

---

Committee Members

Councillor S. Williams,  
Chair  
Councillor H. Noble  
Councillor L. Severson  
Mayor D.L. Henderson,  
Ex-Officio

Areas of Responsibility

Operations  
Community Services  
Fire  
Museum  
Library Board  
Cemetery Board  
St. Lawrence Lodge  
Mgmt. Board  
L,L&G Health Unit

CRCA  
Airport Board  
Arena Advisory Board  
Visual/Performing Arts  
Committee  
PLMG  
BMAAC  
Brockville Municipal  
Non-Profit Housing  
Committee

---

**AGENDA**

Page

CORRESPONDENCE

- 3                   1.     Brockville Little League

STAFF REPORTS

- 4-8               1.     2009-163-10  
Automated Ticketing System  
Brockville Arts Centre
- 9-15             2.     2009-164-10  
Repairs to Fulford Fountain
- 16-21           3.     2009-158-10  
Water and Wastewater Treatment  
Quarterly Report July-Sept 2009
- 22-24           4.     2009-159-10  
Body Work-Fire Department Telesqurt  
  
Pictures will be available at this meeting.
- 25-27           5.     2009-168-10  
Memorial Centre Seating

Page

STAFF REPORTS

28-30

6. 2009-169-10  
Courthouse Green Electricity & Lighting Funding

31-32

7. 2009-171-10  
Airport Building Lease
8. Thomas Street Sewer Emergency Expenditure

CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

OPS-Act

Brockville Little League  
5107 Bains Rd  
Brockville, ON  
K6V 5T5

October 2, 2009

Operations Committee  
City of Brockville  
1 King Street West  
Brockville, ON  
K6V 7A5

Dear Members of the Operations Committee:

Please accept this letter as a formal request from the Brockville Little League Association to the City of Brockville to provide grass cutting services on an ongoing basis for the Legion ball fields located on Park Street.

In the past, the Legion organization has maintained the fields but due to aging equipment and fewer members, they were unable to provide the service after the 2007 season.

As the Little League association was not able to pay for this service without raising the registration fees considerably, requests were made to local business for assistance. Fortunately, Garden World offered to provide the service for the 2008 season. In 2009, the League approached the City of Brockville for assistance cutting the fields which was granted by Council.

The Brockville Little League Association offers a low cost recreation for over 200 children and their families in the Brockville area each summer and with the City's assistance, we will continue to do so.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions.

Sincerely,

  
Tom Bell  
Brockville Little League  
613 802 3301

**October 13, 2009**

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-163-10  
AUTOMATED TICKETING  
SYSTEM  
BROCKVILLE ARTS CENTRE**

**VALERIE HARVEY, DIRECTOR  
PARKS & RECREATION  
PETER DUNN, ADMINISTRATOR  
BROCKVILLE ARTS CENTRE  
JOHN PETERS, SUPERVISOR  
MIS**

**RECOMMENDATION**

THAT Council authorize the purchase and installation of Theatre Manager, an automated ticketing software system at the Brockville Arts Centre; and

THAT all costs associated with the purchase and installation of Theatre Manager be funded by a grant from the 1000 Islands Community Development Corporation and donations raised by Project Encore; and

THAT effective December 1, 2009 the City User Fee By-Law # 031-2009 be amended to include a new on-line ticketing fee of \$2; and

THAT this revenue be recorded in Account 7710 0310 0522.

**PURPOSE**

To obtain Council's approval to purchase and install Theatre Manager, an automated ticketing software system.

**BACKGROUND**

The Brockville Arts Centre currently uses an antiquated ticketing system called Box Office for Windows which is an inadequate outdated system. In addition, the daily balancing of money and sales are done manually which is labour intensive and subject to errors.

During 2008, the leading consultant in Canada for box office systems, Richard Dale Carter of Arts Management and Ticketing, completed an analysis of the Brockville Arts Centre's requirements and reviewed five ticketing systems and their application at our facility. Based on this review, the following programs were recommended, listed in order of preference:

- Theatre Manager
- TixHub
- Audience View
- ProVenue Max
- Ticket Master

## **ANALYSIS/OPTIONS**

Parks & Recreation and MIS completed a review of the top two recommended systems which were Theatre Manager and TixHub. This review included on-site visits to theatres utilizing similar systems. Both systems provide the ability to increase customer service through on-line ticket transactions, faster ticket processing, improved automated accounting processes and multi-venue capabilities which would allow for possible future expansion to the arenas, harbour, parks, etc. Based on this review, staff recommend Theatre Manager.

## **POLICY IMPLICATIONS**

To comply with the City's Purchasing By-Law, Council approval is required. The best time to install the new ticketing system is during the first two weeks of January 2010 as this is the slowest time of the year at the Brockville Arts Centre and all systems will have to be shut down for several days during this time. In order to confirm an installation date during this timeframe, the City must enter into a Purchase/Installation Agreement with the supplier now.

## **FINANCIAL CONSIDERATIONS**

Attached to this report as Schedule A is a financial spread sheet identifying costs to purchase and install Theatre Manager as well as operating costs. The total purchase and installation cost of the system is \$61,535.80 which is being funded by a \$30,000 grant that the City has received from the 1000 Islands Community Development Corporation and donations of \$31,535.80 that have been raised through Project Encore's fundraising efforts. As such, there is no capital expense for the City.

With the creation of a \$2 on-line user fee, there is an anticipated \$3,000 net revenue increase on the 2010 Brockville Arts Centre operating budget. This revenue is based on a conservative estimate of 5% of all ticket sales at the BAC being purchased on-line. During the first year Theatre Manager was in place at the 1000 Islands Playhouse (Gananoque), 10% of all ticket sales were on-line and in Kingston, their current on-line sales total 17%. During 2011, it is anticipated that on-line sales will increase to the 10% level doubling the revenue

to \$6,000. In addition to this, revenue can also be generated from advertising on the tickets, a conservative amount of \$500 has been added to the 2011 budget. Expenses anticipated in 2011 for after-hour support, ticket purchases and support and maintenance result in a projected net revenue of \$1,120 to the 2011 operating budget.

All hardware associated with this system will be added to MIS's Computer Replacement Program and will be replaced at the appropriate times in the future.

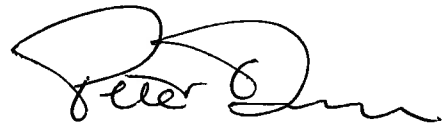
Attached to this report as Schedule B is the Ontario Theatre 2008 Seat Surcharge Comparison. As noted, on-line user fees range from \$2 to \$3.75 with the two theatres closest to us, the 1000 Islands Playhouse at \$2 and the Grand Theatre at \$2.50. As such, the recommended \$2 on-line fee is an appropriate charge.

## CONCLUSION

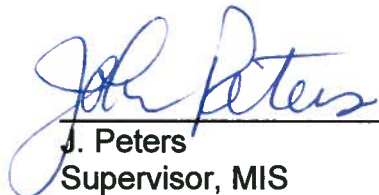
The Theatre Manager ticketing system should be installed at the Brockville Arts Centre to increase the level of customer service and provide efficiencies in the operation at the facility.



V. Harvey  
Director of Parks & Recreation




P. Dunn  
Administrator, BAC



J. Peters  
Supervisor, MIS



D. Cyr  
Director of Finance



B. Casselman  
City Manager

Brockville Arts Centre Theatre Manager Ticketing System

Schedule A

	2010	2011
Purchase and Installation		
Freight	\$100.00	
Licence	\$12,155.00	
Training & implementation	\$4,400.00	
Data Conversion / Migration	\$6,400.00	
Support & Maintenance Annually - \$1,095 free the first year		
After Hours support	\$1,095.00	
Travel, Meals & Accommodation for Trainer	\$2,350.00	
Ticket Stock Custom	\$3,190.00	
Web sales module integration	\$800.00	
Desk top printer x 2 @\$2750/ea	\$5,500.00	
Hardware (estimate as per Randy Watson)	\$14,000.00	
3 Scanner Package	\$7,095.00	
Sub Total	\$57,085.00	
PST	\$4,450.80	
Grand Total	\$61,535.80	
Funding Sources		
1,000 Islands Community Development Corporation	(\$30,000.00)	
Project Encore	<u>(\$31,535.80)</u>	
<b>Net City Expense</b>	\$0.00	
Operating Budget- increased expenses/reveunes directly related to the system		
After Hours Support		
Tickets	covered with installation	\$1,095.00
Support & Maintenance	covered with installation	\$3,190.00
On Line User Fee of \$2.00	free the first year	\$1,095.00
Ticket Advertising Revenue	(\$3,000.00)	<u>(\$6,000.00)</u>
	N/A	<u>(\$500.00)</u>
<b>Net Impact to City Operational Budget</b>	(\$3,000.00)	(\$1,120.00)

# Ontario Theatre 2008 Seat Surcharge Comparison

Theatre Name	City	Basic Per Ticket Fee			Subtotal	Other Fees				Total
		Capital Improvement Fund	Handling Fee			On-Line	Phone	Mail	Cr. Card	
Locky Centre	Parry Sound	\$2.00	\$1.00		\$3.00					\$3.00
Markham Theatre	Markham	\$1.00	\$2.50		\$3.50					\$3.50
Centre in the Square	Kitchener					\$3.75	\$4.25	\$5.00	\$0.00	\$13.00
Lyphons Theatre	Barrie		\$2.00		\$2.00					\$2.00
Centre for the Arts	St. Catharines					\$5.75	\$3.75	\$3.75	\$0.00	\$13.25
Entrepoint Theatre	Nepean		\$3.25		\$3.25					\$3.25
Winis Theatre	Chatham		\$1.25		\$1.25					\$1.25
Anderson Centre	Brantford		\$2.50		\$2.50	\$2.00	\$2.00			\$6.50
Howplace Theatre	Peterborough	\$1.50	\$1.50		\$3.00					\$3.00
Agent Theatre	Picton	\$1.00			\$1.00					\$1.00
000 Islands Playhouse	Gananoque	\$0.00	\$0.00		\$0.00	\$2.00	\$2.00	\$1.50	\$2.00	\$7.50
rand Theatre	Kingston	\$2.00	\$1.00		\$3.00	\$2.50				\$5.50
Rockville Arts Centre	Brockville		\$2.50		\$2.50		\$1.50			\$4.00



**October 13, 2009**

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-164-10  
REPAIRS TO  
FULFORD FOUNTAIN**

**VALERIE HARVEY, DIRECTOR  
PARKS & RECREATION**

**RECOMMENDATION**

THAT Council authorize the Parks & Recreation Department to enter into an agreement with Empire Restoration for repairs to Fulford Fountain in the amount of \$35,000; and

THAT this project be pre-approved prior to ratification of the 2010 Budget.

**PURPOSE**

To receive Council's approval for the project per the terms of the City's Purchasing By-Law to ensure completion prior to the 2010 spring/summer season.

**BACKGROUND**

As part of the millennium celebrations, Fulford Fountain was completely restored for the millennium. Upon completion of the project, the contractor informed the City that the fountain should not be enclosed with a tarp system during winter storage. The City installed wooden panels over the three bowls to keep the bulk of the snow out but the outer walls of the fountain were left uncovered. Over time, the glaze cracked allowing moisture to permeate the terra cotta. Moisture trapped in the cracks expanded and contracted during the winter freeze/thaw resulting in pieces of terra cotta chipping off and the joint seals cracking. Note photos attached to this report as Schedules A, B, C, and D.

The City followed up with the manufacturer, Boston Terra Cotta, and received correspondence in 2006 indicating that the method of winter storage should be changed. A tarp with vents was recommended to cover the fountain, a turbo propane heater placed underneath the tarp and humidity levels monitored to ensure they remained at 20% or less. During 2007 and 2008 the tarp was put in place for winter and humidity readings maintained identified levels in excess of the recommended 20%. Staff have had no success in reaching Boston Terra Cotta on this matter. During that time, further deterioration of the fountain occurred.

**ANALYSIS/OPTIONS**

During 2008, staff met with Jerry Hosford of Empire Restoration and Craig Johnson of Craig Johnson Restoration Ltd. (refurbished the Sir Isaac Brock Bust), to discuss repairs to the fountain. Craig Johnson stated that the only company with the expertise to complete this work is Empire Restoration. A quote from Empire Restoration in the amount of \$28,000, excluding taxes, was received based on repairs being completed this fall. As these funds were not available in the Parks & Recreation 2009 operating budget, staff confirmed that the price quoted would be honoured until spring 2010 (based on the current condition of the fountain). To ensure the work is completed prior to spring start-up of the fountain, staff have tentatively booked Empire Restoration for 2010. A commitment from the City is required at this time.

Staff also discussed with Empire Restoration the recommendation from Boston Terra Cotta that propane turbo heaters be placed under the cover to reduce the humidity. Empire Restoration recommend that this be done not only this fall to minimize further damage to the fountain but every year in preparation for winter storage. Staff are currently investigating the requirements to operate these heaters and plan to run them this fall.

**POLICY IMPLICATIONS**

Council approval is required as this item was not budgeted for in the 2009 Operating Budget.

**FINANCIAL CONSIDERATIONS**

The quote received from Empire Restoration to implement the necessary repairs and re-glaze the fountain is \$31,308 excluding GST. As this quote is based on the current level of degradation, a 10% contingency has been added to allow for any further damager to the fountain over the winter season bringing the estimated total to complete the project at \$34, 439.

**CONCLUSION**

The necessary repairs should be completed to Fulford Fountain to arrest further degradation and extend its life expectancy.



V. Harvey  
Director of Parks & Recreation



D. Cyr  
Director of Finance

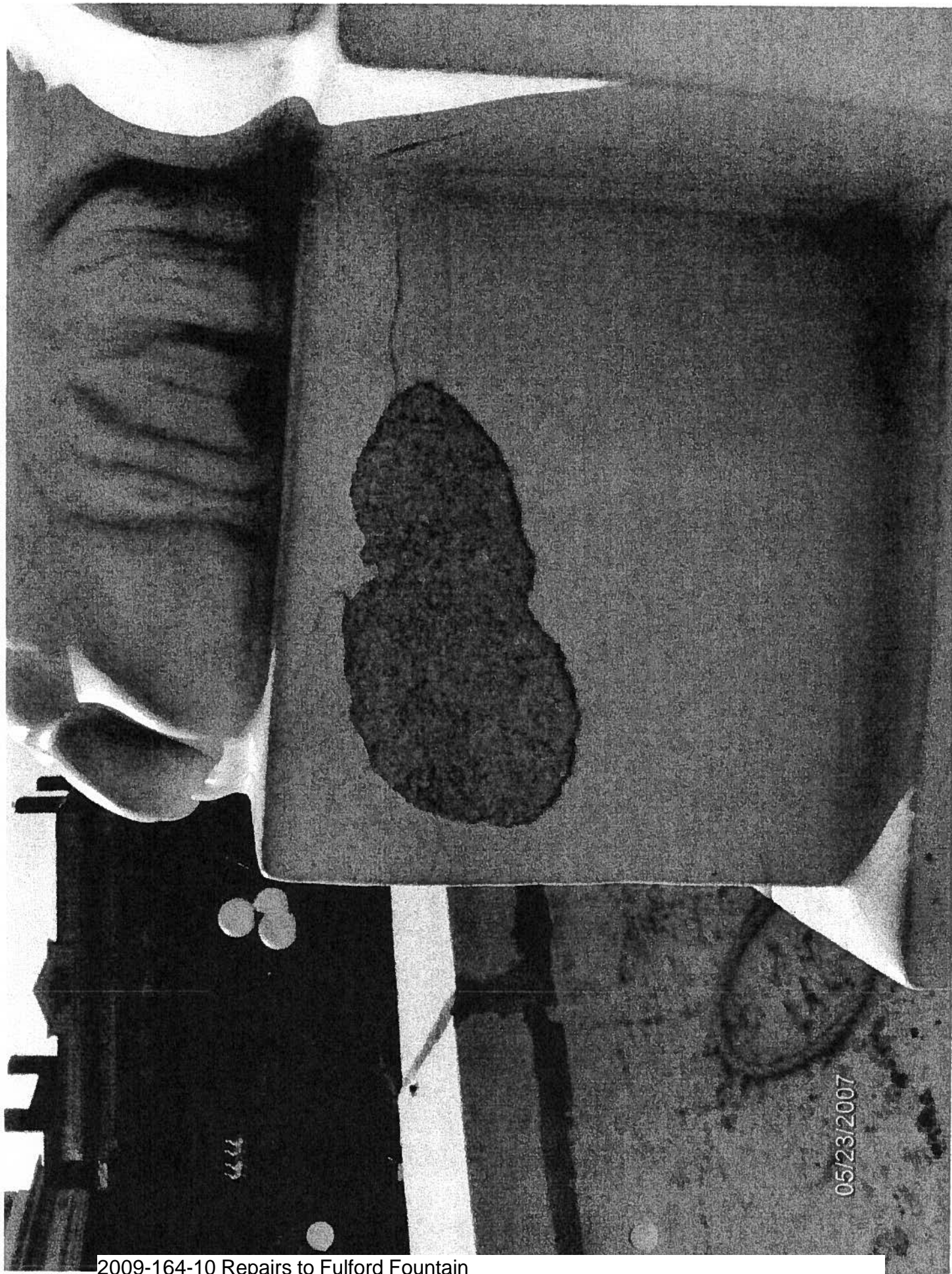


B. Casselman  
City Manager

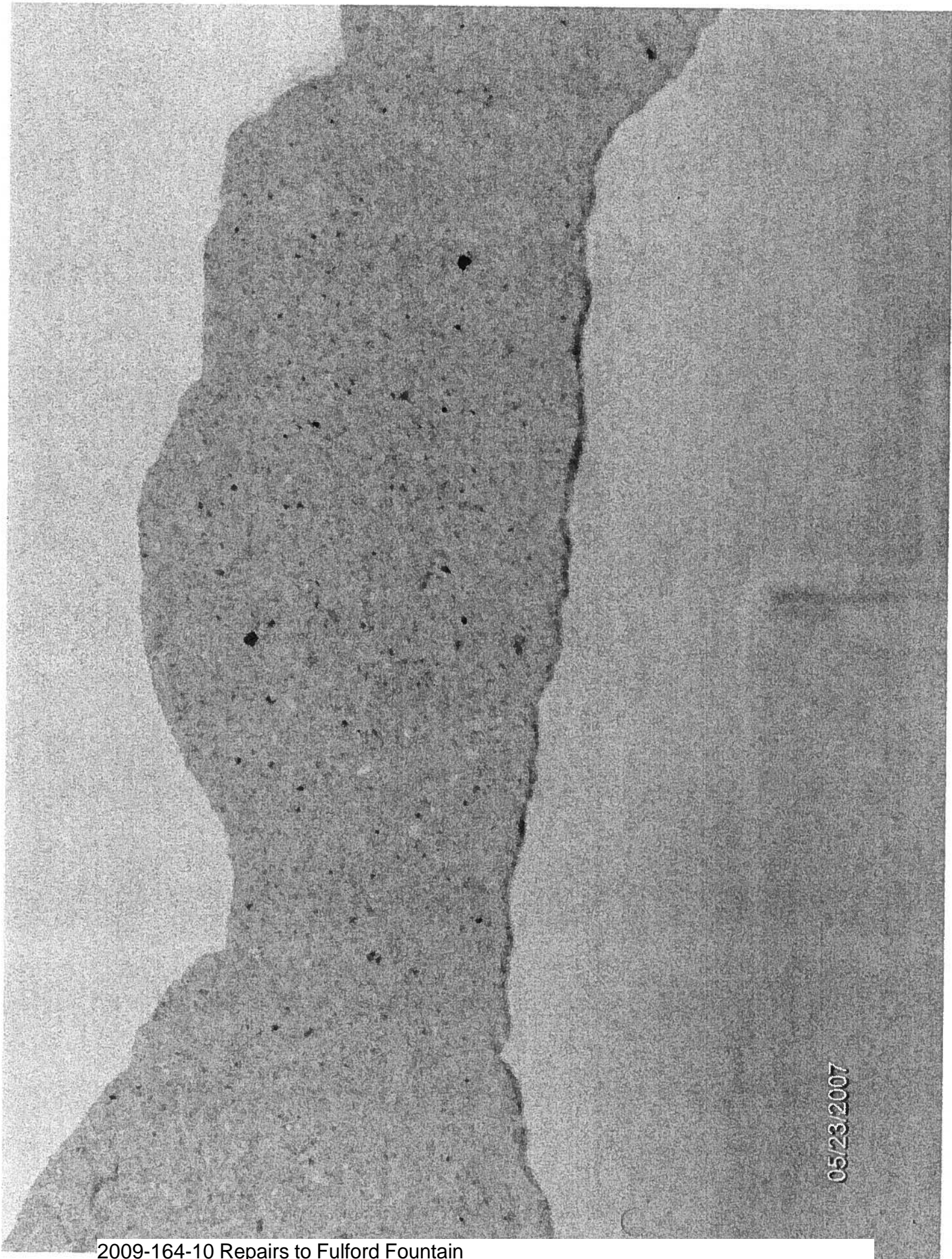












05/23/2007

**October 13, 2009**

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-158-10**

**WATER & WASTEWATER TREATMENT  
QUARTERLY REPORT  
(JUL. – SEP. 2009)**

**CONAL COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
MELODIE HOBBS, C.E.T.  
W & WW TREATMENT SUPERVISOR**

**RECOMMENDED**

THAT Report 2009-158-10 Water & Wastewater Treatment Quarterly Report (Jul. – Sep. 2009) be received for information purposes.

**PURPOSE**

This report covers the months of July, August and September 2009. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of both the Water Treatment Plant/Trunk Distribution System and the Water Pollution Control Centre (wastewater treatment system), including any notable highlights, MOE Inspections and adverse conditions.

**BACKGROUND**

This report is submitted Quarterly, and this report represents the third quarter of 2009.

**ANALYSIS/OPTIONS**

**A. WATER TREATMENT PLANT & TRUNK WATER DISTRIBUTION SYSTEM**

The City continues to be in compliance with the Water Treatment Plant's Certificate of Approval (C of A), in addition to the Ontario Safe Drinking Water Act and Regulations. Please refer to Attachment A – Brockville Drinking Water System Performance Assessment Report to review the treatment and bacteriological sampling results.

Adverse Water Quality Incidents: No adverse water quality incidents to report for the 3<sup>rd</sup> Quarter.



**Items of Note:****1. Main Plant**

- Annual flow meter calibrations completed.
- Emergency power connection for backwash motor number 2 completed.
- New portable diesel generator received and commissioned.
- Aluminum coagulant supplier performed plant jar testing with a new coagulant to help lower aluminum residuals.
- New pressure transmitters were installed and calibrated for Filter #1 and #2 flow, backwash flow, raw water flow and overhead tank level.
- Maintenance/repairs/replacement of flash mixer motor in raw water meter chamber, main plant diesel engine battery charging system, main plant reservoir chlorine analyzer, and fluoride analyzer.

**2. Elizabethtown-Kitley Distribution System:**

- Annual flow meter calibration completed.
- The system was flushed with both Lily Bay Booster pumps in operation.
- Paul Road distribution system was flushed.

**3. Low Lift Pump Station:**

- The vacuum pump was leaking oil and had to be rebuilt.

**4. Lead Sampling: Round #4 in Brockville was completed in August 19<sup>th</sup>. Part of Zone 5 and all of Zone 6 in Brockville was completed in September. There was one lead exceedance at 149 King Street East.****5. Parkedale Reservoir:**

- Annual flow meter calibration completed.
- Repairs were made to the diesel engine gearbox due to vibration issues.
- New energy efficient electric motors installed on three pumps.
- Electrical repairs were made to lighting and Zone 2 exhaust ventilation equipment.
- Reservoir was drained, cleaned, inspected and disinfected by outside contractor and WT/WD Staff. Further investigation is required by engineering staff regarding the replacement of corking in the expansion joints that is falling out.

**6. Drinking Water Quality Management System:**

- Drinking Water Quality Management System (DWQMS) implemented and initial internal audit completed. DWQMS submitted to the MOE prior to the October 1<sup>st</sup> deadline along with application for the new Municipal Drinking Water System Licence.

## B. WASTEWATER TREATMENT PLANT

Please refer to Attachment B – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the Quarter. In regards to compliance of carbonaceous 5-day Biochemical Oxygen Demand (cBOD<sub>5</sub>), as of the end of September the 12 month revolving average effluent characteristics (concentration and loading) for CBOD<sub>5</sub> are 45.16 mg/L and 837.84 kg/day respectively and remain out of compliance with the Certificate of Approval.

### Items of Note:

#### 1. Main Pumping Station:

- Pump #2: The new pump, motor and VFD have been installed but are not in service. They will be commissioned in October.
- Bypasses: No bypasses this quarter.

#### 2. Pumping Stations:

- Leachate Pumping Station: The new data communication circuit has been tested and verified for use with high speed modems. The new wet well slide system has been completed. All pumps are now installed and wired.
- Thomas Street Pumping Station: On July 5<sup>th</sup>, 2009 there was a loss of communication due to a broken wire and conduit. The necessary repairs were completed.
- Georgina Street Pumping Station: On July 17<sup>th</sup>, 2009 there was a loss of communication due to a loose neutral wire to the electrical panel. The wire was tightened and the station put back in service.
- Wet Well Cleaning: completed at several pumping stations.

#### 3. Centrifuges: The bowl and scroll from Centrifuge #301 has been sent out for rebuild and is due back mid-October.

#### 4. Land Application Program: Our land application program commenced August 11<sup>th</sup>, 2009 and finished on Sept. 29<sup>th</sup> due to wet weather conditions. We have resumed centrifuging.

#### 5. Power Outages:

- On July 11<sup>th</sup>, 2009 there was a power outage at the WPCC due to a rain/thunderstorm. No issues to report. On June 26<sup>th</sup>, 2009 there was a power outage at the WPCC and various pumping stations due to a heavy rain/high wind storm. No issues to report.
- On August 26<sup>th</sup>, 2009 there was a planned power outage at Thomas Street Pumping Station from 1:30 pm – 3:30 pm. No issues to report.


## POLICY IMPLICATIONS

No policy implications at this time.

## FINANCIAL CONSIDERATIONS


No financial considerations at this time.

## CONCLUSION

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

  
\_\_\_\_\_  
M. J. Hobbs, C.E.T.  
Supervisor, W & WW Treatment

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

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

ATTACHMENT A

BROCKVILLE DRINKING WATER SYSTEM  
PERFORMANCE ASSESSMENT REPORT

CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY				BACTERIOLOGICAL SAMPLING					
Month	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	WDS Avg. FCR (mg/L)	BROCKVILLE WDS			EZK WDS		
2009								EC	TC	HPC	EC	TC	HPC
JUL	359.00	11.58	0.50	1.01	4.35	0.14	0.93	44 out of 44 safe	44	28	12 out of 12 safe	12	8
AUG	377.84	12.19	0.50	1.04	4.60	0.15	1.03	43 out of 44 safe	43	27	12 out of 12 safe	12	8
SEP	358.68	11.96	0.50	1.06	3.87	0.13	0.98	43 out of 43 safe	55	35	12 out of 12 safe	15	10
								66 out of 66 safe	66 out of 66 safe	35 out of 35 safe	16 out of 16 safe	16 out of 16 safe	10 out of 10 safe
FCR - Free Chlorine Residual WDS - Water Distribution System EZK - Township of Elizabethtown-Kitley EC - E. coli TC - Total Coliform HPC - Heterotrophic Plate Count ML - Million Litres													

# **ATTACHMENT B** **BROCKVILLE WATER POLLUTION CONTROL CENTRE** **SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT**

MUNICIPALITY:	BROCKVILLE	YEAR:	2008/2009
PROJECT:	BROCKVILLE	WATER COURSE:	ST. LAWRENCE RIVER
PROJECT NUM.:	120000122	DESIGN CAPACITY:	21,800 X 1000 m3/d
WORKS NUM.:		PEAK DESIGN CAPACITY:	54,500 X 1000 m3/d

DESCRIPTION: A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS  
TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING POLYMER FOR PHOSPHORUS REMOVAL  
AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.

MONTH	FLOWS			CARBONACEOUS BIOCHEMICAL O2 DEMAND			SUSPENDED SOLIDS			PHOSPHORUS			BACTI RESULTS	
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG CBOD (mg/L)	CBOD EFF. (kg/day)	TOTAL CBOD (kg/day)	AVG SS (mg/L)	SS LOADING (kg/day)	TOTAL SS (kg/day)	AVG PHOS. (mg/L)	PHOS. LOADING (kg/day)	TOTAL PHOS. (kg/day)	FECAL COLIFORM (Organisms per 100 ml)	NUMBER OF SAMPLES
SEP 08	396.06	13.202	15.880	141.20	52.20	689.14	165.25	36.88	486.89	77.7	3.24	0.88	11.62	72.8
AUG 09	478.59	15.438	18.059	139.40	52.90	816.67	153.40	37.60	580.47	75.5	2.84	0.83	12.81	70.8
JUL 09	512.78	16.541	23.097	137.80	50.17	829.86	143.50	34.56	571.66	75.9	2.67	0.76	12.57	71.5
JUN 09	493.00	16.433	19.174	102.90	42.09	691.66	144.00	31.42	516.32	78.2	2.83	0.79	12.98	72.1
MAY 09	619.54	19.985	24.070	87.50	43.00	859.36	136.55	29.36	586.76	78.5	2.55	0.77	15.39	69.8
APR 09	738.70	24.623	39.053	61.62	39.08	962.27	106.77	25.62	630.84	76.0	2.03	0.64	15.76	68.5
MAR 09	649.81	20.962	28.317	76.55	45.25	948.53	101.23	25.93	543.54	74.4	2.18	0.63	13.21	71.1
FEB 09	614.14	21.934	35.817	77.58	48.73	1068.84	98.50	32.27	707.81	67.2	2.31	0.91	19.96	60.6
JAN 09	566.48	19.274	20.639	87.67	53.25	973.09	118.58	33.17	606.15	72.0	2.68	0.98	17.91	63.4
DEC 08	716.62	23.117	37.739	72.50	33.75	780.20	98.11	25.44	588.10	74.1	2.08	0.58	13.41	72.1
NOV 08	570.98	19.033	23.507	85.42	37.42	712.21	125.25	25.92	493.34	79.3	2.59	0.72	13.70	72.2
OCT 08	507.71	16.378	31.783	101.20	44.10	722.27	151.30	32.00	524.10	78.8	2.97	0.76	12.45	74.4
AVG		18.827		97.61	45.16	837.84	128.54	30.85	569.66	75.64	2.58	0.77	14.31	69.95
MAX			39.053	141.20	53.25		165.25	37.60		79.31	3.24	1.00		
CRITERIA		21.800				763.00		45.00	981.00					
COMPLIANCE	YES			NO			YES	YES	YES	YES	YES	YES	YES	

STATISTICS FOR THE MONTH OF SEPTEMBER:

2008	446.48	14.883	116.00	59.33	883.01	48.9	161.45	37.18	553.35	77.0	3.14	0.98	14.59	68.8
2007	412.39	13.746	140.67	69.33	953.01	50.7	162.14	37.00	508.60	77.2	3.36	1.00	13.75	70.2
2006	474.63	15.821	98.90	49.30	779.98	50.2	156.8	28.60	452.48	81.8	3.38	0.91	14.40	73.1

COMMENTS:

\*As per our new C of A 5526-7SGL3D issued on June 26th, 2009, we are currently not required to sample for bacti. We stopped sampling Fecal Coliform in August.

MONTH	Total Loadings			Total Loadings		
	TOTAL CBOD (kg/day)	RAW CBOD (kg/day)	TOTAL SS (kg/day)	TOTAL RAW SS (kg/day)	TOTAL P (kg/day)	TOTAL R P (kg/day)
SEP 09	1,864	2,182	43			
AUG 09	2,152	2,368	44			
JUL 09	2,279	2,374	44			
JUN 09	1,691	2,366	47			
MAY 09	1,749	2,729	51			
APR 09	1,517	2,629	50			
MAR 09	1,605	2,122	46			
FEB 09	1,702	2,160	51			
JAN 09	1,602	2,167	49			
DEC 08	1,676	2,268	48			
NOV 08	1,626	2,384	49			
OCT 08	1,657	2,478	49			
AVG	1,760	2,352	47			
MAX	2,279	2,729	51			

September 25, 2009

**REPORT TO THE OPERATIONS COMMITTEE – October 21, 2009**

**2009-159-10**

**BODY WORK- FIRE DEPARTMENT TELESQURT #2**

**H. JONES  
FIRE CHIEF  
C. DWYRE  
DEPUTY FIRE CHIEF**

**RECOMMENDATION**

THAT Council authorize the work be completed on the refurbishment/body work of Fire Department Sqrt #2 (1996 Pierce Quantum Telescoping 65' Ladder Truck) and

THAT \$18,858.00 of the cost to have this body work completed be funded from Unspent Budget Items Reserve, Account #GL210-367X-L907 and

THAT \$8,589.70 of the cost be funded from the savings realized in the 2009 Fleet Purchases.

**PURPOSE**

To obtain approval to have the necessary body work/repairs completed on Sqrt #2 before the year end of 2009.

**BACKGROUND**

Brockville Fire Department Tele-Sqrt #2 is a 1996 Pierce Quantum frontline emergency response vehicle with a 65' telescoping aerial ladder and full pumping capabilities. This apparatus is in the regular department rotation of first response vehicles and currently has 5,038 hours of running time, which is equivalent to approximately 50,000 kms. The unit, as the accompanying photos show, is in need of significant body work to ensure that it meets its desired life expectancy and to minimize the vehicle's future maintenance costs.

The urgency to have the necessary repairs to this apparatus has been on the fire department agenda over the past 4 years and has now become a priority.

The scope of the project includes:

- Stripping of the complete unit including all glass, moldings, handles, steps, rollup doors etc.
- Sand all corroded areas to raw metal material and repair or replace all corroded areas.

- Remove pump panels - repair corroded areas – replace properly
- Sand and repair corroded areas of cab
- Remove windshields, fix windows and repair corrosion in those areas.
- Sand and repair corroded areas of the body unit.
- Seal and paint complete unit using the PPG (or equivalent) process.
- Re-assemble unit
- Service roll-up doors
- Replace all grab handles with a knurled metal type
- Install new striping and decals
- Clean and detail unit
- Install ground straps on body, pump box and cab
- Apply Krown corrosion treatment or equivalent
- Sand and repaint the turntable portion of the ladder unit

Note possible shop restrictions re: size Height 12' 8" (fully loaded)

Length 33'

Width 9'6"

## ANALYSIS/OPTIONS

After a significant amount of research and interaction with a number of companies that specialize in large scale truck refurbishments, we are now in the position to recommend one company that has submitted the lowest quotation and is able to fit the project into this year's schedule.

Quotations meeting the scope of this refurbishment were received from three companies

1. **Carrier Emergency**, (a division of E-ONE) Brantford ON. This firm completed the same type of refurbishment to the same type of apparatus for our department in 2007. They are able to schedule the work for the first week of November and have given us a 6 week time frame for completion of the project. The price quotation from Carrier Emergency is \$27,447.70
2. **Eastway Emergency Vehicles** Ottawa, ON. Eastway is an established fire apparatus producer in the Ottawa area. They originally gave us the quotation in October of 2008. When approached on holding the price through to 2009 they did agree but needed commitment on booking the job. The price quotation received from Eastway is \$36,800.00
3. **Seagraves Fire Apparatus Company**, Carleton Place, ON. Seagraves is a long established producer of fire apparatus, which has purchased a company (Almonte Fire Truck) in Carleton Place. This facility now specializes in refurbishments of fire vehicles. This company has given us quotations on both this and the previous refurbishment job and agreed to

hold the price from the 2008 quotation. The price quotation from Seagraves is \$34,155.00

## POLICY IMPLICATIONS

Pursuant to Section 6.4 of the City of Brockville's Purchasing By-Law (By-law #090-2005) this purchase would be deemed short form tender deemed by the value of the work to be performed.

## FINANCIAL CONSIDERATIONS

Cost of the work to be performed:	Body labour 189 hours	\$15,120.00
	Paint labour 36 hours	2,880.00
	Parts	3,640.00
	Sublet (work)	<u>2,650.00</u>
	Sub-total	24,290.00
	GST 5%	1,214.50
	PST 8%	<u>1,943.20</u>
	TOTAL	\$27,447.70

Funding Sources:	Unspent Budget Items Reserve	\$18,858.00
	2009 Fleet Purchases Savings	<u>8,589.70</u>
		\$27,447.70

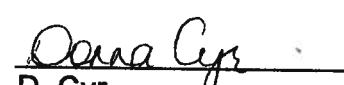
## CONCLUSION

It is recommended that Council authorize staff to have the body work/refurbishment completed.

  
H. Jones  
Fire Chief

  
B. Casselman  
City Manager

  
C. Dwyre  
Deputy Fire Chief

  
D. Cyr  
Director of Finance



October 13, 2009

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-168-10  
MEMORIAL CENTRE SEATING  
FILE: F11-193**

**V. HARVEY  
ACTING DIRECTOR OF PARKS  
AND RECREATION  
L. WHITE  
BUDGET OFFICER**

**RECOMMENDATION**

THAT Council accept this report for information purposes only.

**PURPOSE**

To inform Council of the plan for the new seating for the Brockville Memorial Centre.

**BACKGROUND**

The City of Brockville was successful in an application to Building Canada Fund – Intake II for a funding proposal to improve City facilities in anticipation of the 2010 Canada 55+ Games in the amount of \$425,000. The replacement of the seats at the Brockville Memorial valued at \$225,000 was included in that amount.

This project was tendered and received the following three bids.

Centaur	\$205,565.00
SDR Seating	\$159,670.93
Track Seating	\$127,348.68

All of the proponents were required to send a sample seat with their bid. The low bid of \$127,348 received from Track Seating, based in Collingwood, Ontario is the recommended bid.

The project scope of work was the supply and installation of new seats. Another contract will be issued for the removal of the current seating and the repair and painting of the stands prior to the installation of the new seats.

**ANALYSIS**

The seat proposed by Track Seating met all of the specifications within the tender document. Staff is very confident that patrons of the Memorial Centre will be pleased with the new seats.

Staff had a preliminary meeting with Mr. Dean Dewey of Track Seating. Staff and Mr.

Dewey, along with the Engineers from Track Seating, are currently working on the seating plan trying to optimize the number of seats while ensuring that the plan conforms to the Building Code.

The draft Accessible Built Environment Standard, if adopted as currently proposed, requires that in buildings with the number of fixed seats over 250, not less than 3% of the seating capacity shall be accessible. Currently, the Memorial Centre would require 40 accessible seats. This will not be possible at this time without the installation of an elevator.

The Memorial Centre has approximately 1,332 seats. When the arena was constructed, permanent seats were placed over the arena headers at the west-end board level. Headers supply the salt brine under the ice pad to create ice. Recently, eighty (80) of those seats were removed to access the headers that needed to be replaced. The seating in this area should not be permanently replaced so the headers can be accessed for future repairs. Instead it is recommended that the total number of seats be reduced by forty, these being the forty seats that were directly in front of the boards in the west-end and that the other forty seats are installed on ten removable platforms containing four chairs each that can be moved easily when repairs are necessary.

In addition, staff has requested that some of the new seats be wider. The current width of all seats at the Memorial Centre is 19 inches. The width of the new seats will vary from 19 inches to 22 inches. Increasing the width of some seats will also have an impact on the total number of seats. The second draft layout results in the total number of seats being 1201, including eight (8) accessible seating. Staff has also requested pricing on 15 additional seats placed on pedestals to be installed in appropriate areas at the top of the stands bringing the total number of seats to 1216.

Staff recommends that the colour of the seats be dark burgundy with the floor a light grey and yellow nose strips on the stairs to comply with the draft Accessible Built Environment Standard that dictates that the colour contrast must be 70% between the floor and the seat.

## **POLICY IMPLICATIONS**


This project represents many of the core values contained in our Strategic Plan including working in partnership with community organizations to enhance our facilities and the community.

## **FINANCIAL CONSIDERATIONS**

This project is funded entirely by the Building Canada Intake II.

## CONCLUSION

Staff will continue to work with the successful proponent to optimize the number of seats at the Brockville Memorial Centre. The new seating will renew the facility and along with other improvements made possible through the RinC program, will provide a valuable venue for sporting events for years to come.

  
\_\_\_\_\_  
L. White, Budget Officer  
\_\_\_\_\_  
V. Harvey, Acting Director of Parks  
and Recreation  
\_\_\_\_\_  
D. Cyr, Director of Finance  
\_\_\_\_\_  
B. Casselman, City Manager

October 13, 2009

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-169-10  
COURTHOUSE GREEN ELECTRICITY & LIGHTING  
FILE: F11-191**

**B. CASSELMAN  
CITY MANAGER  
L. WHITE  
BUDGET OFFICER**

**RECOMMENDATION**

THAT the Industrial Electrical Contractors be awarded the contract to install electricity and lighting to Courthouse Green for \$37,725; and

THAT this project be funded \$22,000 from the Investing in Ontario funds.

**PURPOSE**

To request additional funding from Council to complete this project.

To request Council authorization to award this contract as there were only two bidders.

**BACKGROUND**

During the 2008 Budget process, Council authorized \$15,000 for the installation of LED lights on approximately eight trees on Court House Green to be funded from Fiscal Policy Reserve.

Upon investigating this project, staff quickly determined that there is no available power on the green and to gain power through the installation of a transformer more money would be required. In the 2009 budget, Council approved an additional \$18,000. This will provide power to allow for events to take place on the green that require power where this was not possible before without a generator.

Upon investigating the installation of strand lighting, staff determined that lighting the trees with strands of lights would be costly due to the size of the trees and the distance between the trees. A committee then looked at alternatives to strand lighting and recommended LED flood lights to Council through Report 2009-157-10. Council agreed with the recommendation and the project tender was advertised.

Two bids have been received for this project. The low bid was from Industrial Electric Contractors for \$37,725.

## ANALYSIS

The amount remaining from the original \$33,000 budget is \$17,639. Expenses to date are as follows:

Hydro One	\$12,786
Eastern Engineering (consulting services)	1,575
Tim Allen's Tree Service (tree removal)	<u>1,000</u>
	\$15,361

This project came in over budget for two reasons:

- The project initially was to use strand lights as opposed to more expensive LED flood lighting. Although strand lighting is less expensive to purchase, it is anticipated that the ongoing maintenance costs would be much higher than LED floodlighting.
- Initially, staff had projected the cost of a road cut at Church Street to bring the power source to the Green. Upon consulting with the Municipal Engineer, staff realized that that area of road cannot be cut due to the moratorium on road cuts on roads with asphalt less than five years old. The alternative is to bore the road which adds significantly to the costs.

To proceed with this project to supply electricity and lighting to Courthouse Green, an additional \$22,000 would be required.

As an alternative, the electricity portion of this project that was to provide enough power for bands, etc. on the Green may be eliminated. The use of the service behind the Brock Monument to deliver some lighting to the green could be investigated. The cost for this would be substantially less than the original project as Hydro One has stated that the deposit paid is full recoverable.

City and DBIA staff members have also begun discussions regarding a Christmas Tree in the fountain at Courthouse Green. The costs would include fabricating a tree stand and the purchase of a tree and LED strand lights. It is hoped that the costs would be shared between the City and the DBIA. The City's share is included in recommendation above.

## POLICY IMPLICATIONS

The Courthouse Green project exemplifies to guiding principles of the City's Strategic Plan as it is truly a community based initiative that will provide an enduring long term recreation area for the citizens of Brockville.

---

## FINANCIAL CONSIDERATIONS

The recommendation requests \$22,000 from Investing in Ontario Act. The City received \$2,089,171 and has allocated \$1,820,697 to date, leaving \$268,474 for Strategic Plan initiatives.

If it is Council's decision to forego increasing the power supply at Courthouse Green, the remainder of the unused funds would be returned as a Capital Surplus.

## CONCLUSION

Although the costs are higher than originally estimated, providing both electricity and lighting to Courthouse Green is a project that will benefit the citizens for many generations to come.

  
\_\_\_\_\_  
L. White, Budget Officer

  
\_\_\_\_\_  
D. Cyr, Director of Finance

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

**October 13, 2009**

**REPORT TO OPERATIONS COMMITTEE – OCTOBER 21, 2009**

**2009-171-10  
AIRPORT BUILDING LEASE**

**BROCKVILLE AIRPORT COMMISSION  
B. HUSKINSON, CHAIR**

**RECOMMENDED**

THAT the City of Brockville enter into a five (5) year, triple net lease with 2020613 Ontario Limited, operating as Heritage Kitchens Limited, for the rental of Hangar #2 at a rate of One Thousand Dollars (\$1,000) per month plus applicable taxes, an annual revenue of Twelve Thousand Dollars (\$12,000.00) plus applicable taxes; and

THAT no rent be charged for the months of November and December 2009 in exchange, Heritage Kitchens agrees to pay all costs for the supply, installation, and monthly maintenance costs for a commercial grade security system.

**PURPOSE**

The purpose of this report is to accept a proposal from Heritage Kitchens for the rental of the building formerly occupied by the Habitat for Humanity Restore at the Brockville – 1000 Islands Regional Tackaberry Airport.

**BACKGROUND**

In May 2008 the building being leased by Habitat for Humanity Thousand Islands sustained considerable damage from a fire. Shortly thereafter Habitat for Humanity made a request to the City to terminate the lease to which City Council agreed. Since that time the building has been completely renovated and for the last several months attempts have been made to lease it. Unfortunately there has been very little interest. Recently the owner of Heritage Kitchens approached City staff with a proposal to rent the vacant building. Discussions between the two parties have lead to the following offer:

- Lease rate of \$1,000/month plus applicable taxes, or \$12,000/yr.
- Five (5) year lease with option to renew for an additional five (5) years.
- Heritage Kitchens would be responsible to pay taxes, hydro, heat, etc.
- Provide proof of insurance.
- Rent free for November and December 2009; in exchange Heritage Kitchens would be responsible for the cost to supply, install and maintain a commercial grade security system.
- The final three year lease rate will be subject to an annual increase of CPI or 2% which ever is lower.

## ANALYSIS/OPTIONS

Heritage Kitchens was established in 1991 and is a locally owned and operated business. They currently have a staff of 13 and are located in the Elizabethtown-Kitley Business Park (offices, showroom, fabrication, and warehousing) and 1000 Islands Mall (sales showroom). They are looking to use the building at the airport initially as a warehouse and then as the business continues to grow move their fabrication component of the business to the airport to allow for the expansion of the showroom and offices on County Road 29 to accommodate their design and sales staff.

## POLICY IMPLICATIONS

Authorization from Council is required for the City to enter into the lease agreement.

## FINANCIAL CONSIDERATIONS

The 2009 Airport Operating Budget accounted for the building to continue to generate revenue until the end of May when the City's insurance policy covered the monthly loss of rent, of approximately \$7,150. By renting the building, the 2010 Airport Operating Budget will have an increase in its revenue of \$4,850.

In addition the taxes in the amount of approximately \$5,000 are to be paid by Heritage Kitchens as well as all utility costs. This would amount to net decrease of \$17,000/year when compared to having the building sit vacant.

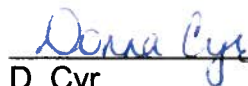
There will be a net decrease of approximately \$10,000 to the airport's 2010 Operating Budget when compared to the 2009 budget.

## CONCLUSION

It is recommended that Council accept the proposal from Heritage Kitchens.



B. Huskinson, Chair  
Airport Commission



D. Cyr  
Director of Finance



P. E. Raabe, P. Eng.  
Municipal Engineer



B. Casselman  
City Manager