



Operations Committee

September 16, 2009

City Hall - Council Chambers

COMMITTEE MINUTES

ROLL CALL

COMMITTEE MEMBERS:

Councillor S. Williams, Chair
Councillor H. Noble
Councillor L. Severson

ABSENT:

Mayor D. Henderson, Ex-Officio
Councillor R. Baker

OTHERS:

Councillor G. Beach

STAFF:

Ms. T. Brons, Administrative Coordinator (Recording Secretary)
Mr. C. Cosgrove, Director of Operations
Ms. V. Harvey, Transit and Solid Waste Supervisor
Mr. H. Jones, Fire Chief
Mr. P. Raabe, Municipal Engineer
Ms. S. Seale, City Clerk

OTHERS:

The Chair called the meeting to order at 4:00 p.m.

DELEGATIONS

(i) RIVER RINK 2009/2010 SEASON

Rob Hunter, Executive Director, DBIA attended the meeting to present the report to the Committee.

This report was distributed on Monday, September 14th.

Mr. Hunter provided a background of the River Rink at Hardy Park and outlined the proposed partnership with the City of Brockville.

Downtown Brockville is proposing that the City continue to support the Rink partnership by having the Parks and Recreation Department construct and maintain the River Rink in Hardy park for the next two winter seasons.

It was noted that the figures provided by the Parks and Recreation Department for all maintenance and operational costs during the past winter season were well below the anticipated costs.

Councillor Severson indicated that she supports the partnership.

Councillor Williams noted that he supports the River Rink partnership.

Ms. Harvey provided additional information with respect to outdoor rink usage and expenses.

Councillor Beach noted that he strongly supports the partnership.

Moved by: Councillor Severson

THAT Council approve the operation of the River Rink for 2009-2010 and 2010-2011 season; and

THAT the Parks & Recreation Department are directed to maintain the River Rink for the 2009-2010 and 2010-2011 seasons; and

THAT the cost to maintain teh rink be included in the Parks and Recreation Department to be reviewed during the budget process.

STAFF REPORTS

(i) **2009-141-09
ACCESSIBLE BOARDWALK
WATER STREET PARKING LOT**

Ms. V. Harvey, Director of Parks and Recreation presented the report to the Committee.

It was noted that the purchasing by-law requires Council authorization to proceed with the accessible boardwalk on Water Street Parking Lot as the bid price exceeds the amount allocated in the 2009 Minor Capital Budget and in addition, only two bids were received.

There was discussion regarding the bids received and Ms. Harvey clarified that one bid was rejected due to not meeting the required specifications identified in the bid document.

Moved by: Councillor Severson

THAT Council accept the tendered bid price from j-Dock for provision and installation of an accessible boardwalk at the Water Street Parking Lot in the amount of \$6,720, excluding GST; and

THAT the amount of \$4,000 budgeted for this minor capital work be expensed from account C1040-MC09-BWWS identified for this project; and

THAT the shortfall of \$2,720 be funded from surplus monies in the Docking at Marina capital account C7011-DOCK.

CARRIED

(ii) **2009-128-08**
PRIMARY EMERGENCY OPERATIONS CENTRE
ST. JOHN BOSCO SCHOOL

Fire Chief H. Jones provided the Committee with a rationale behind the recommendation to designate St. John Bosco School as the primary Emergency Operation Centre in the event of an anticipated or declared emergency.

Councillor Williams questioned if the City Staff support this recommendation. Mr. C. Cosgrove, Director of Operations confirmed that staff are in support of this recommendation.

Councillor Williams requested confirmation that the location is large enough and if it has all of the required equipment needed in the event of an emergency. Chief Jones confirmed that the space is efficient and contains the same equipment as Fire Station 2.

Councillor Severson commended Chief Jones on his initiative to contact St. John Bosco.

The Committee was in support of the recommendation.

Moved by: Councillor Noble

That Council endorse the Agreement (attached) with the Catholic District School Board to designate St. John Bosco School as the primary Emergency Operations Centre in the event of an anticipated or declared emergency and,

That Gord Watts Municipal Centre be designated as the back-up Emergency Operations Centre, and

That City Hall not be designated as an Emergency Operations Centre.

CARRIED

(iii) **2009-132-08
REQUEST FOR STOP SIGNS VARIOUS LOCATIONS
(WOLTHAUSEN AT PEARL; WOLTHAUSEN AT BROCK;
ADLEY AT BROCK)**

This matter was referred from the August meeting.

Mr. C. Cosgrove, Director of Operations noted that the Operations Department, Engineering Division was contacted by local residents requesting stop sign be placed at the above noted intersections to control traffic.

Mr. C. Cosgrove noted that it has been the City's long-standing custom to install stop signs. It was noted that traffic is anticipated to increase in that area with future development. Mr. Cosgrove also noted that it is a good practice to have consistent signage throughout the City.

Councillor Noble noted that he did not feel that the intersection at Wolthausen and Brock Street and the intersection at Adley Drive at Brock Street warranted a stop sign. Councillor Noble indicated that he was concerned about gas and energy consumption while stopping vehicles and the effect it would have on the environment.

Councillor Beach commented that Council should support staff recommendations such as these especially when they involve safety and liability concerns.

Councillor Williams noted that there would be no cost to the City to install these additional stop signs as the developer would cover the expense.

Councillor Severson noted that she was in support of the additional stop signs due to the increase in traffic in those areas.

Moved by: Councillor Severson

THAT a stop sign be placed on Wolthausen Street in the southbound direction at Pearl Street; and

THAT a stop sign be placed on Wolthausen Street in the northbound direction at Brock Street; and

THAT a stop sign be placed on Adley Drive in the southbound direction at Brock Street; and

THAT By-law 21-93 is amended accordingly.

CARRIED

(iv) **2009-144-09
TENDER FOR CONTRACT 2009-20
INTERSECTION IMPROVEMENTS
CALIFORNIA AVENUE AND LAURIER BOULEVARD**

Mr. C. Cosgrove provided background and information regarding the intersection improvements at California Avenue and Laurier Boulevard contract tender.

Mr. Cosgrove noted that additional funds are required to complete the project to construct north and southbound left turn lanes, a westbound right turn lane, concrete curb and gutter, pavement resurfacing, line painting and drainage improvements to further improve safety and traffic flow.

It was noted by Councillor Severson that this project was approved in the 2009 Capital Budget.

Councillor Noble indicated that he was opposed to spending additional money on an area that he feels has no real traffic issues and recommended that the additional funds requested be put aside for a more significant project.

Moved by: Councillor Severson

THAT Council accept the tender from Ken Miller Excavating in the amount of One Hundred and Twenty-Eight Thousand, Six Hundred and Thirty-Four Dollars and Fifty Cents (\$128,634.50) excluding GST, plus a Five Thousand Dollar (\$5,000) contingency for Contract 2009-20, intersection improvements of California Avenue and Laurier Boulevard; and

THAT an additional \$13,634.50 be allocated from account C3011-PKDL; and

THAT funding for this contract be allocated from the 2009 Capital Budget account C3011-CALA.

CARRIED

(v) **2009-146-09**
REYNOLDS PARK RISK ASSESSMENT
STATUS UPDATE

Mr. C. Cosgrove provided a status update regarding the Reynolds Park Risk Assessment for the Committee's information.

It was noted in the report that the Phase I Environmental Assessment was completed in the fall of 2008 and that the Phase II Environmental Site Assessment (groundwater and soil testing) was completed on August 4, 2009.

A schedule of the remaining project tasks were provided in the report.

Councillor Beach indicated that he feels the report is over-kill and the timelines do not coincide with the idea of a splash pad. Councillor Beach asked if informing the Ministry of the plans for the installation of a splash pad on the site would speed up the results. Mr. C. Cosgrove confirmed that a splash pad would be considered a park and that the Ministry treats parkland with the most stringent requirements.

Mr. C. Cosgrove informed the Committee that conducting the risk assessment may reduce the cost of removing soil and could be looked at as trading time for money.

Moved by: Councillor Noble

THAT Report 2009-146-09 Reynolds Park Risk Assessment Status Update be received for information purposes.

CARRIED

(vi) **2009-135-09
WINTER MAINTENANCE
POLICY AMENDMENTS**

Mr. C. Cosgrove provided an overview to the Committee regarding the recommended amendments to the Winter Maintenance Policy.

It was noted that annual amendments are required to keep the Winter Maintenance Policy current with respect to infrastructure serviced and level of service provided.

Moved by: Councillor Severson

THAT the following sections of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis/Options sections of this report.

Schedule A - Roadway Snow Clearing System

THAT all costs incurred due to the recommended changes be charged to the associated winter maintenance accounts.

CARRIED

(vii) **2009-147-09
SUSTAINABLE WASTE MANAGEMENT PLAN
REGIONAL OPTION**

Mr. C. Cosgrove provided an overview of the report recommending that a Request for Proposals be issued for the preparation of a Sustainable Waste Management Plan, and that member municipalities of the Joint Services Committee be invited to prepare Sustainable Waste Management Plan concurrently with the City.

Councillor Noble commented that he is impressed with the idea of working on this plan with the Joint Services and supports the initiative.

Mr. C. Cosgrove noted that City staff have been discussing this initiative with Joint Services for approximately two years.

Councillor Beach commented that this plan should be included in the new Official Plan. Councillor Beach stated that he feels this is a duplication and does not support the recommendation.

Moved by: Councillor Noble

THAT the City issue a Request for Proposals to prepare a Sustainable Waste Management Plan that will identify the recommended waste management system to be implemented in 2011; and

THAT the member municipalities of the Joint Services Committee be invited to prepare sustainable Waste Management Plans concurrently with the City to facilitate the evaluation of regional waste management options.

CARRIED

NEW BUSINESS FROM MEMBERS OF COUNCIL

Councillor Noble commended Ms. V. Harvey on the extra effort being put into the department to ensure effectiveness and efficiency.

(i) COURT HOUSE GREEN LIGHTING PROJECT

Ms. Lesley White, Budget Officer, provided a verbal update with respect to the Court House Green Lighting Project.

Ms. White indicated that the Lighting Project Committee determined that the wrapping of the small lights on the trees would be too expensive to maintain and are proposing the use of flood lights instead.

Councillor Noble noted that the group have tried various types of flood lighting on the site and although it does not provide the same effect it does work.

Councillor Beach requested that Council be provided with a picture of what the different types of lighting would like like and recommended that the proposed change be brought back to Council.

Councillor Williams also requested a visual of the different types of lighting.

It was agreed by the Committee that this matter should be taken to the next regular meeting of Council.

CONSENT AGENDA

Moved by Councillor Severson:

THAT the following items listed on the Operations Committee as recommended by the Committee to be passed by Consent Agenda:

1. Report 2009-128-09
2. Report 2009-141-09
3. Report 2009-132-09
4. Report 2009-144-09
5. Report 2009-146-09
6. Report 2009-135-09
7. Report 2009-147-09

Carried.

The meeting adjourned at 5:48 p.m.

Operations
Sept. 16/09.

Parks and Recreation

River Rink

2008 Season

2007

Contribution from reserves for 2008 Rink Season
Salaries and Benefits - rink start up & maintenance
Salaries and Benefits - Operations Staff, install water hydrant
Fleet Equipment usage costs

Budget (\$20,850)
Actual (\$20,850)
\$908
\$1,172
\$311

2008

Salaries and Benefits - Parks Staff, rink maintenance, Operations - hydrant
Contracted Services (hut installation, electrical connect/disconnect, etc.)
Vehicle use

\$21,094
\$0
\$0
\$12,810
\$2,109
\$94

* includes \$1,390 salaries & benefits in Dec 2008 to prepare for rink 2009 operation season

Gross Revenue
Gross Expense
2008 Skating Season Net Expense

(\$20,850)
\$17,404
(\$3,446)

2009 Season

2009 Year To date (YTD)

Contribution from reserves
Salaries and Benefits
Purchase of Materials and Supplies
Electricity (meters installed for 2009)
General Contracted Services
Water - hydrant is not metered, there is no charge

Budget (\$26,303)
YTD (\$26,303)
Projected Year End (\$26,303)
\$19,444
\$14,958
\$16,376
\$1,000
\$0
\$0
\$2,980
\$290
\$290
\$3,115
\$1,075
\$1,075
\$0
\$0

**

** includes \$1,418 salaries & benefits in Dec 2009 to prepare for rink operations in 2010 if approved

YTD Gross Revenue
YTD Gross Expense
YTD 2009 Skating Season Net Expense

(\$26,303)
\$26,539
\$236
(\$26,303)
\$16,322
(\$9,981)
(\$26,303)
\$17,740
(\$8,563)

Note: the 2009 surplus was due to the fact that only 2 of the 6 huts were used which resulted in reduced float charges, reduced electrical consumption and reduced electrical connect/disconnect charges that were incurred in 2008.

Note: during 2008 not all of the operating expenses were identified in the River Rink account but were absorbed in other accounts, and by the DBIA. The 2009 budget was drafted using all of the actual expenses incurred in 2008.

Outdoor Rink

Expenses

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<u>Memorial Park (Laurier Hill)</u>					
* Skateable Days	40	26	25	4	24
Date Open	Jan	Feb	Feb	Jan 25	Jan 15
Date Closed	Mar	Mar	Mar	Jan 29	Feb 7
<u>Rotary Park</u>					
* Skateable Days	18	0	31	6	43
Date Open	Jan	n/a	Feb	Jan 23	Jan 10
Date Closed	Feb	n/a	Mar	Jan 29	March 5
Net Expenses	\$32,020	\$30,037	\$38,565	\$32,991	\$29,038
Memorial & Rotary					

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	YTD <u>2009</u>
				Dec 07 - Mar 08	Dec 09 - Mar 09
<u>River Rink</u>					
* Skateable Days				20	44
Date Open				Jan 4	Jan 11
Date Closed				Feb 24	March 4
Contribution From Reserves				* (\$20,850)	(\$26,303)
Gross Expense				\$17,404	\$16,322
Net Expenses				(\$3,446)	(\$9,981)
does not include expenses in Dec 09 to prepare for the 2010 season if approved					

- * Skateable days are the days that staff determine that the ice safe to skate on by a set of operational criteria. The days that they are not skateable they are posted closed yet the public still skate on the rinks.

Outdoor Rink Dimensions

Memorial Park (Laurier Blvd.)

145' x 326'

Rotary Park

Rotary Pad
85' x 185'

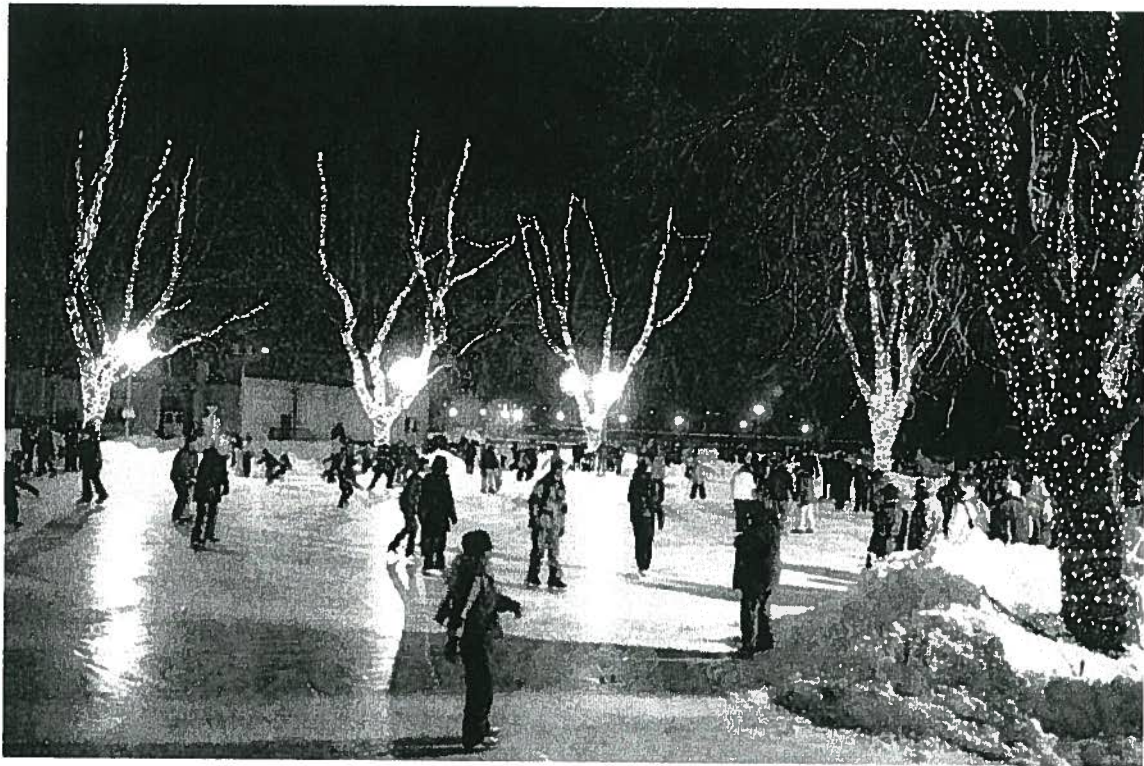
Tot Rink
38' x 102'

Hardy Park

River Rink
110' x 130'

Operations
Sept. 16/09 .

River Rink At Hardy Park



Background

In the fall of 2007 Downtown Brockville proposed to the City the concept of constructing and maintaining an outdoor skating rink during the winter months in Hardy Park.

City Council responded and encouraged this partnership by provided assistance as outlined below:

- 1) Council authorized the Parks & Recreation department to provide operational assistance and services of up to \$20,850 for the 2008 winter season;
- 2) Council authorized the Mayor and City Clerk to enter into an agreement with Downtown Brockville for a lease of Hardy Park and Centennial Park for the operation of an outdoor ice rink and associated amenities from December 1, 2007 to March 31, 2012 for one dollar per year;
- 3) Council approved in principle a non interest bearing loan in the amount of \$30,000 to be repaid over a five (5) year period

In the fall of 2008 the City once again supported this partnership by having the Parks & Rec department to construct and maintain the outdoor rink during the 2009 winter season. At that time the costs provided by the Parks & Rec department for the 2009 season were estimated to be \$26,300.00.

Public reaction to the rink continues to be positive. May citizens feel that it was great to have such a wonderful venue for winter activities. The rink also provided a linkage between uptown and downtown as well as providing a sense of community. It should be noted that in 2009 the number of operational days was 44 which were double the operation days in 2008 at 22 days.

As our part of the partnership over the past two years Downtown Brockville has sourced and purchased the items required to support the operation of the rink. Downtown Brockville has invested significant funds to ensure that the required amenities are in place for the River Rink. These items include the construction of a heated change hut and concession huts, purchase and installation of flood & security lighting, purchase and installation of the tree lighting, purchase of a sound system and acquiring the heavy electrical industrial wiring cable.

In January 2009 Downtown Brockville paid to have electrical timers installed at the rink to help keep electrical costs to a minimum. All of these items are on hand once again for usage during the upcoming winter season.

Downtown Brockville will host events and promote the rink during the winter season in the following fashion:

- 1) Host the Official Opening of the Rink
- 2) Ensure daily operation of the rink until 10:00pm
- 3) Work with local schools to book classroom skating times
- 4) Host Family Skating to Music programs every Saturday afternoon and evening.
Free hot chocolate will be provided to participants
- 5) Host Family Skating to Music every Sunday afternoon
- 6) Advertise the rink daily on weekly basis in the newspaper and on the radio

Partnership Support

Downtown Brockville asks that the City continue to support the Rink partnership by having Brockville City Council authorizing the Parks & Recreation department to construct and maintain the River Rink in Hardy Park during the next two winter seasons. The figures provided by the Parks & Rec department for all maintenance and operational costs during the past winter season totalled \$17,712.00 (\$1390.00 in 2008 and \$16,322.00 in 2009). These costs were well below the anticipated cost of \$26,300.00 that was approved by City Council for the 2009 winter season.

NOTE: Given the lower costs from this past season that there is a surplus of approximately \$8,500.00 in the City Rink account.

We would expect that based on the experience of the 2009 winter season that the anticipated costs for constructing and maintaining the rink would be roughly be \$17,000.00 for each of the two winter seasons.

Downtown Brockville looks forward to continuing to work in partnership with the City of Brockville on projects such as the River Rink that encourage public participation and create a sense of community.

From: The Recorder and Times – Monday January 19, 2009



Caption: Jordan Wallace, 9, of Brockville takes his little brother Josh, 14 months, for a ride on River Rink Sunday afternoon. The Hardy Park rink, which is now officially open, was a busy place as skaters took advantage of weather that, after the deep freeze of previous days, seemed positively balmy.