

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

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This report will be distributed under separate cover.

CONSENT AGENDA

Jannette Amini

From: toddgill@brockvillebraves.com
Sent: Thursday, June 11, 2009 12:18 PM
To: Jannette Amini; Valerie Harvey
Subject: [This May Be Spam] Re: request to appear as a delegation at Committee and Council
Importance: Low

Jannette could u please add Todd Gill, Whit Prophet, norm Saunder to your list for Committee meeting.
Thank you Todd Gill

Sent wirelessly from my BlackBerry device on the Bell network.
Envoyé sans fil par mon terminal mobile BlackBerry sur le réseau de Bell.

From: Jannette Amini
Date: Thu, 11 Jun 2009 11:52:23 -0400
To: Valerie Harvey<vharvey@brockville.com>
Subject: RE: request to appear as a delegation at Committee and Council
Val I have yet to hear from Todd. Unless he responds, I cannot place him on the Agenda.

Jannette Amini
Administrative Coordinator
Clerk's Office
City of Brockville
tel: (613) 342-8772 ext. 431
fax: (613) 498-2793
email:jamini@brockville.com



Please consider the environment before printing this email.

From: Valerie Harvey
Sent: Tuesday, June 09, 2009 1:43 PM
To: Todd Gill (toddgill@brockvillebraves.com)
Cc: Jannette Amini
Subject: request to appear as a delegation at Committee and Council

Todd,

Please note that you must contact Jannette Amini, Administrative Coordinator in the Clerk's office by written format to appear as a delegation at both the Operations Committee meeting on June 17th and Council on June 23rd to discuss the Braves Contract and the fee waivers for the Fed Page Cup. A return email to both Jannette and I requesting that you be placed on the agendas will be sufficient. Thank you.

Valerie

Valerie Harvey

Acting Director of Parks & Recreation
City of Brockville
1-613-342-8772 ext 8225
vharvey@brockville.com

June 8, 2009

REPORT TO OPERATIONS COMMITTEE – June 17, 2009

2009-088-06

FRED PAGE CUP

FACILITY USE FEE WAIVERS

VALERIE HARVEY, DIRECTOR

PARKS & RECREATION

RICK PANKHURST, ACTING SUPERVISOR

ARENAS DIVISION

RECOMMENDATION

THAT Council authorize the 2010 Facility Use Fee Waivers for the 2010 Fred Page Cup in the amount of \$4,006.80 for ice rentals and \$3,649.98 for community hall rentals at the Brockville Memorial Centre; and

THAT funds be expensed from the 2010 Facility Use Fee Waiver account number G1550 9130 6140; and

THAT Council authorize the 2010 Fee Waiver Account number G1550 9130 6140 be increased by this amount during the 2010 budget process so this event does not deplete the Facility Use Fee Waiver Account.

PURPOSE

To confirm facility fee waivers for the organizers of the Fred Page Cup and to ensure sufficient funds are allocated in the 2010 budget to enable the City to grant facility fee waivers to other community organizations and events.

BACKGROUND

During 2008 the Organizing Committee of the Fred Page Cup were informed that they were the successful bidders and that the event would be hosted in Brockville April 20 – 25, 2010.

ANALYSIS/OPTIONS

Attached to this report as Schedule A is a detailed description of the ice rental and community hall rental fee waivers requested by the organizers of the Fred Page Cup. The specific ice rental times have not yet been established but will be determined closer to the event. City staff will work cooperatively with the event organizers and other ice user groups to ensure that the event runs successfully with minimum impact to the other user groups.

POLICY IMPLICATIONS

There is no policy implication associated with this report.

FINANCIAL CONSIDERATIONS

If authorized, funds allocated to the 2010 Facility Use Fee Waiver account G1550 9130 6140 would be increased by \$7,656.78 to accommodate this request. Funds in the amount of \$4,006.80 would be transferred into the 2010 Brockville Memorial Centre Ice Rental account G7630 0310 0742 and \$3,649.98 would be transferred into the 2010 Memorial Centre Community Hall Rental account G7630 7690 0835.

CONCLUSION




V. Harvey
Director of Parks & Recreation



R. Pankhurst
Acting Supervisor, Arenas Division



D. Cyr
Director of Finance



B. Casselman
City Manager



Fred Page Cup

Brockville Memorial Centre

April 20 - 25, 2010

Facility Usage

	<u>Ice</u>		<u>Hall</u>	
	<u>Usage</u>	<u>Cost</u>	<u>Usage</u>	<u>Cost</u>
	<i>(hours)</i>	<i>\$159/hr</i>	<i>(full day)</i>	<i>\$545/day</i>
Apr. 20	n/a	n/a	1	\$545.00
Apr. 21	6	\$954.00	1	545.00
Apr. 22	6	954.00	1	545.00
Apr. 23	6	954.00	1	545.00
Apr. 24	3	477.00	1	545.00
Apr. 25	3	477.00	1	545.00
Sub Total		\$3,816.00		\$3,270.00
GST		190.80		163.50
PST				216.48
Total		<u>\$4,006.80</u>		<u>\$3,649.98</u>

Estimated Fee Waiver

Ice	\$4,006.80
Hall	<u>3,649.98</u>
Total	<u>\$7,656.78</u>

June 8, 2009

REPORT TO OPERATIONS COMMITTEE – June 17, 2009

**2009-090-06
BROCKVILLE BRAVES
JUNIOR “A” HOCKEY CLUB
RENEWAL CONTRACT**

**VALERIE HARVEY, DIRECTOR
PARKS & RECREATION
RICK PANKHURST, ACTING SUPERVISOR
ARENAS DIVISION**

RECOMMENDATION

THAT Council authorize the execution of an Ice Rental/Facility Agreement between the City of Brockville and the Brockville Braves Junior “A” Hockey Club; and

THAT the term of the agreement be for a three year term commencing September 1, 2009 through to April 15, 2012; and

THAT during the term of the agreement that the Brockville Memorial Centre hall rental fee for the Brockville Braves Junior “A” Hockey Club be waived to a maximum of three evenings per year; and

THAT during the term of the agreement the advertising revenue submitted by the Brockville Braves Junior “A” Hockey Club to the City of Brockville for wall advertising in the Memorial Centre be set at \$50 per sign per year with a minimum guaranteed revenue of \$800 per year; and

THAT during the term of the agreement that advertising revenue submitted by the Brockville Braves Junior “A” Hockey Club to the City of Brockville for board advertising in the Memorial Centre be set at \$100 per year per sign with a minimum guaranteed revenue of \$1,000 per year; and

THAT if additional advertising or promotional opportunities arise at the Memorial Centre that the City of Brockville will receive 25% of any additional revenues after supply and installation costs. The City also reserves the right to approve or deny any additional advertising; and

THAT during the term of this agreement that ice rental rates for the Brockville Braves Junior “A” Hockey Club will be established in the City of Brockville’s annual User Fee By-law.

PURPOSE

To formalize a contract between the City of Brockville and the Brockville Braves for the use of the Brockville Memorial Centre from September 1, 2009 through to April 15, 2012.

BACKGROUND

Todd Gill has been the owner/manager of the Brockville Braves Junior “A” Hockey Club since the 2005/06 season. Mr. Gill wishes to continue his management of the Brockville Braves in our community and the renewal of this agreement will allow him to continue to do so.

ANALYSIS/OPTIONS

The proposed contract is similar in nature to past contracts with the following pertinent changes:

- In addition to the lessee being responsible to provide police security when required, as well as additional staff for crowd control with regard to emergency evacuation, during play-offs the lessee is required to ensure a minimum of three security personnel for crowd control.
- Waiving of the rental fee for the Brockville Memorial Centre community hall has been reduced from six to three evenings per year.
- If additional advertising or promotional opportunities arise at the Brockville Memorial Centre other than wall or board advertising, the City of Brockville will receive 25% of the additional revenues after costs. The City reserves the right to approve or deny any advertising items.

POLICY IMPLICATIONS

There is no policy implication associated with this report.

FINANCIAL CONSIDERATIONS

During the 2008/09 season the following revenues were generated by the recently expired Braves contract.

2008/09

Ice Rentals (games & practices)
G7630 0310 0746 \$28,548 includes 2009 playoffs

Advertising (boards & walls)
G7630 0310 0843 \$5,600

Hall Rental
G7630 7690 0835 \$92

During the 2009/10 season it is estimated that based on proposed ice times the agreement will generate the following revenue:

2009/10

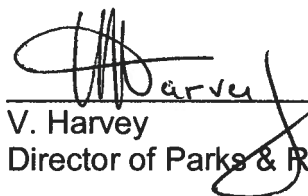
Ice Rentals (games & practices) \$23,313 does not include 2010 playoffs
G7630 0310 0746

Advertising (board, wall & other)
G7630 0310 0843 \$6,200

Hall Rentals
G7630 7690 0835 \$94

CONCLUSION

Council should enter into agreement with the Brockville Braves Junior "A" Hockey Club to ensure the viability of a Junior "A" team in our community.


V. Harvey
Director of Parks & Recreation


R. Pankhurst
Acting Supervisor, Arenas Division


D. Cyr
Director of Finance


B. Casselman
City Manager

June 02, 2009

REPORT TO OPERATIONS COMMITTEE – JUNE 17, 2009

**2009-082-06
TENDER FOR CONTRACT 2009-07
COLD MILLING OF ASPHALT PAVEMENT**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER
E.J. JONES, C.E.T.
ENGINEERING ASSOCIATE**

RECOMMENDED

THAT Council accept the tender from Roto-Mill Services Limited in the amount of Thirty-Eight Thousand and Thirty-Five Dollars and Ninety Cents (\$38,035.90) excluding GST for Contract No. 2009-07 for cold milling of asphalt pavement on existing streets at various locations; and

THAT funding for this contract be allocated from the 2009 Capital Budget account C3011-ACPM-3013.

PURPOSE

The purpose of this report is to award the tender for milling of asphalt pavement on existing asphalt pavements.

BACKGROUND

The Operations Department budgets for this work annually to ensure good road conditions are maintained.

ANALYSIS/OPTIONS

Tenders for the milling of asphalt pavement Contract No. 2009-07 were opened at City Hall on Monday, June 1, 2009 at 12:00 noon. The following is a summary of the results:

1. Roto-Mill Services Ltd., Orangeville.....	\$38,035.90
2. R.W. Tomlinson Ltd., Gloucester.....	\$40,683.40

The tenders have been checked and found to be in order.

The work included in this contract consists of milling of existing asphalt prior to placement of an asphalt overlay. The Operations Department budgets for this work annually, with the following streets scheduled this year:

1. MILLWOOD AVENUE	- Laurier Boulevard to Vista Drive
2. MILLWOOD AVENUE	- Rosebud Lane to Liston Avenue
3. STROWGER BOULEVARD	- Central Avenue West to Schofield Avenue

- | | |
|-----------------------|--|
| 4. STROWGER BOULEVARD | - Schofield Avenue to Havelock Street |
| 5. BISLEY CRESCENT | - Sevenoaks Avenue to the traffic circle |
| 6. RIVERVIEW DRIVE | - King Street East to the end |
| 7. JAMES STREET WEST | - Wall Street to William Street |
| 8. HARTLEY STREET | - Rivers Avenue to 107 m east |

The milling work is scheduled to commence Monday, July 20, 2009 and be completed by Friday, July 24, 2009 with the asphalt overlay work commencing the following week.

POLICY IMPLICATIONS

The City normally accepts the low tender provided the contractor is deemed capable and competent to undertake the work.

FINANCIAL CONSIDERATIONS


There are sufficient funds available in the 2009 Capital Budget to accommodate the proposed 2009 scheduled work including associated costs. The project costs are summarized as follows:

DESCRIPTION		2009 CAPITAL BUDGET	ESTIMATED FINAL COST	DIFFERENCE
1.	Cold Milling	\$40,000.00	\$38,035.90	\$(1,964.10)
2.	Contingency	\$1,500.00	\$1,500.00	\$0.00
3.	Advertising	\$400.00	\$400.00	\$0.00
4.	Engineering Supervision/ Contract Administration	\$1,500.00	\$1,500.00	\$0.00
TOTAL		\$43,400.00	\$41,435.90	\$(1,964.10)


The 2009 Asphalt/Concrete Program, Item 7.0 of the Capital Budget, was approved at \$450,000.00. To date \$82,662.79 has been approved work for concrete curbing and sidewalk work (\$71,187.79) and sealing of asphalt cracks (\$11,475.00), therefore, a balance of \$367,337.21 remains in the project budget.


CONCLUSION

It is recommended that the tender for cold milling be awarded.


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


D. Cyr
Director of Finance


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


B. Casselman
City Manager


E. J. Jones, C.E.T.
Engineering Associate

June 03, 2009

REPORT TO OPERATIONS COMMITTEE – JUNE 17, 2009

**2009-085-06
TENDER FOR CONTRACT 2009-12
RECONSTRUCTION OF KING STREET
FROM BEECHER STREET TO CEDAR STREET
AND MABEL STREET**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER
E.J. JONES, C.E.T.
ENGINEERING ASSOCIATE**

RECOMMENDED

THAT Council accept the tender from Louis W. Bray Construction Limited in the amount of One Million, One Hundred and Forty-Seven Thousand and Forty-Three Dollars and Ninety Cents (\$1,147,043.90) excluding GST, plus a Fifty-seven Thousand, Three Hundred Dollar (\$57,300.00) contingency for Contract No. 2009-12 for the reconstruction of King Street from Beecher Street to Cedar Street and Mabel Street; and

THAT Genivar be retained to provide contract administration and inspection services in the amount of Fifty-Four Thousand and Six Hundred Dollars (\$54,600.00); and

THAT funding for this contract be allocated from the 2009 Capital Budget account C3011-KW08.

PURPOSE

The purpose of this report is to award the tender for the reconstruction of King Street from Beecher Street to Cedar Street and Mabel Street and to retain the services of a consulting engineering firm to provide construction inspection and administration.

BACKGROUND

In 2004 the City completed a section of King Street West from Kingston Bridge to Beecher Street. For 2009, it is proposed to complete the adjacent section of King Street from Beecher Street to Cedar Street including Mabel Street from King Street southerly to its end.

This section of King Street has under-sized storm sewers with a capacity of less than a 2 year storm event (a rainfall expected to occur, on average, once every two years; the current design standard is a 5 year storm). The storm and sanitary sewers share a number of manholes and reconstruction would allow the sewers to be separated reducing the amount of storm water flowing directly into the sanitary sewer. It is estimated that approximately 21,000 m³ of storm water would be diverted from the sanitary sewer system annually, freeing up capacity at the City's Water Pollution Control Centre, for the equivalent of approximately 65 new residential homes. Both sewers are

constructed of vitrified clay which is brittle and susceptible to breakage resulting in groundwater infiltration.

The existing 150 mm diameter cast iron watermain was installed in the early 1900's and has out lived its lifespan. This type of pipe is known for its susceptibility to breaking and interior encrustation which can affect both water quality and hydraulic performance of the pipe.

The pavement on this section of roadway is in poor condition with poor roadbed drainage.

The infrastructure on Mabel Street is also in poor condition. In 2004 Council approved a project to replace the watermain. Further investigation of the storm and sanitary sewers revealed that they too needed to be replaced. As a result it was decided to complete both projects at the same time to take advantage of the scale of the King Street work.

ANALYSIS/OPTIONS

Tenders for the reconstruction of King Street and Mabel Street Contract No. 2009-12 were opened at City Hall on Monday, June 1, 2009 at 12:00 noon. The following is a summary of the results:

1. Louis W. Bray Construction Limited, St. Andrews West\$1,147,043.90
2. Knapp's Paving & Landscaping Ltd., Brockville\$1,405,873.39

Engineer's Estimate (based on final design).....\$1,256,383.00

The tenders have been checked and found to be in order.

The proposed work will include the reconstruction of storm sewers, sanitary sewers, water mains and service laterals. The existing roadway will be reconstructed including granular materials, asphalt pavement, concrete sidewalks, concrete curb and gutter and restoration work.

Genivar were the consultants who recently completed the engineering design and prepared the tender drawings and documents for the project. City engineering staff is working on a number of other 2009 capital projects and in order to get the King Street project completed this year, the resources of a consulting firm are required for contract administration and inspection services.

The construction on the project is scheduled to commence on or before Monday, July 13th, 2009 and be completed by Friday, October 30, 2009.

POLICY IMPLICATIONS

The City normally accepts the low tender provided the contractor is deemed capable and competent to undertake the work. Louis W. Bray has completed a number of projects for the City in the past including the previous phase of King Street from the Kingston bridge to Beecher Street.

The retention of Genivar to provide engineering services requires Council's approval.

FINANCIAL CONSIDERATIONS

Project Expenditures

There are sufficient funds available in the 2009 Capital Budget to accommodate these expenditures. The project costs are summarized as follows:

DESCRIPTION		2009 CAPITAL BUDGET	ESTIMATED FINAL COST	DIFFERENCE
1.	Construction Cost	\$1,565,000.00	\$1,147,043.90	\$417,956.10
2.	Contingency	\$78,000.00	\$57,300.00	\$20,700.00
3.	Engineering (Design)	\$70,000.00	\$23,770.00	\$46,230.00
4.	Contract Administration	\$100,000.00	\$54,600.00	\$45,400.00
5.	Geotechnical Services	\$6,500.00	\$8,500.00	\$(2,000.00)
6.	Watermain Backfeed System	\$15,000.00	\$15,000.00	\$0.00
7.	MOE Application Fees	\$1,000.00	\$2,300.00	\$(1,300.00)
8.	Advertising	\$1,000.00	\$850.00	\$150.00
TOTAL		\$1,836,500.00	\$1,309,363.90	\$527,136.10

Project Funding

DESCRIPTION		2009 CAPITAL BUDGET	ESTIMATED FINAL COST	DIFFERENCE
1.	Water Rate Reserve	\$514,250.00	\$385,465.00	\$128,785.00
2.	Sewer Rate Reserve	\$422,250.00	\$355,412.00	\$66,838.00
3.	General Tax Rate	\$900,000.00	\$568,486.90	\$334,213.10
TOTAL		\$1,836,500.00	\$1,309,363.90	\$527,136.10

The reduced project cost can be mainly attributed to two major items; a reduction in the length of the project and the final quantity of rock excavation and its associated unit price.

Originally the westerly limit of the project was to extend to Oak Street. However, during the design phase of the project, since there is no sanitary sewer (therefore no combined sewer) on King Street west of Cedar Street, it was decided to move that limit to Cedar Street thereby shortening the project by approximately 150 meters and the overall cost.

As well, since the project was shortened, the final rock excavation quantity was less than what was originally estimated and with a low unit bid price of \$34/m³ (total price for rock excavation of \$50,286), as opposed to the \$200/m³ (\$295,000) which was used for estimating purposes, the final project cost is significantly less than what was originally budgeted.

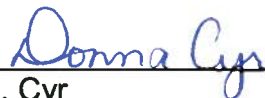
The above noted surplus provides the City with the opportunity of reducing the amounts debentured in the water and sewer rate reserves and the potential of reallocating funds to other projects at the completion of the King Street reconstruction project.

CONCLUSION

It is recommended that the tender for King Street and Mabel Street reconstruction be awarded to Louis W. Bray Construction Limited. It is also recommended that Genivar be retained to provide construction inspection and administration services.



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



D. Cyr
Director of Finance



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



B. Casselman
City Manager



E. J. Jones, C.E.T.
Engineering Associate

June 03, 2009

REPORT TO OPERATIONS COMMITTEE – JUNE 17, 2009

**2009-086-06
MINISTRY OF ENVIRONMENT
BLEEDERS PROJECT**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT Council enter into an agreement with the Ministry of Environment to participate in a pilot project to determine the feasibility of using circulation pumps as an alternative to current “bleeding” practices of flushing dead-end water mains; and

THAT funding be allocated from account C4030-DEST.

PURPOSE

To obtain Council’s approval to participate in a Ministry of the Environment’s (MOE) pilot project of using circulation pumps to replace current “bleeding” practices of flushing dead-end water mains.

BACKGROUND

The City of Brockville currently has eleven (11) water flushing stations which discharge approximately 650 m³/day of treated water from dead-end water mains directly into the City’s sanitary sewer system. These flushing stations are necessary in order to maintain the chlorine residual in these low consumption areas of the City’s water distribution system at levels above the Ministry of Environment’s standard. In the 2007 Capital Budget, \$50,000 was allocated for the installation of four or five dechlorination stations. These dechlorination stations would reduce the level of chlorine to an acceptable level and divert the flows from the sanitary sewer system to the storm sewer system thereby reducing flows at the Water Pollution Control Centre and increasing its reserve capacity for future development. A test site was selected and dechlorination equipment installed to evaluate its effectiveness. Unfortunately it was determined that this was not a viable solution due to the high operation and maintenance costs. Staff has continued its investigation and research but have yet to identify a cost effective solution.

ANALYSIS/OPTIONS

The MOE is in the process of launching a pilot project to test the applicability and usefulness of using circulation pumps as a means of reducing water wastage, minimizing environmental impacts, and achieving significant cost-savings for municipal water systems. The flushing of dead-end water mains in water distribution systems maintains water quality and aesthetics but results in wasted treated water. Circulation pumps have been shown to reduce wasted water; however, there is limited information regarding how applicable this approach is to Ontario municipalities and what impacts it has on the drinking water characteristics as well as infrastructure. The study will assess the applicability of maintaining drinking water quality in four municipalities across Ontario. The MOE will act as the overall project manager for the project and will hire an engineering consultant to supervise the implementation of the project and work

closely with the municipality. The MOE will contribute financially for the consultant services, laboratory analysis and other project costs.

The municipality will be responsible to work closely with the MOE's consultant, procure materials, construct chambers, install devices, collect information, collect water samples and contribute financially. Each municipality will contribute up to \$40,000 for the construction of the circulating pump chambers, purchase of equipment, as well as other "in-kind" contributions of staff time.

The project is scheduled to start in July 2009 with the selection of the four municipalities and is expected to be completed in March 2012 with the submission of the final report.

POLICY IMPLICATIONS

In order for the City of Brockville to be one of the four municipalities selected to participate in the pilot project, the Ministry of Environment requires Councils endorsement and approval.


FINANCIAL CONSIDERATIONS


The City will be required to contribute up to \$40,000 for the construction of infrastructure and purchase of associated equipment. It is expected that "in-kind" contributions such as staff time also be allocated to the project.


In the 2007 Capital Budget, \$50,000 was allocated for the installation of 4 to 5 dechlorination stations. However, since it was determined that dechlorination stations were not the appropriate solution, there is still \$50,000 in account C4030-DEST.

CONCLUSION

It is recommended that the City participate in the MOE's pilot project.


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


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


D. Cyr
Director of Finance


B. Casselman
City Manager

June 03, 2009

REPORT TO OPERATIONS COMMITTEE – JUNE 17, 2009

**2009-087-06
AIRPORT COMMISSION
TERMS OF REFERENCE AMENDMENTS**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT Council adopts the amended Terms of Reference for the Airport Commission as per Report No. 2009-087-06, Airport Commission Terms of Reference Amendments; and

THAT By-law 281-89 be rescinded and a new by-law be passed as per Attachment A to this report.

PURPOSE

To obtain Council's approval to amend the Airport Commission's Terms of Reference.

BACKGROUND

In 1989, Council of the time passed By-law 281-89, a By-law to establish an Airport Commission of the Corporation of the City of Brockville. The By-law was amended in 1994 to increase the number of Commission members from five (5) to six (6). The current Airport Commission wishes to amend Schedule A - Terms of Reference.

ANALYSIS/OPTIONS

The following are a list of the proposed amendments:

Section 1 to the By-law – Add the following to Section 1 of the by-law under MEMBERS: e) One member of Elizabethtown-Kitley Town Council shall be appointed annually by Elizabethtown-Kitley Town Council.

Section 5 – Add the following to the end of the paragraph “and recommend capital expenditures to ensure the safe operation of the facility and potential for increased business.”

Section 9 – Remove the existing section: “As the Airport is located in Elizabethtown Township an invitation is extended to have a member of Township Council attend all regular meetings of the Airport Commission” and replace with the following: “If a member of the Airport Commission is absent for four (4) consecutive meeting for reasons other than illness or unavoidable absence, they be removed from the Commission”

Attachment A is a copy of By-law the proposed new by-law.

POLICY IMPLICATIONS


Amendments to Schedule A – Terms of Reference of By-law 281-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS


No financial implications.

CONCLUSION

It is recommended that Council authorize the proposed amendments.



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



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



D. Cyr
Director of Finance



B. Casselman
City Manager

THE CORPORATION OF THE CITY OF BROCKVILLE

By-Law Number xxx-2009

BY-LAW TO ESTABLISH AN AIRPORT COMMISSION OF THE CORPORATION OF THE CITY OF BROCKVILLE AND RESCIND BY-LAW 281-89.

WHEREAS Section 70 of the Municipal Act, 2001, authorized the Council of a Municipality to establish an Airport Commission to operate an Airport on its behalf;

AND WHEREAS it is desirable that such a Commission be established and known as the Brockville Airport Commission for the purpose of organizing, maintaining and operating a field and facilities as an Airport;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS;

1. MEMBERS

THE COMMISSION SHALL BE COMPOSED OF:

- a) The Mayor of the City of Brockville in each current year shall be an ex-officio member.
- b) One member of Council shall be appointed annually by Council.
- c) Six (6) persons, each of whom shall be appointed by Council.
(amended by B.L. 11-94)
- d) The Director of Engineering or his/her delegate is a member of the Commission as Secretary. He/she will not have voting privileges.
- e) One member of Elizabethtown-Kitley shall be appointed annually by Elizabethtown-Kitley.

2. TERM OF OFFICE

- a) Members shall hold office for a maximum term of four (4) years. Members, at the discretion of Council, may be appointed for a second term.
- b) Appointments shall be made effective each December 1 and all appointments and re-appointments of members to the Commission

shall be for a term of four years.

- c) In the case of a resignation of a Commission member or for any other reason a Commission member is not able to serve his/her term of office, the Mayor may appoint a replacement to complete his/her term of office.

3. REMUNERATION

The members of the Commission shall serve without remuneration.

4. CHAIRMAN

The Commission shall at the first meeting held each year elect one of the voting members as Chairman. The Chairman shall not serve more than two (2) consecutive years.

5. FIRST MEETING

The first meeting of this Commission shall be held in January in the year following appointment of said Commission.

6. AUTHORIZATION

The Airport Commission shall perform its duties in accordance with Terms of Reference prepared by the City of Brockville Council and attached hereto as Schedule "A".

7. CITY POLICIES AND LIAISON WITH CITY ADMINISTRATION

- a) The Recording Secretary will forward copies of the minutes of every meeting within seven (7) days to the Chief Administrative Officer for circulation to members of Council.
- b) The Recording Secretary will forward a copy of the Annual Report to the Chief Administrative Officer for circulation to members of Council.
- c) i) The Board shall operate within the same policies and procedures as apply to regular City Departmental operations, including from time to time the application of operational audits. As well, the City's Budgetary guidelines and accounting

practices will be utilized by the Boards.

- ii) Personnel policies and practices, as well as observation of tendering procedures and purchasing practices, shall be observed as may be adopted and amended from time to time.
- iii) The City's Fleet Division contains a budgetary process for providing the City Departments and Boards with required vehicles and operating equipment. The operation of the Boards shall include participation in the City's Fleet practices.

8. DISCRETIONARY POWERS OF COUNCIL

Council shall be subject to but not limited to the provisions of this By-Law and may at its discretion extend time limits.

- 9. Should this Commission be dissolved by Council, all documents referred to in Section 4 of the Terms of Reference attached as Schedule "A", shall be forwarded to the City Clerk to be handled under the records management program.
- 10. THAT By-Law 281-89 is hereby rescinded.

Given under the Seal of the
Corporation of the City of Brockville
and passed this 23rd Day of June, 2009

Mayor

Clerk

SCHEDULE "A"

AIRPORT COMMISSION

TERMS OF REFERENCE

SUBJECT to such limitations and restrictions as Council may from time to time impose by by-law, resolution or otherwise, the Commission may:

1. a) fix the times and places for meetings of the Commission and the mode of calling and conducting them and make regulations governing the conduct of its members;

 b) elect a Chairman and Vice-Chairman all of whom shall hold office for not more than two (2) consecutive years.
2. The majority of the Members of the Commission constitutes a quorum.
3. No Member of the Commission, or of Council, shall have any contract with the Commission or be pecuniary interested, directly or indirectly, in any contract or work relating to the operations or function of the Commission.
4. The Commission shall keep minutes of its meeting and books, papers, and documents used in, and pertaining to the business of the Commission, and all such minutes, books, papers and documents shall be open to the members of Council and to any other person or persons appointed for that purpose by Council.
5. The Commission shall on or before the first day of September in each year prepare and submit to Council an estimate of its requirements for the next ensuing year through the submission of a financial budget detailing revenues and expenditures in the format approved by Council and recommend capital expenditures to ensure the safe operation of the facility and potential for increased business.
6. Review and recommend property control acquisitions.
7. Review and recommend terms of reference for the fixed base operator and any users of airport property.
8. To ensure that the operation and property conforms to the regulations of the Department of Transport and the Ministry of Transportation and Communications.

9. If a member of the Airport Commission is absent for four (4) consecutive meetings for reasons other than illness or unavoidable absence, they be removed from the Commission.
-

June 8, 2009

REPORT TO OPERATIONS COMMITTEE – June 17, 2009

**2009-089-06
REMOVAL OF CITY-OWNED
TREE AT 262 PARK STREET**

**VALERIE HARVEY, DIRECTOR
PARKS & RECREATION
PETER AMO, SUPERVISOR
PARKS DIVISION**

RECOMMENDATION

THAT Council authorize, at the property owner's expense, the removal of a City-owned tree located at 262 Park Street.

PURPOSE

To authorize the removal of a City-owned tree.

BACKGROUND

Attached to this report as Schedule A is a copy of correspondence that was sent to John Fontyn of 262 Park Street indicating that a City-owned tree on their property did not meet the criteria for removal under the Parks & Recreation Tree Maintenance Replacement and Removal Policy. As indicated in the correspondence, Mr. Fontyn was to make a request in writing to the City to have the tree removed. Although written correspondence has not been received, a verbal request has been made by the property owner.

ANALYSIS/OPTIONS

When initially planted, the City tree was small in size. At some point, an asphalt driveway was installed immediately adjacent to the tree and over time, the tree has grown in size such that the trunk is now almost entirely surrounded by the asphalt driveway. The tree is healthy and does not pose any health or safety issues to the general public however it does pose a challenge for the property owner while entering or exiting his driveway.

Staff support the removal of the City tree but at the homeowner's expense.

POLICY IMPLICATIONS

There is no policy implication associated with this report.

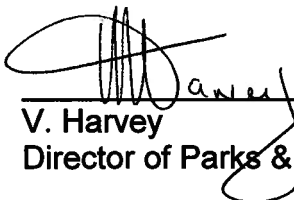


FINANCIAL CONSIDERATIONS

Staff obtained an estimate of approximately \$1,000 for the removal of the tree and provided the information to the homeowner. The resident would like approval to proceed at some point in the future. Soliciting a contractor and all associated costs will be the resident's responsibility.

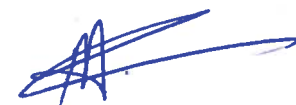
CONCLUSION

Council should permit the homeowner to remove the City-owned tree at their expense.


V. Harvey
Director of Parks & Recreation


P. Amo
Supervisor, Parks Division


D. Cyr
Director of Finance


B. Casselman
City Manager



February 5, 2009

John Fontyn
262 Park Street
Brockville, ON
K6V 2H7

Dear Mr. Fontyn:

Please be advised that the City has had the opportunity to review your request that a City tree located adjacent to your driveway be removed. Unfortunately, the tree does not meet the criteria for removal under the Parks and Recreation Tree Maintenance Replacement and Removal Policy. For your perusal, a copy of the Parks and Recreation Tree Maintenance Replacement and Removal Policy is enclosed.

You may apply in writing to the Ms. Valerie Harvey, Acting Director of Parks and Recreation to have the tree removed and your request will be forwarded to Brockville City Council for consideration.

Should you have any further questions or concerns, please do not hesitate to contact me at (613) 342-8772, ext. 461.

Yours truly,

A handwritten signature in cursive script that reads "Sandra M. Seale".

Sandra M. Seale, AMCT
City Clerk

:ja
Encl.

Copy: Val Harvey, Acting Director of Parks and Recreation
Peter Amo, Parks/Facilities Supervisor

jamini/correspondence/Fontyn

REPORT TO OPERATIONS COMMITTEE – JUNE 17, 2009

**2009-093-06
DRINKING WATER QUALITY MANAGEMENT
SYSTEM**

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

RECOMMENDATION

THAT the Drinking Water Quality Management System for the City of Brockville Water System as documented in the Operational Plan, included as Attachment 2 of Report 2009 -093-06, be endorsed.

PURPOSE

To obtain Council's endorsement of a Drinking Water Quality Management System.

BACKGROUND

A component of the new Municipal Drinking Water Licensing Program is the requirement for each water system to have a Drinking Water Quality Management System (DWQMS), documented in an Operational Plan. Operational Plans must conform to Ontario's Drinking Water Quality Management Standard and are to be endorsed by the system owner (Council) and accepted by the Ministry of the Environment (MOE).

Under Ontario Regulation 188/07, the Operational Plan for the City of Brockville Water System must be submitted for acceptance by the MOE no later than October 1, 2009.

ANALYSIS

Attachment 1 is a copy of a presentation from the MOE discussing the owner's roles and responsibilities in relation to the DWQMS. The two most important are to endorse the Operational Plan, and through the management review process, to monitor the DWQMS and the need for resources to support it.

Attachment 2 is the Operational Plan. It contains the twenty elements required by the Ontario Drinking Water Quality Management Standard, and covers these main topics:

- DWQMS Policy
- Responsibilities within the DWQMS
- Document and Records Control
- System Description
- Risk Assessment
- Organization and Personnel
- Communications
- Essential Supplies and Services
- Infrastructure
- Sampling and Monitoring

- Emergency Management
- Internal Audits/Management Reviews

POLICY IMPLICATIONS


Council endorsement of the Operational Plan is required before it can be submitted to the MOE.


FINANCIAL CONSIDERATIONS

None at the time

CONCLUSION

It is recommended that Council endorse the DWQMS proposed for the City of Brockville Water System as documented in the Operational Plan.


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


D. Cyr
Director of Finance


B. Casselman
City Manager