the amount of two hundred eighty-seven thousand one hundred seventy-eight dollars and forty-six cents (\$287,178.46) including HST for the purchase of a dual purpose dump/spreader/plow truck complete with GPS and equipment necessary for winter maintenance operations be accepted; and

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

BACKGROUND

The replacement of this unit for the Operations Department – Public Works/Parks Division – Roads/Storm Sewer Section is an approved item in the Fleet Management Program, Item 6.1 in the 2015 Capital Budget.

ANALYSIS/OPTIONS

In April 2015, tender E2015-01 for the above stated unit was issued with the following results:

1. Cornwall Truck Centre Ltd. Cornwall, ON.....	\$288,308.46
2. Tallman Truck Centre, Ottawa, ON.....	\$287,743.46
3. Kemptville Truck Centre, Kemptville, ON	\$287,178.46

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

2015-057-05

E2015-01, Purchase of a Dual Purpose Dump/Spreader/ Plow Truck

This unit is a 5 ton dual purpose dump/spreader/plow truck with the necessary upgrades for GPS (Global Positioning System) tracking and with Viking dump body/spreader combination with liquid de-icer spreading equipment. It is considered to be an essential piece of equipment in the Public Works/Parks Fleet allotment. It is utilized year round by the division.

During our review we identified the need for a GPS vehicle tracking system. The device will provide multiple benefits including the encouragement of reduced fuel usage and vehicle idling, accurately accounting for service hours and kilometres driven and improving customer service and mandatory record keeping during the critical winter months.

The Public Works/Parks Supervisor requested the Viking and Côte equipment to standardize dump body/plow/spreader equipment and ease of parts replacement, inventory control and operator training.

The substantial cost increase of this unit is due to the essential upgrades required for winter maintenance operations and the devalued Canadian dollar.

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

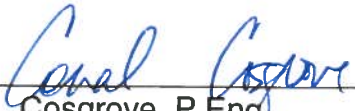
The approved Capital Budget was \$225,000 for the replacement unit. The low tender submitted by Kemptville Truck Centre for \$258,613.10 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$287,178.46) meets the specifications and requirement for the Operations Department, Public Works/Parks Division. An estimated over expenditure of \$33,613.10 will be offset by the 2015 Fleet Management Program. Including the net cost of this unit, the total savings for vehicle and equipment purchases to date is \$28,583.82 (Schedule A).


CONCLUSION


The Operations Department – Fleet & Support Services and Public Works/Parks Divisions recommend the purchase of the Dual Purpose Dump/Spreader/Plow Truck GPS System and equipment necessary for winter maintenance operations from Kemptville Truck Centre, Kemptville, Ontario.

2015-057-05

E2015-01, Purchase of a Dual Purpose Dump/Spreader/ Plow Truck


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


R.T. Fraser
Supervisor, Public Works/Parks


A.J. Rossetti
Supervisor, Fleet & Support Services


M.D. Carrière
Fleet Maintenance Foreman


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager



FLEET & LOGISTICS DIVISION
SUMMARY OF 2015 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF APRIL 21, 2015

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Q2015-07	2- CARGO VANS	76,000	72,160.05	3,839.95
Q2015-09	INVESTIGATION UNIT	35,000	30,908.49	4,091.51
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SUB-TOTAL		1,211,351	535,826.18	28,584.82
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		49,455		
POLICE - SPECIALIZED EQUIPMENT		18,790	1,170.24	
SUBTOTAL OF EQUIPMENT		68,245	1,170.24	
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TOTAL SURPLUS/DEFICIT OF 2015 FLEET PURCHASES		\$1,318,976	\$535,826.18	\$28,583.82

SOURCE: APPROVED CAPITAL BUDGET, 2015 REPORT DATED FEBRUARY 10 2015, ITEM 6.1, FLEET MANAGEMENT PROGRAM IN THE 2015 CAPITAL BUDGET

MAY 8, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 19, 2015

**2015-058-05
SUPPLY/TRUCK/STACK WINTER SAND
QUOTATION 11-2015**

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

RECOMMENDED

THAT the quotation from G. Tackaberry & Sons Construction Company Ltd. in the amount of forty-five thousand and eighty dollars (\$45,080), excluding HST, for City of Brockville Quotation 11-2015, Supply of Winter Sand, be accepted.

PURPOSE

Two bids were received for City of Brockville Quotation 11-2015. The Purchasing By-Law (#090-2005) requires Council approval when three bids are not received.

BACKGROUND

- a) 2,300 tonnes of winter sand was utilized by Public Works for winter maintenance operations (roads and sidewalks) during the 2014/2015 season therefore this amount must be replenished in preparation for the 2015/2016 operations.
- b) 405 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: 425 tonnes are presently in the stockpile).

ANALYSIS

Quotations were opened at 1:15 p.m. on Tuesday, April 28, 2015 with the following results (all prices exclude HST):

	<u>Winter Sand (supply/truck/stack)</u>	<u>Stacking Salt</u>	<u>Contract Price</u>
G. Tackaberry & Sons Construction Ltd.	\$43,010 (2,300 T) (\$18.70/T)	\$2,070 (405 T)	\$45,080
Steve Polite Sand & Gravel Ltd.	\$43,700 (2,300 T) (\$19.00/T)	\$1,800 (405 T)	\$45,500

2015-058-05
Supply of Winter Sand
Quotation 11-2015

Page 2

	<u>Winter Sand (supply/truck/stack)</u>	<u>Stacking Salt</u>	<u>Contract Price</u>
<i>2014 Price</i>	\$40,625 (2,500 T) (\$16.25/T)	\$2,100 (527 T)	\$42,725
<i>Operations Dept. Estimate</i>	\$23,605 (1,480 T) (\$16.78/T)	\$2,348 (472 T)	\$27,182


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)	\$139,782
01-5-250477-3010 (Roadway Minor Plow/Chemical-Abrasives)	5,866
01-5-255481-2010 (Sidewalk Abrasives)	7,112


C. Cosgrove, P.Eng.
Director of Operations


R. Fraser
Supervisor of Public Works/Parks


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager

MAY 1, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 19, 2015

**2015-059-05
TENDER FOR CONTRACT 2015-04
CONCRETE SIDEWALK AND CURB
RECONSTRUCTION ON CITY STREETS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
PAUL MCMUNN, SUPERVISOR
TRANSPORTATION SERVICES**

RECOMMENDED

THAT the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of one hundred nineteen thousand, four hundred dollars (\$119,400.00) excluding HST for Contract 2015-04, Concrete Sidewalk and Curb Reconstruction on City Streets, be accepted; and

THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.

PURPOSE

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2015-04, Concrete Sidewalk and Curb Reconstruction on City Streets.

BACKGROUND

The Operations Department tenders for this work annually. This contract is for the replacement of deteriorated sections of curbs and sidewalks on various streets.

ANALYSIS/OPTIONS

Four companies picked up tender packages and two companies submitted a bid. The Transportation Services Division opened tenders on Friday, May 1, 2015 with the following results:

W.J. Sherwood & Sons Construction Co. Ltd.....	\$119,400.00
Bennington Construction Ltd.....	\$196,834.60

The locations for Contract 2015-04, Concrete Sidewalk and Curb Reconstruction on City are as follows

- Murray St. from King St. E. to Pearl St. E.

- Somerset Place from Manor Drive to End.

All work associated with this contract is to be completed by July 17, 2015.

POLICY IMPLICATIONS


In accordance with the City's Purchasing By-law 090-2005, approval from Council is required when less than three bids are received.

FINANCIAL CONSIDERATIONS

In the 2015 Capital Budget, Council authorized an expenditure of \$675,000 under the ACPM program, of which \$132,872.33 was allocated for this contract.

CONCLUSION

It is recommended that Council accept the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of \$119,400.00 to complete this project.



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



Paul McMunn, C.E.T.
Supervisor of Transportation Services



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

MAY 1, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAY 19, 2015

**2015-060-05
TENDER FOR CONTRACT 2015-05
COLD MILLING OF EXISTING ASPHALT
ON STREETS AT VARIOUS LOCATIONS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
PAUL MCMUNN, SUPERVISOR
TRANSPORTATION SERVICES**

RECOMMENDED

THAT the tender from Roto-Mill Inc. in the amount of seventy-three thousand, eighty-six dollars and ninety cents (\$73,086.90) excluding HST for Contract 2015-05, Cold Milling of Existing Asphalt on Streets at Various Locations, be accepted; and

THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.

PURPOSE

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2015-05, Cold Milling of Existing Asphalt on Streets at Various Locations.

BACKGROUND

The Operations Department tenders for this work annually. This contract is a preventative maintenance item in order to extend the life of pavement structures on various roadways.

ANALYSIS/OPTIONS

One company picked up a tender package and one company submitted a bid. The Transportation Services Division opened tenders on Friday May 1, 2015 with the following results:

Roto-Mill Inc.....\$73,086.90

The locations for Contract 2015-05, Cold Milling of Existing Asphalt on Streets at Various Locations are as follows;

- North Augusta Rd. from South of Reynolds Dr. to CNR Bridge.
- Ormond St. from north of Bramshot Ave to Parkedale Ave.

2015-060-05
Tender for Contract 2015-05
Cold Milling of Existing Asphalt on Streets at Various Locations

Page 2

- Laurier Blvd. from Stewart Blvd to Dana St.
- Aldershot Ave. from Brighton Cres. to Brighton Cres.
- Peden Blvd. from Bowie St. to Laurier Blvd.
- Parkedale Ave. from Millwood Ave. to Windsor Dr. (westbound lanes).
- Victoria Park Pathway.

All work associated with this contract is to be completed by July 31, 2015.

POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005, approval from Council is required when less than three bids are received.

FINANCIAL CONSIDERATIONS

In the 2015 Capital Budget, Council authorized an expenditure of \$675,000 under the ACPM program, of which \$69,224.10 was allocated for this contract. The small deficit for this contract will be covered by surpluses in other components of the ACPM program.

CONCLUSION

It is recommended that Council accept the tender from Roto-Mill Inc. in the amount of \$73,086.90 to complete this project.



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



Paul McMunn, C.E.T.
Supervisor of Transportation Services



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager