

Committee Members

Councillor G. Beach,
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

DELEGATION

1. Mr. Rob Hunter, Louis Street
Request for exemption under Care and Use of Streets By-law
to permit road cut for natural gas service

STAFF REPORTS

1. 2009-194-12
Proposal No. 09-46
Operation of City Owned Food Service Facilities
2. 2009-196-12
Alterations to Memorial Centre
Exhaust Air System
3. 2009-199-12
Water Treatment Equipment for Ice Making
Memorial Centre
4. 2009-193-12
Renewal of Lease Agreement
Beattie Dodge Chrysler Jeep Ltd.
George Street Parking Lot
5. 2009-200-12
Amendment to the Composition of the
Museum Board of Management

CONSENT AGENDA

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December 3, 2009

REPORT TO OPERATIONS COMMITTEE – DECEMBER 9, 2009

**2009-194-12
PROPOSAL # 09-46
THE OPERATION OF CITY-OWNED
FOOD SERVICE FACILITIES**

**V. HARVEY
ACTING DIRECTOR
PARKS AND RECREATION**

RECOMMENDATION

THAT Council award Proposal #09-46, the Operation of City-Owned Food Service Facilities located in the J.A.C. Auld Harbour Services Building, Brockville Memorial Civic Centre and Centennial Youth Arena to Linda Turpin in the amount of \$2,232.58 per month plus 10% of vending machine revenues, for a 28 month term commencing January 1, 2010 and terminating April 30, 2012 with annual CPI increases.

PURPOSE

To award Proposal #09-46 for the Operation of City-Owned Food Service Facilities.

BACKGROUND

For a number of years the City has engaged outside operators to run the canteens located at:

- J.A.C. Auld Harbour Services Building
- Brockville Memorial Civic Centre (two canteen areas)
- Centennial Youth Arena

On May 1, 2008, Vineyard Grill was awarded the contract to operate the canteens until June 1, 2010. As a result of the City's dissatisfaction with the operation of the canteens, on September 30, 2009, Vineyard Grill exercised the 90 day notice termination clause, requiring the City of Brockville to re-tender the canteen operations as per the Purchasing Policy.

Proposals were opened at 12 noon on Monday, November 23, 2009 with the following results:

Bidder	<u>Option A</u> Harbour Bldg. Memorial Centre Youth Arena	<u>Option B</u> Memorial Centre Youth Arena	<u>Option C</u> Harbour Bldg.	<u>Option D</u> Memorial Centre	<u>Option E</u> Youth Arena
Brockville Sports			Monthly rent payable \$1,000 /month plus 20 % of net profit Vending machines 10% / month		
Brockberry Café			Monthly rent payable \$ 800 / month Vending machines 50% / month		
Andrew Neeteson			Monthly rent payable \$2,260 / month Vending machines 12.5% / month start date April 15		
Linda Turpin	Monthly rent payable \$2,232.58 /month Vending machines 30% /month	Monthly rent payable \$971.83 /month Vending machines 20% /month	Monthly rent payable \$ 1,260.75 /month Vending machines 10% /month	Monthly rent payable \$731.75 /month Vending machines 10% /month	Monthly rent payable \$240.08 /month Vending machines 10% /month
Buds on the Bay			Monthly rent payable \$1,510 /month for 6 months only Vending machines 50% /month		

Submissions were evaluated for their business overview, staffing complement, experience, ability to fulfill the terms of the contract and new food trends. In addition to this a detailed financial analysis was completed as identified below:

Harbour Services Building Projected 2010 Revenue

Bidder	Harbour Bldg.	2010 Annual Payment to City includes rent, utilities, property tax, GST and HST (excl. vending machines)	Property Taxes City Expense	GST City Expense (Jan-June)	HST City Expense (July - Dec)	Utilities City Expense	Net Revenue (excludes vending machines)
Brockville Sports	Monthly rent payable \$1,000.00 / month plus 20 % of net profit	\$12,000 Plus 20% of net profit	-\$3,129	-\$300	-\$780	included in Rent	\$7,791 plus 20% of net profit
Brockberry Café	Monthly rent payable \$ 800.00 / month	\$9,600	-\$3,129	-\$240	-\$624	included in Rent	\$5,607
Andrew Neeteson	Monthly rent payable \$2,260.00 /month Beginning April 15/10 6.5 months	\$19,210	-\$3,129	-\$480.25	-\$1,248.65	included in Rent	\$14,352.10
Linda Turpin	Monthly rent payable \$ 1,260.75 /month	\$15,129	-\$3,129	-\$378.23	-\$983.39	included in Rent	\$10,638.38
Buds on the Bay	Monthly rent payable \$1,510.00 /month For 6 months only	\$9,060	-\$3,129	-\$226.50	-\$588.90	included in Rent	\$5,115.60

ANALYSIS

Submissions received for the canteen located at the J.A.C. Auld Harbour Services Building from Brockville Sports, Brockberry Café, Andrew Neeteson and Buds on the Bay all included the introduction of healthy food choices such as juices, salads and fruit while Linda Turpin proposed traditional canteen type foods. Although the bid from Andrew Neeteson projected the maximum guaranteed 2010 revenue of \$14,352.10 plus 12.5% vending machine revenues, his proposal included that the canteen also be utilized for food preparation for his catering service to his tour boats, the installation of a cruise line phone extension in the canteen allowing staff to answer cruise line inquiries through the evening, proposed capital improvements to the building on a cost sharing basis with the City, as well as a mingling of cruise line and canteen operations. As a result, staff are not recommending acceptance of this submission. The submission from Linda Turpin would generate 2010 revenues of \$10,638.38 plus 10% vending machine revenues, while providing a dedicated canteen operation.

The only submission for the operation of the canteens at the Memorial Centre and the Youth Arena was submitted by Linda Turpin.

Memorial Centre Projected 2010 Revenue

Bidder	Memorial Centre	2010 Annual Payment to City includes rent, utilities, property tax, GST and HST (excl. vending machines)	Property Taxes City Expense	GST City Expense (Jan-June)	HST City Expense (July - Dec)	Utilities City Expense	Net Revenue (excludes vending machines)
Linda Turpin	Monthly rent payable \$731.75 / month	\$8,781	-\$1,581	-\$219.53	-\$570.77	included in Rent	\$6,409.70

Youth Arena Projected 2010 Revenue

Bidder	Youth Arena	2010 Annual Payment to City includes rent, utilities, property tax, GST and HST (excl. vending machines)	Property Taxes City Expense	GST City Expense (Jan-June)	HST City Expense (July - Dec)	Utilities City Expense	Net Revenue (excludes vending machines)
Linda Turpin	Monthly rent payable \$240.08 / month	\$2,880.96	-\$481	-\$72.02	-\$187.26	included in rent	\$2,140.68

Staff are recommending that Council accept the submission from Linda Turpin for the operation of the canteens at all three facilities; the Harbour Services Building, Memorial Centre and Youth Arena. Ms. Turpin brings to the City her previous experience of working in these canteen facilities as an employee of Brown's Fine Foods for seven years (1991 – 1998), she was the sole proprietor of the cafeteria at Dyno Nobel for two years (1998 – 2000) and she currently manages Ogies Café Deli in the 1000 Islands Mall (2006 – present).

Awarding the operation of all three locations to the same firm allows them to maintain staff year round as they shift from the arena operations in the winter to the summer operation at the harbour. Staff are comfortable that Ms. Turpin brings with her the necessary experience to successfully operate the canteens and provide customer service that is satisfactory to the City.

FINANCIAL CONSIDERATIONS

Awarding the canteen contract to Linda Turpin will result in 2010 revenues as follows:

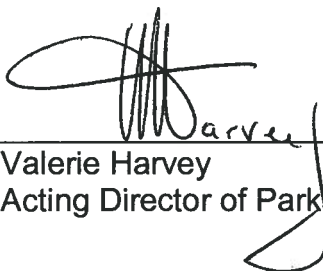
- Harbour
7280 7210 0404 \$10,760.38 + 10% vending machine revenues
- Memorial Centre
7630 7210 0404 \$6,409.70 + 10% vending machine revenues
- Youth Arena
7610 7210 0404 \$2,247.68 + 10% vending machine revenues

POLICY IMPLICATIONS

Council approval required as per Purchasing By-law.

CONCLUSION

The City should enter into a contract with Linda Turpin for the operation of the City-owned Food Services facilities at the J.A.C. Auld Harbour Services Building, the Brockville Memorial Centre and the Centennial Youth Arena.



Valerie Harvey
Acting Director of Parks and Recreation



D. Cyr, Director of Finance



B. Casselman, City Manager

December 1, 2009

REPORT TO OPERATIONS COMMITTEE – DECEMBER 9, 2009

**2009-196-12
ALTERATIONS TO MEMORIAL CENTRE
EXHAUST AIR SYSTEM**

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

RECOMMENDATION

THAT Council award the contract for Alterations to the Memorial Centre Exhaust Air System to Lundy Mechanical for \$9,250 to be funded from 970110 9097006 3010.

PURPOSE

To seek Council's approval to award the contract for the Alterations to the Memorial Centre Exhaust Air System to Lundy Mechanical to satisfy the requirements of the Purchasing By-Law as Lundy Mechanical was the sole bidder.

BACKGROUND

The City of Brockville received funding for improvements to the Memorial Centre through RinC funding announced earlier this year. Staff has met with the user groups of the arenas to hear their concerns in an effort to prioritize the projects.

One of the main concerns of the users is the quality of ice at the Memorial Centre. In an effort to improve the ice quality, alterations to the exhaust system are proposed. Currently the inlet openings are open 100% of the time allowing outdoor air in at all times. In mild weather, the warm air seeps in raising the temperature of the arena and in turn affecting the quality and hardness of the ice. By altering the exhaust system to allow the inlet openings to remain open only when the exhaust fan is operational and automatically close when the fan is turned off, an improved ice quality and hardness can be attained with reduced energy consumption.

ANALYSIS

The purchasing policy requires three bids for projects valued between \$5,001 to \$25,000. This project was advertised in the Recorder and Times and on the City's website. Although the tender was given to three companies, only one company chose to bid.

POLICY IMPLICATIONS

Council authorization is required when an expenditure does not meet the requirements of the Purchasing By-Law.

FINANCIAL CONSIDERATIONS

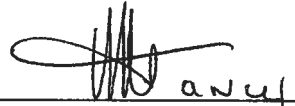
This project is fully funded through RinC funding.

CONCLUSION

With Council's authorization, Staff will award the tender to Lundy Mechanical.



L. White, Budget Officer



V. Harvey, Acting Director
Parks and Recreation



D. Cyr, Director of Finance



B. Casselman, City Manager

December 1, 2009

REPORT TO OPERATIONS COMMITTEE – DECEMBER 9, 2009

**2009-199-12
WATER TREATMENT EQUIPMENT
FOR ICE MAKING
MEMORIAL CENTRE**

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

RECOMMENDATION

THAT Council award the contract for Water Treatment Equipment at the Memorial Centre to A.J.'s Water Treatment for \$16,500 to be funded from 970110 9097006 3010.

PURPOSE

To seek Council's approval to award the contract for the installation of a Water Treatment System for Ice Making at the Memorial Centre and to satisfy the requirements of the Purchasing By-Law as three bids were not received for this project.

BACKGROUND

The City of Brockville received funding for improvements to the Memorial Centre through RinC funding announced earlier this year. Staff has met with the user groups of the arenas to hear their concerns in an effort to prioritize the projects.

One of the main concerns of the users is the quality of ice at the Memorial Centre. In an effort to improve the ice quality, the installation of a water treatment system is recommended. A water treatment system will supply purified water for ice making and resurfacing, free of contaminants, resulting in a better more consistent freeze improving the quality and hardness of ice.

ANALYSIS

A request for proposals was developed by staff and Eastern Engineering. This project was advertised in the Recorder and Times and on the City's Website. Two local companies requested the RFP package and bid on the project:

A.J.'s Water Treatment	\$16,500
Culligan	\$23,686

Both companies proposed Reverse Osmosis systems. Reverse Osmosis water treatment systems remove contaminants from the water used for ice making and ice resurfacing.

Matt Morris from Eastern Engineering, Valerie Harvey, Rick Pankhurst and Lesley White reviewed both proposals. Mr. Morris recommends that based on the price and content of the RFP submission by A.J.'s Water Treatment, the project be awarded to their firm.

Staff interviewed all references provided by A.J.'s Water Treatment. All references spoke highly of the professionalism and ability of Andy Spooner, owner of A.J.'s Water Treatment.

POLICY IMPLICATIONS

Council authorization is required when the expenditure does not meet the requirements of the Purchasing By-Law.

FINANCIAL CONSIDERATIONS


This project is fully funded through RinC funding.

CONCLUSION

With Council's authorization, Staff will award the tender to A.J.'s Water Treatment.



L. White, Budget Officer



V. Harvey, Acting Director of
Parks and Recreation



D. Cyr, Director of Finance



B. Casselman, City Manager

NOVEMBER 26, 2009

REPORT TO OPERATIONS COMMITTEE –DECEMBER 9, 2009

2009-193-12

**RENEWAL OF LEASE AGREEMENT
BEATTIE DODGE CHRYSLER JEEP LTD.
GEORGE STREET PARKING LOT**

**S.M. SEALE
CITY CLERK**

RECOMMENDED

THAT Council authorize the renewal of the lease agreement between the Corporation of the City of Brockville and Beattie Dodge Chrysler Jeep Ltd. for 16 parking spaces located in the George Street parking lot; and

THAT the lease be for the period of October 1, 2009 to September 30, 2010 for an annual lease amount of \$5,485.92 (including GST).

ORIGIN

This matter originates by a request from Mr. Kevin Beattie, Beattie Dodge Chrysler Jeep Ltd. to renew the existing Lease Agreement with the City.

ANALYSIS

On September 30th, 2009, the existing lease with Beattie Dodge Chrysler Jeep Ltd. terminated. Staff has met with both Mr. Beattie and the Parking Committee and both support the renewal of the lease agreement for one (1) year.

The proposal to Beattie Dodge Chrysler Jeep Ltd. would see an annual lease in the amount of \$5,485.92. The lease payment is equivalent to the taxes levied (apportioned to the number of parking spaces leased) and the amount of revenue that would have been generated by sales of parking permits.

The lease would also require the lessee to:

- maintain appropriate signs to designate the area as Beattie Dodge Chrysler Jeep parking only;
- provide snow removal for the leased area;
- provide sixty days notice to terminate the lease.

FINANCIAL CONSIDERATIONS

The lease recoups the revenue that would be generated from the sale of parking passes in the George Street lot, the amount of taxes payable for the spaces being leased and reduces the amount of snow removal performed by the City work forces.



S.M. Seale, City Clerk



B. Casselman, City Manager



D. Cyr, Director of Finance

NOVEMBER 26, 2009

REPORT TO OPERATIONS COMMITTEE –DECEMBER 9, 2009

**2009-200-12
AMENDMENT TO THE COMPOSITION
OF THE MUSEUM BOARD OF MANAGEMENT**

**S.M. SEALE
CITY CLERK
B. BURKE
MUSEUM DIRECTOR**

RECOMMENDED

THAT Council authorize an amendment to the composition of the Brockville Museum Board of Management to set a minimum of a ten (10) person composition; and

THAT By-law 287-89 be amended accordingly.

ORIGIN

This matter originates from the Museum Board of Management Chairperson and the Museum Director. The Chairperson and Director were contacted by the Clerk's Department to provide comments regarding two applications received to fill vacancies on the Board. The Chairperson and Director requested that Council consider increasing the composition of the Management Board which would permit the two applicants to be appointed to the Board and would alleviate some problems when some members of the Board being away for extended periods of time.

ANALYSIS

During discussions between the City Clerk and the Museum Director regarding two applicants for one vacancy on the Museum Board, the Museum Director indicated that the Board experiences seasonal absenteeism and that a provision to permit additional members could help offset this situation.

Other city boards and committees have between three and eleven appointees.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report as all Members of the Museum Board of Management are volunteers.

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B. Burke, Jr.
Director