



## **Finance, Administration and Operations Committee**

Tuesday, June 19, 2018, 4:30 pm  
City Hall, Council Chambers

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**Committee Members**

Councillor J. Fullarton,  
Chair  
Councillor T. Blanchard  
Councillor P. Deery  
Councillor J. Earle  
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**

### **Delegations and Presentations**

1. Rotary Park Revitalization Committee Update  
Brent Collett, Chairman
2. Food Service Facilities Contract  
Andrew Neeteson, Crow's Nest Riverside Bistro

Mr. Neeteson will address the committee regarding his concerns with the Operation of City Owned Food Service Facilities (2018-RFP02) proposal.

Finance, Administration and Operations Committee  
June 19, 2018

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### **Correspondence & Communications**

- 5 - 8      1. Operation of City Owned Food Service Facilities (2018-RFP02)  
Andrew Neeteson, Crow's Nest Riverside Bistro

*THAT the correspondence from Andrew Neeteson, Crow's Nest Riverside Bistro regarding the Operation of City Owned Food Service Facilities (2018-RFP02) proposal be received.*

### **Reports from Boards and Committees**

Nil.

### **Staff Reports**

- 9 - 21      1. 2018-067-06  
2017 Development Charges Annual Report

*THAT Council receives the 2017 Annual Report and Development Charges Revenue Statement with respect to the City's Development Charge Reserve Funds (Attachment 1 to Report # 202018-067-06); and*

*THAT this be forwarded as required to:  
Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
Toronto, ON M5G 2E5*

- 22 - 23      2. 2018-068-06  
Supply/Truck/Stack Winter Sand Quotation 11-2018

*THAT the quotation from Ken Miller Excavating O/A 356119 Ontario Ltd. in the amount of thirty thousand, five hundred ninety-three dollars (\$30,593), excluding HST, for City of Brockville Quotation 11-2018, Supply of Winter Sand, be accepted.*

Finance, Administration and Operations Committee

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- 24 - 25     3.    2018-069-06  
Pedestrian Crossovers on Brock Trail

*THAT a pedestrian crossover be implemented in 2018 on Perth Street north of the Butler's Creek bridge in order to connect two segments of the Brock Trail; and*

*THAT By-Law 21-93 be amended accordingly*

- 26 - 30     4.    2018-070-06  
Operation of City Owned Food Service Facilities

*THAT the proposal from Les Winters for the Operation of City-Owned Food Service Facilities from November 1, 2018 to April 30, 2024 be accepted.*

- 31 - 61     5.    2018-071-06  
2018 Departmental Work Plans First Quarter Report

*THAT Council approved the 2018 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2018-071-06.*

- 62 - 64     6.    2018-072-06  
Brockville Railway Tunnel User Fees

*THAT new fees be established for the Brockville Railway Tunnel as per attached Schedule A; and*

*THAT the fees become effective immediately.*

**New Business - Reports from Members of Council**

- 65 - 66     1.    Municipal Authority Over Landfilling Sites Act  
(Councillor Deery)

Finance, Administration and Operations Committee  
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**FAO - Consent Agenda**

**Media Question Period**

**Adjournment**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for July 17, 2018.*



## Crow's Nest Riverside Bistro

30 Block House Island Pkwy.  
P.O. Box 1465, Brockville, Ontario, CANADA K6V 5Y6  
Tel: (613)345-7333 • Fax: (613)345-6454 • Toll Free: (800)353-3157

**Internet:** [www.crowsnestbistro.com](http://www.crowsnestbistro.com) **E-Mail:** [crowsnestbistro@gmail.com](mailto:crowsnestbistro@gmail.com)

Monday, June 18, 2018.

Finance, Administration & Operations Committee  
City of Brockville

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

### **Ref: Operation of City Owned Food Service Facilities (2018-RFP02)**

Dear Committee,

In regards to the recent RFP process respecting the Operation of the City's Food Service Facilities, I have recently learned that at Tuesday's FAO Committee meeting, you will be considering the recommendation from staff to grant a new Agreement to a new operator, namely Fat Les's of Kemptville.

While I understand the process of the RFP and the need for competition, I feel that too much weight is being given to the monetary offer made by Mr. Winters.

I know in the scheme of overseeing the governance of the City, the operation of the City's food service probably weighs little on your mind, when compared with the many bigger issues that you deal with day in and day out but, this is a pretty big deal for me and I'd like to share with you a few of my thoughts on the matter.

Firstly, I'm not sure how many of you have had a chance to visit the Crow's Nest Bistro but, over the past five years, we have transformed a small take-out and ice cream window into a full-service, licensed patio offering fare more conducive to a restaurant than a chip stand, while not abandoning the take-out and ice cream tradition that had existed for some 30 years before us. In the process, I have invested over \$65,000 in new equipment, furnishings, upgraded electrical, a propane conversion, sand-blasted signage and more. For the first time in the outlet's history, we offer real meals with healthier food choices, served on real plates with real cutlery and glassware, debit and

credit processing, a loyalty program and a website. We also support the City's tourism publications with paid advertisements in addition to other media. Also, for the first time, we offer responsible licensed liquor service (mostly beer and wine) and I am not aware of any instances of complaints about this service. We employ 12-14 full and part-time staff in the summer months but, most importantly, Christine and I have worked tirelessly to create a food establishment befitting the beautiful setting of Block House Island.

To be totally honest, I'm not making much money at this and there are many days when I wonder why I'm doing it at all...it's a lot of work for little return but, to understand why, you need to know a little more about what motivates me.

In 1994, I established 1000 Islands & Seaway Cruises in Brockville after three previous failed attempts by other operators. Having been a part of one of those operations, Upper Canada Steamboats, I got my first introduction to Brockville and I quickly saw the potential that existed here. So, when I learned of Upper Canada Steamboats' demise, I jumped in with both feet. I don't think in the beginning that anyone thought 1000 Islands & Seaway Cruises would last either but, slow and steady we've grown the business and now consistently host 28,000 to 32,000 passengers annually. Personally, I've always viewed Brockville as the 'Niagara on the Lake' of the 1000 Islands – let Gananoque be Niagara Falls but Brockville will be classier than that. I have always believed in Brockville and after many years of stagnation, I am happy to be part of a growing and vibrant tourism atmosphere. 2018 marks my Company's 25<sup>th</sup> season of operations with our official anniversary in May of 2019.

So, my interest in the food service doesn't stem so much from my desire to make money; it's much more about creating that inviting tourism atmosphere, which I believe we have tried and succeeded in with the Crow's Nest Bistro. It's not perfect and there's more investment I'm prepared to make going forward because it's always been my goal to make Brockville and Block House Island in particular a great tourism destination. For the same reason I proposed to start a Seadoo rental business this summer that was unfortunately rejected – again, I'm not going to rich renting out six Seadoos but, I know that's what people are looking for and it's all part of creating atmosphere and giving visitors what they want.

The Crow's Nest and the Cruise Line are a great compliment to one another with over 35% of our customers at the Bistro being Cruise Line passengers. We consistently cross-promote each other's services through joint advertising, offering discounts and cross-over loyalty rewards. Additionally, the Crow's Nest provides catering services to the Cruise Line which enables us to ensure quality control and greater flexibility when it comes to last-minute bookings for Dinner or Brunch cruises or chartered events. The Cruise Line will be adversely affected if we are not able to provide our own catering services. We will be resigned to working with another catering service and having to provide 48 hours advance numbers for catered events effectively eliminating a substantial amount of last-minute business.

Despite all of our efforts to date our growth is limited by the fact that we are an outdoor venue and as such, we're adversely prone to inclement weather and other natural phenomenon such as shad-fly season and other 'bugs of the week'. In many ways the cruise line is equally affected by these limitations however, visitors can still choose to cruise in the rain or bugs but, they'll most likely choose to eat somewhere else. These limitations can also be seen to wreak havoc on staff scheduling and provisioning.

Going forward, should I be permitted to continue with the operation, we need to explore ways to overcome these challenges with shelter from the elements and create more nighttime ambiance to attract customers for dinner. The other challenge has been trying to run an ice cream parlour, take-out window and sit-down table service simultaneously, all from a 400 square foot facility however, we remain committed to the thirty-year tradition that has existed there

The rinks of course are another matter. During the last tendering process, I agreed to operate the rinks with the knowledge that there is little opportunity to grow the business in these facilities. Unlike Block House Island, where you can generate your own business, the rinks are more dependent upon the traffic generated by the various user groups – that is to say, people aren't pulling up to their local rink to grab a meal. Aside from a few events, tournaments, Braves and sometimes Tiki games, you can barely generate enough sales to pay the wages. The Youth Arena sees very little traffic and the Memorial Centre has no cooking facilities in the small canteen. Although we tried to operate from the Large Canteen, it simply doesn't enjoy any visibility and when much of the business depends on impulse, it simply doesn't work. Now that the attention for a new ice pad has shifted to the downtown, I would recommend that the three current outlets at the Memorial Centre (Small Canteen, Large Canteen and Memorial Hall) be combined into one.

Contrary to the spreadsheet presented to you by staff, I have made an offer of \$1,250.00/mo (\$15,000/annum) rent for the Block House Island facility or \$1,600.00/mo (\$19,200/annum) for Block House and the rinks. In considering the Block House Island facility separately, this equates to \$37.50 per square foot which is considerably higher than the average \$10 per square foot average commercial retail rate in the downtown (as provided by the DBIA). When you consider that there are really only four good months of operations (mid-May thru mid-September) this translates into a monthly rent of \$3,750.00 which I believe is fair. I'm prepared to take the rinks back too but, I'm not offering much for them.

Enter Mr. Winters who's willing to pay \$3,000.00/month which, I admit is hard to balk at but, the monetary value is only supposed to weigh 25% in the evaluation. The Crow's Nest is so much more than a chip stand and Block House Island is so much more deserving than a greasy spoon - fast food joint. Keep in mind that Mr. Winters is apparently expanding all over the place (Finch and Osgoode) so maybe, when he realizes he can't make any money at the rinks, he'll give his three months' notice (as per section 16.2 of the Agreement) and he'll be gone.

I will also note that Mr. Winters has submitted a proposal for the rinks only at \$1,200.00/month so, perhaps consideration should be given to granting Mr. Winters the contract for the rinks as a means of testing his formula for success? As for Block House Island, I believe we have met and exceeded the City's expectations so, I see no reason why we shouldn't be granted the opportunity to continue operating it. "If it ain't broke, why fix it?"

In closing, I ask that you reject the recommendation before you and grant a continuation of the City's Food Services contract (either option A or C) to the Crow's Nest Bistro, on the basis that I am a vested businessman in the community for 25 years, that the Bistro is an excellent complement and supplier to the Cruise Line and that the operational format of the Crow's Nest is more in keeping with your vision of the type of food service facility you would like to see on Block House Island.

This is not about sour grapes; this is an appeal directed at your own vision for the City's premier waterfront park. Please don't let Block House revert back to a glorified chip stand!

Sincerely,

Andrew Neeteson

MAY 31, 2018

**REPORT TO FINANCE & ADMINISTRATION & OPERATIONS COMMITTEE – June 19, 2018**

**2018-067-06  
2017 DEVELOPMENT CHARGES  
ANNUAL REPORT  
FILE: F21-02**

**D.DICK, CPA, CA  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON, CPA, CGA  
MANAGER OF FINANCE  
M. WING, FINANCIAL ANALYST**

**RECOMMENDATION**

THAT Council receives the 2017 Annual Report and Development Charges Revenue Statement with respect to the City's Development Charge Reserve Funds [Attachment 1 to Report # 2017-121-12]; AND

THAT this be forwarded as required to:

Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay Street, 13<sup>th</sup> Floor  
Toronto, ON M5G 2E5

**PURPOSE**

To provide Council with a financial statement relating to development charge by-laws and the associated reserve funds, as stipulated in the *Development Charge Act, 1997*.

**BACKGROUND**

Development Charges are fees imposed and collected by municipalities to help offset the capital costs associated with growth related infrastructure projects. Municipalities are given the authority to impose such fees by the Development Charges Act of 1997.

On July 22, 2014, the Corporation of the City of Brockville passed by-law 062-2014 under Section 2(1) of the Development Charges Act of 1997. This by-law established development charges upon all lands within the boundaries of the City of Brockville. Development for new non-profit housing and industrial land use is exempt from Development Charges. Fees imposed through Development Charges were payable upon the issuance of the first building permit.

The Treasurers of Ontario municipalities are required to file with Council an annual report and financial statements on the purpose and activities associated with Reserve Funds for which Development Charges have been initiated. As well, a copy of this report must be sent to the Minister of Municipal Affairs and Housing within 60 days of Council receiving the aforementioned report.

A copy of Ontario Regulation 82/98 which outlines the reporting requirements is provided as [Attachment 2 to Report # 2018-067-06].

## **ANALYSIS**

The City of Brockville has provided for the following Development Charges Reserve Funds:

- A. Roads and Related Services Development Charge Reserve Fund
- B. Indoor Recreation Development Charge Reserve Fund
- C. Administration Services Development Charge Reserve Fund
- D. Wastewater Services Development Charge Reserve Fund
- E. Water Services Development Charge Reserve Fund

Attachment 1 to Report 2018-067-06 is the statement of development charge revenue which shows the revenues, deposit interest earned and monies paid for each Development Charges Reserve Fund during the 2017 fiscal year.

### **Purpose**

The purpose of each Development Charge Reserve Fund is as follows:

- A. **Roads and Related Services Development Charge Reserve Fund**  
For the provision of roads and related services related to designated growth as defined in the Development Charges By-Law 062-2014.
- B. **Indoor Recreation Development Charge Reserve Fund**  
For the provision of indoor recreation services related to designated growth, as defined in the Development Charges By-Law 062-2014.
- C. **Administration Services Development Charge Reserve Fund**  
For the provision of administration services to designated growth, as defined in the Development Charges By-Law 062-2014.
- D. **Wastewater Services Development Charge Reserve Fund**  
For the provision of wastewater services related to designated growth, as defined in the Development Charges By-Law 062-2014.
- E. **Water Services Development Charge Reserve Fund**  
For the provision of water services related to designated growth, as defined in the Development Charges By-Law 062-2014.

## FINANCIAL CONSIDERATIONS

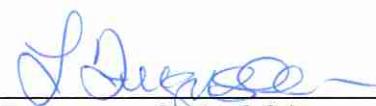
There are no financial considerations associated with this report.

## CONCLUSION

After Council has received and reviewed this report, a copy will be sent to the Minister of Municipal Affairs and Housing.



M. Wing  
Financial Analyst



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman,  
City Manager

**Corporation of the City of Brockville**  
**Development Charge Revenue**

Attachment 1

2017	Total	968	958	983			
		Roads and Related Services (Transportation)	Indoor Recreation Services Dev Charges	Administration Services (Growth Management)	Wastewater Services Dev Charges	Water Services Dev Charges	WPCP Dev Charges
Opening	316,056	108,760	20,951	8,447	57,298	27,481	93,119
Interest income	5,709	2,183	319	141	1,363	651	1,052
Developers' Contributions	106,930	45,617	12,516	2,343	31,383	15,071	-
BGH Developers' Contributions	175,971	77,634	3,450	3,450	62,108	29,329	-
Contribution from Fed/Prov	0						
Transfers to Operating	0						
Transfers to Capital	0						
Closing	<u>604,666</u>	<u>234,195</u>	<u>37,236</u>	<u>14,381</u>	<u>152,151</u>	<u>72,531</u>	<u>94,171</u>

2016	Total	968	958	983			
		Roads and Related Services (Transportation)	Indoor Recreation Services Dev Charges	Administration Services (Growth Management)	Wastewater Services Dev Charges	Water Services Dev Charges	WPCP Dev Charges
Opening	144,952	66,419	10,251	6,217	24,982	12,115	92,244
Interest income	1,901	837	151	70	390	187	875
Developers' Contributions	65,374	41,504	10,549	2,160	31,926	15,178	-
Contribution from Fed/Prov	0						
Transfers to Operating	0						
Transfers to Capital	0						



## Development Charges Act, 1997

### ONTARIO REGULATION 82/98

#### GENERAL

**Consolidation Period:** From July 22, 2004 to the e-Laws currency date.

Last amendment: O.Reg. 206/04.

*This is the English version of a bilingual regulation.*

## DEFINITIONS

**1. (1) For the purposes of the Act and in this Regulation,**

"existing industrial building" means a building used for or in connection with,

- (a) manufacturing, producing, processing, storing or distributing something,
- (b) research or development in connection with manufacturing, producing or processing something,
- (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place,
- (d) office or administrative purposes, if they are,
  - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
  - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution; ("immeuble industriel existant")

"gross floor area" means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls. ("surface de plancher hors oeuvre brute") O. Reg. 82/98, s. 1 (1).

**(2) For the purposes of paragraph 3 of subsection 2 (4) of the Act,**

"land for parks",

- (a) includes land for woodlots and land that is acquired because it is environmentally sensitive, and
- (b) does not include land for an enclosed structure used throughout the year for public recreation and land that is necessary for the structure to be used for that purpose, including parking and access to the structure. O. Reg. 82/98, s. 1 (2).

## EXCEPTION RELATING TO THE CREATION OF ADDITIONAL DWELLING UNITS

2. For the purposes of clause 2 (3) (b) of the Act, the following table sets out the name and description of the classes of residential buildings that are prescribed, the maximum number of additional dwelling units that are prescribed for buildings in those classes and the restrictions for each class.

Name of Class of Residential Building	Description of Class of Residential Buildings	Maximum Number of Additional Dwelling Units	Restrictions
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
Other residential buildings	A residential building not in another class of residential building described in this table.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

O. Reg. 82/98, s. 2.

## WHEN INTENTION TO MEET INCREASED NEED IS SHOWN

3. For the purposes of paragraph 3 of subsection 5 (1) of the Act, the council of a municipality has indicated that it intends to ensure that an increase in the need for service will be met if the increase in service forms part of an official plan, capital forecast or similar expression of the intention of the council and the plan, forecast or similar expression of the intention of the council has been approved by the council. O. Reg. 82/98, s. 3.

## LEVEL OF SERVICE

4. (1) For the purposes of paragraph 4 of subsection 5 (1) of the Act, both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service. O. Reg. 82/98, s. 4 (1).

(1.1) In determining the quality of a service under subsection (1), the replacement cost of municipal capital works, exclusive of any allowance for depreciation, shall be the amount used. O. Reg. 206/04, s. 1.

(2) A geographic area of the municipality may be excluded in determining the service and average level of service if,

(a) the service is not provided in the excluded geographic area; and

(b) the excluded geographic area is identified in the by-law. O. Reg. 82/98, s. 4 (2).

(3) If the average level of service determined is lower than the standard level of service required under another Act, the standard level of service required under the other Act may be deemed for the purposes of paragraph 4 of subsection 5 (1) of the Act to be the average level of service. O. Reg. 82/98, s. 4 (3).

(4) Subject to subsection (2), if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. O. Reg. 82/98, s. 4 (4).

## **UNCOMMITTED EXCESS CAPACITY**

5. For the purposes of paragraph 5 of subsection 5 (1) of the Act, excess capacity is uncommitted excess capacity unless, either before or at the time the excess capacity was created, the council of the municipality expressed a clear intention that the excess capacity would be paid for by development charges or other similar charges. O. Reg. 82/98, s. 5.

## **REDUCTIONS IN RESPECT OF CAPITAL GRANTS, ETC.**

6. (1) If a capital grant, subsidy or other contribution has been made in respect of capital costs and, at the time the grant, subsidy or other contribution was made, the person making it expressed a clear intention that all or part of the grant, subsidy or other contribution be used to benefit existing development or new development, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of the grant, subsidy or other contribution, but only to the extent that the grant, subsidy or other contribution was intended to benefit new development. O. Reg. 82/98, s. 6 (1).

(2) If subsection (1) does not apply, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of any grant, subsidy or other contribution made in respect of the capital costs in the same proportion as the increase in the need for service was reduced under paragraph 6 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 6 (2).

## **PRESCRIBED INDEX**

7. The Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007 is prescribed as the index for the purposes of paragraph 10 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 7.

## **BACKGROUND STUDY**

8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:

1. The total of the estimated capital costs relating to the service.
2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development.

3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law.
4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development.
5. The estimated and actual value of credits that are being carried forward relating to the service. O. Reg. 82/98, s. 8.

## **NOTICE OF PUBLIC MEETING**

**9. (1)** The notice of the public meeting the council is required to give under clause 12 (1) (b) of the Act shall be given in one of the following ways:

1. To every owner of land in the area to which the proposed by-law would apply, by personal service, fax or mail.
2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting. O. Reg. 82/98, s. 9 (1).

**(2)** For the purposes of paragraph 1 of subsection (1), the owners are the owners shown on the last revised assessment roll, subject to any written notice of a change of ownership of land the clerk of the municipality may have received. A notice given by mail to an owner shall be mailed to the address shown on the last revised assessment roll or, if applicable, to the address shown on the notice of a change of ownership of land received by the clerk. O. Reg. 82/98, s. 9 (2).

## **NOTICES OF DEVELOPMENT CHARGE BY-LAWS**

**10. (1)** This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act. O. Reg. 82/98, s. 10 (1).

**(2)** Notice shall be given in one of the following ways:

1. By personal service, fax or mail to every owner of land in the area to which the by-law applies.
2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law. O. Reg. 82/98, s. 10 (2).

**(3)** Subsection 9 (2) applies, with necessary modifications, for the purposes of paragraph 1 of subsection (2). O. Reg. 82/98, s. 10 (3).

**(4)** In addition to the notice under subsection (2), notice shall be given, by personal service, fax or mail, to the following:

1. To every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address.
2. In the case of a by-law passed by the council of an area municipality, to the clerk of the upper tier municipality that the area municipality is in.
3. In the case of a by-law passed by the council of an upper tier municipality, to the clerks of the area municipalities within the upper tier municipality.
4. To the secretary of every school board having jurisdiction within the area to which the by-law applies. O. Reg. 82/98, s. 10 (4).

**(5)** Each notice shall set out the following:

1. A statement that the council of the municipality has passed a development charge by-law.
2. A statement setting out when the by-law was passed and what its number is.
3. A statement that any person or organization may appeal the by-law to the Ontario Municipal Board under section 14 of the Act by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.
4. A statement setting out what the last day for appealing the by-law is.
5. An explanation of the development charges imposed by the by-law.
6. A description of the lands to which the by-law applies.
7. A key map showing the lands to which the by-law applies or an explanation of why a key map is not provided.
8. An explanation of where and when persons may examine a copy of the by-law. O. Reg. 82/98, s. 10 (5).

## **MINIMUM INTEREST RATE**

11. (1) The minimum interest rate that a municipality shall pay under subsections 18 (3) and 25 (2) of the Act and section 36 of the Act, in relation to a development charge by-law, is what the Bank of Canada rate is on the day the by-law comes into force. O. Reg. 82/98, s. 11 (1).

(2) Despite subsection (1), if the by-law so provides, the minimum interest rate is what the Bank of Canada rate is on the day the by-law comes into force updated on the first business day of every January, April, July and October. O. Reg. 82/98, s. 11 (2).

## **TREASURER'S STATEMENT**

12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year, as required by subsection 43 (2) of the Act. O. Reg. 82/98, s. 12 (1).

(2) The information referred to in subsection (1) is the following, for each reserve fund:

1. A description of the service for which the fund was established. If the fund was established for a service category, the services in the category.
2. For the credits in relation to the service or service category for which the fund was established,
  - i. the amount outstanding at the beginning of the previous year, given in the year, used in the year and outstanding at the end of the year,
  - ii. the amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.
3. The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.
4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.
5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.

6. A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit. O. Reg. 82/98, s. 12 (2).

(3) The following is also prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act:

1. For each project that is financed, in whole or in part, by development charges,
  - i. the amount of money from each reserve fund established under section 33 of the Act that is spent on the project, and
  - ii. the amount and source of any other money that is spent on the project. O. Reg. 82/98, s. 12 (3).

13. (1) The treasurer of a municipality shall, on or before such date as the council of the municipality may direct in each year that reserve funds described in subsection 63 (3) of the Act exist, give the council a financial statement relating to those reserve funds. O. Reg. 82/98, s. 13 (1).

(2) A statement must include, for the preceding year, statements of the opening and closing balances of the reserve funds and of the transactions relating to the funds and the information required by subsections 12 (2) and (3), with necessary modifications. O. Reg. 82/98, s. 13 (2).

## PAMPHLET EXPLAINING BY-LAW

14. (1) A municipality shall prepare a pamphlet for each development charge by-law in force setting out,

- (a) a description of the general purpose for which the development charges under the by-law are being imposed;
- (b) the rules for determining if a development charge is payable in a particular case and for determining the amount of the charge;
- (c) a list of the services to which the development charges relate; and
- (d) a description of the general purpose of the statement of the treasurer of the municipality and the place where it may be reviewed by the public. O. Reg. 82/98, s. 14 (1).

(2) The municipality shall prepare the pamphlet,

- (a) if the by-law is not appealed to the Ontario Municipal Board, within 60 days after the by-law comes into force;
- (b) if the by-law is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the by-law, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (2).

(3) If a development charge by-law is amended, the municipality shall revise the pamphlet for the by-law as necessary. O. Reg. 82/98, s. 14 (3).

(4) If the municipality is required to revise the pamphlet, it shall do so,

- (a) if the amendment is not appealed to the Ontario Municipal Board, within 60 days after the amendment comes into force;
- (b) if the amendment is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the amendment, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (4).

(5) The municipality shall give a copy of the most recent pamphlet, without charge, to any person who requests one. O. Reg. 82/98, s. 14 (5).

(6) The municipality may charge a fee for additional copies of a pamphlet given to a person but the fee must be no more than is needed to pay for the cost of the additional copies. O. Reg. 82/98, s. 14 (6).

(7) A person may reproduce and distribute the pamphlet in any form. O. Reg. 82/98, s. 14 (7).

## **NOTICE RELATING TO CREDITS UNDER SECTION 13 OF THE OLD ACT**

15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality,

- (a) by personal service, fax or mail to every person who holds a credit from the municipality under section 13 of the *Development Charges Act* as it read immediately before March 1, 1998; and
- (b) by publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applied to give the public reasonable notice of the right to apply for a refund of ineligible credits. O. Reg. 82/98, s. 15 (1).

(2) A notice required under paragraph 1 of subsection 64 (1) of the Act shall contain the following:

1. A statement setting out the date the by-law expired or was repealed and what its number was.
2. A statement setting out the last day for applying under section 64 of the Act for a refund of ineligible credits.
3. A statement describing the credits for which refunds are available under section 64 of the Act, including a summary of the definition of "ineligible credit" in subsection 64 (2) of the Act and a list of the services referred to in paragraphs 1 to 7 of subsection 2 (4) of the Act.
4. A statement that there is no right of appeal to the Ontario Municipal Board in respect of a claim under section 64 of the Act for a refund of ineligible credits. O. Reg. 82/98, s. 15 (2).

## **TRANSITION RULES FOR CREDITS UNDER SECTION 14 OF THE OLD ACT**

16. In sections 17 to 20,

"new Act" means the *Development Charges Act, 1997*; ("nouvelle loi")

"old Act" means the *Development Charges Act* as it read immediately before March 1, 1998. ("ancienne loi") O. Reg. 82/98, s. 16.

17. The following rules apply with respect to credits given or required to be given under section 14 of the old Act:

1. The owner or former owner of land is entitled to the recognition of a credit towards a development charge imposed under a development charge by-law passed under the new Act by the council of the municipality that gave the credit.
2. If there is a conflict between a development charge by-law passed under the new Act and an agreement referred to in paragraph 3, the provisions of the agreement prevail over the by-law to the extent of the conflict.
3. Paragraph 2 applies with respect to an agreement made between a municipality and the owner or former owner of land if, before the coming into force of a development charge by-law under the old Act,
  - i. the owner or former owner of the land paid all or a portion of a charge related to development under the agreement with respect to the land and the land is within the area to which a development charge by-law passed under the new Act may apply, or

- ii. the owner or former owner of the land provided services in lieu of the payment referred to in subparagraph i.
4. If a credit has been recognized under this section with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act, the value of the credit cannot be recovered from future development charges.
  5. An application for the recognition of a credit under paragraph 1 must be made,
    - i. on or after March 1, 1998 and on or before March 1, 1999, or
    - ii. on or after September 27, 1999 and on or before October 31, 1999.
  6. An application for the recognition of a credit shall set out the amount of the credit that is sought and the services to which the applicant claims the credit should be applied.
  7. The municipality shall give each applicant written notice of whether the municipality agrees or refuses to recognize the credit in accordance with the application. The notice must be given,
    - i. on or before September 1, 1999 for an application made during the period described in subparagraph 5 i, and
    - ii. on or before December 31, 1999 for an application made during the period described in subparagraph 5 ii.
  8. If the municipality agrees to recognize a credit in accordance with an application, or does not give the applicant a notice within the time required under paragraph 7, the applicant is entitled to have the credit recognized for the services set out in the application in the amount set out in the application.
  9. A municipality may agree to recognize some credits in accordance with an application and refuse to recognize other credits and, if the municipality does so, paragraph 8 applies but only with respect to the credits that the municipality agrees to recognize.
  10. If the municipality refuses to recognize a credit in accordance with an application, the applicant may appeal the municipality's decision to the Ontario Municipal Board by filing with the clerk of the municipality, within 30 days after the applicant receives the notice of the municipality's refusal, a notice of appeal.
  11. If a notice of appeal under paragraph 10 is filed with the clerk of the municipality, the clerk shall,
    - i. compile a record that includes a copy of the application and the notice of the municipality's refusal,
    - ii. forward a copy of the notice of appeal and the record to the secretary of the Ontario Municipal Board within 30 days after the notice is received, and
    - iii. provide any other information and material that the Board may require in respect of the appeal.
  12. The Ontario Municipal Board shall hold a hearing to deal with the notice of appeal.
  13. The parties to the appeal are the appellant and the municipality.
  14. The Ontario Municipal Board shall give notice of the hearing to the parties.
  15. After the hearing, the Ontario Municipal Board shall determine whether the appellant is entitled to the recognition of a credit and, if so, shall determine the amount of the credit to be recognized and the services to which it relates.
  16. Despite paragraph 12, the Ontario Municipal Board may, where it is of the opinion that the complaint set out in the notice of appeal is insufficient, dismiss the appeal without holding a full hearing after notifying the appellant and giving the appellant an opportunity to make representations as to the merits of the appeal.
  17. An applicant and the municipality may, at any time before the commencement of the hearing before the Ontario Municipal Board, agree that the applicant is entitled to the recognition of a credit and may agree to the amount of the credit to be recognized and the service to which it relates.
  18. If the applicant and the municipality enter into an agreement under paragraph 17, the applicant shall withdraw the appeal to the Ontario Municipal Board and the appeal shall be deemed to be terminated. O. Reg. 82/98, s. 17; O. Reg. 439/99, s. 1.

## **TRANSITION RULES FOR DEBTS UNDER THE OLD ACT**

18. (1) This section applies with respect to a debt, other than credits, incurred with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act under a development charge by-law under the old Act that expires or is repealed during the transition period or expires, under section 63 of the new Act, at the end of the transition period. O. Reg. 82/98, s. 18 (1).

(2) For the purposes of developing a development charge by-law, the debt, reduced by the amount of any reserve funds held in respect of the same service, may be included as a capital cost if the following requirements are met:

1. The debt relates to a service contained in a development charge by-law on or before November 25, 1996.
2. The project for which the debt was incurred was tendered for construction on or before November 25, 1996.
3. The debt was either debentured or the subject of documented internal fund borrowing on or before November 25, 1996. O. Reg. 82/98, s. 18 (2).

## **TRANSITION RULES FOR DEVELOPMENT CHARGE BY-LAWS**

19. (1) A development charge by-law passed under section 3 of the old Act before March 1, 1998 may be approved by the Minister after March 1, 1998 and before the end of the transition period. O. Reg. 82/98, s. 19 (1).

(2) Section 62 of the new Act applies to a by-law described in subsection (1). O. Reg. 82/98, s. 19 (2).

## **TRANSITION RULES FOR OLD FRONT-ENDING AGREEMENTS**

20. (1) The old Act continues to apply to a front-ending agreement under Part II of the old Act if the agreement was entered into before March 1, 1998, even if the agreement is not yet in force on that day. O. Reg. 82/98, s. 20 (1).

(2) If an agreement mentioned in subsection (1) comes into force, it continues in force until it expires or otherwise ceases to be in force. O. Reg. 82/98, s. 20 (2).

(3) The following rules apply with respect to deductions under subsection 28 (9) of the old Act as it applies under subsection (1):

1. If a development charge by-law under the old Act applies, the deduction under subsection 28 (9) of the old Act shall be made from the amount otherwise payable under that by-law.
2. An amount not deducted under paragraph 1 shall be deducted from any applicable development charge under the new Act. Such an amount shall be deducted only from a development charge that is for the same development for which the payment being deducted was made.
3. A deduction is not a credit and the provisions of the new Act in relation to credits do not apply. O. Reg. 82/98, s. 20 (3).

21. Omitted (provides for coming into force of provisions of the English version of this Regulation). O. Reg. 82/98, s. 21.

**MAY 30, 2018**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JUNE 19, 2018**

**2018-068-06  
SUPPLY/TRUCK/STACK WINTER SAND  
QUOTATION 11-2018**

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

**RECOMMENDED**

THAT the quotation from Ken Miller Excavating O/A 356119 Ontario Ltd. in the amount of thirty thousand, five hundred ninety-three dollars (\$30,593), excluding HST, for City of Brockville Quotation 11-2018, Supply of Winter Sand, be accepted.

**PURPOSE**

Two bids were received for City of Brockville Quotation 11-2018. The Purchasing By-Law (#090-2005) requires Council approval when three bids are not received.

**BACKGROUND**

- a) 1,525 tonnes of winter sand was utilized by Public Works for winter maintenance operations (roads and sidewalks) during the 2017/2018 season therefore this amount must be replenished in preparation for the 2018/2019 operations.
- b) 450 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: 380 tonnes are presently in the stockpile).

**ANALYSIS**

Quotations were opened at 2 p.m. on Monday, May 14, 2018 with the following results (all prices exclude HST):

	<u>Winter Sand (supply/truck/stack)</u>	<u>Stacking Salt</u>	<u>Contract Price</u>
Ken Miller Excavating	\$29,310.50 (1,525 T) (\$19.22/T)	\$1,282.50 (450 T)	\$30,593.00
G. Tackaberry & Sons Construction Ltd.	\$29,451.25 (1,525 T) (\$19.31/T)	\$2,070.00 (450 T)	\$31,521.25

2018-068-06  
Supply of Winter Sand  
Quotation 11-2018

Page 2

	<u>Winter Sand (supply/truck/stack)</u>	<u>Stacking Salt</u>	<u>Contract Price</u>
2017 Price	\$18,500 (925 T) (\$20/T)	\$1,350 (450 T)	\$19,850
Operations Dept. Estimate	\$32,710 (1,525 T) (\$21.45/T)	\$2,443 (500 T)	\$35,153

## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS

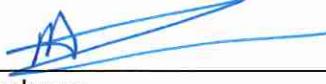
Funding for this work is budgeted in the following accounts:

01-5-250477-2010 (Roadway Minor Plow/Chemical-Abrasives)	\$172,784
01-5-250477-3010 (Roadway Minor Plow/Chemical-Abrasives)	5,968
01-5-255481-2010 (Sidewalk Abrasives)	8,552

  
C. Cosgrove, P.Eng.  
Director of Operations

  
D. Dick, CPA, CA  
Director of Corporate Services

  
R. Fraser  
Supervisor of Public Works/Parks

  
B. Casselman  
City Manager

June 11, 2018

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JUNE 19, 2018**

**2018-069-06  
PEDESTRIAN CROSSOVERS ON  
THE BROCK TRAIL**

**MATTHEW LOCKE  
TRANSPORTATION SERVICES  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT a pedestrian crossover be implemented in 2018 on Perth Street north of the Butler's Creek bridge in order to connect two segments of the Brock Trail; and

THAT By-Law 21-93 be amended accordingly

**PURPOSE**

The purpose of the report is to present the recommended location and pedestrian crossing type, as well as to establish the required by-law amendment.

**BACKGROUND**

A Pedestrian Crossover is designed and installed using Provincial standards and is enacted by municipal by-law. When flashing lights area activated by a pedestrian using the Pedestrian Crossover, vehicles must stop and remain stopped until the lights cease flashing and the crosswalk is clear.

Report 2017-028-03 issued to the Finance, Admin & Operations Committee on March 21, 2017 (Attachment 1) discussed a number of pedestrian crossovers in Brockville and proposed to amend By-Law 21-93 accordingly. Council adopted the recommendations from that report.

**ANALYSIS**

- The proposed Pedestrian Crossover, as well as previously approved crossovers are to be installed in 2018 coinciding with the current construction of paved trails in these locations
- All proposed crossings have been designed to the standards for pedestrian crossovers set out in Ontario Traffic Manual Book 15 – Pedestrian Crossing Facilities.
- A Level 1 type Pedestrian Crossover was installed in December 2015 on King Street West at Rivers Avenue
- A Level 2C type Pedestrian Crossover was installed in November 2017 on Ormond Street at Bramshot Avenue, with revised line painting completed in June 2018
- Traffic By-Law 21-93 has previously been amended to include the upcoming

2017-028-03  
Amendment to Traffic By-law 21-93  
Segway Tours

Page 2

pedestrian crossover locations: Henry Street at Brockville Museum, St. Paul Street at Butler's Creek bridge, Cedar Street at Church Street, Laurier Boulevard at Bridlewood Drive, and Centennial Road at Buell's Creek bridge.

## POLICY IMPLICATIONS

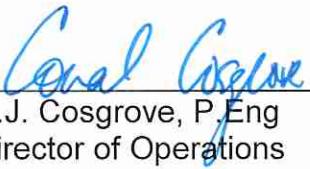
An amendment to the City's Traffic By-Law 21-93 requires Council's authorization.

## FINANCIAL CONSIDERATIONS

The financial impact of a pedestrian crossing varies depending on the type of PXO being installed. Electronic signage and lights installed for Level 1, Level 2B and Level 2C crossings require an electrical contractor to be hired. The cost to supply and install electronic components is approximately \$35,000 for Level 1 and \$15,000 for Level 2B and 2C. The Perth Street crossover will be a type 2C crossover, similar to Ormond Street at Bramshot Avenue (\$15,000). This cost is to be funded as part of the Brock Trail capital cost for each phase. There is also a financial impact for line painting and sign installation done by Public Works for all pedestrian crossing types. However this cost is to be funded through the operational budgets for Public Works.

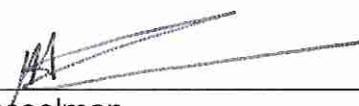
## CONCLUSION

It is recommended that the Traffic By-Law 21-93 be amended as detailed.

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
Matthew Locke  
Supervisor of Transportation  
Services

  
B. Casselman  
City Manager

**June 7, 2018**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – June 19, 2018**

**2018-070-06**

**OPERATION OF CITY OWNED FOOD SERVICE FACILITIES**

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

**RECOMMENDED**

THAT the proposal from Les Winters for the *Operation of City-Owned Food Service Facilities* from November 1, 2018 to April 30, 2024 be accepted.

**PURPOSE**

To retain the services of a qualified concessionaire to operate the City-owned food service facilities (canteens) at the James A.C. Auld Harbour Services Building, Brockville Memorial Civic Centre and the Centennial Youth Arena.

**BACKGROUND**

The current contract expired on April 30, 2018 for the arena concessions and October 15, 2018 for the James A.C. Auld Harbour Services Building. A Request for Proposal was issued, with submissions required by June 4, 2018. Proponents had the option of providing proposals to operate all three facilities canteens, both arenas or just the Harbour Services Building.

**ANALYSIS**

Four proposals were received, with two proposals delivered a day late, all are summarized below.

2018-070-06

## Operation of City Owned Food Service Facilities

Page 2 of 3

Bidder:	Option A – All (Harbour, MC & YA)	Option B - Arenas (MC & YA)	Option C Harbour Only
T.G. Hockey Inc. Hani Greiss co-owner Brockville Braves	--	\$415/month for 30 weeks 0% vending Machines	--
Fat Les's Mr. Les Winters Owner Kemptville	\$3,000/month = \$36,000 annually. 10%/ month for vending machines	\$1,200/month 10%/ month for vending machines	\$2,000/month 10%/month for vending machines
Crow's Nest Bistro Andrew Neeteson Owner, Brockville <b>(one day late)</b>	\$1,600/month = \$19,200 annually. 10%/month Vending machines	--	\$1,200/month 10%/month Vending machines
CGCC Concession Group, Mr. Rico Razaiy Coburg <b>(one day late)</b>	<b>Option #1:</b> \$1,342/month 15%/month vending machines plus 4% of gross sales up to \$100,000 (\$4,000 max). Year 2 \$18,103.87 plus 3% of gross sales Year 4 and 5 \$20,103.87  <b>Option #2:</b> Will pay 22% from all food, beverage and liquor sales before tax for duration of 5 year contract.		

There are no financial partnerships or conditions for renovations or equipment with the City, in the proposal from Les Winters. Les is the owner/operator of Fat Les' and has been a concessionaire for the past 14 years. For the past five years, Mr. Winters has a successful concession business at the North Grenville Municipal Complex. He owns and operates two mobile catering trailers plus he has three fixed trailers of which two are leased (Kemptville, and Finch) and the third he operates in Kemptville. He is also in the final phase of opening a take-out food service with patio capacity of 60 on July 1, 2018 in Osgoode.

During spring to fall operating season, Mr. Winters employs an average of 20-25 staff.

He also participated in Poutine Fest at the following locations: Ottawa, Brockville, Peterborough, Cornwall, London, Sarnia, Windsor, Mississauga, Belleville and Kingston. In the late summer and early fall, he participates in approximately 13 regional fall fairs.

2018-070-06  
Operation of City Owned Food Service Facilities

Page 3 of 3

Mr. Winter's menu is attached. It includes fries, poutine, specialty poutines, hot dogs and sausages, boneless wings, burgers, specialty burgers, onion rings, beer battered haddock, wraps, sandwiches and a variety of combo platters.

Mr. Winters has proposed to serve wine and beer at the James A.C. Auld Harbour Services Building for the first year. Should this service not meet expectations, it may be discontinued for the remaining term of the contract

Mr. Winters has requested as a provision, a five year extension, subject to mutual agreement with the City, which staff support.

## POLICY IMPLICATIONS

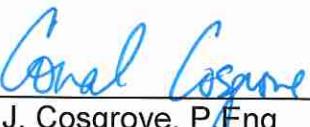
Council approval is required to enter into a contract of this nature.

## FINANCIAL CONSIDERATIONS

The proposal from Mr. Winters would generate lease payments of \$36,000, plus 10% of vending machine revenue for each year of the five year contract, plus CPI. In comparison, the previous five year contract (Andy Neeteson / Crows Nest Bistro) was for \$1,600/month plus 15% of the vending machine revenue, with a CPI escalation clause.

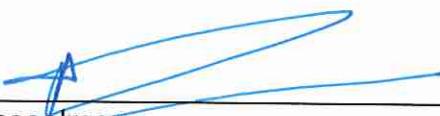
## CONCLUSION

The proposal from Les Winters to operate the *City Owned Food Service Facilities* is deemed to be the best proposal.

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
C.E. Moore,  
Arenas and Facilities Supervisor

  
B. Casselman  
City Manager

# FRIES & POUTINE

Small Fry \$3.09 Small Poutine \$5.75  
Medium Fry \$4.00 Medium Poutine \$7.52  
Large Fry \$6.19 Large Poutine \$8.82  
Family Fry \$9.73 Specialty Poutine \$10.62  
Sweet Potato Fries \$4.00

# SPECIALTY POUTINES

Bacon Double Cheeseburger Poutine \$10.62  
Smoked Meat Poutine \$10.62  
Ultimate Poutine \$10.62  
Ground beef and popcorn chicken on top  
Philly Steak Poutine \$10.62  
Steak, onions, green peppers piled high  
Popcorn Chicken Poutine \$10.62  
Veggie Poutine \$10.62  
Mushrooms, onions, green peppers topped with gluten free gravy

# DOGS & SAUSAGES

Hot dog \$2.48 Whistle Dog \$3.48  
Cheese Dog \$3.09 Pogo \$3.00  
Chili Cheese dog \$3.48 Sausage on a Bun \$5.80  
HOT OR MILD

# BONELESS WINGS

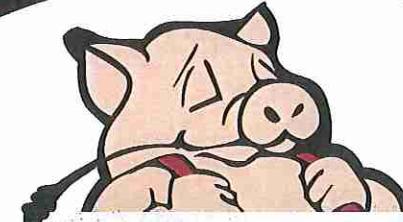
10 Wings Tossed \$10.95  
-Mild, Medium, Hot, Honey Garlic & Thai Sauce

# SIDES

Gravy \$1.00 Bacon \$1.00  
Any Sauce .50¢ Curd \$1.50

LOW SODIUM & GLUTEN  
FREE GRAVY AVAILABLE

**FAT LES'S  
CHIP STAND**



# COMBOS

**COMBO #1** 2 Hot Dogs \$7.25

**COMBO #2** 1 Sausage \$8.80  
HOT OR MILD

**COMBO #3** 2 Chili Dogs \$8.50

**COMBO #4** Kids Meal \$5.50  
Pogo, hot dog, or chicken fingers (under 10)

**COMBO #5** Hamburger \$8.00

**COMBO #6** Cheeseburger \$8.50      **COMBO #14** Smoked Meat Platter \$11.25

**COMBO #7** Veggie Burger \$8.50

**COMBO #8** Chicken Burger \$8.50

**COMBO #9** Chicken Fingers \$9.73

**COMBO #11** 2 Pogos \$8.50

**COMBO #12** Bacon Cheeseburger \$8.82

**COMBO #13** Dbl Bacon Cheeseburger \$10.75

**ALL COMBOS COME WITH FRIES AND A SOFT DRINK**

## BURGERS

- Hamburger \$4.87
- Cheeseburger \$5.75
- Bacon Cheeseburger \$6.25
- Double Bacon Cheeseburger \$8.00
- Chicken Burger \$5.80
- Veggie Burger \$5.80

## SPECIALTY BURGERS

- Fat Les Burger \$7.52  
Topped with BBQ sauce, crispy onion ring, bacon, cheddar cheese and curd
- Canadian Burger \$7.52  
Topped with bacon, back bacon and cheddar cheese
- Swiss Mushroom Melt \$7.52  
This one explains it's self!

## RINGS & THINGS

- Small Onion Ring \$3.20
- Large Onion Ring \$5.00
- Onion Chips \$4.90
- Onion Chip Poutines \$5.80
- Deep Fried Curd \$5.80
- Deep Fried Cauliflower \$5.80
- Deep Fried Pickles \$5.80



## BEER BATTERED HADDOCK

- 1 Piece with Fries & Coleslaw \$9.25
- 2 Piece with Fries & Coleslaw \$11.75

## WRAPS & SANDWICHES

- Chicken Caesar Wrap \$8.50  
Chicken breast, caesar salad with real bacon bits and parm cheese
- Steak & Caesar Wrap \$8.50  
Caesar salad with real bacon bits, parm cheese topped with steak
- Buffalo Chicken Wrap \$8.50  
Crispy chicken, cheese, lettuce, tomato, ranch & Franks Red Hot Sauce
- BBQ Chicken Wrap \$8.50  
Crispy chicken, cheese, lettuce, tomato, BBQ sauce
- Veggie Wrap \$8.50
- Smoked Meat Sandwich \$8.50
- Pulled Pork Sandwich \$8.50
- Chicken Quesadilla's \$8.50  
2 toasted white tortilla shells filled with chicken, jalapenos, red onion, jack & cheddar cheese. Sour cream & salsa on the side

**FAT LES'S CHIP STAND**



**NEW MENU**

**CALL AHEAD FOR PICKUP!**

**613-229-2238**

**MONDAY - SATURDAY**

**11:00am - 8:00pm**

**SUNDAY**

**11:00am - 7:00pm**

June 13, 2018

**Report To Finance Administration Operations – June 19, 2018**

**2018-071-06**

**2018 Departmental Work Plans  
First Quarter Report**

**Bob Casselman  
City Manager**

**RECOMMENDATION**

THAT Council approve the 2018 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2018-071-06.

**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. The Strategic Plan was updated and approved for implementation by Council in 2015. 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 reports on the status of Departmental Work Plans on a quarterly basis throughout 2018.

**1) Financial Matters**

- Significant time spent on preparation of 2017 year-end statements;
- 2018 Operating/Capital Budget completed.
- Tunnel Project Deficit Reporting – \$2 Million

**2) Economic Development Initiatives**

- Staff focused on planning process associated with development of new employment lands. Council decision appealed to OMB. Pre-hearing conference, first quarter;
- Destination Marketing Fund (DMF) legislation/regulation approved October 17, 2017. Staff development of DMF program presented and adopted by Council with a May 1, 2018 implementation date;
- Regional economic development service model adopted by partner municipalities. Not for profit incorporation documents finalized. Board members appointed. Coordinated Communities in Transition (CIT) grant application.

**3) Aquatarium Project**

- Significant staff resources/legal costs association with preparation for arbitration hearing;
- AQ establishing bylaw executed, Board of Directors appointed;
- Ad-Hoc Committee established to complete a financial review of the Aquatarium.

**4) Twin Ice Pad Project**

- Relocation study completed for Twin Ice Pad Project with downtown site identified;
- Partnership nurtured with Upper Canada District School Board (UCDSB) for joint development of Twin Ice Pad / sports field / elementary school project;
- Joint Use Agreement negotiated between the City of Brockville and UCDSB for development and use of common areas of the proposed project;
- Separate Agreements of Purchase and Sale (APS) developed by the City and UCDSB and submitted to the vendor for consideration.

**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.



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B. Casselman, City Manager

## 2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
<b>Corporate Objectives</b>					
a. Develop orientation program for new Council and define recommendations to Council &/or options	Third Quarter Project				
b. Complete negotiation of the Elizabethtown-Kitley boundary restructuring plan	File Complete Ministerial Order May 7,2018				
c. Quarterly status reporting to Council of corporate work plans and activity	June 19, 2018				
d. Direct, motive & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	<ul style="list-style-type: none"> <li>• Weekly Senior Management Meetings</li> <li>• Recognition / Retirement events</li> </ul>				
e. Annual Operating Budget preparation & Oversight					
f. Annual Capital Budget preparation & Oversight					
g. Direct development of long-term financial forecasts					
<b>Leadership</b>					
a. Eastern Ontario Mayor's Committee participation	<ul style="list-style-type: none"> <li>• ROMA Briefing Note Review/Preparation</li> <li>• Cell Gap Analysis Review</li> </ul>				
b. Joint Services Budget, cooperation discussions	<ul style="list-style-type: none"> <li>• CAO/Treasurer Pre-budget Discussions</li> <li>• Mayor Briefing re: 2018 Budget</li> </ul>				
c. Fire Operations Model change – Shift from Full time to Hybrid					

## 2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
d. Docking	To be determined at TSL Arbitration				
e. Parking	TBD at TSL Arbitration				
f. Marina Lease	TBD at TSL Arbitration				
g. Outstanding Agreements	TBD at TSL Arbitration				
h. Facilitation of goals re active transportation / waterfront / downtown / increased density	<ul style="list-style-type: none"> <li>• Property Agreement of Purchase and Sale</li> <li>• Development Proposal File Initiated</li> <li>• Tourism Office Relocation – Proposal Development</li> </ul>				
<b>Strategic Plan</b>					
• Window Replacement Program	<ul style="list-style-type: none"> <li>• 2018 Project Underway</li> <li>• Lower Level of Victoria Hall Completion</li> </ul>				
• Water Meter Replacement Program	As of April 17, 2018: #7740 meters have been replaced				
• Employment Lands certification – facilitation	<ul style="list-style-type: none"> <li>• Council approved applying to the Investment Ready: Certified Site Program (2018-016-02)</li> <li>• Contract has been signed by the City and is awaiting Provincial signature</li> <li>• Certified Site Program manager has visited Brockville and toured the site (May 15, 2018)</li> <li>• Awaiting the outcome of the OMB hearing before proceeding with any servicing</li> </ul>				

## 2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
<ul style="list-style-type: none"> <li>• Twin Ice Pad Project</li> </ul>	<ul style="list-style-type: none"> <li>• Agreement of Purchase and Sale/Submission</li> <li>• Shared Use Agreement between City of Brockville and Upper Canada District School Board developed</li> </ul>				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>1. People</b>				
a. 2018 Municipal Election				
i. Plan and conduct	<ul style="list-style-type: none"> <li>• Planning and development of processes underway</li> <li>• Working with UCLG Clerks re Compliance Audit Committee</li> <li>• On-track</li> </ul>	<ul style="list-style-type: none"> <li>• 4 candidate info sessions held</li> <li>• Nomination period opened May 1<sup>st</sup></li> <li>• Election Assistant hired</li> <li>• On-track</li> </ul>		
ii. Develop and implement council orientation program	No action	In development		
b. Bill 8 Accountability and Transparency Act				
i. develop customer complaint process	Working with eServices committee on processes	On-going		
<b>2. Economy</b>				
a. department trial of iCompass Meeting Management system	Heritage Brockville complete	Working with PSB on setup of templates		
b. eServices				
i. committee representation	On-going	On-going		
<b>3. Amenities</b>				
<b>4. Sustainability</b>				
a. Assist Governance Committee				
i. procedural by-law review	No action	No action		

<b>Clerk's Department</b>	<b>1<sup>st</sup> Qtr</b>	<b>2<sup>nd</sup> Qtr</b>	<b>3<sup>rd</sup> Qtr</b>	<b>4<sup>th</sup> Qtr</b>	
ii. automation of Council procedures/activities	No action	Review webcasting options			
b. Records Management					
i. Development of electronic documents records management business plan for 2019 budget funding	Research underway	Reviewing available systems to determine available option			
e. 2018 Budget monitoring	ongoing	ongoing			
f. 2019 Budget preparation	No action	Started research and planning			

## 2018 DEPARTMENT GOALS/OBJECTIVES – Corporate Services

Corporate Services	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments
<b>1. People</b>					
- Move to centralized client service area along with Clerk and Manager of Accounting, including departmental service review options to enhance both efficiencies and effectiveness, to move towards client service representatives	Completed May 16				
- Completion of annual staff performance reviews both formal and informal	Done				
- Assist City Manager in implementation of future service delivery enhancements as well as other identified operational changes that can improve effectiveness and efficiencies	Ongoing				
- Involvement with collective bargaining process, arbitration meetings and general employee/employer related concerns (CUPE, FF)	Ongoing				
- Continued promotion and review of the current CIP and Brownfield programs under existing model - Develop new model for CIP/Brownfields for introduction for 2019	Developing new program for 2019				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Corporate Services

Corporate Services	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments
- Develop a new procurement policy and By-Law reflecting CETA rules and regulations	In process				
- Review third party funding opportunities to either enhance existing services or mitigate cost to the local tax payer	Ongoing				
- Assist Director of Ec. Dev. Where applicable in providing resources and financial direction for future economic development opportunities	ongoing				
- Implement GIS options and strategies including development of technical committee, development of apps for internal and external use, including revenue generating opportunities to third parties	ongoing				
- Continue expanding use of other technologies to provide efficiencies throughout corporation including planning and building permit applications, on-line parking applications...	Continued process				
- Continue to update and monitor asset management plan to monitor the performance of assets, track outcomes and make necessary changes to plans	ongoing				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Corporate Services

Corporate Services	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments
as required. This monitoring, tracking and revising process will ensure that plans remain focused on increasing the effectiveness and efficiency of municipal assets.					
- Full responsibility for annual budget process ensuring completed in timely manner	completed				
- Completion of annual financial statements along with annual reporting requirements before end of 2 <sup>nd</sup> quarter	June 19 <sup>th</sup> 2018				
- Presentation of interim variance reports	Ongoing				
- Update of City Job evaluation/ Pay Equity plan through Issuance of an RFP and Establishment of a committee to monitor and evaluate job evaluation requests	In process				
- Undertake necessary professional Development courses to enhance understanding of Planning and Building departments.	ongoing				
- Provide financial updates on all committee activities (Tunnel, AQ) and provide assistance to committees as is required	ongoing				

## 2018 DEPARTMENT GOALS/OBJECTIVES - Operations

OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
<b>Corporate Objectives</b>					
<b>1. People</b>					
a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Rotary Field House, Waterfront Action Plan	Planning for Brock Trail, arena and Rotary Field House projects. Preparing for first full year of operation of the Railway Tunnel.				
b. Facilitate departmental support for festivals and events which benefit residents and draw visitors i.e. Ribfest, Hydroplane regatta, Poker Run, Red Hot & Blue Rockabilly Festival, Octoberfest, Winter Classic (linkage to Economy objectives)	Planning/preparation for 2018 events.				
c. Festival Policy	Obtained background information from other municipalities.				
d. Develop a user pay fee structure for profit generating events	Obtained background information from other municipalities.				
e. Complete review of Non-resident User Fee	Deferred pending Elizabethtown-Kitley agreement				
<b>2. Economy</b>					
a. Provide technical support to industrial park land assembly initiative	Ongoing support with respect to OMB hearing				

## 2018 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
<b><u>Corporate Objectives</u></b>					
<b>1. People</b>					
a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Rotary Field House, Waterfront Action Plan	Planning for Brock Trail, arena and Rotary Field House projects. Preparing for first full year of operation of the Railway Tunnel.				
b. Facilitate departmental support for festivals and events which benefit residents and draw visitors i.e. Ribfest, Hydroplane regatta, Poker Run, Red Hot & Blue Rockabilly Festival, Octoberfest, Winter Classic (linkage to Economy objectives)	Planning/preparation for 2018 events.				
c. Festival Policy - develop a user pay fee structure for profit generating events	Obtained background information from other municipalities.				
d. Complete review of Non-resident User Fee	Deferred pending Elizabethtown-Kitley agreement				
<b>2. Economy</b>					
a. Provide technical support to industrial park land assembly initiative	Ongoing support with respect to OMB hearing				

## 2018 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
b. LCV's – interchanges, City routes	Coordinating with MTO				
c. Encourage/support next steps of Reticle development (airport)	Ongoing				
<b>3. Amenities</b>					
a. Brock Trail expansion/upgrades	Bids received for 2018 projects.				
b. 2018 Capital Projects – roads, bridges, fleet, parkland, facilities	2018 projects initiated				
c. Completion of Reynolds Park Risk Assessment	Response to MOECC comments being formulated				
d. Cycling network - Active Transportation Plan	Request for Proposals issued				
e. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee	List of potential projects completed. Public consultation being planned.				
f. New Arena facility – staff resource, meetings, Shared Use Agreement/Design	Assisting with Shared Use Agreement, property acquisition				
g. Rotary Fieldhouse/Play area	Evaluating options for building accessibility				

2018 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
<b>4. Sustainability</b>					
a. Evaluate alternative fuel vehicles	2 <sup>nd</sup> quarter activity				
b. Asset Management – 2017 Update	3 <sup>rd</sup> quarter activity				
<b><u>Departmental Objectives</u></b>					
1. Assist City Manager in completion of: - Implementation/monitoring of 2018 Budget - Preparations for 2019 Budget - Implement next steps of succession planning as necessary	Ongoing  2 <sup>nd</sup> /3 <sup>rd</sup> quarter  Ongoing				
<b><u>Personal Development</u></b>					
Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	Ongoing				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
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<b><u>Business Retention &amp; Expansion</u></b>					
Undertake a structured visitation program with existing companies in Brockville	Approved by the Ministry of Advanced Education & Skills Development for funding for a Business Retention & Expansion Coordinator				
Work with Senior Management team to set up and establish a Gold Star service for companies and developers with significant new developments	Started weekly meeting with Planning & Economic Development.				
Establish a CRM system to manage information about key companies and potential investors	CRM system purchased and in place				
<b><u>Investment Attraction</u></b>					
Review and update information on Brockville's economy and other marketing material/collateral for foreign investors	Development of a marketing plan is underway				
Work with SLEDC to identify priorities and define City of Brockville's support for their activities	Corridor Commissioner appointed in February				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
	Held a number of meetings to discuss operational working				
Undertake investment missions, where necessary					
Establish a CRM system to manage information about key companies and potential investors	CRM system purchased and in place				
Respond to OEDC investment inquiries					
Participate in OEDC investment missions where necessary					
<b><u>Small Business Development</u></b>					
Manage the contract for the Leeds & Grenville Small Business Enterprise Centre	New contract for LGSBEC signed				
Support the delivery of Starter Company and Starter Company Plus programs	Started company program being developed to be launched in Q2				
Through BR&E activities make an effort to connect to and support smaller businesses	Have reached out and met with a number of small businesses				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
Connect small businesses to the Angel Network					
<b><u>Entrepreneurship / Innovation / Incubation</u></b>					
Work with stakeholders and partners to identify the incubation and entrepreneurship requirements for Brockville	Met with a couple of local businesses owners interested in establishing a shared work / incubation space				
Discuss with Province/RICS the delivery of innovation/entrepreneurship services in Brockville					
Prepare for the development of an entrepreneurship / innovation / incubation strategy in 2019					
<b><u>Tourism</u></b>					
Provide funding for the running of the Brockville Tourism Office	Contract for Tourism Offices remains with Chamber of Commerce  Led on the consultation and				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

<b>ECONOMIC DEVELOPMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
	implementation of the Municipal Accommodation Tax				
Identify suitable accommodation for the tourism office	Decision on tourism office location deferred by Council until 2019				
Undertake a Strategic Review and Plan of the Brockville and area Tourism	Tourism office has applied for additional Provincial support for the Tourism Strategy. Expect to hear in Q2 if approved				
Complete the Marina Study	Marina Market Needs Analysis completed				
Support the DBIA in their data visitor collection project	Project delayed may not happen until 2019				
Support the DBIA in their downtown signage project					
Support Frontenac Arc Biosphere projects					
Continue to support the development					

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

<b>ECONOMIC DEVELOPMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
of the UNESCO MAB project					
Continue to support visitor related activities such as the annual fireworks and highway signage	Supporting the improvement and increasing number of tourism directional signage from 401 exits				
Support festivals / events					
<b><u>Marketing / Communications / Social Media</u></b>					
Undertake a review of Economic Development social media and identify ways to create a social media campaign utilizing multiple partners (i.e. DBIA, Aquatarium, BAC, Tourism, LGSBEC, 1000 Islands CDC, St Lawrence College, etc)	Review of social media completed. New Economic Development social media channels developed (Twitter, Facebook)				
Review existing marketing collateral and update where necessary	Development of a marketing plan is underway				
Review and continue to deliver a regular e-newsletter to local stakeholders	Considered as part of the broader marketing plan				
Ensure that economic development activities are promoted through regular press releases	Considered as part of the broader marketing plan				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

<b>ECONOMIC DEVELOPMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
Support BGH with Physician recruitment	Held preliminary meeting with BGH on physician recruitment campaign. More will done once the hospital expansion is launched				
Identify appropriate hardcopy based publication to promote Brockville and undertake targeted advertising	Considered as part of the broader marketing plan				
<b><u>New Resident Attraction / Immigration</u></b>					
Continue to provide funding to the Immigration Partnership and participate in the Immigration Advisory Board	Immigration Partnership contract signed.				
Update information for relocation guide and print more copies	Relocation guide reviews and in the process of updating				
Continue to support the immigration scholarships					
Work with Public & Separate School Boards / St Lawrence College / Fulford Academy on a new student welcome program	Held preliminary discussion on an international student welcome program to be delivered in September				

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
Work with stakeholders to develop youth retention / attraction strategies	Working with partners on the Age Friendly designation				
<b><u>Real Estate</u></b>					
Continue to drive the development of the new Employment lands	Awaiting OMB decision				
Start the Provincial Site Certification Program for the Employment Lands	Council approved applying to the Investment Ready: Certified Site Program (2018-016-02). Contract has been signed by the City and is awaiting Provincial signature. Awaiting OMB decision				
Work with Operations on the implementation of LCV interchange at 401					
Complete Communities in Transition projects	Working with MEDG to complete the Communities in Transition application				
Identify and implement a new					

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

<b>ECONOMIC DEVELOPMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
property database, possibly in collaboration with L&G and the new SLCEDC					
Work with ICI realtors to get a better understand of the market place and the demand in Brockville and the broader area					
Manage key real estate development projects: Fulford Academy, P&G site, Community Hub, Highland Golf, UNESCO EuroMAB, Zellers Plaza, Wedgewood, Junic	Continuing to liaise with P&G realtors regarding the sale of their site.  Working with Rob Thompson on his developments in the downtown  Discussion on the sale of 5 ac of on Broome Industrial Estate.  Assisting on the development of a new hotel off Parkdale				
<b><u>Administration</u></b>					
Improve the existing online property database to ensure that it is updated					

## 2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

<b>ECONOMIC DEVELOPMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
and more useful to potential investors and the ICI real estate community.					
Review the existing economic research, data and information that the economic development office has and update and improve it where necessary	Update to Economic Indicators report underway				
Review the Economic Development Advisory Team to ensure that it has broader representation from key economic development stakeholders and identify areas of activity that the EDAT can assist and advice on					
Continue to support the administration of the BAC	Ongoing support to BAC on HR and operational issues				
Review the professional development & training needs of the new economic development team	Individual work plans & training plans completed,				

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
<b><u>Corporate Objectives</u></b>					
1. Continue participation on the Cataraqui Source Water Protection Committee	The CSWPC is actively working on updating the protection plan. The Director of ES is a member of the CSWPC.	The CSWPC is looking at a number of updates but are in the early stages of the 2-3 year process.			
2. Participate in contract negotiations with local union.	The City and local union are scheduled for meetings in May and June 2018.	The City and union met for a couple of days in May and in June to negotiate a new contract.			
3. Participate in the non-unionized job evaluation process.	The City announced a review of all non-unionized jobs.	Information sessions were held with staff to review process. JE's were distributed to staff for completion and review by their supervisor and submitted to HR by the end of May 2018.			
4. Provide technical assistance with the development of employment lands.	On-going.	On-going.			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
5. Participate in the Implementation of a Geographic Information System (GIS).	The ES Department continues to work closely with the City's GIS Coordinator to develop the City's GIS system.	On-going.			
6. Participate in the review of private subdivisions for their assumption.	Staff continues to work on the assumption of a number of subdivision developments that have a number of outstanding issues and deficiencies.	On-going.			
7. On-going monitoring/implementing of departmental succession planning.	The ES Department has on an on-going basis a few retirements each year. Plans are in-place to minimize impact, promote advancement within while ensure a safe efficient work place.  The Water Systems Division had a senior water distribution operator retire in January 2018 which was subsequently filled.	The Water Systems Division had a senior water treatment plant operator retire at the end of May.  Plans are in place to fill the position in the near future.			
8. Implementation/Monitoring of 2018 Budget.	Supervisory staff is responsible for completing capital projects and monitoring operating budgets.	On-going.			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
9. Preparation of 2019 Budget	Preparation of the 2019 budget is anticipated to start in the 2 <sup>nd</sup> quarter.	Supervisory staff is in the early stages of assembling the 2019 operating and capital budgets.			
10. Capital Projects <ul style="list-style-type: none"> <li>1. Byng Street Reconstruction</li> <li>2. Pre-Engineering Services</li> <li>3. Fire Hydrant Replacements</li> <li>4. First Avenue/King Street Watermain Construction</li> <li>5. Front Avenue Watermain Construction</li> <li>6. WTP Capital Projects</li> </ul>	<ul style="list-style-type: none"> <li>Tender drawings and documents were advertised in March 2018. Construction is scheduled to start in June.</li> <li>Camera inspections to be completed later in the summer/early fall.</li> <li>Work to be completed throughout the summer by Water Systems Division staff.</li> <li>Work expected to be done in the 3<sup>rd</sup> quarter.</li> <li>Tender drawings and documents were advertised in March 2018. Construction is scheduled to start in June.</li> <li>Water Treatment Plant capital projects are well underway.</li> </ul>	<ul style="list-style-type: none"> <li>Tender has been awarded to Knapp's Paving. Work is scheduled to start in late June.</li> <li>On-going.</li> <li>On-going.</li> <li>Work expected to be done in the 3<sup>rd</sup> quarter.</li> <li>Tender has been awarded to Miller Construction. Work is scheduled to start in late June.</li> <li>Projects are proceeding well.</li> </ul>			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
7. WPCC Capital Projects	Water Pollution Control Centre capital projects are well underway.	Projects are proceeding well.			
<b><u>Department Objectives</u></b>					
<b>Solid Water Division</b>					
1. Fulfill duties and responsibilities of Solid Waste Officer while on leave.	Solid Waste Officer left on leave in mid-March 2018 and is not expected back until January 2019. Work load of the position is to be shared between the Director of ES and the Admin. Coordinator.	On-going.			
2. Finalize the landfill ECA amendment with MOECC.	City staff submitted the proposed amendment to the MOECC in early December 2016. A draft version of the new ECA has been received by the City. A copy has been given to the PLMG for their review and comments.	City staff met with chair of PLMG to review ECA changes. PLMG are now in the process of reviewing the document with comments to be received by the end of June.			
3. Implementation of the Waste Free Ontario Act 2016.	The province is moving forward with a number of new regulations governing several different programs. The new Tires Regulation will come into effect in June with the Waste Electrical and Electronic	Many of the new policies and programs have been put on hold until after the provincial election.			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
	Equipment by December. The new Blue Box Program is expected to come into effect by 2022.				
<b>Engineering Division</b> <ol style="list-style-type: none"> <li>1. Administration of Provincial and Federal funding programs (CWWF)</li> <li>2. Participate in the annual update of the City's Asset Management Plan</li> <li>3. Provide technical assistance on the new rink/school project.</li> <li>4. Provide technical support on the BGH expansion project.</li> <li>5. Implementation of new Excess Soil Regulation.</li> <li>6. Implementation of new MOECC Stormwater Management Guidance Manual.</li> </ol>	<p>Deadlines for the CWWF projects have been extended until March 2020.</p> <p>On-going.</p> <p>On-going.</p> <p>On-going.</p> <p>Work on the BGH expansion project began. City is coordinating completion of the reconstruction of Bartholomew Street with work on the hospital project.</p> <p>The MOECC is proposing regulatory changes to the management of excess soil in Ontario.</p> <p>The MOECC is proposing regulatory changes to stormwater management guidelines in Ontario.</p>	<p>On-going.</p> <p>On-going.</p> <p>On-going.</p> <p>The work on Bartholomew Street has been completed with the exception of the west side sidewalk and paving. This work is expected to be completed by the end of August.</p> <p>The draft regulation was posted on the EBR for comment in April 2018.</p> <p>The draft manual is in circulation to various municipalities,</p>			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS
		associations and organizations for comment.			
<b>Water Systems Division</b>					
1. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal review of the risk assessment matrix was completed and updated accordingly.	On-going.			
2. Continue the implementation of the Source Water Protection Plan policies.	Staff is actively implementing the plan policies.  In December 2017, the MOECC extended the deadline for municipalities to spend funding money until the end of December 2018.	On-going.			
3. Backwash Wastewater Upgrades (2017)	Tenders were advertised and received in March. The low tender received was significantly more than what was budgeted. As a result, the proposed work has been cancelled while staff looks at a variety of different options.	For the short term, staff will continue to complete 2 filter back washes a day. Should algae presence increase and a third back wash required, staff will be required to work overtime.			
4. Review and assessment of leaking private water services.	Expected to be reviewed later in the year, time permitting.	On-going.			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
<b>Wastewater Systems Division</b>					
1. Main Pump Station Force main Condition Assessment (2017)	An alternative method to insert the assessment equipment into the force main has been confirmed. Staff is waiting for flows at the station to decrease to a point where it is easier to complete the work.	Pure Technology has tentatively been scheduled to complete the assessment in early July.			
2. WPCC Main Pump Station – Engineering Design (2016)	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in July.	On-going.			
3. Completion of sanitary sewer service replacement program (2017)	Staff continues to work on replacing problematic sewer services.	It is expected that all problematic sewer services will be completed by the end of the summer.			
4. Development of Quality Management System	An initial internal meeting has been held to kick off the project. WPCC staff to use the City's Water Systems quality management system as a template.	On-going.			
5. Preliminary investigation into pump station/force main condition assessments.	On-going.	On-going.			
6. Investigation into wet weather	On-going.	On-going.			

## 2017 DEPARTMENT GOALS/OBJECTIVES – Environmental Services

<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>	<b>1<sup>ST</sup> QTR.</b>	<b>2<sup>ND</sup> QTR.</b>	<b>3<sup>RD</sup> QTR.</b>	<b>4<sup>TH</sup> QTR.</b>	<b>COMMENTS</b>
flows at Thomas Street and West End pump stations, Baxter Drive and Butlers Crescent areas.					
<b>Personal Development</b> <ol style="list-style-type: none"> <li>1. Continue to attend a variety of Human Resources workshops.</li> <li>2. Assist Human Resources Division with union related issues.</li> </ol>	On-going.  On-going.	On-going.  On-going.			

**June 14, 2018**

**Report to Finance, Administration and Operations Committee**  
**June 16, 2018**

**2018-072-06**

**Brockville Railway Tunnel  
User Fees**

**C. Cosgrove  
Director of Operations**

**RECOMMENDED**

THAT new fees be established for the Brockville Railway Tunnel as per attached Schedule A; and

THAT the fees become effective immediately.

**PURPOSE**

The fees would provide revenue to assist in offsetting some of the operating costs of the Railway Tunnel.

**BACKGROUND**

The Brockville Railway Tunnel Committee (BRTC) has been approached on several occasions regarding use of the tunnel and plaza area for special events such as weddings.

In addition, they have recently been asked to provide guided tours for large groups and bus tour companies coming to Brockville.

**ANALYSIS/OPTIONS**

The BRTC has considered the use of the facility for special events and feels this would be a beneficial way to create some income.

Furthermore, the BRTC a group of volunteers have agreed to provide these one hour guided tours of their project they are very proud of.

**POLICY IMPLICATIONS**

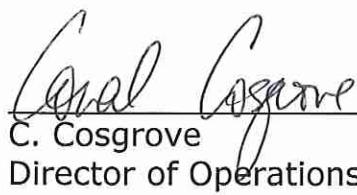
The establishment of this fee will continue annually through the budget process.

**Report 2018-072-06**  
**Brockville Railway Tunnel User Fees**

**Page 2**

**FINANCIAL CONSIDERATIONS**

The establishment of these fees is anticipated to raise revenue in the amount of \$1,000 - \$1,500 for the balance of 2018 which would help offset the operating costs of the Railway Tunnel.

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

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

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

**Report 2018-072-06**  
**Brockville Railway Tunnel User Fees****Page 3****Schedule A****Brockville Railway Tunnel User Fees 2018**

Wedding Ceremonies	Tunnel/Plaza	\$200.00
Special Events	Tunnel/Plaza	\$200.00
Guided Tours (one guide) 1hr	Groups 25 and under	\$150.00
Guided Tours (two guides) 1hr	Groups over 25	\$200.00

*\*\*fees include HST*

## MUNICIPALITÉ · EAST FERRIS · MUNICIPALITY



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### REGULAR COUNCIL MEETING

HELD

May 8<sup>th</sup>, 2018

No. 2018-165

Moved by Councillor Kelly

Seconded by Councillor Voyer

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

AND WHEREAS this out-dated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them;

AND WHEREAS municipalities already have exclusive rights for approving casinos and nuclear waste facilities with their communities; AND FURTHER that the province has recognized the value of municipal approval for the siting of power generation facilities;

AND WHEREAS the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional waste generated within the City of Toronto, where diversion rates as low as 15%;

AND WHEREAS municipalities across Ontario are quietly being identified and targeted as potential landfill sites;

AND WHEREAS municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs;

AND WHEREAS municipalities should have the right to approve or reject these projects and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

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## REGULAR COUNCIL MEETING HELD May 8<sup>th</sup>, 2018

THEREFORE BE IT RESOLVED that the Municipality of East Ferris supports Bill 16, *Respecting Municipal Authority over Landfilling Sites Act* introduced by MPP Ernie Hardeman and call upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities;

AND FURTHER that the Municipality of East Ferris send copies of this resolution to MPP Ernie Hardeman and all municipalities.

Carried Mayor Vrebosch

CERTIFIED to be a true copy of  
Resolution No. 2018-165 passed by the  
Council of the Municipality of East Ferris  
on the 8th day of May, 2018.

Monica L. Hawkins, AMCT  
Clerk