



Finance, Administration and Operations Committee

Tuesday, February 20, 2018, 4:30 pm
City Hall, Council Chambers

Committee Members

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

Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

All legal matters
[excepting the purchase
and sale of land]

Page

AGENDA

Disclosure of Interest

Delegations and Presentations

1. Homeward Bound Brockville
Loretta Corbeil, Homeward Bound Brockville Project Manager

Funded by the Ontario Trillium Foundation The Employment +Education Centre is offering a new program Homeward Bound Brockville. HBB is integrated, innovative wrap-around model of support to help mother-led families earn college diplomas, start careers and achieve economic self-sufficiency. The ultimate goal is the single mothers exit the social service system through education and employment.

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- 5 - 20 2. Downtown Parking
Corinna Smith-Gatcke

THAT the correspondence from Corinna Smith-Gatcke on behalf of the Boardwalk Business Owners be received.

- 21 - 35 3. Tunnel Update
Councillor LeSueur

Correspondence & Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

- 36 - 43 1. 2017-085-08
Health Unit Municipal Apportionment

THAT Council approves the Leeds, Grenville & Lanark District Health Unit recommendation that the population used for the municipal levy apportionment be the population provided by Statistics Canada based upon the most recent census.

- 44 - 64 2. 2018-013-02
2017 Annual Summary Report
Water Pollution Control Centre

THAT the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2018-013-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

THAT the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOECC District Office - Kingston.

Finance, Administration and Operations Committee
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- 65 - 88 3. 2018-014-02
 2017 Annual Water Quality Report
 Brockville Drinking Water System

THAT the 2017 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2018-014-02, be received; and

THAT the Director of Environmental Services be designated to sign the 2017 Annual Water Quality Report on the Brockville Drinking Water System.

- 89 - 118 4. 2018-015-02
 2017 Departmental Work Plans
 Fourth Quarter Report

THAT Council approve the 2017 Departmental Work Plans Fourth Quarter Report as outlined in Schedule 1, Report 2018-015-02.

- 119 - 123 5. 2018-016-02
 Investment Ready: Certified Site Program

THAT the Mayor and the Clerk are hereby authorized to execute all documentation in connection with Ontario's Investment Ready: Certified Site Program on behalf of the Corporation of the City of Brockville.

- 124 - 126 6. 2018-017-02
 Ontario Labour Market
 Partnership Program

THAT the Mayor and Clerk are hereby authorized to execute all documentation in connections with Ontario's Labour Market Partnership Program on behalf of the Corporation of the City of Brockville.

- 127 - 131 7. 2018-018-02
 Cost Sharing Agreement the Corporation
 of the United Counties of Leeds and Grenville

THAT Council authorizes Staff to execute a long term Software Upgrade Agreement between the United Counties of Leeds and

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Grenville and the City of Brockville as outlined in Schedule "A" attached hereto.

- 132 - 137 8. 2018-019-02
Development Charges Rebate Program
Expression of Interest
1. *THAT the Finance, Administration & Operations Committee recommend that Council authorize the United Counties of Leeds and Grenville to act as program administrator on behalf of the City of Brockville in the role of Service Manager to complete an Expression of Interest to the Province to participate in the Development Charge Rebate Program; and*
 2. *THAT the Finance, Administration & Operations Committee recommend that Council authorize the Service Manager to enter into a Transfer Payment Agreement with the Ministry of Housing on behalf of the City of Brockville.*

- 138 - 144 9. 2018-023-02
Railway Tunnel - Phase 1, Project Update

THAT Report 2018-023-02 be received for information purposes.

- 145 - 151 10. 2018-024-02
2017 Interim Variance Report

THAT Council receives the Final Interim Variance Report for the year ended December 31, 2017 for information purposes.

New Business - Reports from Members of Council
Nil.

FAO - Consent Agenda

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for March 20, 2018.

February 13, 2018

From: Boardwalk Business Owners

To: Mayor Henderson & Council,

Due to our November 21st presentation to the FAO Committee in regards to Boardwalk's access to "2 hour complimentary parking", the City Manager presented a report to Council at the December 5th Council meeting, and as a result what was a concern for our client parking has now morphed into concern for our staff parking as well. Changes were made to parking passes and a full parking review ordered. Unfortunately, we as stakeholders were not informed nor consulted of the report nor the possible changes. It is important that some of the information provided to Council be clarified &/or corrected.

CASH IN LIEU OF PARKING

Our understanding of "Cash In Lieu of Parking" (CIL) is that upon entering into such an Agreement and accepting the cash, the City does accept responsibility for the shortage of parking spaces. To do otherwise would be throwing out the City's own zoning principals, i.e. If the City's planning and zoning requirement s call for 50 parking spaces, those 50 spaces are still needed after the Agreement is signed and paid for. Proceeds from CIL Agreements must be used for the construction &/or maintenance of parking and kept in a reserve fund for that purpose. While the City can use these funds anywhere in the City they choose, they cannot ignore the developments they have Agreements with. The best explanation of CIL that we could find and what it means, is a 2013 Staff report by City of Vaughan. We have attached a copy for your review.

PARKING RATES

Much was made of the "*annual*" parking pass, the fact that it equates to \$1.25 per day. Firstly, annual passes for the Water St. lot are not available. Secondly, people don't work 365 days a year, 24 hours a day. Most of the Boardwalk business owners who purchase passes buy the quarterly pass at a cost of \$127.98. Calculating an average of 21 work days in a month would equate to \$2.03 per day, not \$1.25. Current monthly rate: \$47.40 equates to \$2.26 per day.

We have looked at parking rates of other comparable communities with population under 50,000. We have found Brockville's current rates are comparable, and second highest. We have attached our survey to this report for your review. Note Brockville's rates are not current on City's website, hence the amendments for 2017.

We find the change to 'monthly' passes only not only problematic but unnecessary. Currently there is an average of 63 parking passes monthly for the Water St lot. Is it really necessary for 63 business people to make a trip to City Hall once a month to make this purchase when the "parking review" is not expected until the end of the third quarter sometime? To continue selling quarterly passes has a very, very minimal loss of revenue if there is a price increase sometime in April or May. Remember, we don't buy annual passes. We would suggest to you, our time and City staff time is worth more than that.

EQUALITY WITH TSL

On December 5th, much was made of treating TSL equally with the Boardwalk, that the 12 two hour complimentary should be shared, etc. We would like to give you a bit of history here.....

In July 2007 the Boardwalk expressed concern about parking at the OMB hearing in regards to the construction of TSL and the Aquatarium. Excerpt #4 attached. Here is a quote from our now retired City Planner Maureen Pascoe-Merkley:

Ms Pascoe-Merkley pointed to the city-owned parking lots in the immediate vicinity of the Boardwalk and testified that they provided sufficient parking spaces for all the existing and proposed uses. She also re-iterated that the proposed Fuller development would provide 100% of the parking spaces on-site that it requires for its residents and visitors and pointed to a parking study submitted along with the application for the OPA and ZBA.

Furthermore, the City has spent almost \$2M providing parking for TSL and Aquatarium. Compare that to the Boardwalk: we paid the City \$50,000 Cash In Lieu of parking. In spite of all that, this is not our argument today. FYI: we share by default now. We did not raise this issue. We just want the status quo: the 12 two hour complimentary parking WITH enforcement.

PARKING REVIEW

A parking review was suggested (hint—price increase) to “encourage people to leave their cars at home”. We would like to advise Council:

- When looking where to set up our business, such things as parking for clients and staff are taken into consideration. Make it too difficult, and there will be more exodus outside of the downtown core to the north end.
- We do not live in a community where there is critical mass to support a transit system that would be satisfactory locally never mind the employees that live outside of Brockville.
- What makes Brockville attractive---people like living and working in a small community where they can drive to work, even go home for lunch. If they didn't, they might live in Ottawa or Toronto.
- We not only pay a parking levy but also DBIA fees that as non-retail business we do not get benefit from. The reality is our businesses bring people downtown who then go for lunch or shopping, etc.

We ask for a review of City staff parking also be reviewed, perhaps by a third party. We would guess that City staff are the highest paid employees downtown. Currently parking is provided free of charge and some Staff park in 2 hour complimentary and 15 minute parking spaces outside the door of City Hall for 8-9 hours a day. If revenue is a concern and for the sake of fairness, we suggest City Staff should be parking in the Water St lot &/or St Vincents and pay for parking. These changes will make things not only more equitable but also encourage City Staff to ‘leave their cars at home and use public transit’.

In summary we ask:

- The 12 ‘complimentary parking’ spaces be designated as such through a bylaw, so that this issue does not keep coming up repeatedly as it has over recent years.
- That Council amend the motion passed on December 5th and allow quarterly passes until the parking review is completed.
- City Staff prepare a detailed report as to the meaning of Cash In Lieu of Parking, similar to the report prepared by the City of Vaughn. Establish a Policy or Bylaw.
- When City staff conduct their parking review, they consider the information we have provided in this report, history, past Agreements and the value of encouraging professional offices to the downtown core and to remain in the downtown core.
- Staff parking (cost & location) be reviewed by a third party.

Thank you for your time.

Corinna Smith-Gatcke
On behalf of Boardwalk Business Owners; 9 Broad St., 613-498-9719

Attachments:

- #1. Boardwalk Facts and Figures
- #2. City of Vaughan Staff Report ‘Cash In Lieu of Parking’
- #3. Parking Rate Comparison to other Cities pop. Under 50K
- #4. Excerpt 2007 OMB –“Analysis”

Attachment #1.**Boardwalk Facts and Figures:**

1	Boardwalk Dental	9	TD Wealth
2	Barr Criminal Law	10	Mortgage Advisors
3	Steve Edgley, Barrister & Lawyer	11	Shop 4 Charity
4	Forward Visaion Financial Group	12	Leonard Group Financial Inc
5	Gilbarco Veeder-Root	13	Select Wealth Management
6	C. Sifton Foundation	14	Michael Bird, Barrister & Solicitor ASL Global Logistics Tanker
7	Durand & Associates	15	Division
8	Templeman Menninga (LLP)	16	Various vacant units

Active Businesses Currently	15	(plus some vacancies)
Employees	70	+/- approximate
Water St Parking Passes	55	+/- approximate

Tax Revenue 2015	\$92,526.00
DBIA Revenue 2015	\$10,812.97
Parking Levy revenue 2017	<u>\$5,753.22</u>
Total Revenue to City	<u>\$109,092.19</u>

Note: 2017 Tax & DBIA Revenue not available

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 23, 2013

Item 1, Report No. 17, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on April 23, 2013.

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CASH-IN-LIEU OF PARKING**FILE 15.101****WARDS 1 TO 5**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Planning and the Commissioner of Engineering and Public Works, dated April 16, 2013, be approved;
- 2) That the strategy and policy of Cash-in-Lieu of parking be brought back to a future Committee of the Whole (Working Session) for Council's input; and
- 3) That Communication C9, presentation material, entitled "*Cash In Lieu of Parking, Presentation to Council Working Session April 16, 2013*", be received.

Recommendation

The Commissioner of Planning and the Commissioner of Engineering and Public Works recommend:

1. THAT this report which discusses cash-in-lieu parking be received for information;
2. THAT Staff be directed to develop a cash-in-lieu of parking strategy with clearly defined principles and objectives as one tool of many used in an overall Transportation Demand Management initiative.

Contribution to Sustainability

As the City of Vaughan continues to support responsible growth to meet the needs of residents, it is important that staff develop policy tools that enable the municipality to achieve this goal. Cash-in-lieu of parking is one such tool that will allow the City to better manage its existing supply of parking and help shape demand for alternative modes of transportation.

Economic Impact

There are no new economic implications resulting from the receipt of this report. Funding for the Vaughan Metropolitan Centre parking standards review is already part of the comprehensive Zoning By-law project, which is a funded project.

Communications Plan

The cash-in-lieu of parking initiative was first addressed in the City of Vaughan Citywide Parking Standards Review. The consultation process to-date for the Parking Standards Review including cash-in-lieu of parking involved City and Regional staff from the following departments; Policy Planning, Development Planning, Enforcement Services, Economic Development, Office of the City Manager, Building Standards, Engineering, Public Works, York Region Planning and Development Services Department, City of Markham Planning, and VIVA Transit.

In November 2012 staff prepared a report on the proposed policy by-law amendment for the Vaughan Sub-Committee of Council meeting of November 22, 2012.

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EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 23, 2013

Item 1, CW(WS) Report No. 17 – Page 2

On February 26, 2013 Council received a report on amendments to the City of Vaughan Comprehensive Zoning By-law 1-88 respecting parking and bicycle parking standards for the Vaughan Metropolitan Centre (VMC). The report also noted that staff intended to bring forward to a future Committee of the Whole meeting a cash-in-lieu by-law and paid parking strategy.

Subsequently, a presentation on cash-in-lieu of parking was provided to the March 6, 2013 Senior Management Team Meeting.

Purpose

The purpose of this report is to provide Council with information for the development of a cash-in-lieu of parking strategy for the City of Vaughan that could be applied on a trial basis in areas such as the Vaughan Metropolitan Centre (VMC).

Background - Analysis and Options

The intention of cash-in-lieu of parking is to provide compensation to the City for assuming the responsibility of providing parking when a landowner or developer cannot meet the minimum parking requirements established in the City's zoning by-law.

The City of Vaughan's parking standards and requirements are described in detail in City's Comprehensive Zoning By-law 1-88. Parking standards are generally determined based on gross floor area (GFA) and in some instances based on occupancy generated by a particular use situated in a given building. When the required number of parking spaces cannot be provided, the landowner/developer may enter into an agreement with the City to provide cash-in-lieu of parking. Cash-in-lieu of parking is a policy tool commonly used in larger urbanized municipalities where the availability of parking spaces can be limited in higher density or heritage areas.

Cash-in-lieu of parking policies assume that an automobile user will be displaced by the inadequate provisions of private parking and will therefore occupy an on-street or off-site public parking space instead. Thus, the City requires financial compensation for assuming a portion of a private uses parking requirements.

The funds collected are required by law to be contributed to a reserve fund where they may be invested or spent according to the municipality's needs. Typically, the funds are used to construct additional public parking spaces to offset increased pressure caused by the lack of private parking spaces. The municipality has the discretion to determine what type of public parking is required in a given area and how best to provide it using the funds collected.

Cash-in-lieu of parking policies offer numerous advantages to both municipalities and developers:

1. **More efficient use of parking spaces:** A private parking space will only be used by patrons of a specific business or facility, while public spaces will be used for various purposes over more hours of the day.
2. **More intelligent urban design:** The municipality improves its ability to monitor the quantity and accessibility of parking by assuming responsibility for a greater share of the available parking in a geographic area. This can support local businesses/services and a superior modal split and encourage walking friendly districts.
3. **Greater flexibility for developers:** Developers can reduce the amount of lot area dedicated to parking by designing structures with cash-in-lieu of parking in mind. Flexible parking requirements incentivize efficient use of developable land.

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4. Revenue generation for municipal parking initiatives: The municipality has access to a source of revenue to assist in the provision and management of public parking facilities.

Cash-in-lieu of parking policies are popular among municipalities because they allow for better use of urban space by consolidating parking into off-site lots, partially funding their construction, and supporting alternative modes of transportation. They also acknowledge that parking spaces have explicit costs that have been ignored in the past.

Provincial Policy

Section 40 of the Planning Act, R.S.O 1990, c. P. 13 ("the Act") provides that a municipality and an owner or occupant of a building may enter into an agreement exempting the owner or occupant from providing or maintaining parking facilities in accordance with the applicable Zoning By-law, provided that such an agreement includes the payment of money for the exemption, and sets out the terms for the payment calculation (see Attachment #1).

York Region Official Plan

Cash-in-lieu of parking is also recognized in the York Region Official Plan which states the following:

"5.4.26 To work with local municipalities in the area of parking management, for the long term establishment of the following within the Regional Centres:

- a. A system of municipal parking authorities to develop and/or operate shared public parking facilities;
- b. Cash-in-lieu of parking policies; and,
- c. The planning for parking by structured or underground facilities in the final phasing of all site development."

Vaughan Official Plan 2010 (VOP 2010)

Cash-in-lieu of Parking has also been contemplated in the City's official plan, VOP 2010. Section 4.3.2.3 of Vaughan Official Plan states the following:

"It is the policy of Council:

- 4.3.2.3.1. To consider developing guidelines for cash-in-lieu of parking in Intensification Areas where it can be demonstrated that parking reductions will not have adverse spill-over impacts on surrounding areas, and where the provision of on-street or municipally provided parking can meet additional parking needs. Revenue generated from cash-in-lieu of parking would be used to support facilities for parking, transit, bicycling and walking.

Historical Context

The City of Vaughan has implemented one cash-in-lieu of parking by-law, By-law 159-2006, that applies to properties located in Kleinberg which are designated "Mainstreet Commercial" under Official Plan #601 (Kleinburg-Nashville Community Plan). The by-law specifies the following funding formula:

$$\$ = ((P \times 40) + (S \times 28)) \times L \times M + \$m$$

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Where: P = Land acquisition cost per m²; S = Construction cost per m² of parking spaces; L = Construction cost per m² of amenity/landscape/lighting; M = multiplier; and, \$m = Recurring maintenance charge

The value of "M" is set at 1 (or 100% of total costs) for all new construction or additions, and 0.1 (10% of total costs) for conversions and renovations. Notably, this formula includes a cost recovery component for amenity costs and recurring maintenance. Land area for all cost components are pre-calculated as well (e.g. 40 for land acquisition, 28 for construction, and 12 for amenities).

If a landowner/developer within Vaughan wishes to reduce the number of parking spaces determined to be required by By-law 1-88, they must apply to the Committee of Adjustment for a minor variance or pursue an amendment to the zoning by-law. Only within the community of Kleinburg would that variance or amendment trigger a cash-in-lieu payment.

City of Vaughan Parking Standards Review

In 2010, the City of Vaughan Policy Planning Department presented a report respecting parking standards across the City. The study concluded that minimum parking requirements generally favoured the use of personal automobiles and were equal to or higher than the requirements of many similar municipalities across Canada. As a result, design within the City of Vaughan has reflected the prevalence of the car, which may be unsustainable in the future.

The study recommended reducing minimum parking requirements and establishing maximums in Intensification Areas as well as providing for variable parking requirements based on specific adjustment factors for intensification areas identified in the City's new Official Plan, the purpose of which is to facilitate greater control over parking utilization levels and modal split between cars and public transportation. Additionally, the study proposed developing more off-site parking for high-order transit hubs and primary centres/intensification areas such as the Vaughan Metropolitan Centre (VMC), and briefly explored the use of cash-in-lieu as a means of financing surface and structured public parking.

The implementation of these standards in the VMC along with a cash-in-lieu of parking strategy would be timely and would support the intent of the VMC Plan, which provides in Policy 4.6.5 that "Transit supportive parking standards shall be adopted by the City to facilitate the development of the VMC." Furthermore, this exercise will also serve as a pilot study where findings may ultimately be applied in other areas either planned for or receiving higher order transit. It will also serve to inform the preparation of the City's new comprehensive Zoning By-law.

Municipal Practice Review

Municipalities in Ontario and other provinces across Canada have implemented cash-in-lieu of parking policies with varied requirements and different policies guiding their specific strategy. (summarized in Attachment #2) In the municipalities reviewed, both flat rates and formulas have been utilized to determine the amount collected for the cash-in-lieu payment. In some instances such as Richmond Hill, a combination of a flat rate for maintenance purposes is collected, and a formula is also applied to determine the rate of the cash-in-lieu payment. In the case of Calgary, a 100% of the cost of each parking space not provided is required for the cash-in-lieu of parking payment. Other interesting policies include a variable rate depending on location.

Key Issues

The following are key issues to consider when drafting and implementing a new cash-in-lieu for parking policy and by-law for the City of Vaughan:

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1. **Decision Criteria:** There are several decision criteria that should be established to determine when to approve cash-in-lieu of parking. While this criteria should not be considered exhaustive, it is important that the approval of cash-in-lieu of parking adheres to the City's stated policy objectives for the provision of parking in specific areas of the City.
 - a) Minimum percentage of parking reduction allowed: The parking standards review recommends a maximum of 15 spaces or 10% of the total requirement, whichever is greater. This should be reviewed to determine feasibility of minimums in different intensification areas of the City.
 - b) Reasoning for request: Is there a valid reason for requesting a reduction to the required number of parking spaces which would then trigger the cash-in-lieu requirement. Are there alternative options available which would permit the landowner/developer to provide the required number of spaces? If the Owner can provide the required number of spaces, would the City support providing less?
 - c) Availability of parking in the area. What is the estimated current and future parking demand? Can the area sustain a reduction in parking availability?
 - d) Feasibility of providing off-site parking in the area: Is off-site parking, either publicly or privately operated, available in the area?
 - e) Establishment of precedence: Would approving a request for parking reduction and the cash-in-lieu payment create a bad precedent for future applications? Does the proposed reduction undermine the intentions of established minimum parking standards set out in the zoning by-law?
2. **Funding:** The City must determine the appropriate level of funding to be provided by the landowner/developer. Typically funding levels remain at or below 50% of the total cost of providing each parking space for the following reasons:
 - a) To acknowledge that public parking will be used by patrons of many local businesses, not strictly patrons of the business providing the cash-in-lieu.
 - b) To acknowledge that businesses relinquish ownership of the parking space to the municipality and thereby a potential revenue stream.
 - c) To encourage site plan submissions that maximize the use of available land space for occupancy purposes in high density areas, fostering intelligent and environmentally sustainable urban design.
 - d) To acknowledge that public parking spaces will not be available for some time after the payment is made.
 - e) To subsidize the production of public infrastructure.

Requiring a contribution greater than 50% of the total cost may be prohibitive for many landowners/developers and small businesses in the case of cash-in-lieu parking. Therefore, cash-in-lieu of parking should be treated as one funding tool among many in support of Transportation Demand Management initiatives including public parking.

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Furthermore, it is difficult to estimate the full cost of public parking facilities as they are often not constructed until a certain level of demand for such infrastructure is met or the funds available in the reserve account reach a certain threshold (e.g. 50% of total project costs). As such, the funds may sit idle for some time before being deployed, at which point they may no longer be reflective of the desired funding level. The funding level will be an estimate of the total cost at best.

Another funding consideration is that, as a one-time payment for capital costs, cash-in-lieu of parking policies do not compensate the City for annual operating expenses of public parking facilities. Whereas the landowner/developer would be responsible for maintenance if the parking space remained private, cash-in-lieu of parking shifts the maintenance liability to the municipality. The Parking Standards Review identified opportunities to support priced parking at future city-owned parking surfaces and structures, which could provide the necessary revenues to fund the remaining construction cost and operate the facility. However, such strategies require a deliberate effort on behalf of the City to manage parking to ensure pricing is competitive and not undermined by nearby available free parking.

3. **Funding Calculation:** The calculation for cash-in-lieu of parking can be based on either a flat rate or a mathematical formula. A flat rate is easier to administer than a formula, but does not reflect the true cost of parking construction. Many flat rates provide much less than the desired funding level and may be eroded by inflation. Furthermore, flat rates may inadvertently encourage landowners/developers to apply for cash-in-lieu of parking as it would be less costly than constructing the required parking on site. Additionally, using a flat rate without any differentiation between various land use areas in the City may result in a skewed level of parking provision.

A funding formula is preferred as it is able to accurately account for changing construction and land costs. While more time-consuming than a flat rate, the use of a funding formula accounts for multiple variables such as size and design of a parking space and land cost in a given area. A typical cash-in-lieu of parking funding formula is as follows:

$$\text{Contribution} = (C + (L \times P)) \times N \times S$$

Where: C= Construction cost of parking space; L = Land cost per m²; P = Area of parking space in m²; N = Number of parking spaces; S = Share of contribution towards total costs

For multi-level parking facilities the land cost per parking space (L x P) is divided by the number of levels. The value of "C" (Construction) would increase significantly for multi-level parking facilities to account for the increased construction cost of an above grade or an underground parking garage.

4. **Application Process:** Currently the City of Vaughan's development application process has the ability to facilitate cash-in-lieu of parking, when deemed appropriate. The current process includes:

- a) Pre-Application consultation meeting with planning staff
- b) Application submission process for complete applications
- c) Application review process including Council approval
- d) Execution of approval documents/agreements

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Applications where a parking reduction is justified would then require an approval through Committee of Adjustment for a minor variance or through a zoning by-law amendment addressing the parking reduction. The Planning Act contains no stipulations respecting appeals based on the merit of cash-in-lieu of parking requirement. It should be noted however, if the minor variance application or zoning by-law amendment application is refused for other reasons, both the minor variance or zoning by-law applications can be appealed to the Ontario Municipal Board.

5. Policy Objectives and Implementation: There are only two requirements under the Planning Act respecting cash-in lieu of parking:
 - a) Cash-in-lieu of Parking Agreements must result in the payment of money from the landowner/developer to the municipality.
 - b) The funds resulting from cash-in-lieu of parking agreement be deposited into a special account.

As a result, the City may determine the appropriate conditions to support a parking reduction and the resulting amount of the associated cash-in-lieu payment, how that payment is calculated as well as how the collected funds will be spent. As guiding policy is limited respecting cash-in-lieu of parking it is important that prior to creating and implementing cash-in-lieu of parking policy and strategy, City staff consider the policy objectives that are being pursued. Failure to do so may result in a cash-in-lieu parking policy which does not contribute to the overall sustainability of the City's parking strategy and may be detrimental to future Transportation Demand Management efforts.

Next Steps

Applying cash-in-lieu of parking relies on parking requirements that are reasonable and appropriate. Therefore, until a new City-wide zoning by-law is in place, cash-in-lieu should not be applied everywhere in the City. However, an opportunity exists to apply a cash-in-lieu of parking requirement in the VMC as the City is in the process of implementing new parking standards for the VMC.

As cash-in-lieu of parking for the VMC was addressed through the February 26, 2013 Public Hearing report, staff is in a position to bring to a future Committee of the Whole meeting a report addressing cash-in-lieu of parking and parking standards for the VMC. As a result of this earlier notification draft by-laws addressing cash-in-lieu of parking and new parking standards could be brought forward for the VMC concurrently if deemed desirable.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

N/A

Conclusion

The information contained in this report summarizes the rationale and benefits of preparing a cash-in-lieu strategy and identifies the opportunity for drafting a zoning by-law amendment to

Parking Rates; City By Population

POPULATION

15,802	Napanee
	\$10 to \$20 per mo
19,031	Cobourg
	\$5 day
	\$15 mo
	\$90 6 mo
	\$180 yr
21,000	Owen Sound
	\$45 mo
21,854	Brockville
	\$47.40 mo
	\$127.98 3 mos
	\$456.00 1 year
41,813	St Thomas
	39.55 mo
	98.88 3 mos.
	\$197.35 6 mos
	\$395.50 year
45,722	Cornwall
	\$50 mo

Brockville Parking Pass Rates as Posted on City Website, "2016 User Fees":

PARKING

ALL Parking Fees include HST

PARKING PASSES

Water Street - Up to a maximum of three (3) consecutive months

Market St. West - Up to a maximum of three (3) consecutive months

Home Street

George Street

one month

three months

six months

one year

	2017	2016
one month	\$47.40	\$45.15
three months	\$127.98	\$121.90
six months	\$230.25	
one year	\$456.00	\$433.40

Parking Lot Meters

1.00

Street Meter Fees

1.00

Meter Bag rentals

8.50

Boat Ramp Fees

/day (to 11pm)

7.75

/24 hours

21.50

/season

ANALYSIS

1.

"That Bylaw 079-2006 (the Bylaw under appeal) be amended to require the provision of parking spaces available for public use in a number sufficient to replace any existing municipally designated parking spaces on Broad Street removed as a result of the Fuller development. The Board is requested to specify that such parking spaces be provided along the eastern boundary of the Fuller property development immediately adjacent to Broad Street."

There are presently twenty-seven municipally designated two-hour parking spaces on Broad Street south of Water Street. Seventeen of these, including one space reserved for handicap persons, are located on Broad Street south of Flint Street directly in front of Leeds Condominium Corporation 18 (The Boardwalk). This portion of Broad Street forms the easterly boundary of the Fuller development property. *(Go to map p. 7 and pictures)*

Return

The Boardwalk is a nine story mixed use condominium building of forty-eight units including twenty-four residential and twenty-four commercial/retail. The commercial/retail footage is 18,948 square feet currently occupied by a variety of businesses including the Boardwalk Dental Center (ground floor), five law firms, three investment/financial planning firms, a chartered accountant, a consulting/engineering firm, a private investment corporation, the marketing office for an international cable firm, and the Brockville Community Foundation.

Currently in the commercial section of the Boardwalk 5,224 square feet (representing several addresses) are unoccupied and being actively marketed for occupancy.

Within the Boardwalk building there are thirty-four interior parking spaces, eight of which are designated for commercial units and twenty-six for residential units. None of these parking spaces are available for public use.

Plans for the Fuller development which are the subject of this appeal have been presented to the public and the owners of Leeds Condominium Corporation 18 by the Fuller Company and the City of Brockville. These plans provide for the removal of all public parking spaces on Broad Street south of Flint Street. The plan is for the removal of public parking in favor of a promenade at the south end of Broad Street immediately in front of the Boardwalk.

A parking survey prepared by these participants (see pg. 12 to 19) demonstrates that, if the public parking spaces on Broad Street south of Flint Street are eliminated, there will be a serious shortfall of available parking within a reasonable walking distance of the Boardwalk building.

In particular the parking study indicates that the Water Street parking lot would be unable to absorb the parking needs now being served by Broad Street.

This shortfall which will result from the loss of the Broad Street parking will be exacerbated by these factors:

- a. Anticipated parking overflow onto public property from the Fuller Development in circumstances where Bylaw 079-2006 does not follow the minimum requirements of Bylaw 194-94 (The City of Brockville Parking Bylaw - see pg. 21 to 25) The anticipated shortfall from this factor is twenty-four parking spaces. (See pg. 13)
- b. The additional strain upon public parking lots in the vicinity (including the Water Street Lot ~~has~~) resulting from the completion of other nearby developments; including the Wedgewood Retirement Home Phases I and II.

The Wedgewood development Phase I is scheduled for occupancy in the fall of 2007 and will ~~comprise~~ 109 residential units plus 198 square meters of commercial space. Bylaw 194-94 would require twenty-eight spaces for residential component and eight spaces for the commercial portion which is a total of thirty-six spaces. The special exception zone Bylaw (See pg. 31 to 32) requires a total of only twenty-two spaces leaving a shortfall of fourteen spaces. (See pg. 13)

- c. The additional on-street and lot parking for clients and employees which will be generated by the anticipated occupancy of that portion of the Boardwalk commercial section which is now vacant. The anticipated additional parking need from this factor is 18 spaces. (See pg. 13)

Go to Study now p. 12 - 18

IMPACT FROM LOSS OF BROAD STREET PARKING

The elimination of on-street parking on Broad Street south of Flint Street in the absence of alternative public parking within a reasonable walking distance of the Boardwalk will have a severe impact on the businesses located at the Boardwalk. The experience of the businesses at the Boardwalk is that their clients come by car and park in front of the building. This is corroborated by the client survey done by the Boardwalk Dental Center in May 2007. (See pg. 19) *Go to page*

Return
It is self-evident that the absence of reasonably located public parking will amount to a restriction of access that will adversely affect the viability of these businesses. It follows that the value of the properties owned and occupied by these businesses will be adversely affected.

The City of Brockville has refused to give these participants any assurance that the on-street parking on Broad Street will be preserved; in fact, the City of Brockville has indicated to these participants that it will accede to the wishes of the Fuller Company that Broad Street south of Flint Street become a promenade with no provision for public parking.

Return
These participants believe that a provision for a reasonable public parking along the easterly boundary of the Fuller development would have little if any impact upon the economic viability of that development. By contrast the elimination ~~of~~ long established municipally designated

public parking in the immediate vicinity of the Boardwalk is likely to have a severe impact on the viability of the businesses located at the Boardwalk.

In these circumstances it is submitted that the amendment requested by these participants is reasonable and constitutes good planning.

2. ^{our} Analysis of By-Law 079-2006 parking Provisions.

"That Bylaw 079-2006 be amended to require the parking standard set out in the city's general parking Bylaw 194-94 being 1.25 spaces per unit rather than 1.1 spaces per unit as provided for in the Bylaw under appeal."

The parking survey demonstrates that a key factor in the absence of alternative parking to that now provided on Broad Street south of Flint Street will be the anticipated parking overflow onto public parking area from the Fuller development because the Bylaw under appeal does not follow the minimum requirements of the City of Brockville Parking Bylaw (194-94).

It would appear that no parking study was done by the City of Brockville or by the Fuller Company as part of the planning for Bylaw 079-2006 (the Bylaw under appeal).

The parking survey demonstrates that the Fuller development together with other development factors will result in a general parking deficiency in the immediate vicinity.

A reduction in the general parking requirements should ~~only~~ be permitted only if justified by a parking study. No parking study has been done which would have justified this exception to the general standard.

The request by these participants that Bylaw 079-2006 be amended to bring it inline with the City of Brockville Parking Bylaw is reasonable and constitutes good planning.

Excerpts of By-Laws attached pages 21-33

3.

HISTORICAL PERSPECTIVE - CASH-IN-LIEU Parking Provisions for Boardwalk.

In or about 1986 the City of Brockville negotiated new zonings for the Boardwalk property and the Fuller property both of which were then in the same ownership and then known as "Riverport". In that negotiation the City of Brockville accepted a cash-in-lieu of parking payment as a condition for approval of the re-zoning of the Boardwalk property. (go to page 20 to cash-in-analysis)

Return.

This re-zoning allowed the construction of the Boardwalk to proceed. For various reasons the commercial portion of the Boardwalk building was not substantially owned or occupied until 1994-1995. From prior to 1994-1995 and continuously since there have been municipally

designated public parking spaces on Broad Street both north and south of its intersection with Flint Street. Previously these were metered parking spaces. Currently all of these spaces have City of Brockville signs indicating complimentary two-hour public parking. Seventeen of these spaces are located directly in front of the Boardwalk building on Broad Street south of Flint Street. One of these spaces is designated for use by handicap persons.

The decisions by the various owners/tenants of the businesses located in the Boardwalk building to purchase these units and establish these businesses were made on the basis of the availability of public parking in the immediate vicinity of this building. These public parking spaces had already been well established in this location before the arrival of any of these businesses.

As demonstrated by the parking survey the municipally designated parking spaces on Broad Street are highly utilized by the commercial clients of the businesses located at the Boardwalk and obviously of great importance to the viability of these businesses.

The acceptance of a cash-in-lieu parking arrangement by the City of Brockville at the time of the re-zoning of the Boardwalk property constituted an acceptance by the City of responsibility for the provision of reasonable parking availability for the Boardwalk. In 1986 when that agreement was made, the same developer owned both sides of Broad Street south of Flint Street including the Fuller development now under appeal.

The Board has the jurisdiction to amend the Bylaw under appeal. The proposed removal of municipal parking on Broad Street is directly related to the Fuller Development and the developer's request for a promenade. In these circumstances it is entirely appropriate that the Fuller company be required to provide sufficient parking to replace whatever public parking spaces are removed from Broad Street as a result of this development.

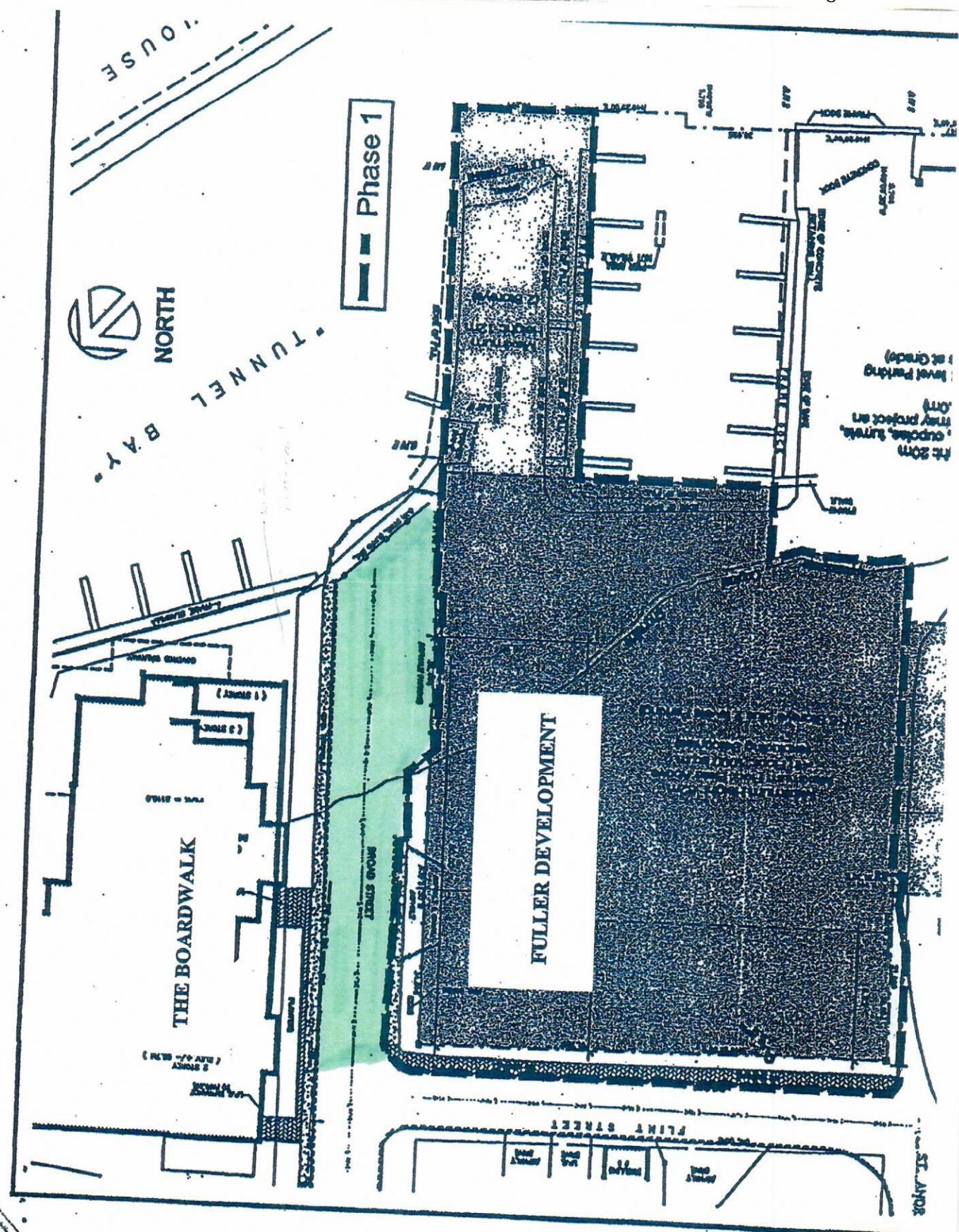
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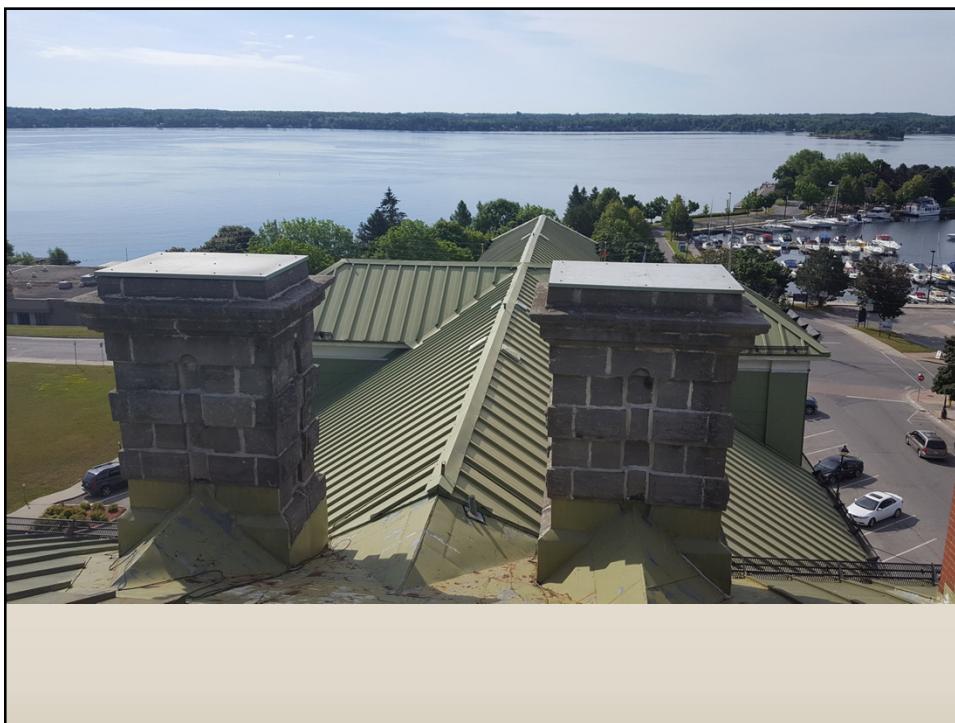
SUMMARY

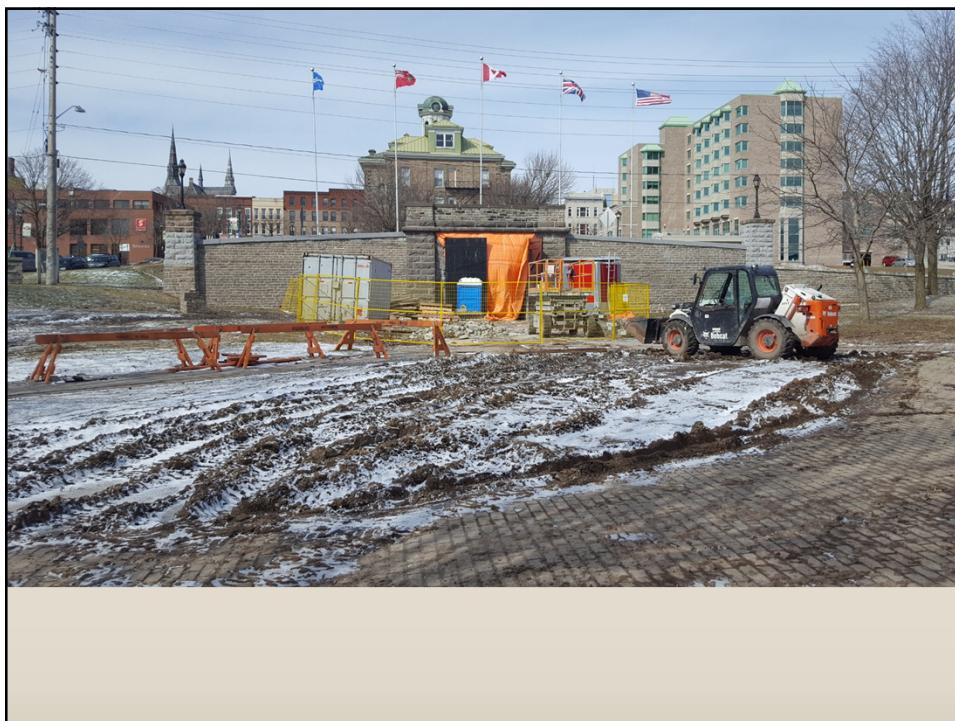
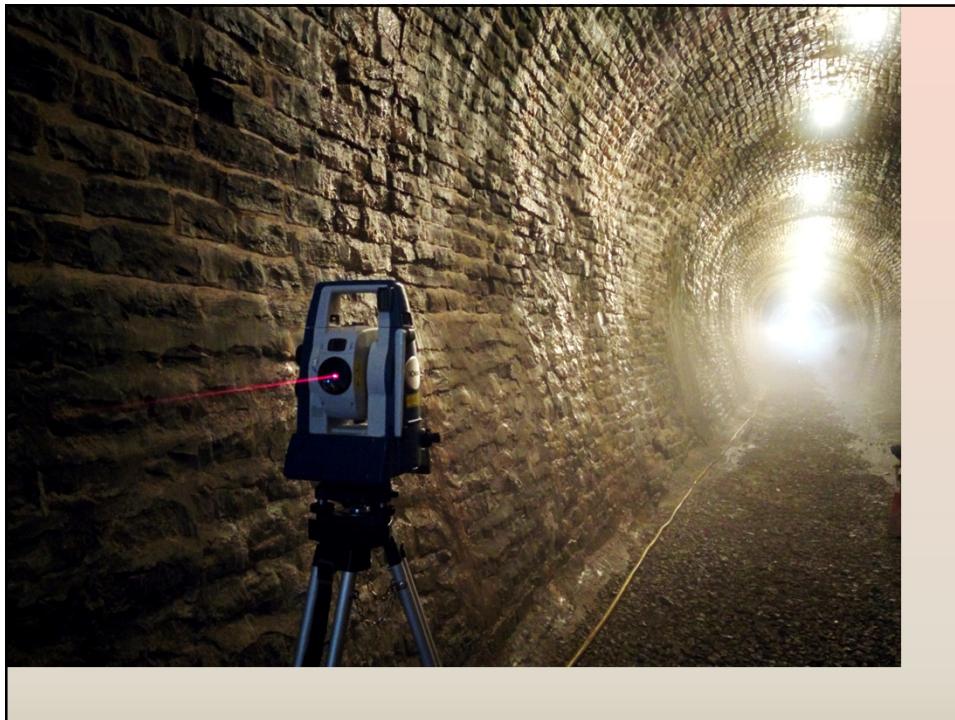
It has not been the wish of either of these participants to stand in opposition to the development of the Fuller property. However this opposition has been necessitated by the potential damage to the viability of the businesses located at the Boardwalk as a result of the loss of the Broad Street parking. In the absence of good supporting planning evidence, a commercial development should not be permitted to proceed where it is likely to have a severe impact on neighboring commercial interests. The potential for this severe impact is not justified in circumstances where the problem could be averted with minimal impact on the viability of the proposed development.

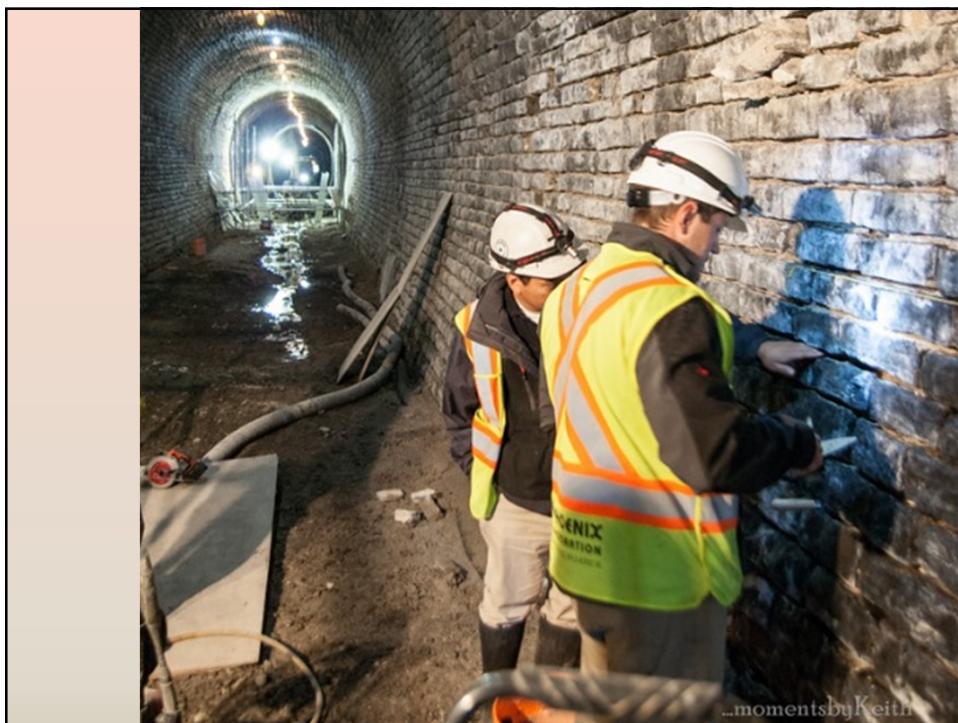
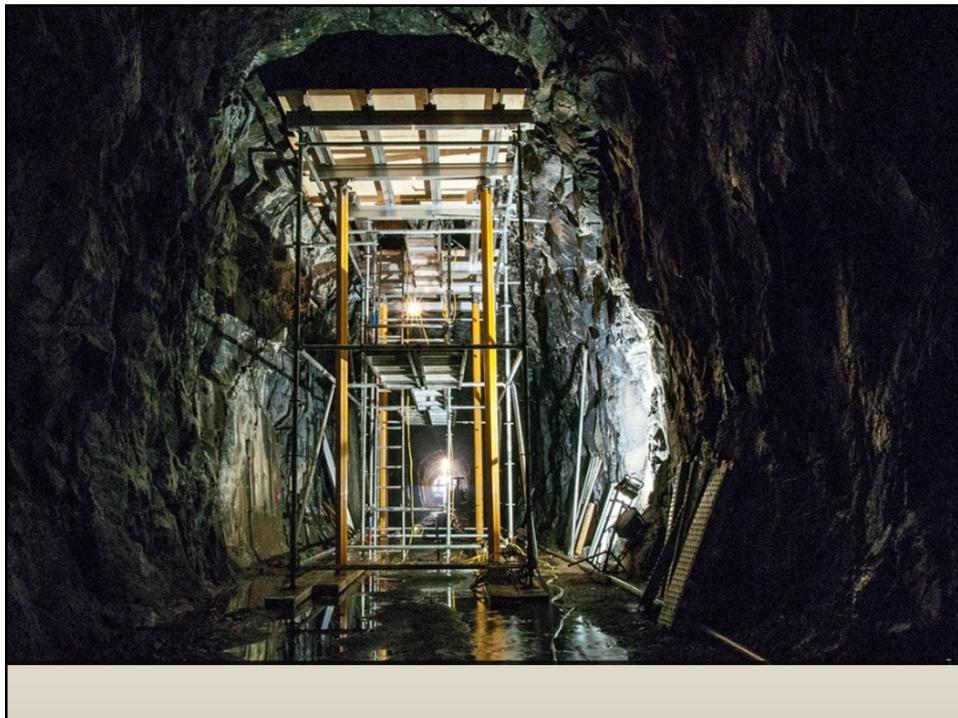
Please note that we were not addressed the impact of 75 + 35 dock slips.
Efforts prior to this hearing by these participants to engage the City of Brockville and the Fuller Company in a dialogue to find a resolution to this issue have met with no success. All of which is respectfully submitted on behalf of Leeds Condominium Corporation 18 and John Maase.

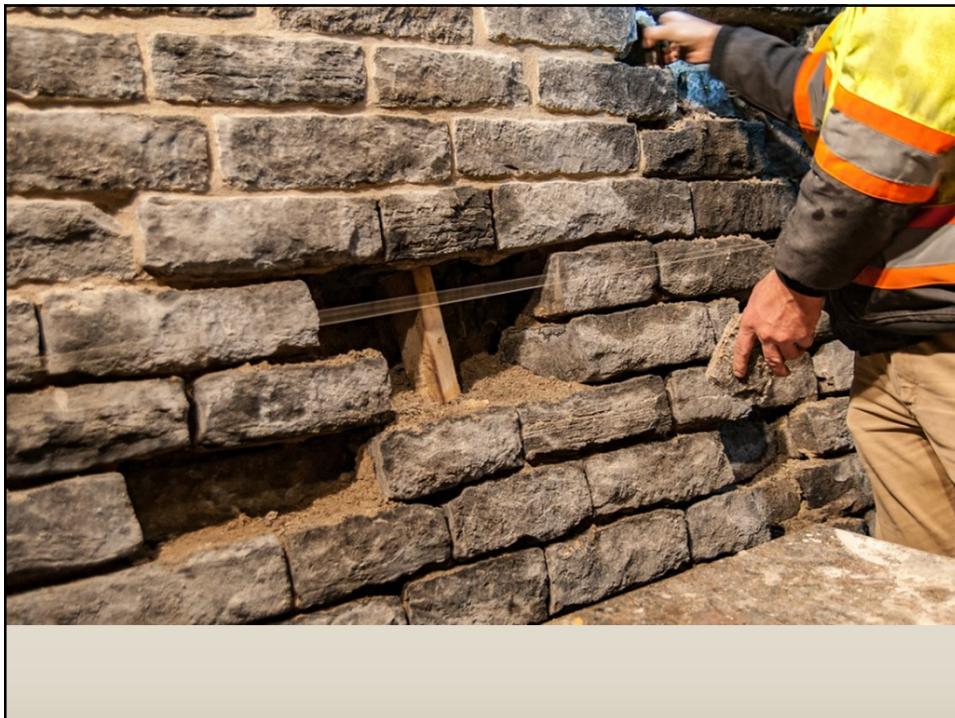
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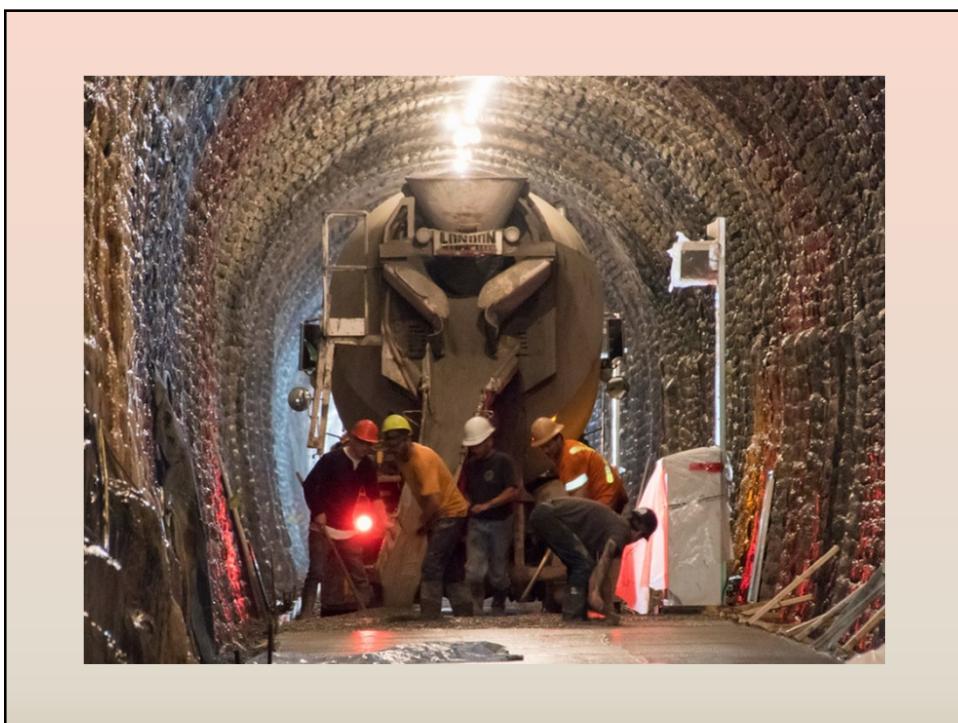
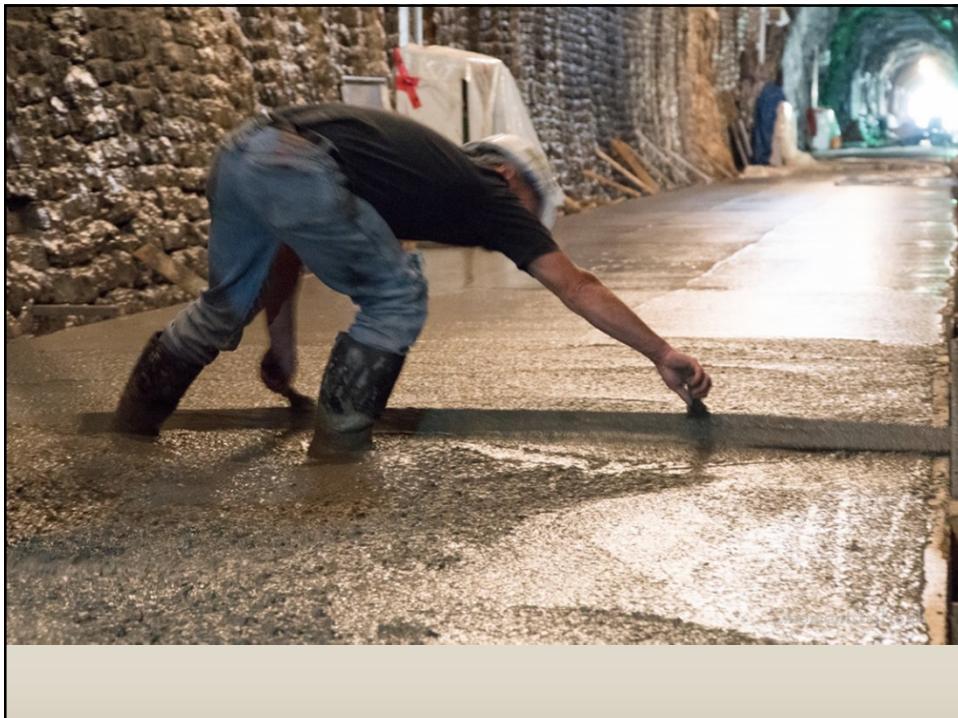


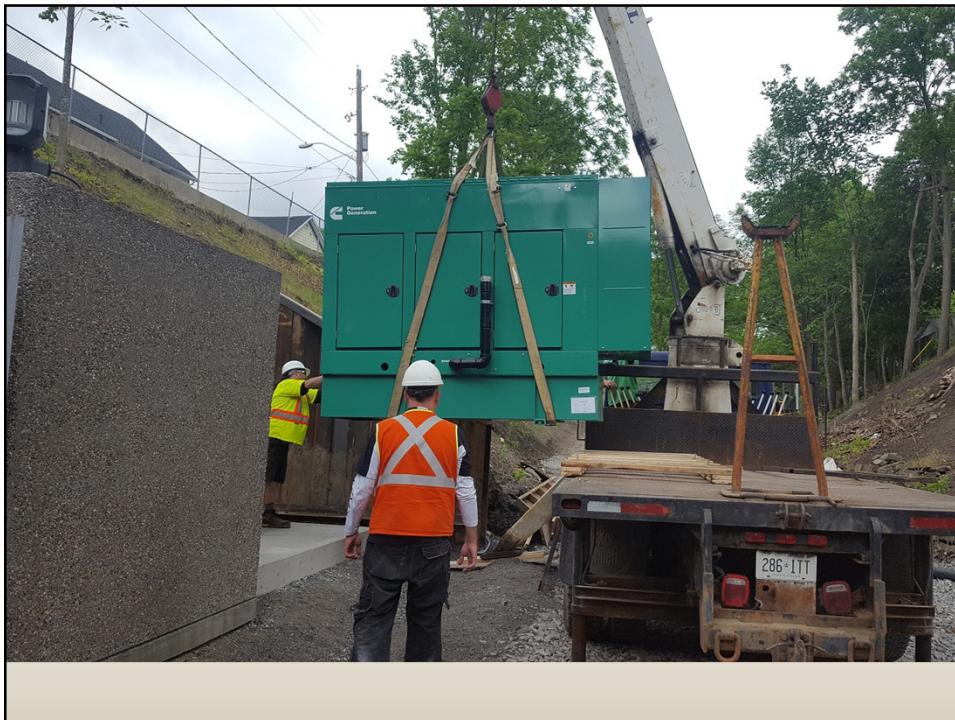




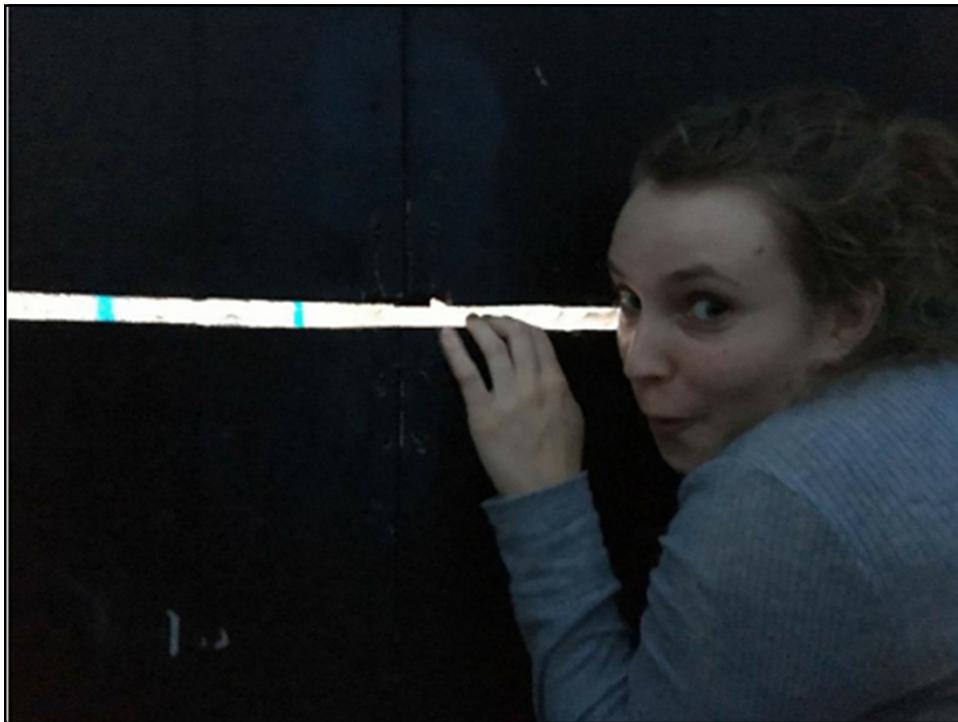














The image shows the entrance to a brick tunnel. The tunnel has a single arched opening with a dark interior. Above the opening, there is a small plaque or sign. The tunnel is built into a brick wall, and there are metal railings on either side of the entrance. The ground in front of the tunnel is paved with grey stones.

- ❖ 25,000 1st weekend
- ❖ Over 50,000 visits
- ❖ #1 on TripAdvisor in 3 weeks
- ❖ 5 Star ratings on FaceBook
- ❖ Donation Boxes avg. \$800/wk.
- ❖ Community Pride very high

tripadvisor CANADA Ontario's Thousand Islands

About Ontario's... Hotels Vacation Rentals Flights Restaurants Things to do ***

Canada > Ontario > Ontario's Thousand Islands > Things to do in Ontario's Thousand Islands

Things to Do in Ontario's Thousand Islands

Sort by: Ranking Book Online

View Map

Types of Things to Do

Top Attractions

Types of Attractions

- Tours (18)
- Outdoor Activities (32)
- Boat Tours & Water Sports (12)
- Sights & Landmarks (32)
- Nature & Parks (26)
- Fun & Games (3)
- Casinos & Gambling (1)

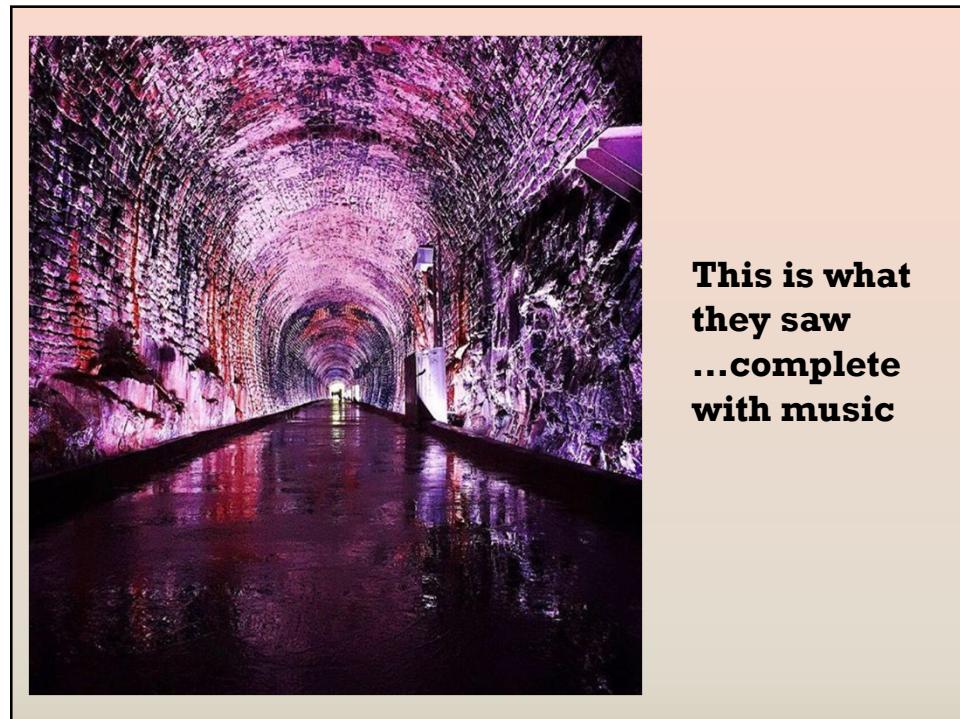
More →

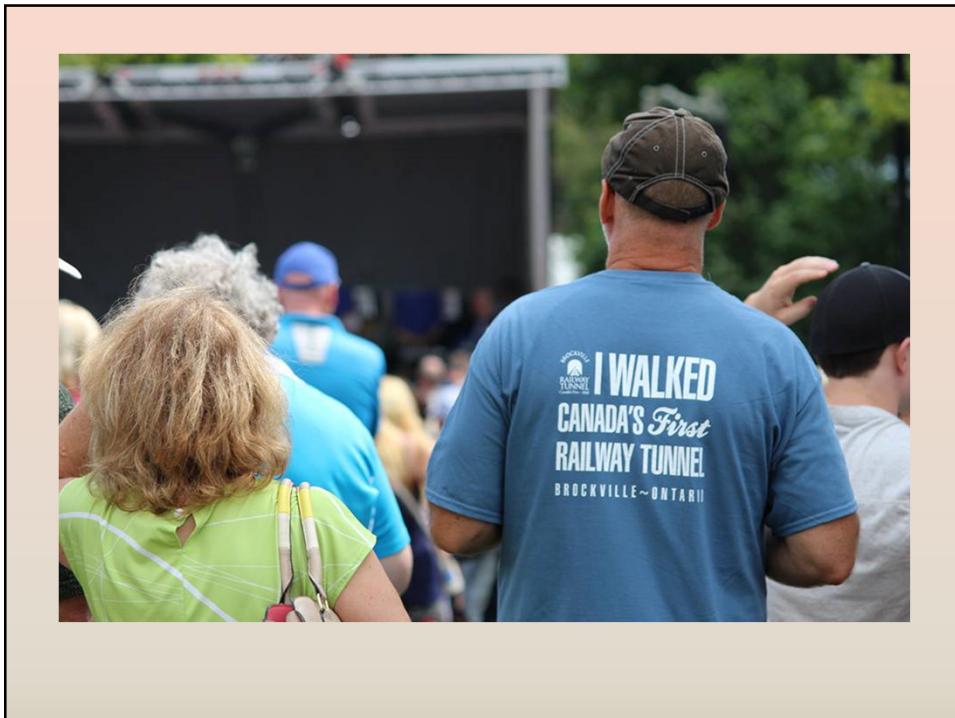
Ontario's Thousand Islands weather essentials

Brookville Railway Tunnel (Brookville)
5 stars 192 reviews #1 of 116 things to do in Ontario's Thousand Islands Historic Sites

Thousand Islands Playhouse (Gananoque)
5 stars 248 reviews #2 of 116 things to do in Ontario's Thousand Islands Theatres

Sightseeing Tours (3)
#3 of 116 things to do near Ontario's Thousand Islands





The image contains two photographs side-by-side. The left photograph shows a wedding ceremony taking place inside a long, narrow tunnel. A bride in a white dress and a groom in a suit are standing at the center, facing each other. Several guests are seated along the sides of the tunnel, watching the ceremony. The right photograph is a close-up view of a rock formation, likely a stalactite, hanging from the ceiling of a cave. The formation is textured and light-colored, contrasting with the darker rock around it.

From
Weddings
and special
events to
Queen's
Geology
and Civil
students

Something
for everyone

**Brockville Railway Tunnel,
Brockville, Ontario, Canada**

Revitalization of Canada's first railway tunnel is transforming Brockville into a destination location

PHILIPS
Case Study
Connected LED lighting system
Tunnel architectural lighting

Photography courtesy of City of Brockville, Canada

- Brockville on the Map...not the best kept secret
 - Philips – 85 million person reach

NOW THAT IT'S OPEN

- First weekend – 25,000 people through
- 5 Star rating.
- #1 spot to visit within 3 weeks on Facebook and TripAdvisor
- Citizens are asking to have events at or in the Tunnel
 - Chamber after 5
 - 1 K Piggy Kids Run
 - Triathlon
 - Oktoberfest
 - Weddings
- Potential for Ghost Walks, Halloween, Christmas, etc.
- 100,000 to 200,000 visits in 2018

ECONOMICS OF TOURISM

- Goal – To make the Tunnel Profitable.
 - Donation boxes
 - Tour Train and more.
 - User Fees
- Assessment
 - New Hotels
 - More stores ... Brew Pub
 - Escape Room
 - Attract small Business. Global economy.
 - It's all about Life Style

While you are doing this



We are doing this.

When you live in Brockville everything is 10 minutes away during rush hour



GO FORWARD PLAN

- Finish Fundraising
 - Building Fundraising Team up
 - Solidify the Current asks and New
 - Apply for other Government Grants
- Work on Sustainability and Improvements
 - Rotary Tour Train
 - Phase 2 on hold
 - Research and prepare plans forward only.

July 24, 2017

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – August 15, 2017

2017-085-08

HEALTH UNIT MUNICIPAL APPORTIONMENT

D. DICK, CPA, CA

DIRECTOR OF CORPORATE SERVICES

L. FERGUSON CPA, CGA

MANAGER OF FINANCE

RECOMMENDED

THAT Council approves the Leeds, Grenville & Lanark District Health Unit recommendation that the population used for the municipal levy apportionment be the population provided by Statistics Canada based upon the most recent census.

PURPOSE

The Leeds, Grenville & Lanark District Health Unit, (the Health Unit) has requested that the City approves their use of the Stats Can population for the Health Unit municipal levy apportionment instead of the population provided by the Municipal Property Assessment Corporation (MPAC) see attached.

BACKGROUND/POLICY IMPLICATIONS

The Health Protection and Promotion Act require municipalities to decide how to apportion the municipal share of the expenses for the Board of Health. Historically the Health Unit levy was allocated using the population provided by MPAC. In May the Board of Health unanimously passed a motion that their preference is to use the population counts provided by Statistics Canada.

MPAC recently sent communication to the Board of Health stating that “*The most accurate municipal population numbers are produced by Statistics Canada based on the most recent census.*”

The challenges that are faced by MPAC's population count are:

- The primary source of owner information is from the land transfer process, which has accurate owner names, but does not include family members
- Landlords supply MPAC with tenant names from their rent roll, which is normally one name per unit.
- There is no legislated requirement for owners of rental properties with fewer than seven units to supply MPAC with tenant names
- Historically response to Occupancy Questionnaires is 50% for owners and 20% for tenants
- When properly documented information is available, MPAC must update its database by removing existing names from a property record and replacing them

REPORT 2017-085-08
HEALTH UNIT MUNICIPAL APPORTIONMENT

with the new name(s)

- The process of removing names automatically includes any children or other occupants currently listed at the identified address. These names are recovered, only if they reappear at a future point through other source data/data-match
- Under instructions from Ontario's Deputy Registrar, municipal clerks no longer send MPAC the names of newborns. The cumulative effect since the early 90's has been the slow degradation of population numbers,

FINANCIAL IMPLICATIONS

If the 2014 MPAC population, 17,732, is used the 2017 levy would be \$377,634. If the 2016 Stats Canada population of 21,346 is used the 2017 levy would be \$383,180, an increase of \$5,546.

CONCLUSION

Though the Statistics Canada population results in a slightly higher Health Unit levy for the City, it is being calculated on more accurate numbers. Using population numbers that can be concretely substantiated is fair treatment for all municipalities involved.



D. Dick CPA CA,
Director of Corporate Services



L. Ferguson CPA, CGA
Manager of Finance



B. Casselman, City Manager



Your Partner in Public Health

May 31, 2017

VIA EMAIL

Mr. Bob Casselman, City Manager
City of Brockville
1 King St. W.
Brockville, ON K6V 7A5

Dear Mr. Casselman:

RE: Municipal Levy Apportionment

The Health Protection and Promotion Act stipulates that municipalities must decide how to apportion the municipal component of the expenses of the Board of Health among obligated municipalities. The Board of Health passed a motion unanimously at the May 18, 2017 meeting that their preference is to use the Statistics Canada census population numbers rather than the MPAC population numbers to apportion the levy among obligated municipalities starting in 2018.

Recently, the Board of Health for the Leeds, Grenville and Lanark District Health Unit, received information from the Municipal Property Assessment Corporation (MPAC) (*see Appendix #1*) that stated:

"The Ontario Population Report (OPR) is based on information contained in MPAC's Names Database and is produced upon conclusion of each municipal enumeration which correlates with the timing of regular municipal and school board elections that now occur every 4 years. The Report is distributed to all municipalities, certain provincial ministries and other stakeholders.

"The OPR figures are developed from information gathered for assessment and enumeration purposes. These figures should not be confused with population data published by Statistics Canada that are produced from dedicated population counting and estimating processes conducted every 5 years."

"The most accurate municipal population numbers are produced by Statistics Canada based on the most recent census."

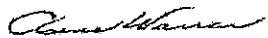
All of the obligated municipalities will have to agree with this change before it can be implemented according to the Health Protection and Promotion Act, and Ontario Regulation 489/97 (*see Appendix #2*). The regulations state that the default is to use the Ontario Population Report of the Municipal Property Assessment Corporation (MPAC) which is the current method being used to apportion the levy. Given that using MPAC data would be both inappropriate and inaccurate for our purposes, the Board of Health will write a letter to Minister Hoskins, Ministry of Health and Long-Term Care, requesting that the use of enumeration data under the Assessment Act be removed from the Health Protection and Promotion Act Regulation 489/97 and be replaced with Statistics Canada census data.

Mr. Bob Casselman
Page 2
May 31, 2017

For 2017, the Board of Health used the MPAC population data to apportion the levy among obligated municipalities. A comparison of what the levy would be for each municipality using the 2017 total levy amount is outlined in Table 1.

I request that each Municipal Council review the information provided in this letter and let me know by August 31, 2017 whether or not you agree to use the Statistics Canada census data to apportion the municipal levy among obligated municipalities starting in 2018.

Sincerely,



Anne Warren, Board Chair
Leeds, Grenville and Lanark District Health Unit

AW/hb

Appendix #1

**MUNICIPAL PROPERTY ASSESSMENT CORPORATION
ONTARIO POPULATION REPORT**

What is the OPR?

The Ontario Population Report (OPR) is based on information contained in MPAC's Names Database and is produced upon conclusion of each municipal enumeration which correlates with the timing of regular municipal and school board elections that now occur every 4 years. The Report is distributed to all municipalities, certain provincial ministries and other stakeholders. The OPR is not an 'estimate'. The OPR (and any adhoc population count done between enumeration years and/or obtained through the Population Report option provided via Municipal Connect™) is based on actual point-in-time counts of current names in MPAC's database.

Note: *The OPR figures are developed from information gathered for assessment and enumeration purposes. These figures should not be confused with population data published by Statistics Canada that are produced from dedicated population counting and estimating processes conducted every 5 years (see Factors Affecting Population Counts below).*

Information Sources and Collection Methods

The primary source of **owner names** is the land transfer process. This results in a high degree of accuracy and currency for owner information but does not include other family members. The primary source of **tenant names** has traditionally been through the Tenant Information Program (TIP) where landlords with seven or more residential units are obliged to annually supply MPAC with the names of the tenants in their buildings. Landlords usually supply MPAC with whatever names are on their rent roll, typically one name per unit. This source does not include children or other occupants. Beginning in 2014, tenant names are also being received from the National Register of Electors and during an enumeration event, via MPAC's voterlookup.ca online elector update/confirmation website. Name information is no longer collected through the mailout of 'Municipal Enumeration Forms' (MEFs) during municipal election years. To collect names of **children** and other occupants, including the missing birth dates, citizenship confirmations and school support of tenants and owners, MPAC traditionally mailed out 'Request for Occupant Information' (ROI) forms. Compliance is voluntary and returns as low as 20%. In addition, owners and tenants have the option of updating their household occupant information when calling MPAC's Customer Contact Centre.

Factors Affecting Population Counts

In comparison to Statistics Canada, MPAC typically under-reports population numbers for Ontario, primarily in the under 20 to 25 year-old range. The reasons for this are:

- There is no legislated requirement for owners of rental properties with fewer than seven units to supply MPAC with tenant names.
- Historically, although approximately 50% of owners respond to Occupancy Questionnaires, compliance for tenants has been approximately 20%.
- When in receipt of properly documented information, MPAC is obliged to change its database accordingly which usually requires the removal of existing names from a property record and replacing them with the new name(s).

- The process of removing names automatically includes any children or other occupants currently listed at the identified address. These names are recovered, only if they reappear at a future point through other source data/data-matching.
- Under instructions from Ontario's Deputy Registrar, municipal clerks no longer send MPAC the names of newborns. The cumulative effect since the early 90's has been the slow degradation of OPR numbers, particularly those under the age of 20.

The most accurate municipal population numbers are produced by Statistics Canada based on the most recent census.

(From Beverley Disney
Account Manager, Municipal and Stakeholder Relations Department
Municipal Property Assessment Corporation)

Appendix #2

HEALTH PROTECTION AND PROMOTION ACT

Payment by obligated municipalities

72. (1) The obligated municipalities in a health unit shall pay,

(a) the expenses incurred by or on behalf of the board of health of the health unit in the performance of its functions and duties under this or any other Act; and

(b) the expenses incurred by or on behalf of the medical officer of health of the board of health in the performance of his or her functions and duties under this or any other Act. 1997, c. 30, Sched. D, s. 8.

Agreement

(3) The obligated municipalities in a health unit shall pay the expenses referred to in subsection (1) in such proportion as is agreed upon among them. 1997, c. 30, Sched. D, s. 8.

If no agreement

(4) If the obligated municipalities in a health unit fail to agree on the proportion of the expenses referred to in subsection (1) to be paid by each of them, each obligated municipality in the health unit shall pay the proportion of such expenses that is determined in accordance with the regulations. 1997, c. 30, Sched. D, s. 8.

ONTARIO REGULATION 489/97

ALLOCATION OF BOARD OF HEALTH EXPENSES

Consolidation Period: From April 1, 2005 to the e-Laws currency date.

1. (1) If the obligated municipalities in a health unit fail to agree on the proportion of the expenses referred to in subsection 72 (1) of the Act to be paid by each of them, each obligated municipality in the health unit shall pay the proportion of the expenses that is determined by dividing its population by the sum of the populations of all the obligated municipalities in the health unit. O. Reg. 489/97, s. 1 (1).

(2) In this section,

“population” means, with respect to an obligated municipality, the population of the obligated municipality as determined from the most recent enumeration conducted under section 15 of the *Assessment Act*. O. Reg. 489/97, s. 1 (2).

(3) In this section,

“assessment”, with respect to real property, means the assessment for the real property made under the *Assessment Act* according to the last returned assessment roll;

“population” means population as determined from the most recent enumeration conducted under section 15 of the *Assessment Act*. O. Reg. 142/05, s. 1.



Table 1 - Leeds, Grenville and Lanark District Health Unit

Municipal Share of Local Public Health Programs by MPAC and Census (2014, 2016)

	BROCKVILLE	GANANOQUE	LANARK COUNTY	PREScott	SMITHS FALLS	UCLG	TOTAL
2014 MPAC Population	17,732	4,535	50,382	3,445	7,055	59,457	142,606
% Of Population	12.43%	3.18%	35.33%	2.42%	4.95%	41.69%	100.00%
2017 Levy	\$377,634	\$96,611	\$1,073,356	\$73,522	\$150,385	\$1,266,578	\$3,038,085
Preferred Method							
2016 Census Population	21,346	5,159	59,918	4,222	8,780	69,819	169,244
% of Population	12.61%	3.05%	35.40%	2.49%	5.19%	41.25%	100%
2017 Levy	\$383,180	\$92,609	\$1,075,583	\$75,789	\$157,609	\$1,253,315	\$3,038,085

JANUARY 25, 2018

REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 20, 2018

2018-013-02

2017 ANNUAL SUMMARY REPORT
WATER POLLUTION CONTROL CENTRE

PETER RAABE, P. ENG.
DIRECTOR OF
ENVIRONMENTAL SERVICES

RECOMMENDATION

THAT the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2018-013-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

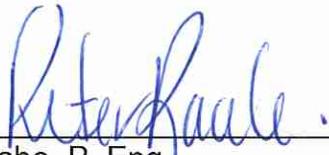
THAT the 2017 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOECC District Office - Kingston.

ORIGIN

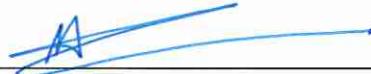
This annual summary report covers the period January 1, 2017 through December 31, 2017, and is a requirement under our Environmental Compliance Approval 7875-9Q7JVZ, Section 10 (6).

ANALYSIS

We are pleased to present the 2017 Annual Summary Report for the Water Pollution Control Centre. This report provides a summary of the flow data, summary of compliance results, sampling results, abatement initiatives, sludge disposal, bypass and overflow events, and operational highlights. The annual summary report will be posted on the City's website.



P. Raabe, P. Eng.
Director of Environmental Services



B. Casselman
City Manager



CITY OF BROCKVILLE WATER POLLUTION CONTROL CENTRE

2017 ANNUAL SUMMARY REPORT FOR COUNCIL

Peter Raabe, P. Eng., Director of Environmental Services
Ed Malcomson, Supervisor – Wastewater Systems Division

DATE: January 25, 2018

2017 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

EXECUTIVE SUMMARY

The enclosed 2017 Annual Summary Report is prepared in accordance with the Environmental Compliance Approval (ECA) for the City of Brockville's Water Pollution Control Centre (WPCC) for submission to the Ontario Ministry of the Environment and Climate Change (MOECC). A copy of this report is also made available at City Hall and on the City's website for public viewing. Included with this report are analytical data, plant flow, bypass and overflow events, biosolids data, as well as a process flow schematic of the facility.

In all cases, the City of Brockville's WPCC sampling and analysis program met or surpassed the requirements outlined in the plant's ECA. The annual report will discuss the level of performance with regard to effluent limits specified in the ECA. In 2017 the monthly and annual plant averages for loading and discharge effluent were compliant with the limits set out in our ECA. In 2017 there were seven bypass events (5 days) at the Main Pumping Station.

Each year, the City of Brockville focuses on capital and operational targets to improve the quality of the Wastewater Treatment System. In 2017 these improvements included:

- **WPCC General Equipment** – Purchase of Siemens Motor Control Centre (MCC) spare parts and two main disconnects for stock for emergency replacement purposes
- **Lab Services and Abatement Equipment** – Replacement of Leachate refrigerated sampler
- **Primary Clarifiers** – Replacement of one (1) primary clarifier raw sludge pump
- **Screen and Degrift** – Replacement of odour control scrubber media
- **Digester Operations** – Digester #2 cleaned, inspected, purged and put back in service
- **Dewatering Operations** – Replacement of odour control scrubber media
- **UV Building Operations** – Replacement of seals on all four (4) UV banks
- **Secondary Clarifiers** – Replacement of brushes on all three (3) Weir Wolf brush assemblies
- **Pumping Stations** – Purchase and installation of two (2) new pumps at Oxford Avenue, Leachate and Riverview Drive Pumping Stations, including replacement of check valves
- **Main Pumping Station** – Replacement of 200HP Variable Frequency Drive (VFD) for Pump #2
- **Collection System Repairs** – Repair of 31 sanitary sewer services through excavation and pipe replacement

Peter Raabe, P. Eng.
Director of Environmental Services

Ed Malcomnson
Supervisor – Wastewater Systems

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2017 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

1. INTRODUCTION

We are pleased to present the 2017 Water Pollution Control Centre Annual Summary Report for Council. The purpose of this report is to provide a performance summary on the facility for the period January 1st to December 31st, 2017, and is a legal requirement under Section 10 (6) of Environmental Compliance Approval (ECA) number 7875-9Q7JVZ, made under section 20.2 of Part II.1 of the Environmental Protection Act R.S.O. 1990, c. E19 (Environmental Protection Act). This Annual Report must be forwarded to the Ministry of the Environment and Climate Change no later than March 31st, 2018.

2. FACILITY DESCRIPTION

Brockville's wastewater treatment facility is a Class IV Secondary Treatment Plant with a capacity of 21,800 m³/day and a peak design of 62,500 m³/day. The plant is classified as a conventional secondary treatment process inclusive of screening, grit removal, primary clarification, activated sludge process with nitrification, secondary clarification, ultraviolet disinfection, with phosphorus removal, anaerobic digestion of sludge, centrifuge dewatering of sludge, centrate return to the primary clarifiers and sludge cake recycling. The main plant was built in the 1960's, and was upgraded in several phases, the most recent in 1991, 1995 and 2010 with the Secondary Treatment Upgrade. These works also included a major upgrade to the Main Pumping Station on Water Street in 1994. **Appendix A: WPCC Process Flow Schematic** is provided.

The wastewater treatment plant services a population of approximately 22,000 as well as nearby Elizabethtown-Kitley Township retirement homes (3), the Brockville Psychiatric Hospital and the St. Lawrence Valley Correctional and Treatment Centre. There are 12 pumping stations located throughout the community to transfer wastewater to the treatment facility. The treated effluent receiver is the St. Lawrence River.

3. APPROVALS AND CERTIFICATION

3.1 Environmental Compliance Approval

The City of Brockville's WPCC (Works #120000122) operates under Environmental Compliance Approval (ECA) Number 7875-9Q7JVZ which includes Limited Operational Flexibility (Reference # 6247-9NYK5V). The facility is a Class IV facility in accordance with the Licensing of Sewage Works Operators Regulation (O. Reg. 129/04) made under the Ontario Water Resources Act.

The ECA for Brockville's WPCC establishes final effluent limits for 5-day Carbonaceous Biochemical Oxygen Demand (CBOD₅), Total Suspended Solids (TSS), Total Ammonia Nitrogen (TAN), Total Phosphorus (TP), pH, E. Coli and Toxicity. The limits are based on monthly averages, and apply to concentration as well as total daily loading. The limits are used to determine compliance with the

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ECA. The limits are found in the lower area below the monthly data of **Appendix B: 2017 WPCC PARS Report**.

The ECA also establishes the rating of the facility for average daily flow (ADF). The ADF is the cumulative total flow of sewage to the sewage works during the year divided by the number of days of flow. A rating is also determined for peak flow (the maximum rate of sewage flow for which the plant was designed). The rated ADF for the WPCC is 21,800 m³/day and the peak flow rating is 62,500 m³/day.

3.2 Operator Certification

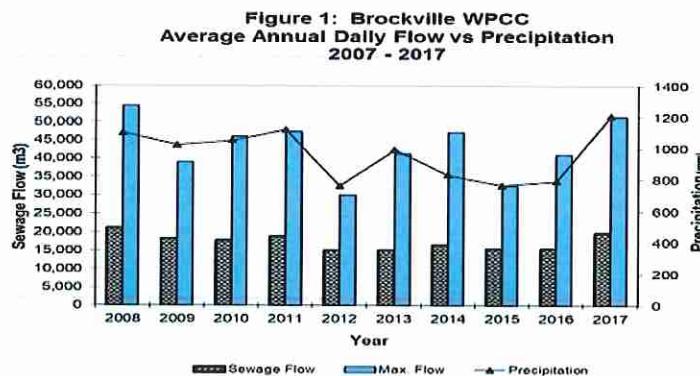
The Licensing of Sewage Works Operators Regulation (O. Reg. 129/04) requires owners to ensure that every operator employed in the facility holds a license applicable to that type of facility (s. 14 (1)). The City continues to ensure all operators employed at the WPCC hold a valid license for its facility.

O. Reg. 129/04 also requires the designation of an overall responsible operator (ORO) for the facility and that the ORO holds a license applicable to and of the same class as or higher than the class of the facility or one level below for no more than 150 days in a twelve month period. Phil Wood, P. Eng., Chief Operator of Wastewater Systems, is the designated ORO holding a Class 4 Wastewater Treatment License and Class 3 Wastewater Collection License.

4. FLOW MONITORING DATA

4.1 Plant Flow

The wastewater flow during the reporting period is outlined in **Appendix B: 2017 WPCC PARS Report**. The total flow received during the 2017 reporting period was 7,227,673 m³ with an annual ADF of 19,801 m³ or 90.8% of the plant's current rated capacity. The maximum daily flow of 51,513 m³ occurred on May 6th, and the minimum daily flow of 11,391 m³ occurred on October 2nd. The ADF at the WPCC for 2017 compared to 2016 showed an increase of 27.69%. **Figure 1** shows the precipitation and flow graphically.



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4.2 Bypasses, Spills and Overflow Events

The occurrence of a spill, bypass or overflow event results in the generation of an event report and entry into the operational log.

There were seven bypass events (5 days) at the Main Pumping Station in 2017. See **Appendix C: 2017 Bypass Summary Report**.

4.3 Chemical Usage

Ultraviolet radiation is used for disinfection.

Aluminum sulfate (Alum) is used to aid in phosphorus removal.

The consumption of chemicals that aid in achieving effluent criteria are tracked by the treatment facility, and are outlined in **Appendix D: 2017 WPCC Annual Chemical Summary**.

5. ANALYTICAL DATA

5.1 Background

WPCC staff perform analysis on the samples collected, and participate in a Proficiency Testing Program as part of their quality assurance program. WPCC staff also send out some samples to an outside lab that is accredited with the Canadian Association for Laboratory Accreditation (CALA). WPCC staff schedule the sampling days, and maintain a sampling schedule for the WPCC that meets the requirements of the ECA.

5.2 Sampling and Analysis Program

WPCC staff maintain a schedule of sampling raw influent and final effluent weekly as per the ECA, as well as primary effluent, raw sludge, digested sludge, activated sludge, return activated sludge, waste activated sludge and other process samples. The frequency of sampling and the testing performed met or exceeded the minimum requirement in the ECA.

Toxicity tests for 2017 were all 0% mortality.

The ECA limit requirement for pH of the final effluent is 6.0 to 9.5, inclusive, at all times. In 2017 the final effluent pH ranged from 6.24 to 8.56.

5.3 Abatement Program

Waste Survey Reports continue to be updated and reviewed by abatement staff. Abatement staff continued to monitor and work with local industry in 2017.

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5.4 Effluent Quality Performance – Compliance and Objective Limits

The analysis results of the routine sampling at the WPCC are shown by month in **Appendix B: 2017 WPCC PARS Report** for both the raw influent and final effluent samples. Compliance and objective was achieved in both concentration and loading for CBOD₅, TSS, TP and TAN.

Quarterly reports were submitted to City Council and monthly reports were submitted to the MOECC.

6. OPERATIONS AND MAINTENANCE

6.1 Operations Log

The use of an operational log book, as required under the Licensing of Sewage Works Operators Regulation (O. Reg. 129/04, s. 19 (1)), to record departures from normal operating procedures, unusual or abnormal conditions, and equipment that was taken out of service, ceased to operate, underwent maintenance or repair, is kept by the facility. The highlights captured in the operational log are detailed in **Appendix E: 2017 WPCC and Pumping Stations Operational Highlights**.

6.2 Maintenance Programs

The City of Brockville uses the Work Tech preventative maintenance program to coordinate and track all plant maintenance as recommended by the original equipment manufacturer (OEM). Inspection, testing and calibration of electrical, mechanical, instrumentation and SCADA equipment is performed and documented by fully trained and qualified technicians. The equipment includes process digester gas systems, overhead cranes and gantries, fall protection devices, heating, ventilation and air conditioning (HVAC) systems, standby generator equipment and high voltage switchgear, to name a few. Critical process equipment found to be malfunctioning is repaired or replaced immediately.

6.3 Biosolids Management and Disposal

The City of Brockville processed the digested sludge through our centrifuge and produced a dry biosolids product.

Appendix F: 2017 WPCC Centrifuge Sludge Feed and Cake Disposal Summary. In 2017 our cake was hauled to DES Environmental's facility for recycling. DES Environmental has a C of A to receive this material.

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6.4 Effluent Monitoring Devices & Calibrations

Instrumentation equipment is maintained in accordance with OEM recommendations, or better. Historical calibration sheets are completed each time, and if the instrument is out of calibration, corrective action is implemented along with the contractor performing the calibration. The calibration report is included in **Appendix G: 2017 Calibration Report Summary**. Various programs are in place to ensure we are current with new technologies, replace end-of-life equipment and maintain a high level of quality assurance.

6.5 WPCC, Pumping Stations and Collection System – Capital

Appendix H: 2017 Capital Project Manager's Sheet contains the 2017 Capital Projects for the WPCC, pumping stations and collection system. The City allocated \$426,500 in Capital to replace various pieces of equipment at the WPCC and pumping stations that were nearing the end of their life cycle and also to replace failing sanitary sewer services in the collection system. These projects have been integral to refurbishing or replacing aging assets in order to maintain efficient operation and redundancy. This program utilizes risk analysis, maintenance costs and replacement analysis to give the best 10 year model possible. As always, not all risks are known and sometimes unforeseen breakdowns do occur. Excellent coordination between staff and various contractors and suppliers allows the work to be assessed and performed while keeping on track from a budget standpoint.

7. KEY CONTACTS AND REFERENCES

For further information on this report, enquiries on a related topic, or to arrange a plant tour of the wastewater treatment facilities, please contact:

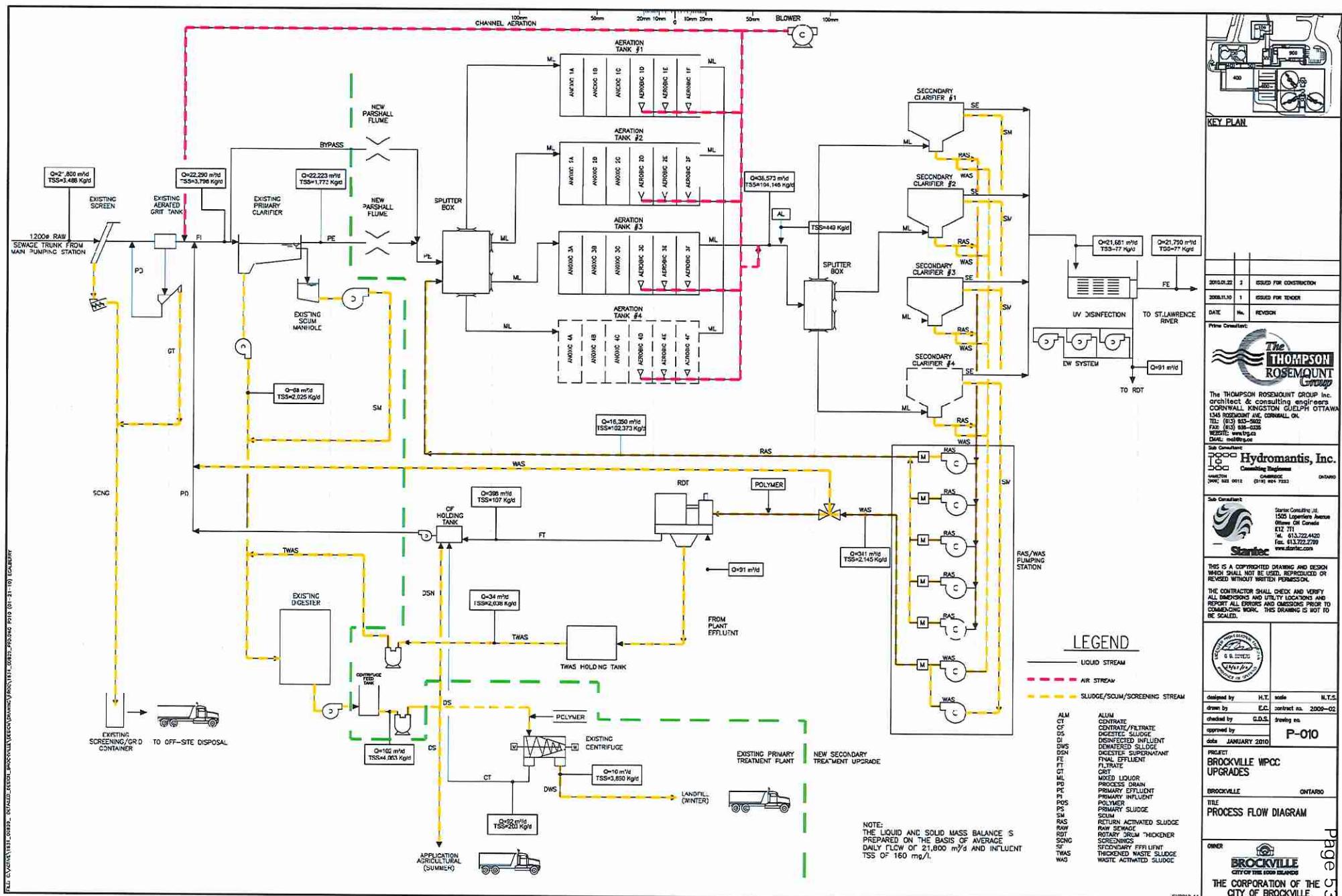
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Ministry of the Environment and Climate Change
Ontario Water Wastewater Certification Office
Water Environment Federation
Water Environment Association of Ontario
Ministry of Ontario Agriculture, Food and Rural Affairs

www.ene.gov.on.ca
www.owwco.ca
www.wef.org
www.weao.org
www.omafra.gov.on.ca

Appendix A



Appendix B

BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: BROCKVILLE
 PROJECT: BROCKVILLE
 WORKS NUMBER: 120000122

DESCRIPTION: A Secondary Treatment Facility, complete with two anaerobic digesters, two centrifuges for sludge thickening and two RDT's for sludge co-thickening and utilizing Alum for phosphorus removal and UV for effluent disinfection

YEAR: 2017
 WATER COURSE: ST. LAWRENCE RIVER
 DESIGN CAPACITY: 21,800 x 1000m³/day
 PEAK DESIGN CAPACITY: 62,500 X 1000m³/day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS			PHOSPHORUS			TOTAL AMMONIA NITROGEN		E. COLI		
	TOTAL FLOW 1000M ³	Avg Day Flow 1000M ³	Max Day Flow 1000M ³	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading Eff CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Total Loading Eff SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff Phos. (kg/day)	Percent Removal	Avg Eff TAN (mg/L)	Total Loading Eff TAN (kg/day)	Geomean (Org/100 ml)
DEC 17	471.55	15.211	20.726	138.00	5.00	76.06	160.00	10.00	152.11	93.8	2.69	0.41	6.24	84.8	7.59	115.45	1
NOV 17	651.87	21.729	32.760	142.00	5.00	108.65	152.00	12.00	260.75	92.1	2.66	0.55	11.95	79.3	4.95	107.78	3
OCT 17	470.22	15.168	34.800	419.00	4.00	60.67	491.00	8.00	121.34	98.4	3.91	0.52	7.89	86.7	3.76	57.03	2
SEP 17	422.15	14.072	17.586	309.00	4.00	56.29	410.00	8.00	112.58	98.0	3.68	0.52	7.32	85.9	2.67	57.57	1
AUG 17	564.61	18.213	23.393	244.44	3.78	68.85	290.33	8.11	147.71	97.2	3.01	0.54	9.84	82.1	1.84	33.51	1
JUL 17	678.60	21.890	47.039	154.50	4.22	92.38	176.40	7.56	165.49	95.7	2.28	0.57	12.48	75.0	4.56	99.82	4
JUN 17	595.82	19.861	26.400	187.44	3.56	70.71	217.56	5.78	114.80	97.3	3.00	0.47	9.33	84.3	5.83	115.79	4
MAY 17	864.87	27.899	51.513	165.00	3.27	91.23	208.45	8.00	223.19	96.1	2.17	0.32	8.93	85.3	3.10	86.49	5
APR 17	798.39	26.613	47.588	289.71	3.50	93.15	344.43	7.88	209.71	97.7	2.89	0.44	11.71	84.8	2.20	58.55	2
MAR 17	610.09	19.680	29.577	189.90	3.44	67.70	214.60	6.11	120.24	97.2	2.43	0.32	6.30	86.8	6.29	123.79	1
FEB 17	524.05	18.716	34.169	172.14	4.25	79.54	194.43	4.88	91.33	97.5	2.46	0.37	6.92	85.0	5.78	108.18	1
JAN 17	575.46	18.563	28.792	201.50	5.30	98.38	179.20	7.27	134.95	95.9	2.52	0.31	5.75	87.7	4.48	83.16	2
AVG		19.801		217.72	4.11	80.30	253.03	7.80	154.52	96.41	2.81	0.45	8.72	83.96	4.42	85.59	2
MAX		51.513		419.00	5.30	108.65	491.00	12.00	260.75	98.37	3.91	0.57	12.48		7.59	123.79	
Objective Limit						15.00									12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		
Compliance Limit						25.00	545.00								18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31) 34.9 (Nov. 1 to Apr. 30) 34.9 (May 1 to Oct. 31)		100
																	200

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
DEC 17	2,099	2,434	41
NOV 17	3,086	3,303	58
OCT 17	6,355	7,447	59
SEP 17	4,348	5,770	52
AUG 17	4,452	5,288	55
JUL 17	3,382	3,861	50
JUN 17	3,723	4,321	60
MAY 17	4,603	5,760	51
APR 17	7,710	9,166	77
MAR 17	3,737	4,223	48
FEB 17	3,222	3,639	46
JAN 17	3,740	3,326	47
AVG	4,205	4,878	54
MAX	7,710	9,166	77

COMMENTS:

Appendix C

Facility Name: Brockville Water Pollution Control Centre Report Year: 2017

2.0 Pumping Station and Plant Bypass Monthly Summary:

MONTH	MAIN PUMPING STATION BYPASS			WPCC BYPASS/OVERFLOW		
	No. of Days (days)	Duration (hours)	Volume (1,000 m ³)	No. of Days (days)	Duration (hours)	Volume (1,000 m ³)
January						
February						
March						
April	1	11.63	30,240			
May	2	9.76	21,017			
June						
July	1	21.32	99,289			
August						
September						
October	1	14.90	47,525			
November						
December						
TOTAL	5	57.61	198,071	0	0	0
Volume of Bypass as % of Average Daily Flow (ADF)			2.74%	%		

$$\text{ADF} = \boxed{19,801} \quad \boxed{19.801} \text{ (1,000 m}^3\text{/d)}$$

Note: % = Volume of Bypass divided by ADF divided by 365

Comments Area - Pumping Stations and Plant Bypasses

Associated with Heavy Precipitation

2017 WPCC Annual Chemical Summary

Totals	062 Alum use (kg)	011 Chemicals 063 Alum use (L)	064 Alum dose (mg/L)
Average	734.59	557.71	50.05
Minimum	532.2	403.2	22.3
Maximum	885.77	885.71	79.7
Count	365	365	365
Total	268,126.27	203,562.74	
95 Percentile			
Exceedences	0	0	0

* indicates Geometric Mean

** indicates Intraday Average

Appendix E

2017 WPCC AND PUMPING STATIONS OPERATIONAL HIGHLIGHTS**1st Quarter (January, February, March)****1. Main Plant:**

- Primary Clarifiers 3 and 4 are currently not in use (on standby)
- Primary Clarifiers 1 and 2 are on line
- Secondary Clarifier 2 is currently not in use (on standby)
- 2016 4th Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- Four (4) new digester gas valves purchased to replace worn out ones (Capital)
- New UV wipers and seals were purchased and are being installed by Wastewater Systems staff (Capital)
- Annual lifting device inspections completed
- Siemens MCC spare parts ordered (Capital)

2. Main Pumping Station:

- Bypasses: No bypasses to report
- The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass.
- The City has applied for CWWF funding for the replacement of the Main Pumping Station
- The City in coordination with Pure Technologies are in the initial planning stages for the condition assessment on the Main Pumping Station forcemain (Capital)
- New primary instrument compressor purchased and installed (Capital)
- Pump #2 mechanical seal failed and requires replacement

3. Pumping Stations:

- WPCC Staff responded to two (2) mechanical problems
- New communication equipment installed at West End, Central and Georgina Pumping Stations has eliminated our chronic communication failures
- New Flygt pumps for Bayview and Elizabeth Street Pumping Stations have been installed and commissioned (Capital)
- Leachate Pumping Station Pump #4 is worn out beyond repair, a new pump has been ordered (Capital)
- New Flygt pumps have been ordered for Riverview, Georgina and Oxford Pumping Stations (Capital)
- Refrigerated Leachate Sampler was replaced (Capital)

4. Power Outages:

- There were two (2) power outages - no issues to report

5. Wastewater Collection System:

- 48 blocked sewer/camera inspections
- 3 sanitary sewer lateral dig-ups and repairs
- 1 blocked main
- Contract 2017-21 Wastewater Main Line Cleaning was awarded to L. A. Knapp Inc.

Appendix E

2017 WPCC AND PUMPING STATIONS OPERATIONAL HIGHLIGHTS**2nd Quarter (April, May, June)****1. Main Plant:**

- Primary Clarifiers 3 and 4 are currently not in use (on standby)
- Primary Clarifiers 1 and 2 are on line
- Secondary Clarifier 3 is currently not in use (on standby)
- 2017 1st Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- 2016 National Pollutant Release Inventory (NPRI) Report was submitted to Environment Canada
- Annual effluent instrument servicing and calibrations completed
- Semi-annual gas meter calibrations completed
- Annual fire alarm inspection completed
- Monthly elevator inspection completed
- Digester #2 clean out in progress (Capital)
- Primary Clarifier raw sludge pump spare parts purchased (Capital)
- Odour control media for air scrubbers in Dewatering and Screen and Degrit Buildings purchased (Capital)
- WPCC Staff responded to five (5) call-ins related to high rain and high flow conditions
- WPCC Staff responded to eight (8) call-ins related to controls and SCADA issues.

2. Main Pumping Station:

- Bypasses:
 - On April 6th – April 7th, 2017 there was an 11 hour and 38 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 30,240 m³. MOECC was notified of the event. Chlorination was established and samples taken.
 - On May 1st, 2017 there was an 11 hour and 14 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 11,814 m³. MOECC was notified of the event. Chlorination was established and samples taken.
 - On May 6th, 2017 there were three bypass events due to heavy precipitation. MOECC was notified of the events. Chlorination was established and samples taken.
 - 5:30 am a 1 hour and 15 minutes bypass. Approximate volume of the bypass was 1,758 m³
 - 12:35 pm a 1 hour and 24 minutes bypass. Approximate volume of the bypass was 2,016 m³
 - 4:56 pm a 3 hour and 53 minutes bypass. Approximate volume of bypass was 5,429 m³
- The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass
- The City has applied for CWWF funding for the replacement of the Main Pumping Station
- The City in coordination with Pure Technologies have completed initial plans for the condition assessment on the Main Pumping Station forcemain (Capital). The required components have been ordered. Necessary preliminary mechanical work is in progress.
- Pump #2 mechanical seal was replaced
- Pump #3 VFD failed - a new one was purchased through Capital Contingency and installed.

Appendix E

2017 WPCC AND PUMPING STATIONS OPERATIONAL HIGHLIGHTS3. Pumping Stations:

- WPCC Staff responded to five (5) mechanical problems
- WPCC Staff responded to seven (7) communication problems
 - New communication equipment had a singular issue that was rectified
- New Leachate Pump #4 was installed (Capital)
- New Flygt pumps for Riverview, Georgina and Oxford Pumping Stations have been received and require installation (Capital)

4. Power Outages:

- There were four (4) power outages/glitches - no issues to report

5. Wastewater Collection System:

- 42 blocked sewer/camera inspections
- 7 sanitary sewer lateral dig-ups and repairs
- 2 blocked mains
- Contract 2017-21 Wastewater Main Line Cleaning was completed

3rd Quarter (July, August, September)1. Main Plant:

- Primary Clarifiers 3 and 4 are online
- Primary Clarifiers 1 and 2 are currently not in use (on standby)
- Secondary Clarifiers 1 and 2 are online
- Secondary Clarifier 3 is currently not in use (on standby)
- 2017 2nd Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- Digester #2 clean out complete – waiting on TSSA approval to restart (Capital)
- Odour control media for air scrubbers in Dewatering and Screen and Degrit Buildings replaced (Capital)
- Semi-annual gas monitoring equipment calibrations completed
- WPCC Staff responded to three (3) call-ins related to high rain and high flow conditions
- WPCC Staff responded to seven (7) call-ins related to mechanical/equipment issues

2. Main Pumping Station:

- Bypasses:
 - On July 24th – July 25th, 2017 there was a 21 hour and 32 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 99,289 m³. MOECC was notified of the event. Chlorination was established and samples taken.
- The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass
- The City has applied for CWWF funding for the design of the Main Pumping Station
- City staff along with Pure Technologies continuing to plan for the forcemain condition assessment - City staff are working on the logistics of facilitating the assessment (Capital)
- All primary and secondary instrument air compressors were replaced (Capital)

Appendix E

2017 WPCC AND PUMPING STATIONS OPERATIONAL HIGHLIGHTS3. Pumping Stations:

- WPCC Staff responded to three (3) mechanical/equipment problems
- New Flygt pumps for Riverview, Georgina and Oxford Pumping Stations are being installed (Capital)

4. Power Outages:

- There were three (3) power outages/glitches - no issues to report

5. Wastewater Collection System:

- 48 blocked sewer/camera inspections
- 15 sanitary sewer lateral dig-ups and repairs
- 0 blocked mains

4th Quarter (October, November, December)1. Main Plant:

- Primary Clarifiers 3 and 4 are online
- Primary Clarifiers 1 and 2 are currently not in use (on standby)
- Secondary Clarifiers 1 and 2 are online
- Secondary Clarifier 3 is currently not in use (on standby)
- 2017 3rd Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- Digester #2 cleaned, inspected, pressure tested and back online (Capital)
- EVB Engineering has been contracted for engineering services regarding aeration tank repairs that will be completed in the spring of 2018 (Capital)
- Backflow inspector was on site to perform an audit on the City's backflow provisions at the WPCC, Main Pumping Station and remote facilities
- WPCC Staff responded to two (2) call-ins related to high rain and high flow conditions
- WPCC Staff responded to eight (8) call-ins related to mechanical/process issues
- WPCC Staff responded to fourteen (14) call-ins related to electrical/control issues

2. Main Pumping Station:

- Bypasses:
 - On October 30th, 2017 there was a 14 hour and 54 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 47,525 m³. MOECC was notified of the event. Chlorination was established and samples taken.
- The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass
- The City has received confirmation from CWWF that funding for the design of the Main Pumping Station has been approved
- City staff along with Pure Technologies continuing to plan for the forcemain condition assessment - City staff are working on the logistics of facilitating the assessment (Capital)

Appendix E

2017 WPCC AND PUMPING STATIONS OPERATIONAL HIGHLIGHTS3. Pumping Stations:

- WPCC Staff responded to thirteen (13) mechanical/equipment and communication problems
- New Flygt pumps for Riverview and Oxford pumping stations have been installed and are in service - pumps for Georgina pumping station still need to be installed (Capital)
- Meltric electrical emergency generator plug upgrades nearing completion (Capital)
- Wet well cleanouts completed at Oxford and Central pumping stations

4. Power Outages:

- There were two (2) power outages - no issues to report

5. Wastewater Collection System:

- 61 blocked sewer/camera inspections
- 5 sanitary sewer lateral dig-ups and repairs
- 0 blocked mains

2017 WPCC Centrifuge Sludge Feed and Cake Disposal Summary

Totals	221 Centrifuge - Sludge Feed			222 Centrifuge - Cake	27 Cake Weight
	% Total Solids (%)	% Volatile Solids (%)	Sludge Volume to Centrifuge (m ³)		
Average	2.06	58.86	88.68	25.84	8,787
Minimum	1.25	38.23	17.21	22.47	4,440
Maximum	3.39	67.72	217.01	34.52	12,840
Count	49	49	363	48	187
Total			32,192.60		1,643,100
95 Percentile					
Exceedences	0	0	0	0	0

* indicates Geometric Mean

** indicates Intraday Average

Appendix G



1602 Old Wooler Rd. Tel: (613) 398-0296
Wooler, ON Fax: (613) 398-0294
K0K 3M0 cell (416) 779-1456

City of Brockville
PO Box 5000.
Brockville Ontario
K6V 7A5

May 17, 2017

Attention: Phil Wood

Re: 2017 Annual Waste Water Flow Meter Calibrations

Flowmetrix thanks you for the opportunity to provide our flow meter calibration services. Mr. Dan Matchett attended your Brockville PCP facility on March 24th & 25th. 2017 to verify the calibrations of your flow meters as directed. Please accept the letter as a summary of the flow meters verified, corresponding results and a brief description of the verification procedures used.

Electromagnetic Flow meters

The calibration of electromagnetic flow meters is typically verified using the appropriate manufacturer's calibrated flow simulator. The flow simulator when connected to the convertor in place of the flow tube delivers a precise signal back to the convertor that simulates a specific, calculable flow condition that is comparable of specific flow values. The local display and local outputs are checked and documented for accuracy at each specific test point.

Level Instruments, Milltronics & Greylime

The calibration of ultrasonic level meters is typically verified using a solid level plate and measure ruler. In situations where safety or continuous operations limit direct access to the existing level sensor, the customers' level sensor is removed and a temporary secondary level sensor is attached to the transmitter allowing a ruler and level plate to be used to simulate a specific, calculable liquid level condition. The local display and local outputs are checked and documented for accuracy at each specific test point. These types of instruments are typically associated with a primary device allowing a flow calculation, and it is assumed to be programmed to provide the correct relationship between flow and level.

If you have any questions or require further details or information please do not hesitate to contact me at your convenience.

Kind Regards

Curtis King

Calibration Summary

	Instrument	Result	Comment
1	FIT 353	Pass	None
2	FIT 368	Pass	None
3	FIT 366	Pass	None
4	FIT 367	Pass	None
5	FIT 511	Pass	none
6	FIT 512	Pass	none
7	FIT 561	Pass	none
8	FIT 602	Pass	none
9	FIT 603	Pass	none
10	FIT 713	Pass	none
11	FIT 721	Pass	none
12	FIT 722	Pass	none
13	FIT 723	Pass	none
14	FIT 724	Pass	none
15	FIT 801	Pass	none
16	FIT 834	Pass	none
17	FIT 944	Pass	none
18	FIT 953	Pass	none
19	FIT 973	Pass	none
20	FIT 975	Pass	none
21	FIT 995	Pass	none
22	Raw Sludge # 1	Pass	none
23	Raw Sludge # 2	Pass	None
24	Main PS	Pass	none
25	Leachate Effluent	Pass	none
26	Leachate Overflow	Pass	none

Appendix H

2017 CAPITAL PROGRAM

<u>PROJECT NAME:</u>	Water Pollution Control Centre Equipment Replacement Program	<u>YEAR PROPOSED:</u> <u>ITEM NO:</u>	2017 6.2
<u>LOCATION:</u>	Sewage Treatment Plant, Pumping Stations & Collection System		
<u>HISTORY:</u>	LENGTH OF PROJECT: Ongoing - through Sewer Rate Reserve YEAR FIRST INTRODUCED: 1997		
<u>SCOPE:</u>	Replacement of Capital Equipment for the Water Pollution Control Centre and associated structures and pumping stations. This is to be accomplished from the Sewer Rate Reserve Fund.		
9406010	<p>WPCC BUILDINGS AND PROPERTY: 9406010-9940693 Building Boiler Hot Water Heater Replacement (18) 9406010-9940694 HVAC Systems Maintenance WPCC</p> <p>WPCC GENERAL EQUIPMENT: 9406010-9940695 Wirless Comm. Systems (Plant to Stations) 9406010-9940696 Seimens MCC Spare Parts</p> <p>Lab Services and Abaetment Equipment: 9406010-9940697 Leachate refrigerated sampler 9406010-9940698 Sample refrigerator - Meet QA/QC</p> <p>Screen and Degrift: 9406010-9940699 Screen and Rake arm refurb 3/8 (2) 9406010-9940700 Odour control -Media replacement</p> <p>PRIMARY CLARIFIERS: 9406010-9940701 Replace Clarifier Raw Sludge Pumps (rebuild)</p> <p>DEWATERING OPERATIONS: 9406010-9940702 Rebuild Cake Bins 9406010-9940703 Dew. Polymer Pumps (2) + Make up units 9406010-9940704 Air Compressor Replacement - Referb. (2) 9406010-9940705 Odour control -Media replacement</p> <p>UV Building: 9406010-9940706 Replace Seals on all 4 banks.</p> <p>SECONDARY CLARIFIERS: 9406010-9940707 Weir Wolf Brush Assembly's Replace/Repair</p> <p>PUMPING STATIONS: 9406010-9940708 PUMP STN - SCADA/ Instru./Elect. Upgrades 9406010-9940709 PUMP STN'S - LADDERS & PLATFORMS Replace 9406010-9940710 MAIN PS - Instrument Compressor & Backup Replace 9406010-9940711 Georgina St. PS - Replace (2) Pumps/Motors 2Hp. 9406010-9940712 Georgina St. PS - Replace Check Valves 9406010-9940713 OXFORD ST. PS - Replace (2) Pumps/Motors 5Hp. 9406010-9940714 OXFORD ST. PS - Check Valves & Appurtenances 9406010-9940715 RIVERVIEW PS - Replace (2) Pumps /Motors 4Hp 9406010-9940716 RIVERVIEW PS - Check Valves & Appurtenances 9406010-9940717 LEACHATE PS - Referb. (2) 4" Pumps // Rebuild 1 9406010-9940718 LEACHATE PS - Referb. (2) 6" Pumps // Rebuild 1</p> <p>COLLECTION SYSTEM INFRASTRUCTURE: 9406010-9940719 Repairs to 12 - 15 services off the maintenance list 9406010-9940609 CONTINGENCY:</p>		
<u>WHY REQUIRED:</u> Advantages & Benefits	See the attached 10 Year Plan - Water Pollution Control Centre Capital Needs Routing such purchases through the WPCC Sewer Rate Reserve Fund provides the opportunity to account for all Capital Costs associated with the Water Pollution Control Centre in one place and to finance such work through the Sewer Use Rate User Fee. As well it allows the expenditure to take place while keeping the tax rate smooth.		

PREPARED BY (PROJECT MANAGER):

Ed Malcomson

DATE:

July 14, 2016

Y:\WWTP\WWT\Shared Data\1 WASTEWATER SYSTEMS DIVISION CURRENT\2017 Budget\2017 WPCC Capital Budget - Copy

1/5/2018

Page 20 of 20

JANUARY 25, 2018

REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 20, 2018

2018-014-02

2017 ANNUAL WATER QUALITY REPORT
BROCKVILLE DRINKING WATER SYSTEM

PETER RAABE, P. ENG.
DIRECTOR OF
ENVIRONMENTAL SERVICES

RECOMMENDATION

THAT the 2017 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2018-014-02, be received; and

THAT the Director of Environmental Services be designated to sign the 2017 Annual Water Quality Report on the Brockville Drinking Water System.

ORIGIN

The Safe Water Drinking Water Act, 2002 - Ontario Regulation 170, Schedule 22 requires that members of Council shall be given the annual water quality report for the preceding calendar year for their approval no later than March 31st. This report covers the period January 1, 2017 through December 31, 2017.

ANALYSIS

Provided is a complete annual water quality report summarizing the plant description and design, flow data and water quality parameters. The 2017 Annual Water Quality Report is available at the Water Treatment Plant and on the City's website.



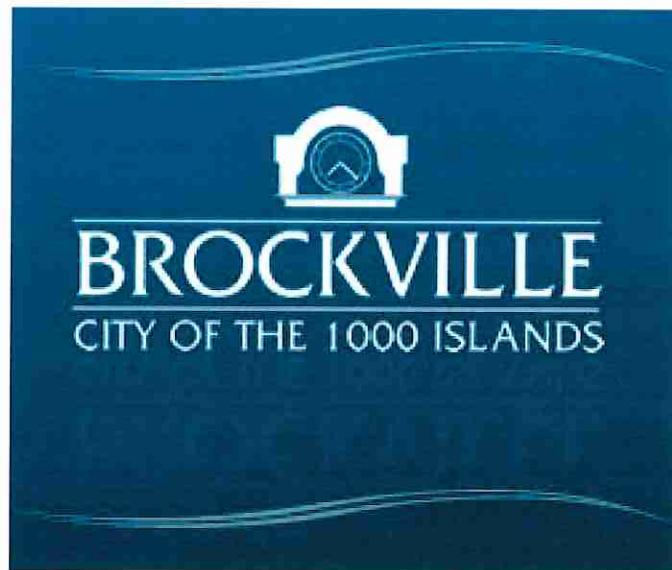
P. Raabe, P. Eng.
Director of Environmental Services



B. Casselman
City Manager

Attachment 1 to Report 2018-014-02

BROCKVILLE DRINKING WATER SYSTEM



2017 ANNUAL WATER QUALITY REPORT

P. Raabe, P. Eng., Director of Environmental Services
D. Richards, Supervisor Water Systems

DATE: January 29, 2018



Brockville Drinking Water System Annual Water Quality Report 2017

EXECUTIVE SUMMARY

The City of Brockville's Water Systems Division is pleased to provide the 2017 Annual Drinking Water Quality Report. The purpose of this report is to keep the public and Council informed regarding the quality of the City's drinking water and the performance and maintenance of our water treatment and distribution systems.

The City of Brockville is dedicated to delivering a safe, reliable, drinking water supply while remaining compliant with all regulatory requirements. Achievement of those commitments is supported by risk-based process evaluation, staff competency, effective communication, and appropriate contingency/incident response measures. The managers and employees of the City of Brockville who are directly involved in the production and delivery of safe drinking water are committed to and share in the responsibilities for implementing, maintaining, and contributing to the continual improvement of the drinking water quality. The water delivered to the consumers in the City of Brockville and a portion in the Township of Elizabethtown-Kitley continues to be safe, meeting all drinking water quality regulatory standards.

This Annual Drinking Water Quality Report is prepared in accordance with the Municipal Drinking Water Licence, Drinking Water Works Permit for the Brockville Drinking Water System and Ontario Regulation 170/03, Section 11 and Schedule 22. Included with this report are analytical data, plant flow, adverse water quality incidents and corrective action resolutions, as well as a process flow schematic of the facility.

Peter Raabe, P. Eng.
Director of Environmental Services

Don Richards
Supervisor - Water Systems



Brockville Drinking Water System Annual Water Quality Report 2017

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Brockville Drinking Water System Annual Water Quality Report 2017

LIST OF ACRONYMS & DEFINITIONS

AWQI	Adverse Water Quality Incidents
	Examples of adverse water results:
	<ul style="list-style-type: none"> ▪ An analytical result that exceeds a health-based water quality standards ▪ Any evidence that disinfection may not have been effective ▪ Low chlorine residuals
C of A	Certificate of Approval
CFU	colony forming units
CGSB	Canadian General Standards Board
DWQMS	Drinking Water Quality Management Standard
GUDI	groundwater under the direct influence of surface water
L/s	litres per second
m ³ /d	cubic metres per day
mg/L	milligrams per litre
mL	milliliter
ML/d	Mega (million) litres per day
MOECC	Ministry of the Environment and Climate Change (Ontario)
MOH	Medical Officer of Health
PVC	Poly Vinyl Chloride
O. Reg.	Ontario Regulation
PTTW	Permit to Take Water
R.R.O.	Revised Regulations Ontario (1990)
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act, 2002
WTP	Water Treatment Plant



Brockville Drinking Water System Annual Water Quality Report 2017

1. INTRODUCTION

This Annual Water Quality Report is for the period from January 1st to December 31st, 2017 and includes reporting for both the municipal drinking water treatment and distribution systems that the City of Brockville owns and operates and the water distribution system that the Township of Elizabethtown-Kitley owns and the City of Brockville operates.

This report contains three different reports required for the City of Brockville and the Elizabethtown-Kitley Drinking Water Systems:

- Section 11 Annual Report, as per Section 11 of O. Reg. 170/03
- Summary report as per Schedule 22 of O. Reg. 170/03
- Summary of the raw water values that were submitted to the Ministry of the Environment and Climate Change under O. Reg. 387/04

This annual report is available to the public at no charge. Users of this drinking water system have been notified that this annual report is available by placing a notice on the City of Brockville's website and water billing inserts. The 2017 Annual Water Quality Report is available to the public at no charge at the following locations:

- City of Brockville's website - www.brockville.com
- City of Brockville – Public Library
- City of Brockville –Revenue Office, City Hall
- City of Brockville – Water Systems Division, 20 Rivers Ave., 613-342-8772 ext. 5510.
- Township of Elizabethtown-Kitley's website - <http://www.elizabethtown-kitley.on.ca>
- Township of Elizabethtown-Kitley's Municipal Office – 6544 New Dublin Road, RR#2 Addison

2. LEGISLATED REQUIREMENTS

2.1 Drinking-Water Systems Regulation (O. Reg. 170/03)

Under Schedule 22 of the Drinking Water Systems Regulation (O. Reg. 170/03), Summary Reports for Municipalities, annual reports to the owners of large municipal residential systems and small municipal systems are required. The summary report must be submitted no later than March 31st to members of municipal council. The contents must list the requirements of the *Safe Drinking Water Act, 2002*, the regulations, the system's approval and any order that the system failed to meet at any time during the reporting period covered, specify the duration of the failure, and the measures taken to correct the failure.

In addition, the report must include a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly averages, maximum daily flows and daily instantaneous peak flows. The summary must be compared to the rated capacity and flows provided in the system's Municipal Drinking Water Licence.



Brockville Drinking Water System Annual Water Quality Report 2017

The City of Brockville is the Owner of the Water Treatment Plant, trunk and local water distribution systems, and the City of Brockville is the Operating Authority for the Township of Elizabethtown-Kitley's water distribution system.

2.2 Summary of Regulatory Requirements

Acts and Regulations

Regulated systems must meet the requirements of Ontario's *Safe Drinking Water Act, 2002* and its regulations. Most notably, the Drinking Water Systems Regulation sets out treatment and testing requirements for all categories of regulated water systems, including small non-municipal and seasonal operations.

Safe Drinking Water Act, 2002

In the Part Two Report of the Walkerton Inquiry, Justice O'Connor recommended that the Ontario government enact a *Safe Drinking Water Act, 2002* to deal with matters related to treatment and distribution of drinking water. As articulated by Justice O'Connor, the purpose of the *Safe Drinking Water Act, 2002* is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

Summary of Provincial Legislation Significant to Water Operations

ACT	O. Reg.
WATER OPPORTUNITIES ACT	
➤ Water Opportunities Act, 2010	
CLEAN WATER ACT, 2006	
➤ Source Protection Areas and Regions	O. Reg. 284/10
➤ Source Protection Committees	O. Reg. 288/10
➤ Terms of Reference	O. Reg. 287/07
SAFE DRINKING WATER ACT, 2002	
➤ Drinking Water Systems Regulation	O. Reg. 170/03
➤ Certification of Drinking-Water System Operators and Water Quality Analysts	O. Reg. 128/04
➤ Drinking Water Testing Services - relating to laboratory licensing	O. Reg. 248/03
➤ Schools, private schools and day nurseries	O. Reg. 243/07
➤ Compliance and Enforcement Regulation	O. Reg. 242/05
➤ Ontario Drinking Water Quality Standards	O. Reg. 169/03
➤ Definitions of Words and Expressions Used in the Act	O. Reg. 171/03
➤ Definition of Deficiency and Municipal Drinking Water System	O. Reg. 172/03
➤ Licensing Of Municipal Drinking-Water Systems	O. Reg. 188/07
➤ Financial Plans	O. Reg. 453/07



Brockville Drinking Water System Annual Water Quality Report 2017

ONTARIO WATER RESOURCES ACT	
➤ Licensing of Sewage Works Operators	O. Reg. 129/04
➤ Approval Exemption	O. Reg. 525/98
➤ Wells	R.R.O. 1990, Reg. 903
➤ Revoking Ontario Regulation 459/00	O. Reg. 175/03
➤ Revoking Ontario Regulation 505/01	O. Reg. 176/03
➤ Water Taking	O. Reg. 387/04
➤ Charges for Industrial and Commercial Water Users	O. Reg. 450/07

ENVIRONMENTAL PROTECTION ACT	
➤ Certificate of Approval Exemptions - Air	O. Reg. 524/98

ENVIRONMENTAL BILL OF RIGHTS ACT	
➤ Prescribing the Safe Drinking Water Act, 2002	O. Reg. 257/03

3. ANNUAL WATER QUALITY SUMMARY FOR 2017

The City of Brockville's Water Systems Division is responsible for the Brockville Drinking Water System under O. Reg. 170/03 including water treatment plant, trunk water distribution system (elevated storage, reservoirs, booster stations) and local water distribution systems. Staff's primary responsibility is water treatment and distribution in compliance with all applicable legislation and municipal drinking water licences and drinking water works permits. Routine water quality testing and continuous monitoring of water quality and quantity is conducted to ensure compliance. All data from SCADA, process control point data, in-house laboratory results and external laboratory results are all captured in a WaterTrax data management system.

3.1 Water Quality Data

Raw and treated water is sampled and tested for chemical, physical and microbiological parameters in accordance with the requirements of O. Reg. 170/03 and individual municipal licences and permits. Sampling is also conducted in the distribution system primarily for bacteriological indicators and evidence of sustained chlorine residuals. Enhanced sampling programs are also defined by the Water Systems Division, and testing procedures followed and where necessary submitted to external accredited laboratory for analysis. This level of water quality monitoring ensures public health and public confidence in the water supply.

The majority of analysis is conducted by an external accredited laboratory, with some specialized analysis contracted to other accredited laboratories. In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents are provided to the Spills Action Centre and Medical Officer of Health.



Brockville Drinking Water System Annual Water Quality Report 2017

Operational Testing:

The following table is a summary of the operational testing completed in 2017 (as per O. Reg. 170/03, Schedules 6 and 7).

PARAMETER TESTED:	# of Grab Samples	RANGE OF RESULTS:	
		Minimum	Maximum
Turbidity – Raw (NTU)	Continuous monitoring	0.08	4.99
Turbidity – Filter 1 (NTU)	Continuous monitoring	0.02	0.79
Turbidity – Filter 2 (NTU)	Continuous monitoring	0.02	0.28
Turbidity – Treated (NTU)	Continuous monitoring	0.03	1.00
Chlorine – Pre Filter (mg/l)	Continuous monitoring	0.01	3.0
Chlorine – Reservoir (Main Plant) (mg/l)	Continuous monitoring	1.49	2.90
Chlorine – Plant Effluent (mg/l)	Continuous monitoring	0.99	3.0
Chlorine – Distribution System Parkedale Reservoir (mg/l)	Continuous monitoring	1.13	2.23
Chlorine – Elizabethtown-Kitley Distribution System (mg/l)	52	1.05	1.46
Fluoride – Plant Effluent (mg/l)	365	0.26	1.14
UV Dosage (mJ/sq. cm.)	Continuous monitoring	0	3277
UV Intensity (microW/sq cm)	Continuous monitoring	0	2.08
UV Transmittance (%)	365	95	95

Additional Testing as Required by the Municipal Drinking Water Licence, Order or Other Legal Instrument for 2017:

TYPE OF LEGAL INSTRUMENT:	PARAMETER
Municipal Drinking Water Licence 152-101 Section 1.5	TSS Residue – Monthly
Residue Management – Composite Sample	7 mg/L (annual average)

Microbiological Testing:

Microbiological testing completed under the Schedule 10, 11 or 12 of O. Reg. 170/03 during this reporting period.

Sample Description:	Number of Samples	Range of E.Coli Or Fecal Results CFU/100ml		Range of Total Coliform Results CFU/100ml		Number of HPC Samples	Range of HPC Results CFU/ml	
		Min.	Max.	Min.	Max.		Min.	Max.
Raw	52	0	27	2	>400	52	<10	>2000
Treated	52	0	0	0	0	52	<10	20
Distribution	417	0	0	0	0	157	<10	70



Brockville Drinking Water System Annual Water Quality Report 2017

Chemical Testing:

The following Tables are a summary of the chemical testing completed in 2017 (as per O. Reg. 170/03, Schedule 13).

Schedule 23

Summary of Inorganic parameters tested during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Antimony	Jan. 3/17	.0001	mg/l	No	No
Arsenic	Jan. 3/17	0.0006	mg/l	No	No
Barium	Jan. 3/17	0.023	mg/l	No	No
Boron	Jan. 3/17	<0.005	mg/l	No	No
Cadmium	Jan. 3/17	0.00005	mg/l	No	No
Chromium	Jan. 3/17	<0.002	mg/l	No	No
Mercury	Jan. 3/17	0.00005	mg/l	No	No
Selenium	Jan. 3/17	<0.001	mg/l	No	No
Sodium	Jan. – Dec. (12 samples)	14.30*	mg/l	No	n/a
Uranium	Jan. 3/17	0.00027	mg/l	No	No
Nitrite	Quarterly (4 samples)	<0.10*	mg/l	No	No
Nitrate	Quarterly (4 samples)	0.30*	mg/l	No	No

*average

n/a – not applicable

Schedule 24

Summary of Organic parameters sampled during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Alachlor	Jan. 3/17	<0.3	ug/l	No	No
Atrazine + N-dealkylated metabolites	Jan. 3/17	<0.5	ug/l	No	No
Azinphos-methyl	Jan. 3/17	<1	ug/l	No	No
Benzene	Jan. 3/17	<0.5	ug/l	No	No
Benzo(a)pyrene	Jan. 3/17	<0.005	ug/l	No	No
Bromoxynil	Jan. 3/17	<0.3	ug/l	No	No
Carbaryl	Jan. 3/17	<3	ug/l	No	No
Carbofuran	Jan. 3/17	<1	ug/l	No	No
Carbon Tetrachloride	Jan. 3/17	<0.2	ug/l	No	No
Chlorpyrifos	Jan. 3/17	<0.5	ug/l	No	No
Diazinon	Jan. 3/17	<1	ug/l	No	No
Dicamba	Jan. 3/17	<5	ug/l	No	No
1,2-Dichlorobenzene	Jan. 3/17	<0.1	ug/l	No	No
1,4-Dichlorobenzene	Jan. 3/17	<0.2	ug/l	No	No
1,2-Dichloroethane	Jan. 3/17	<0.1	ug/l	No	No
1,1-Dichloroethene	Jan. 3/17	<0.1	ug/l	No	No
Dichloromethane	Jan. 3/17	<0.3	ug/l	No	No
2-4 Dichlorophenol	Jan. 3/17	<0.1	ug/l	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 3/17	<5	ug/l	No	No
Diclofop-methyl	Jan. 3/17	<0.5	ug/l	No	No
Dimethoate	Jan. 3/17	<1	ug/l	No	No



Brockville Drinking Water System Annual Water Quality Report 2017

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Diquat	Jan. 3/17	<5	ug/l	No	No
Diuron	Jan. 3/17	<5	ug/l	No	No
Glyphosate	Jan. 3/17	<25	ug/l	No	No
Malathion	Jan. 3/17	<5	ug/l	No	No
2-Methyl-4-Chlorophenoxyacetic acid (MCPA)	Jan. 3/17	<0.00012	mg/l	No	No
Metolachlor	Jan. 3/17	<3	ug/l	No	No
Metribuzin	Jan. 3/17	<3	ug/l	No	No
Monochlorobenzene	Jan. 3/17	<0.2	ug/l	No	No
Paraquat	Jan. 3/17	<1	ug/l	No	No
Pentachlorophenol	Jan. 3/17	<0.1	ug/l	No	No
Phorate	Jan. 3/17	<0.3	ug/l	No	No
Picloram	Jan. 3/17	<5	ug/l	No	No
Polychlorinated Biphenyls(PCB)	Jan. 3/17	<0.05	ug/l	No	No
Prometryne	Jan. 3/17	<0.1	ug/l	No	No
Simazine	Jan. 3/17	<0.5	ug/l	No	No
THM (NOTE: shows latest annual average)	Quarterly (min) (4 samples)	48.00	ug/l	No	No
HAA's (NOTE: shows latest annual average)	Quarterly (min) (4 samples)	18.1	ug/l	No	No
Terbufos	Jan. 3/17	<0.3	ug/l	No	No
Tetrachloroethylene	Jan. 3/17	<0.2	ug/l	No	No
2,3,4,6-Tetrachlorophenol	Jan. 3/17	<0.1	ug/l	No	No
Triallate	Jan. 3/17	<10	ug/l	No	No
Trichloroethylene	Jan. 3/17	<0.1	ug/l	No	No
2,4,6-Trichlorophenol	Jan. 3/17	<0.1	ug/l	No	No
Trifluralin	Jan. 3/17	<0.5	ug/l	No	No
Vinyl Chloride	Jan. 3/17	<0.2	ug/l	No	No

LEAD SAMPLING:

Brockville Drinking Water System (Lead Sampling Exemption – no requirement to sample Winter Period)

Sampling Period - Winter (December 15 th to April 15 th)	Plumbing	Distribution
Number of individual samples	(Lead Sampling Regulatory Relief)	(Lead Sampling Regulatory Relief)
Number of sample points (locations)	N/A	N/A
Number of individual sample exceedances	N/A	N/A
Number of sample points with an exceedance during the period	N/A	N/A
Percentage of sample points with an exceedance		N/A
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	NO	
Do the plumbing sample exemptions apply to the system?	NO	

Sampling Period - Summer (June 15 th to October 15 th)	Plumbing	Distribution
Number of individual samples	(Lead Sampling Regulatory Relief)	(Lead Sampling)
Number of sample points (locations)	N/A	6
Number of individual sample exceedances	N/A	0
Number of sample points with an exceedance during the period	N/A	N/A
Percentage of sample points with an exceedance		N/A
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	YES	
Do the plumbing sample exemptions apply to the system?	YES	



Brockville Drinking Water System Annual Water Quality Report 2017

Elizabethtown-Kiltley Distribution System(Lead Sampling Exemption – no requirement to sample Winter Period)

Sampling Period – Winter (December 15 th to April 15 th)	Plumbing	Distribution
Number of individual samples	16	2
Number of sample points (locations)	8	N/A
Number of individual sample exceedances	0	0
Number of sample points with an exceedance during the period	0	0
Percentage of sample points with an exceedance	0	0
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	NO	
Do the plumbing sample exemptions apply to the system?	NO	

Sampling Period – Summer (June 15 th to October 15 th)	Plumbing	Distribution
Number of individual samples	16	2
Number of sample points (locations)	8	N/A
Number of individual sample exceedances	0	0
Number of sample points with an exceedance during the period	0	N/A
Percentage of sample points with an exceedance		N/A
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	Yes	
Do the plumbing sample exemptions apply to the system?	NO	

4. BROCKVILLE DRINKING WATER SYSTEM

4.1 Water System Description

Drinking-Water System Number:	220001263
Drinking-Water System Name:	Brockville Drinking Water System
Drinking-Water System Owner:	City of Brockville
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	152-101
Drinking Water Works Permit:	152-201
Permit To Take Water:	8577-5ZCP45
Drinking-Water System Category:	Large Municipal
Design Capacity:	36.4 ML/D
Treatment:	Direct Filtration Class III
Local Distribution:	Class II
Trunk Distribution:	Class III
Source Water:	St Lawrence River
Population Served:	22,000



Brockville Drinking Water System Annual Water Quality Report 2017

Connected Drinking-Water Systems:

Drinking-Water System Number:	260007777
Drinking-Water System Name:	Elizabethtown-Kitley Distribution System
Drinking-Water System Owner:	Township of Elizabethtown-Kitley
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	257-101
Drinking Water Works Permit:	257-201
Drinking-Water System Category:	Large Municipal Class I
Water Source:	City of Brockville DWS
Population Served:	350

4.1.1 Water Treatment Plant

The City of Brockville's Water Treatment Plant is a Class III direct filtration facility located at 20 Rivers Avenue, located on the St. Lawrence River and serves the City of Brockville (population 22,000), and a portion of the Township of Elizabethtown-Kitley (population 350). The Water Distribution System is separated into a Trunk Water Distribution System and Local Water Distribution System. The Trunk WDS is a Class III System (Certificate #3811) and the Local System is a Class II System (Certificate #2193). A 900 mm raw water intake pipe equipped with zebra mussel control lies on the bottom of the St. Lawrence River extending 300 metres off shore at a depth of 10.5 metres. The treatment process has a design maximum flow rate of 36.4 ML/d and is composed of a number of sub-units:

- low lift pumping station
- coagulation and flocculation using polyaluminum chloride (PAC)
- pre- and post-filter disinfection with chlorine gas
- two granular activated carbon filters
- fluoride addition
- reservoir and high lift pumping station
- final treated water UV disinfection
- process (filter backwash residuals) wastewater treatment.

4.1.2 Treatment Chemicals Used

All chemicals used in the operation of the drinking water system meets all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60 and NSF/61

Chemical	Application	Supplier
Chlorine Gas	Pre, Post Filter, Plant Effluent (Primary Disinfection)	Brenntag Canada
Poly Aluminum Chloride XL-6 (SternPAC) PAX XL-1900 (ACH)	Pre Filter(Coagulant)	Kemira Water Solutions
Hydrofluorosilicic acid	Plant Effluent (Fluoride)	Brenntag Canada
Sodium Hypochlorite	Parkedale Reservoir (Secondary Disinfection)	Brenntag Canada



Brockville Drinking Water System Annual Water Quality Report 2017

4.1.3 Water Distribution System – Trunk and Local Systems

The City of Brockville's Distribution system comprises of a Class III Trunk Distribution and a Class II Local Distribution. The distribution system consists of a number of underground pipes ranging in size from 100 mm in diameter to 600 mm diameter and are made of a variety of materials including, cast iron, ductile iron, poly vinyl chloride, concrete, steel, HDPE and asbestos cement. In addition there are over 8,330 service connections, 890 fire hydrants and 2,800 valves. The distribution also consists of a number of treated water storage facilities and booster stations as indicated below.

➤ Parkedale Avenue Reservoir

The Parkedale Avenue Reservoir, Booster Pumping Station and Re-chlorination Facility services two geographical areas which are Zone 1, which is the area South of Highway 401, and Zone 2 which is the area North of Highway 401. It is a 7,600 m³ capacity reservoir at-grade, single cell, concrete, non-baffled, treated water reservoir.

➤ Perth Street Elevated Storage Tank (Water Tower)

The City of Brockville has a 1,900 m³ overhead storage tank located on Perth St. It is a single cell, steel, non-baffled treated water storage tank.

➤ Water Booster Stations

There are three (3) booster pump stations (First Ave., Sunset Blvd., Parkedale Ave.) which are part of the distribution system. The purpose of booster stations is to ensure consistent pressure is maintained throughout the system.

➤ Feedermain & Local WDS

600 mm single feedermain from the WTP to the Church St./Perth St. area where flow splits between the Water Tower and the Local and Trunk distribution systems.

4.2 2017 Flow Summary

In 2017 the maximum or peak daily raw water flow was 33,789 L/min which occurred on February 18, 2017 and was above the permitted maximum amount of 25,278 L/min, or 134% of the Permit as indicated in the table below. In addition, the annual average daily raw water flow to the WTP was 10,155,797 L/day or 28% of its maximum approved treatment capacity of 36,400,000 L/day.

Maximum Permitted Water Taking – WTP

Condition:	Maximum Permitted Water Taking
Maximum Amount of Water Taken per Minute	33,789.00 (L/min)
Maximum Amount of Water Taken per Day	36,400 (m ³ /d)



Brockville Drinking Water System Annual Water Quality Report 2017

The Permit to Take Water specifies the maximum flow into individual treatment systems as indicated below.

Maximum Flow to Treatment System – WTP

Treatment System/Stage:	Maximum Flow Rate (m ³ /d)
GAC Filters – Flow	19,600 each
UV Disinfection System	36,400

The summary of the volume of water taken daily and the flows of the water supplied during the 2017 calendar year is provided in **Appendix D**, and includes 2017 flow data and historical flow of past years of pumping at the WTP.

The historical total plant effluent flow is also displayed in **Appendix D**. The total annual plant effluent flow for 2017 is 4.0% less than the total annual plant effluent flow from 2016. This information is provided for interest and to evaluate the treatment system trends over time in order to prepare for any future improvements required to meet this demand.

4.3 Adverse Test Results

In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents were provided to the Medical Officer of Health (MOH) and the Spills Action Centre (SAC). In 2017 there was a total of one (1) report filed with SAC as summarized below.

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
August 16, 2017	Chlorine	<0.05	Chlorine analyzer malfunction, manual sample 1.68 mg/L repaired cleaned and calibrated chlorine analyzer	August 16, 2017
AWQI #135485				

4.4 Operator Certification

The *Certification of Drinking-Water System Operators and Water Quality Analysts* (O. Reg. 128/04) requires owners to ensure that every operator employed in the facility holds a license applicable to that type of facility. All operators in the Water Systems Division hold the required certifications for treatment and distribution.

4.5 Capital Projects

The 2017 Capital Project Highlights can be found in **Appendix B** of this Report. All works are subject to the annual budget process and approval by Council. A 30 Year Capital Replacement Equipment Plan has been developed that includes an extensive breakdown of all capital equipment that requires allocated funds for refurbishment or replacement. This is not included in the Annual Summary Report this year, but can be made available upon request.



5. TOWNSHIP OF ELIZABEHTOWN-KITLEY WATER DISTRIBUTION SYSTEM

5.1 Water System Description

The City of Brockville provides treated water from its Water Treatment Plant to the Elizabethtown-Kitley Water Distribution System (Class I) west of the City. This is facilitated through a 10 kilometer water main that extends along County Road #2 to the Country Club, through a meter chamber and associated appurtenances. This distribution system services approximately 350 residential customers. This system was installed in 1999 by the Ministry of Transportation and the Ontario Clean Water Agency and turned over to the Township of Elizabethtown-Kitley in 2000.

A booster station at Lily Bay provides for increased pressure only. The Township Fire Department is aware of this operational constraint and does not use the distribution system for firefighting or training purposes. An automated flushing station at the end of the service line is required to maintain free chlorine residual above the regulated minimum level of 0.20 mg/L. City Staff operate and maintain this system on behalf of the Township as the "Operating Authority".

Township of Elizabethtown-Kitley

Drinking-Water System Number:	260007777
Drinking-Water System Name:	Elizabethtown-Kitley Distribution System
Drinking-Water System Owner:	Township of Elizabethtown-Kitley
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	257-101
Drinking Water Works Permit:	257-201
Drinking-Water System Category:	Large Municipal Class 1
Water Source:	City of Brockville DWS
Population Served:	350

5.2 Adverse Test Results

No adverse water quality incidents reported to SAC in 2017 for the Elizabethtown-Kitley WDS.

5.3 Historical Flow Results

A summary of the volume of water taken daily and the flows of the water supplied during the 2017 calendar year is provided in **Appendix D**.

The historical flow is also displayed in **Appendix D**. The total flow for 2017 is 16.0% less than the total flow from 2016. This information is provided for interest and to evaluate the system flow trends over time in order to prepare for any future improvements required to meet this demand.



Brockville Drinking Water System Annual Water Quality Report 2017

CONCLUSION

The City of Brockville serves approximately 22,000 residents and about 350 residents in the Township of Elizabethtown-Kitley. One of the City's most important responsibilities is to protect public health by providing its residents with clean, safe drinking water. Routine water quality testing and continuous monitoring of the water quality and quantity is completed by City Staff at the Water Treatment Plant and throughout the distribution systems to demonstrate that the City consistently meets or exceeds the standards set by the MOECC.

In Ontario, water taking, treatment and distribution are governed by a number of Acts and Regulations. This report fulfills the reporting requirements of the Drinking Water System Regulation (O. Reg. 170/03) made under the Safe Drinking Water Act for all of the municipal drinking water treatment systems in the City of Brockville and the Township of Elizabethtown-Kitley, and covers the period from January 1st to December 31st 2017. As required under this same regulation, the report is prepared prior to March 31st and is filed for review and approved by both the City of Brockville's and Elizabethtown-Kitley's municipal council. Copies of the report are also on hand at the Public Library, the Revenue Office at City Hall, the Water Treatment Plant at 20 Rivers Avenue, Brockville and the Township of Elizabethtown-Kitley's Municipal Office at 6544 New Dublin Road, RR#2 Addison.

The contents of this report highlight the requirements of the Safe Drinking Water Act, the regulations, and the systems' approval including any reportable events and the corresponding corrective actions undertaken in 2017. In addition, the report also includes a summary of the quantities and flow rates of the water supplied during the calendar year, including monthly averages, maximum daily flows, and daily instantaneous peak flow rates. The summaries are compared to the rated capacity and flow rates in the system approvals.

The Water Systems Division has taken all necessary steps to comply with all regulatory requirements in the production and distribution of safe drinking water and to conform to the requirements of implementing and maintaining a Drinking Water Quality Management System. The dedication and commitment of all Water Systems Staff ensures a safe reliable drinking water supply to consumers of the City of Brockville and the a portion of the Township of Elizabethtown-Kitley.



Brockville Drinking Water System Annual Water Quality Report 2017

7. KEY CONTACTS

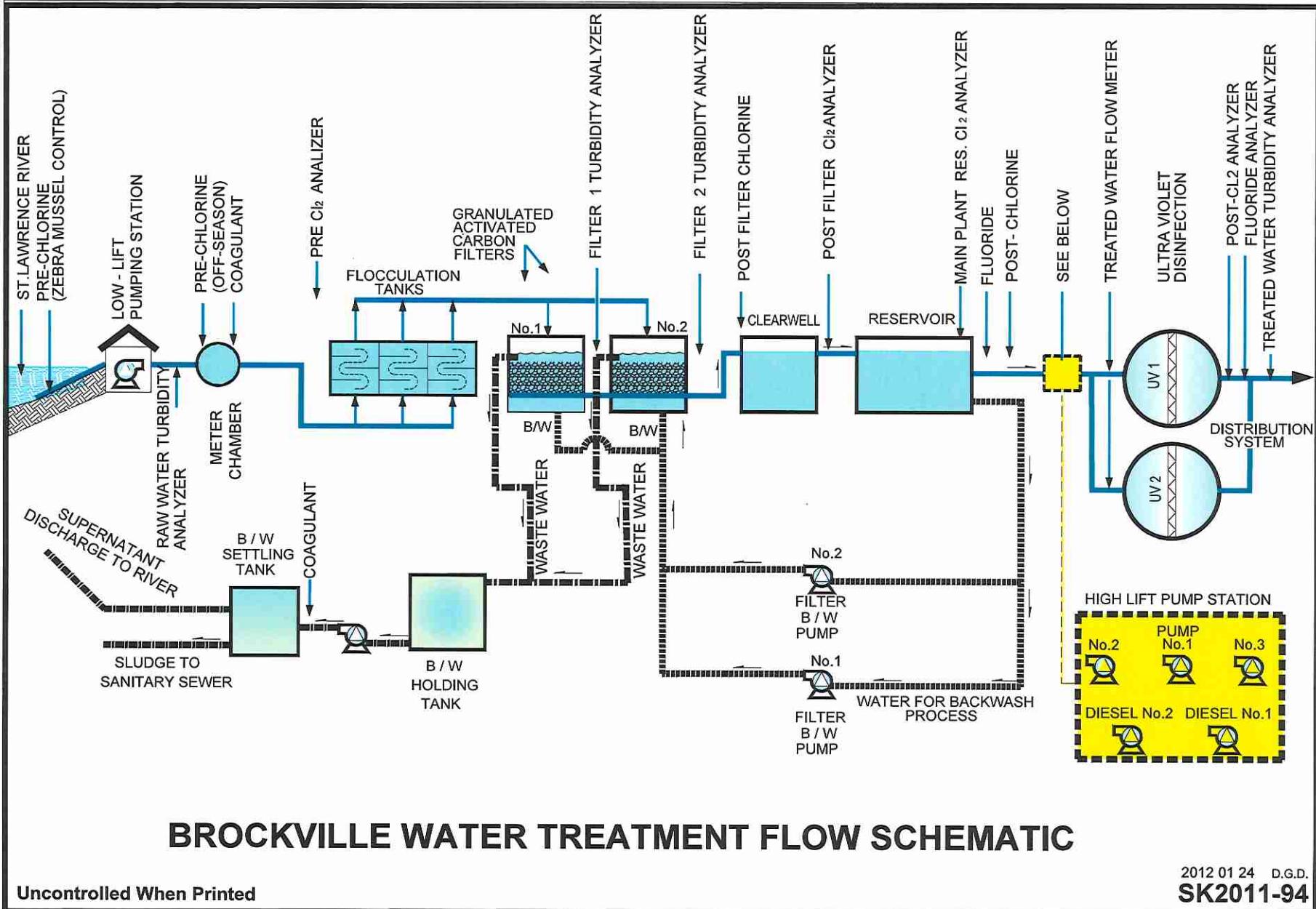
Don Richards
Supervisor - Water Systems
Phone: 613-342-8772 ext. 5510
Fax: 613-345-6163
Email: drichards@brockville.com

Jason Barlow
Chief Operator - Water Systems
Phone: 613-342-8772 ext. 5511
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Peter Raabe, P. Eng.
Director of Environmental Services
Phone: 613-342-8772 ext. 3257
Fax: 613-342-5035
Email: praabe@brockville.com

City of Brockville Drinking Water Operational Plan

FIGURE 6.1 - DRINKING WATER SYSTEM PROCESS DIAGRAM



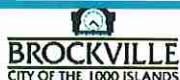
2017 PROPOSED CAPITAL PROGRAM

<u>PROJECT NAME:</u>	Water Equipment/Construction	<u>YEAR PROPOSED:</u>	2017
<u>LOCATION:</u>	Brockville Water Treatment Plant, Trunk Distribution System and Booster Stations	<u>Cost Centre:</u>	08WTPW
<u>HISTORY:</u>	LENGTH OF PROJECT: YEAR FIRST INTRODUCED:	Ongoing 2001	
<u>SCOPE:</u>	Provides for the capital needs of the Water Treatment Plant, Trunk Distribution System and Booster Stations. Funding is provided through water revenues.		
<u>PROJECT ID:</u>	<u>PROJECT DESCRIPTION:</u>	<u>PRJ. MGR:</u>	<u>BUDGET:</u>
9403010			
	WATER TREATMENT BLDG. & PROPERTY MNITCE		
	Gas Heating System - Filter Building		25,000
	WATER TREATMENT PLANT		
	Main Plant Pump #1 Refurb		13,000
	Backwash Pump #2 Refurb		19,500
	Filter #1 & #2 Effluent Flow Control Valve / Actuators		24,000
	Filter #1 & #2 Surfacewash Valve & Actuator		17,000
	PARKDALE RESERVOIR & BOOSTER STNS		
	Zone 2 Pump #2 Refurbishment		12,500
	MCC Arc Flash		25,000
	BOOSTER STATIONS		
	LOW LIFT STATION		
	Motor Refurb P1		3,000
	Programable Logic Controller		30,000
	OVERHEAD TANK		
	Safety Upgrades		50,000
	TRUNK WATER FEEDER MAIN		
	CONTINGENCY		21,900
			240,900
<u>WHY REQUIRED:</u> Advantages & Benefits	Allows for coordinated planning of the Capital Requirements required to meet the needs of the Water Treatment system through the Water Distribution Reserve. This also ensures that all costs are being captured and financed through the water rates.		

PREPARED BY (PROJECT MANAGER):

D. RICHARDS

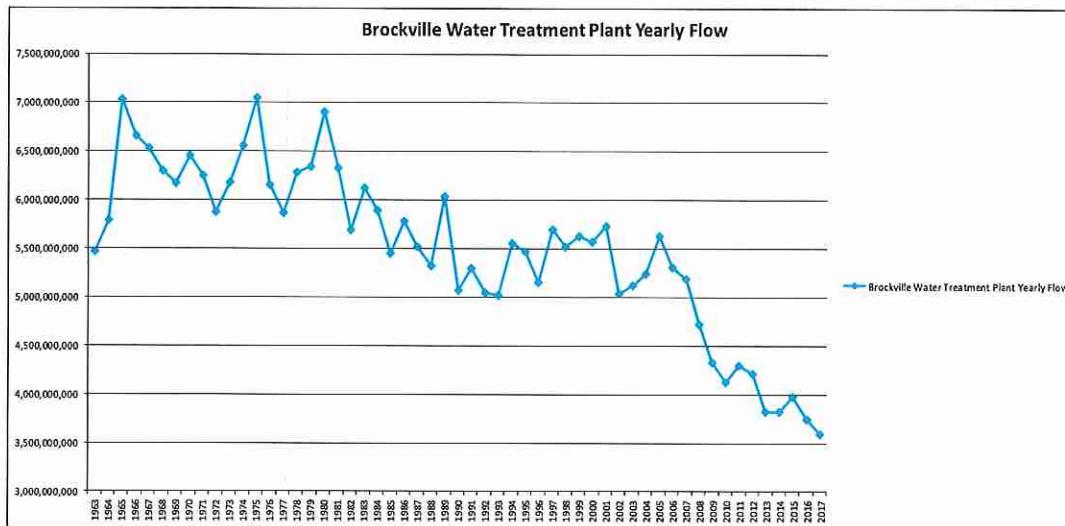
DATE: June 23, 2016


Appendix C Flow Report 2017
BROCKVILLE WATER SYSTEMS ANNUAL FLOW REPORT 2017

<u>Month</u>	<u>WTP Raw Avg Flow (m³/day)</u>	<u>WTP Raw Max Flow (m³/day)</u>	<u>WTP Raw Peak Flow (L/min)</u>	<u>WTP Raw Total Flow (m³)</u>	<u>WTP Treated Avg Flow (m³/day)</u>	<u>WTP Treated Max Flow (m³/day)</u>	<u>Rated Capacity (m³/day)</u>	<u>Rated Flow Capacity (%)</u>	<u>WTP Treated Total Monthly Flow (m³)</u>
January	9,831	10,269	18,793	304,770	9,649	10,047	36,400	28%	299,145
February	10,754	11,850	23,464	301,136	10,422	11,285	36,400	31%	291,823
March	11,010	12,337	26,144	341,327	10,620	11,905	36,400	33%	329,235
April	10,204	11,633	29,565	306,143	9,644	11,149	36,400	31%	289,322
May	9,839	10,720	31,995	305,011	9,530	10,421	36,400	29%	295,452
June	10,365	11,744	28,259	310,962	10,046	11,269	36,400	31%	301,407
July	10,238	11,390	28,564	317,397	10,018	10,827	36,400	30%	310,572
August	10,314	10,986	24,139	319,744	10,049	10,726	36,400	29%	311,519
September	10,512	12,493	25,247	315,372	10,064	11,762	36,400	32%	301,933
October	10,099	11,606	21,014	313,088	9,677	11,009	36,400	30%	300,002
November	9,318	10,235	19,272	279,540	9,255	9,712	36,400	27%	277,665
December	9,431	10,473	28,668	292,370	9,261	10,159	36,400	28%	287,109
TOTAL				3,706,860					3,595,184

BROCKVILLE WATER SYSTEMS HISTORICAL ANNUAL FLOW

Year	Total Flow (m ³)	Year	Total Flow (m ³)
1963	5,468,128	1991	5,297,094
1964	5,792,558	1992	5,037,999
1965	7,026,093	1993	5,013,019
1966	6,652,020	1994	5,548,256
1967	6,531,729	1995	5,467,001
1968	6,302,901	1996	5,148,340
1969	6,174,018	1997	5,698,474
1970	6,447,978	1998	5,519,157
1971	6,246,122	1999	5,631,225
1972	5,876,886	2000	5,565,808
1973	6,179,755	2001	5,726,410
1974	6,552,608	2002	5,032,500
1975	7,049,823	2003	5,117,740
1976	6,157,384	2004	5,238,190
1977	5,862,139	2005	5,625,869
1978	6,283,413	2006	5,308,800
1979	6,340,110	2007	5,189,831
1980	6,905,996	2008	4,715,116
1981	6,324,999	2009	4,332,102
1982	5,685,995	2010	4,128,747
1983	6,119,997	2011	4,291,115
1984	5,894,998	2012	4,213,592
1985	5,451,999	2013	3,815,746
1986	5,780,998	2014	3,822,724
1987	5,515,998	2015	3,972,362
1988	5,319,997	2016	3,744,720
1989	6,034,455	2017	3,595,184
1990	5,064,771		



EILZIBETHTOWN-KITLEY WATER DISTRIBUTION ANNUAL FLOW REPORT

Month	Avg Flow (m³)	Max Flow (l/min)	Total Flow (m³)
January	105	1,939	3,257
February	102	1,607	2,881
March	101	1,799	3,146
April	116	2,346	3,506
May	116	1,760	3,600
June	127	1,931	3,811
July	120	1,516	3,724
August	116	1,782	3,610
September	108	2,392	3,240
October	100	1,587	3,125
November	100	2,087	3,023
December	105	2,187	3,262
TOTAL			40,185

ELIZABEHTTOWN WATER DISTRIBUTION HISTORICAL ANNUAL FLOW

Year	TOTAL FLOW (m³)
2004	81,913
2005	101,402
2006	99,254
2007	113,068
2008	128,460
2009	98,782
2010	95,876
2011	74,052
2012	76,372
2013	71,552
2014	62,873
2015	52,646
2016	47,965
2017	40,185

APPENDIX D

**2017 WATER LOSS REPORT**

2017

(m³)

Water Treatment Plant	3,595,184
Accounted for Water	
Water sold to customers	
Residential	1,596,509
Industrial	1,062,974
Sales to Elizabethtown-Kitley (East of Brockville)	63,285
Sales to Elizabethtown-Kitley (West of Brockville) totalizer meter	40,185
Total Billed Water	2,762,953
Total NRW	832,231
NRW Accounted for	23.1%
Flat Rate Water Users	29,857
Industrial Fire flow testing	15,000
Chlorinator Flow	19,074
Watermain Breaks	150,907
Anti-Freeze Taps	20,250
Fire Fighting and Training	1,790
Hydrant Fire Flow testing and flushing	26,325
Water for Low Lift manual vacuum priming sysyem	0
Flushing Stations	102,335
Parks and Recreation Water Use	10,913
NRW used (accounted for)	376,451
	10.5%
Total Lost Water	455,780
Percentage of Lost Water	12.68%

Steve Allen, C.E.T.
 Jason Barlow, C.Tech
 January 26, 2018

APPENDIX E



Township of Elizabethtown-Kitley

2017 WATER LOSS REPORT

2017
(m³)

Flow Through Totalizer meter	40,185
TOTAL METERED WATER	40,185
Water sold to Residential Customers (west of totalizer)	39,853
Total Billed Water	39,853
Total NRW	332
	0.8%
NRW Accounted for	
Watermain Breaks	0
Localized Flushing for Sampling and Complaints	0
Hydrant Fire Flow testing	0
Flushing Stations	1,179
NRW Used (accounted for)	1,179
	2.9%
Total Lost Water	-847
Percentage of Lost Water *	-2.11%

Steve Allen, C.E.T.

Jason Barlow, C.Tech

January 31, 2017

* Within range of water meter accuracy

January 29, 2018

Report To Finance Administration Operations – February 20, 2018

2018-015-02

**2017 Departmental Work Plans
Fourth Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2017 Departmental Work Plans Fourth Quarter Report as outlined in Schedule 1, Report 2018-015-02.

BACKGROUND

The City of Brockville adopted a Corporate Strategic Plan in April 2009. The Strategic Plan established Goals/Objectives to be achieved during a five (5) year period of 2009-14. The Strategic Plan was updated and approved for implementation by Council in 2015. To accomplish these goals, a number of strategic initiatives have been developed and are incorporated into the annual budget process through the use of Departmental Work Plans.

Details of the Departmental Work Plans Fourth Quarter Report are outlined in Schedule 1 attached hereto.

The City Manager reports on the status of Departmental Work Plans on a quarterly basis throughout 2017.

1) Financial Matters

- BGH Capital Financing options considered;
- 2018 Budget Guidelines adopted by Council;
- Significant time spent on preparation of 2016 year-end statements;
- Financial statements presented / approved by Council in June 2017;
- 2018 Operating/Capital Budget completed.

2) Economic Development Initiatives

- Staff focused on planning process associated with development of new employment lands. Council decision appealed to OMB;
- Sub-consultant reports on traffic and environmental impacts have been completed. Peer review of ESA considered by Council;
- Council adoption of old Subdivision files (Bridlewood, Phase 1-4);
- Significant staff resources focused on management of Rails to Trails Festival, scheduled for August 10-13, 2017;

- Destination Marketing Fund (DMF) legislation/regulation approved October 17, 2017. Staff development of DMF program to be presented to Council in January 2018;
- Regional economic development service model adopted by partner municipalities. Not for profit incorporation documents finalized. Board members appointed.

3) Aquatarium Project

- Staff focus on downtown parking needs, including enforcement, signage, creation of alternative parking lots and demolition of Beer Store;
- Significant staff resources/legal costs association with preparation for mediation / arbitration hearings;
- AQ establishing bylaw executed;
- AQ Board requested by City to provide a proposal to both house and provide Tourism services.

4) Fire Master Plan

- Consultant retained to assist in completion of Fire Master Plan;
- Stakeholder meetings completed;
- Draft Fire Master Plan review underway;
- Fire Master Plan presented to Council fourth quarter. Deferred adoption, pending additional information.

CONCLUSION

The creation of annual Departmental Work Plans in compliance with our Corporate Strategic Plan ensures that the City of Brockville is moving forward towards the achievement of their stated goals.



B. Casselman, City Manager

2017 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1. People					
a. Accessibility compliance; review and update policies, programs, procedures and training programs in accordance with provincial legislation and to file compliance report by December 31, 2017	Policy and file review underway	Changes identified and preparing to implement changes	Received input from departments to finalize report for submission.	Complete	
b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and process	No action	No action	Working with e-Services (staff) committee for processes	On-going	
2. Sustainability					
a. Records management					
i. Records retention policy staff training	Draft reference doc underway		Final review of retention plan	Draft training material to be reviewed	
ii. develop project plan for electronic document records management system (EDRMS)		Research underway	No action	Delayed pending finalization of 2018 budget contribution to project	
b. 2018 Election					
i. Council Decisions: <ul style="list-style-type: none"> • Ranked ballots • Alternative voting • Language policy • Recount policy • Contribution rebates 	Complete		Attended training session		
	Complete			Complete Not required Not required	
ii. Clerks responsibilities: <ul style="list-style-type: none"> • E-filing of financial statement 	Working with UCLG Clerks	UCLG working groups established	Meeting with UCLG working group in Q4; deadlines of Dec 31 st /17	Waiting on final regulations from Ministry	

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
<ul style="list-style-type: none"> • Hours of voting at institutions • Establish procedures and forms 				Deadline Sept/18
c. MFIPPA				Complete
i. develop routine disclosure (RD) policy to lessen staff time processing MFIPPA requests and ease the public's process to request records without the need to submit an MFIPPA request	RD policy drafted and sent to departments for review	Policy adopted by Council. Complete		
ii. train staff on MFIPPA and routine disclosure policy		Training material being developed	No action	Draft material to be reviewed
d. Council, Standing Committees, Boards and Committees:				
i. Council Procedural By-law	Underway	No action	Draft By-law almost complete; draft Code of Conduct complete; to Governance in Q4 or 2018 Q1	No action
ii. Review of board and committee establishing bylaws • Board and committee training	Cemetery Board bylaw updated	No action	Museum Board bylaw drafted and reviewed by Museum; still under review	Museum Board bylaw reviewed; still under review by staff
e. 2017 Budget monitoring	On-going	On-going	On-going	On-going
f. 2018 Budget preparation	No action	On-going	Complete	

2017 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
budget process		guidelines presented			
- Completion of annual financial statements along with annual reporting requirements	Audit to be completed in April, statements in May	Completed	Completed	2017 audit beginning, April deadline	
- Presentation of quarterly interim variance reports	ongoing	June 18 th , 2017	October 17, 2017	February FA&O meeting	
- Updating and monitoring of ten-year capital plan	Continual process	Ongoing	Ongoing	Ongoing	
- Continue implementation of water meter replacement program	ongoing	Ongoing	Ongoing	Expect completion in 2018	

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<p>1. Economy</p> <p>Investment Attraction/Economic Diversification</p> <ul style="list-style-type: none"> Assist/Facilitate assistance with EDAT on execution of the regional corridor economic development agency and provide advocacy when required Complete solely, or with partners, a Share Shift analysis with local industry sector changes and related employment Facilitate the execution of the Community Hub and coordinate both transition and promotion to community. Target 6 to 8 agencies Sales Target on absorption/sale of city industrial property at 10 acres or 100,000 square feet of building footprint with employment generation of 80 positions in for area manufacturing sector Continue supply chain linkages between area businesses with focus on capacity in metal fabrication, plastics and water filtration, and water bottling. Culligan, Newterra, Douglas Barwick, Hewitts, Newterra and Camalor are target firms Attraction of German membrane facility to community per 2016 file 	<p>Regional Economic Development Corridor – completion of draft inter-municipal agreement/terms of reference</p> <p>Community Hub RFP completed. Agency venue selected.</p>	<p>All partners have approved and new Board met for first time on June 30th</p> <p>Venue selected and plans are underway for construction of the office space</p>	<p>Commission is officially formed and Board Chair/President appointed. Plans for appointing a Commissioner are underway.</p> <p>Awaiting a lead agency to be identified.</p>	<p>Commission has business plan and marketing collateral. New Commissioner starts Feb 2018. Working with commission, LGEDT and Prescott ED to create lead protocol.</p> <p>No change</p>	

2017 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<ul style="list-style-type: none"> Secure MTO commitment towards LCV(long trailer vehicle) capacity and advocate for implementation of interchange modification within next 3 to 5 years 		Discussion with Province under way as part of their support for Community Economic development following P&G closure	Continuing to work with Province on expansion of interchange. Will require Environmental Assessment.	No change	
Entrepreneurship Development <ul style="list-style-type: none"> Re-branding Enterprise Centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency Grant distribution under new Starter Company Plus Program 			<p>14 companies through Starter Company in summer 2017</p> <p>7 people finishing up the first round of Starter Co Plus. With 9 participants in the Business Plan Bootcamp</p> <p>There is \$30K in grant money available (not yet distributed)</p> <p>The target for 2017 is 30 people trained and 21 grants issued</p>		
Business Retention & Expansion/Aftercare Aftercare with P&G on 2016 financial packages and outreach for completion		P&G announced closure of plant in 2020/21. Working with company	Continuing to work with P&G regarding their employee	Working on Communities in Transition	

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<p>by 3rd quarter 2017</p> <ul style="list-style-type: none"> • Ensure Canadian Milk Manufacturing expansion continues to third phase introducing infant formula and assist financial growth packaging. Employment target of 50 positions by 4th quarter 2017 	Ongoing	<p>and other community stakeholders to support affected employees and local businesses</p> <p>CMM working with Canadian Food Inspection Agency to allow export of products. Foreign owners of CMM are looking at opening a water bottling plant, expected to be up and running in August 2017.</p>	<p>placements. Marketing of the site is expected to commence in October / November</p> <p>CMM are in the final stages of getting all of their Federal and Provincial approvals in place. They have made a couple of test runs and are close to their first commercial batches being produced.</p>	<p>application to support employees and P&G supply chain.</p> <p>CMM have produced first commercial batch, now selling in Canadian ethnic food stores. Some problems with packaging for Chinese market may delay sales there.</p>	
<p>Retail Commercial Attraction</p> <ul style="list-style-type: none"> • Secure funding for updated Commercial market demand analysis and complete product mix development opportunity inventory for community • Advocacy on 1000 Island Mall issue on required MTO approvals necessary to complete anchor tenant occupancy 	Ongoing			<p>1000 Islands Mall has been sold to new investor will be working with them on future development plans.</p> <p>Continuing to work with potential developer of</p>	

2017 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
				Brockville Mall.	
2. People					
Immigration <ul style="list-style-type: none">• With new grant funding complete research towards a population strategy and identified in 2016 immigrant attraction report	Re-branding immigration centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency			Grant received and consultants hire to review and update Immigration portal.	
Age Friendly Certification	Council adoption of recommendation to seek 'Age Friendly Designation'		Continuing work on strategic priorities. Funding received to improve City age friendly portal	Grant application submitted for review of Age Friendly certification	
3. Amenities					
Employment Lands <ul style="list-style-type: none">• Following rezoning of subject lands initiate a provincial certification process and complete marketing and public relations program for new park		Still awaiting Province's comments on the subject lands. Discussions with Province regarding Certification are underway as part of their support for Community Economic development following P&G closure	Secondary Plan, Zoning By-law and Official plan amendment passed by Council. Appeal period will end Oct 18.	Appeal to OMB was submitted. City has been approved for Provincial Certified site program (with conditions, i.e. appeal)	
Waterfront <ul style="list-style-type: none">• 1000 Island International	Feasibility study completed			Marina market needs analysis	

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<p>Passenger/Cycling Ferry Service- Pending favourable outcome of the feasibility study on reestablishing this service, assist with the process on compliance with Homeland Security and Customs including liaison with private sector cruise operator</p> <ul style="list-style-type: none"> Brockville Arts Centre under development <p>Community Signage</p> <ul style="list-style-type: none"> Refurbishing of the three blue historic gateway signage 				started, expected completion Feb 2018	
4. Sustainability					
<p>UNESCO International Centre for Sustainable Rural Communities</p> <ul style="list-style-type: none"> Provide supportive role on the necessary grant writing and advocacy for the business planning of centre pending designation by UNESCO. Approval and designation by 2018 with construction target pending viability by 2020 		Continuing to support where needed. Have written to Canadian Biosphere Reserves Association requesting they consider Brockville as the location for their National head office	Supported ICSRC in application for OMAFRA RED funding to undertake a feasibility plan		
<p>Succession</p> <ul style="list-style-type: none"> Complete with City Manager by Feb, a succession plan for the dept & successor including file/project reviews/introductions 	File/project review completed Orientation program for new EDO completed		Economic Development Coordinator hired. Orientation completed.		

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal review of the risk assessment matrix was completed and updated accordingly. The first Management Review meeting is scheduled for June.	On-going. The first Management Review Meeting was held in June.	On-going. The first Management Review Meeting was held in June.	On-going. A second management review meeting was held in early December 2017.	
2. Completion of a Cross Connection By-law.	On-going. A draft by-law has been completed. It is anticipated to come to Council in the second quarter.	Council approved the Backflow Prevention By-law in June. Implementation to happen in the later part of 2017.	Implementation to happen in the later part of 2017.	City staff is currently looking at a number of City owned facilities and working to ensure that they are in compliance with the new by-law. City to contact higher risk facilities in 2018.	
3. Assist in the implementation of the Source Water Protection Plan policies.	Staff is actively in the process of implementing a number of policies which will continue through 2017. In December 2016, the MOECC extended the deadline for municipalities to spend funding money until the end of March 2018.	On-going.	On-going.	On-going. City staff is in the process of amending a number of planning documents to incorporate planning related policies.	

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
4. Development/implementation of a solid waste/recycling curriculum for elementary students.	On-going. The Solid Waste Officer has had some initial discussions with a couple of public schools. It is anticipated that presentations will be done later this year.	On-going. The SWO has given a couple of presentations to elementary school children regarding solid waste and recycling.	On-going.	Project has been put on-hold in anticipation of a short leave of absence by the solid waste officer.	
5. Completion of 2017 Environmental Services Department's Capital Projects <ol style="list-style-type: none"> 1. Bartholomew Street Reconstruction 2. Main Pumping Station Force main Condition Assessment 3. North End Trunk Sanitary Sewer Oversizing – Shearer Drive 	<p>Tender drawings and documents are in draft. Tender to be advertised in May with construction scheduled to start in late June.</p> <p>The City has received a proposal from Pure Technologies to complete the assessment. Staff will be asking for Council's approval to accept the proposal. It is anticipated that the assessment will be completed in August.</p> <p>Developer has decided not to proceed with work on Shearer Drive in 2017.</p>	<p>Tenders are to be advertised in July with construction scheduled to start in mid-August.</p> <p>The proposal from Pure Technologies was accepted by Council. Assessment is to be completed in August-September at low flow conditions.</p> <p>Developer has deferred until 2018 or later.</p>	<p>Tender was awarded to Miller Construction. Work started in August and is to be completed by the middle of November.</p> <p>Issues at the MPS have delayed the assessment until November. Staff is looking at alternative solutions so the project can be completed.</p> <p>Developer has deferred until 2018 or later.</p>	<p>Work is still on-going as a result of the amount of rock excavation. A minimal amount of work will be completed over the winter with the remainder to be completed in 2018.</p> <p>The work has been delayed until 2018 when weather conditions are more favorable.</p> <p>Developer has deferred until 2018 or later.</p>	

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
4. Pre-Engineering Services	On-going.	On-going.	On-going.	On-going.	
5. Fire Hydrant Replacement Program	Work to be completed throughout the summer by Water Systems staff.	On-going.	On-going.	On-going.	
6. Schofield Avenue Water Service Replacement	Work is anticipated to be completed in the 4 th quarter.	Tender to be advertised in July with construction to start in late July.	Tender has been awarded to Knapp's Paving. Work is scheduled to start in October.	Work started in October but not completed. Work will start again in 2018.	
7. Pacific Avenue Watermain Construction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in late May.	Completed.	Completed.	Completed.	
8. Home Street Watermain Reconstruction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in early May.	Completed.	Completed.	Completed.	
9. WPCC Main Pump Station Engineering Design	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.	Confirmation of funding through the CWWF program was received by the City. RFP to be issued later this year.	City has received notification that the deadline for work under the CWWF program has been extended to March 2020. RFP to be issued in early 2018.	
10. WTP Capital projects	On-going. Outstanding projects from 2016 are	On-going.	On-going.	Most of the capital projects at the Water	

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
11. WPCC Capital projects	being completed with work on 2017 having started. On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.	On-going.	On-going.	Treatment Plant were completed in 2017 with only a couple being carried into 2018. Most of the capital projects at the Water Pollution Control Centre were completed in 2017 with only a couple being carried into 2018.	
6. Provide technical assistance with the development of employment lands.	On-going.	On-going.	On-going.	On-going.	
7. Participate in the annual update of the City's Asset Management Plan.	On-going.	On-going.	The AMP is expected to be completed in the fourth quarter.	Completed.	
8. Participate in the Implementation of a Geographic Information System (GIS)	The City's GIS system is up and running but access is limited to a select few staff until the bugs are worked out. ES Staff have access to a number of base layers including water, sanitary sewer, storm sewer and solid waste.	On-going.	On-going.	On-going.	
9. Participate in the review of private subdivisions for their assumption.	Staff is working on the assumption of a number of subdivision developments	On-going.	On-going.	On-going.	

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
	in the Millwood, Cuthbertson, Regency, Liston, Loyalist area.				
10. Continued Monitoring of Brownfields Remediation Projects.	On-going.	On-going.	On-going.	On-going.	
11. Amendment of Landfill Certificate of Approval – Employment Lands	City staff submitted the proposed amendment to the MOECC in early December 2016. The amendment is to have the lagoon area removed from the official landfill property.	Waiting to hear back from the MOECC on their decision.	Waiting to hear back from the MOECC on their decision.	The MOECC have agreed to amend the City's ECA and permit the property where the sewage lagoons were located to be removed from the official landfill property.	
12. Administration of Provincial and Federal Funding Programs	On-going. Staff is continuously submitting reports to OCIF, SCF, and CWWF for projects that received funding.	CWWF have approved 2 of the 3 projects submitted for funding. The 3 rd project is still under review.	CWWF have now approved all 3 projects submitted by the City.	CWWF have extended the deadline to complete work to March 2020.	
<u>Department Objectives</u>					
1. Assist City Manager in completion/implementation of: → Performance Reviews on Supervisory Staff	On-going.	On-going.	On-going.	Completed.	

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
→ Implementation/Monitoring of 2017 Budget	Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets.	On-going.	On-going.	Completed.	
→ Preparation of 2018 Budget	Preparation of the 2018 budget is anticipated to start in the 3 rd quarter.	Staff has started preparing the 2018 capital and operating budgets.	On-going.	Completed.	
2. On-going monitoring/implementing of departmental succession planning.	On-going. There is a couple of staff in the ES Department eligible to retire in 2017 but have not officially done so.	On-going.	On-going.	On-going. One staff in the Water Systems Division has announced their retirement in January 2018. Plans are under way to fill the position.	

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. Fire Prevention				
- Home Inspection Program – this is a multi year project that identifies areas of concern for fire prevention education and enforcement. We will be increasing the number of inspections to attain 2,000 visits per year. Every home of a five year period, this will be a gradual increase from our present status.	Program set to start in late April, and generally concludes in the fall for the current year.	Crews conducted approximately 500 home inspections. The program is well received by the public.	Crews working towards 500 home inspections as per the annual goal.	A total of 2,415 homes were visited, 1386 homes were actually entered, inspected verified alarms and form completed.
- Vulnerable Occupancy program, mandated by Province, involves educating and enforcement of Provincial regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.	Compliance was achieved for 2016. Fire Prevention staff working with these occupancies within the City to achieve 2017 compliance.	Fire prevention will continue to work with these occupancies, in order that they achieve compliance.	Vulnerable occupancy program ongoing with various stakeholders.	Vulnerable occupancy program was completed for all mandated occupancies
- Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.	Staff to continue to report issues to Fire Prevention.	Fire Suppression staff collaboration with Fire Prevention is ongoing.	Fire prevention focusing on King St. inspections.	Part 9 retrofit applicable occupancies remained a priority throughout the year and will continue in 2018
- Sightline to Safety Program – continue participation and guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf and hard of hearing.	Fire Prevention continues collaboration with CHS.	Sightline to Safety Program continues. New information is entered into the CAD.	On going	Sightline to safety program continued throughout the year with all request being addressed and coordinated with partners
- Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.	Suppression staff will work with Fire prevention to visit schools to provide public education.	“Swing into Summer” public education campaign continues with support from the Toronto Blue Jays.	Fire Prevention week school fire drills scheduled. Education opportunities will continue.	Our staff were active with Public Safety Awareness Campaign’s during all key periods of the year with target audiences
- Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	Ongoing education and enforcement.	Suppression and Fire Prevention working the public.	Education and enforcement proceeding	CO Alarm legislation application was applied during our home inspection program, incident response and public safety awareness campaigns

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.	Monitor the system and continue training.	T911 system in place and operating.	System operating. No calls for service to date.	E-911 system in place and functioning, upgrades of E-911 will become continuous
- Generate supplementary revenues from fire prevention, training divisions.	Met with each division to discuss goals.	Ongoing.	On going	Generating additional revenues in this Division will come from increase inspection, this assisted by coming technological improvements
2. Suppression				
- Initiate strategy re. composite Fire Department	Discussion of the process with Bob, and the team.	Working with Edmond Harnden law firm to achieve the City strategy of a composite force.	Negotiating process has been scheduled for arbitration.	Mediation and arbitration dates are set for 2018, June, September and October, becoming a composite department is one of the strategies being demanded.
- Completion of Fire Master Plan	Final draft anticipated by the end of May.	Final stages of the MFP process, anticipate early Q3 draft.	Master fire plan to be presented to council in November.	Master Fire Plan has been completed and presented to Council, costing and planning recommendation will be presented in the 1 st quarter of 2018
- Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.	Determine insurance grading with the Underwriters.	Ongoing.	Included in MFP recommendations.	The OFMEM and IAO have been consulted in preparing the final Master Fire Plan.
- Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities.	Ongoing in conjunction with FMP	Ongoing.	Ongoing	Throughout 2017 we kept in contact and continuously stayed informed of like-minded municipalities in order to adjust our negotiation strategy and in preparing the FMP
- Establish response protocols that ensure adequate staffing and resources	Mutual aid and callback of fulltime staff during emergencies is	Process established and working as expected.	Mutual aid grievance proceeding to Arbitration	Response to Medical and CO calls were reviewed to reduce the response

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
	established.			from two stations to one station. Calls outside City Limits requiring two vehicle now requires immediate call-back of 5 to cover the City, confirmed structure fires in the City now require full call back and Mutual Aid.
- Take delivery of new vehicles, provide training on these and continue on fleet plan reduction and renewal project	Anticipated delivery date is early June.	Two new apparatus in service on July 11, 2017.	New apparatus performing as expected.	Both vehicles ordered in 2016 were received in June 2016, personnel were trained. Work continues on future replacements. Targeted efficiencies are being delivered.
- Initiate training opportunities with our Mutual Aid partners	Began training with Elizabethtown/Kitley last fall.	Continue to work with Elizabethtown/Kitley.	Tanker training scheduled in October/November.	Training with E-Town is ongoing, officer training, accountability, IMS will be priority in 2018
3. Administration				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Staff already committed to several events in Q2	Several events were attended by staff	Tourism events winding down for the year.	Brockville Fire has attended all tourism activities were our presence was requested in 2017 in addition to association sponsored events.
- Prepare 2016 Annual Report	Compiling data and anticipated draft by end of Q2	Report to be in draft form in early Q3.	Annual report to be presented to Council.	2016 annual report was prepared and will be presented with the 2017 report in Q1-2018
- Monitor the 2016 Budget and Variance – report concerns as required	Variance reported and justified.	Variance reported and justified.	Variance reported and justified.	Budget was monitored and variances reported as requested through 2017
- Work with HR on outstanding contract bargaining and negotiation issues	Negotiations at impasse awaiting Arbitration date.	Still awaiting an Arbitration date.	Ongoing, coordinating with Emond Harnden	Coordinated with HR to address any issues, began negotiating

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
				renewal of CA which is going to arbitration in 2018
- Development of the 2018 budget	Begin budget deliberations in Q2.	Budget guidelines received from Council.	Budget process ongoing.	Reviewed numbers submitted by other parties, discuss budget needs with finance staff and reviewed final numbers with Admin.
- Switch over from provincial to NFPA training standards. We will be receiving an audit of our record for compliance early in 2016. One completed, we will provide direction to staff training requirements for future years. Some provincial testing may be required. Enrollment of qualified staff in OFM office training programs, through Ontario Fire College.	Directed the Training Officer to post Fire Prevention course training opportunities for interested staff.	Several staff members attending NFPA courses at the OFC.	NFPA course attendance will continue into the New Year.	Audit of Records was completed by OFMEM all staffs that applied were grandfathered to NFPA. Staffs are continuing their training at the College to maintain or upgrade to higher certification.
- Develop a centralized filing system: physical/electronic	Filing system underway.	Filing system in place.	Records management transition complete.	Record filing system was completed in 2017 as planned, synchronizing paper files with electronic copies will continue in both file documents and Crisys going forward.
- Review/update the outdated Fire Dept. by-laws	Bylaw update on hold for now, closely linked to MFP and Arbi.	No status change of the E&R as the MFP isn't completed at this time.	Discussion to follow MFP.	Existing by-laws that require updating were identified in the MFP, planning updates will be part of the report being presented to Council in Q1-2018
4. Communication Division				
- Secure existing clientele, 5 year contract renewal	L&G contract to be approved by Council.	South Dundas contract to be approved by Council.	Prescott to sign 5 year extension in October.	All existing contracts were ratified or in the process of being ratified
- Promote and develop sustainable strategy for fire dispatch system	Attract new clients.	Submit RFP as opportunities arise.	Ongoing	All request for service or RFP issued are replied to, plan for sustainability is ongoing by adding

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
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				services, clients and or reducing cost through negotiation of the CA
- Streamline workload through interfacing systems	Working with all stakeholders.	Ongoing	Crisys to provide status update.	Interfacing of systems is planned for Q1-2018, had to be delayed due to radio system upgrade.
- Reorganize proper response protocols and boundaries	Collaboration with Crisys and Area Chiefs	Continue to work with all stakeholders	Consultation with Chiefs to be addressed.	Response protocols and boundaries is ongoing, is continuous, major upgrades will be completed in Q1 and Q2 2018
- Address deficiencies NFPA, etc.	Reviewing NFPA standards	Working to achieve NFPA compliance in Dispatch	A few remaining items to address.	Remaining NFPA issues being addressed as upgrades above proceed; all major issues have been completed.
- Identify new revenue streams	Ongoing	Ongoing	Ongoing	Ongoing, as discussed in second item above

5. Emergency Planning

- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Compliance to be achieved by Fire Prevention and Public education initiatives.	Staff continues to educate the public via attendance at events.	Fire Prevention week presentations scheduled for Walmart and Home Depot.	City was in compliance with FPPA Sections 2 (1) (a) and (b), this workplan item should be moved to Prevention Division in 2018 if it remains an objective.
- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.	Schedule training with the MECG and invite the OFMEM representative to attend. Revise and update the plan	Will achieve in late Q3 or early Q4.	Compliance to be completed prior to year-end.	All items required for EMCPA annual compliance were completed as required, prepared a presented new By-Law which was approved by Council

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Organize annual training sessions	Continue working with the all stakeholders	Conduct sessions in conjunction with OFMEM.	OFMEM Field Officer to attend session.	Annual Training was held on December 15 with exercise Thirst
- Hold meetings of the committee, as required	SMT meetings include emergency management topics if necessary	Meetings continue at the SMT level.	Meetings continue at the SMT level.	Training was held in conjunction and in preparation to annual exercise
- Review HIRA in conjunction with FMP	Meeting with Chris Powers to discuss HIRA	HIRA to be revised as part of annual compliance	Reviewing HIRA and several changes forthcoming	HIRA was reviewed in the FMP process and again prior to exercise
- Provide training as required	Revised HIRA will be discussed with MECG	Completed in Q3 or early Q4.	Completed prior to end of Q4	Training and exercise completed
- Update plan to include a new primary EOC	Meeting to improve communications at WPCC	Cellular coverage improved at WPCC.	Upgrade complete and functioning as required.	Plan is in the process of being updated, EOC of been relocated

2017 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
<p>1. People</p> <p>a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Waterfront Action Plan</p> <p>b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest, hydroplane regatta, Rails to Trails/Canada 150, Poker Run, Red, Hot & Blue Rockabilly festival, Octoberfest, Winter Classic (linkage to Economy objectives)</p> <p>c. Complete review of Non-resident User Fee</p>	<p>a. Planning for, or executing, projects for all of the facilities listed.</p> <p>b. Ongoing for 2017 events.</p> <p>c. Deferred pending Elizabethtown-Kitley agreement</p>	<p>a. 2017 projects for Rotary Park, Brock Trail and Railway Tunnel underway. Planning for new arena ongoing.</p> <p>b. Preparation and planning ongoing for 2017 events, which start on July 1 weekend</p> <p>c. Deferred pending Elizabethtown-Kitley agreement</p>	<p>a. 2017 projects for Rotary Park, Brock Trail and Railway Tunnel underway. Planning for new arena ongoing.</p> <p>b. Support for 2017 summer events successfully completed</p> <p>c. Deferred pending Elizabethtown-Kitley agreement</p>	<p>a. 2017 projects for Rotary Park and Railway Tunnel complete. Brock Trail projects to be completed in 2018. Planning for new arena ongoing.</p> <p>b. Support for 2017 summer events successfully completed</p> <p>c. Deferred pending Elizabethtown-Kitley agreement</p>	
<p>2. Economy</p> <p>a. Facilitate/monitor brownfield remediation projects (Wedgewood Phase 2, etc.) and linkages with City amenities associated with or adjacent to these developments</p> <p>b. Provide technical support to industrial park land assembly initiative</p> <p>c. LCV's – interchanges, City routes</p>	<p>a. Ongoing</p> <p>b. Ongoing</p> <p>c. Determining MTO requirements</p>	<p>a. Ongoing</p> <p>b. MTO comments regarding the Traffic Impact Study received</p> <p>c. Coordinating with MTO</p>	<p>a. Ongoing</p> <p>b. MTO comments regarding the Traffic Impact Study resolved</p> <p>c. Coordination with MTO ongoing</p>	<p>a. Ongoing</p> <p>b. MTO comments regarding the Traffic Impact Study resolved</p> <p>c. Coordination with MTO ongoing</p>	

2017 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
d. Encourage/support next steps of Reticle development (airport)	d. Gun range noise study being finalized	d. Gun range noise study received. Mitigation measures being reviewed	d. Range lease amended to facilitate noise mitigation	d. Monitoring noise mitigation activities.	
3. Amenities					
a. Brock Trail expansion/upgrades b. 2017 Capital Projects – roads, bridges, fleet, parkland, facilities c. Completion of Reynolds Park Risk Assessment d. Rotary Park ice pad roof e. Cycling network (link to Sustainability) f. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee g. New Arena facility – staff resource to Twin Pad Committee h. Railway Tunnel restoration project i. Rotary Fieldhouse/Playground	a. Design of 2017 projects underway b. 2017 projects initiated c. Preparing response to MOECC comments d. Evaluating options to support footings e. Ongoing, with Cycling Advisory Committee f. Ongoing. Design of Hardy park restrooms. g. Preferred location confirmed by Council h. Phase 1 construction ongoing i. 3 rd quarter project	a. 2017 projects underway b. 2017 projects ongoing c. Response to MOECC comments submitted d. Installation of footings underway e. Ongoing, with Cycling Advisory Committee f. Ongoing. Hardy Park washrooms tendered g. Preferred location confirmed by Council h. Phase 1 construction ongoing i. 3 rd quarter project	a. 2017 projects ongoing b. 2017 projects ongoing c. Response to MOECC comments being formulated d. Installation of footings complete e. Application to fund Cycling Network planning submitted f. Ongoing. Hardy Park washrooms tendered g. South location being reevaluated h. Phase 1 construction complete. Planning for Phase 2 ongoing i. Field House accessibility evaluation complete	a. 2017 projects underway, to be completed in 2018 b. 2017 projects complete c. Response to MOECC comments being formulated d. Project complete e. Funding agreement received f. Ongoing. g. Location approved by Council h. Planning for Phase 2 ongoing i. Field House accessibility evaluation complete	
4. Sustainability					
a. WPCC Secondary Treatment - close file b. Asset Management – complete expanded/updated report	a. Final documentation submitted b. Ongoing. Final report to be completed in 2 nd quarter	a. Participated in Infrastructure Canada audit b. Draft report being reviewed	a. Complete b. Report ready for October release to Council	a. Complete b. Report received by Council	

2017 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Departmental Objectives</u>					
1. Assist City Manager in completion of: - Implementation/monitoring of 2017 Budget - Preparations for 2018 Budget - Implement next steps of succession planning as necessary	- Ongoing - 3 rd quarter - Ongoing	- Ongoing - first draft of 2018 Capital budget submitted to Finance - Ongoing	- Ongoing - first draft of 2018 Operating budget submitted to Finance - Ongoing	- Complete - Complete - Ongoing	
<u>Personal Development</u>	Attended Parks and Recreation Ontario annual conference	Ongoing	Ongoing	Attended Rural Recreation Association annual meeting	

2017 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
1. People					
- Move to centralized client service area along with Clerk and Manager of Accounting, including departmental service review options to enhance both efficiencies and effectiveness, to move towards client service representatives	Parking moved to revenue office. Software update expected in 2 nd qtr	Software purchased and training has begun for new parking program. Looking to provide parking through on-line enquiries	Meetings to discuss transition to CSR model began in September and continuing in October	Plan on completion of transition in May 2018	
- Completion of annual staff performance reviews both formal and informal	Ongoing	continuing	Ongoing	Ongoing	
- Assist City Manager in implementation of future service delivery enhancements as well as other identified operational changes that can improve effectiveness and efficiencies	Ongoing	ongoing	Ongoing	Ongoing	
- Involvement with collective bargaining process, arbitration meetings and general employee/employer related concerns	Fire negotiations to arbitration	Process to begin in third quarter	Arbitration rescheduled to early 2018	Process has begun. Expected to commence in mid-2018	
- Continue to work on finalizing agreement with Elizabethtown on shared services including water and wastewater services, along with appeal on ARB decision	Ongoing	Leave to appeal adjusted assessment to 2004	Working on final document with CAO	Minutes of settlement completed	
- Continued promotion and review of the CIP and	Continual process	ongoing	Ongoing New	Ongoing	

2017 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
Brownfield programs			application received in late September		
- Involvement in local MUSH sector purchasing group along with other joint service delivery sharing of services	Ongoing	ongoing	Ongoing	Ongoing	
- Review third party funding opportunities to either enhance existing services or mitigate cost to the local tax payer	Ongoing	ongoing	Ongoing	Ongoing	
- Assist Director of Ec. Dev. Where applicable in providing resources for future economic expansion	Ongoing	ongoing	Ongoing	Ongoing	
- Implement GIS options and strategies including development of technical committee, development of apps for internal and external use, including revenue generating opportunities to third parties	Continue to enhance GIS opportunities throughout city	Ongoing	Meeting with GIS coordinator to develop work plan	1/4ly meetings	
- Continue expanding use of other technologies to provide efficiencies throughout corporation including the use of VOIP technology throughout the corporation	Automated phone service implemented Use of Kiosks to allow for online servicing	Review of parking software to allow for assess from external sources	Meeting to continue discussions re parking and building division opportunities Final draft completed. To be presented to council in Oct/Nov	Ongoing process. Parking transition expected in 1 st ¼ 2018 completed	
- Implement Phase II of asset management plan to include non-core assets as well as update existing cost analysis of core assets	2 nd qtr of 2017				
- Full responsibility for annual	2017 completed	2018			

2017 DEPARTMENT GOALS/OBJECTIVES					
Administration Department	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
a. Define recommendations to Council &/or options	Ongoing	Ongoing	Ongoing	October 24 th , 2017 Strategy Session	
b. Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan			Ongoing dialogue with staff to finalize minutes of settlement	Ongoing dialogue with staff to finalize minutes of settlement	
c. Quarterly status reporting to Council of corporate work plans and activity	April 18/17	July 18/17	October 17/17	February 20/18	
d. Direct, motive & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	Weekly SMT meetings. Recognition vents. Annual Work Plans.				
e. Annual Operating Budget preparation & Oversight	2017 operating budget approved Dec 13/16	2018 Budget Guidelines Approved by Council June 27, 2017	2018 Operating Budget preparation completed		
f. Annual Capital Budget preparation & Oversight	2017 Capital Budget approved Dec 13/16		2018 Capital Budget preparation completed		
g. Direct development of long-term financial forecasts	2017 operating/capital budget approved Dec 13/16	5 year operating forecast provided to Council 10 year capital forecast provided to Council			
h. Direct implementation of Asset Management Plan	Phase 2 of Asset Management Plan report to Committee, 2 nd quarter	Draft AMP being reviewed by SMT	AMP completed Council presentation 4 th Quarter		
Leadership					
a. Eastern Ontario Mayor's Committee participation	Quarterly meeting/teleconferences with EOMC members	Quarterly meeting/teleconferences with EOMC members	Quarterly meeting/teleconferences with EOMC members	Quarterly meeting/teleconferences with EOMC members	

2017 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
b. Joint Services Budget, cooperation discussions	2017 budget vetted Recommendation provided to mayor	Ongoing agenda review – Mayor's Briefing	Ongoing agenda review – Mayor's Briefing	Ongoing agenda review – Mayor's Briefing	
c. Fire Operations Model change – Shift from Full time to Hybrid	Master Plan commenced, annual report 2 nd quarter, Insurance Bureau of Canada contacted Fire association negotiations commences	Draft Master Plan under review	Fire Master Plan completed Council Presentation 4 th Quarter		
d. Facilitating OPP Costing acquisition and disposition	OPP Costing proposal submitted to Council and turned down. Process complete				
e. Docking	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
f. Parking	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
g. Marina Lease	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
h. Harbour Ownership	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
i. Outstanding Agreements	Pending arbitration hearing scheduled for second quarter Significant staff resources dedicated to arbitration	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
j. Facilitation of goals re active transportation / waterfront / downtown / increased density	W/AC attendance In-camera recommendations to April 25/17 meeting	In camera recommendations June 27 th	Architect retained to assist with redesign of 1 st floor of City Hall to accommodate Tourism Office needs	Tourism office project deferred, pending receipt / assessment of AQ proposal to both house and provide Tourism services.	

2017 DEPARTMENT GOALS/OBJECTIVES					
Administration Department	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Strategic plan					
a. Window Replacement Program	No activity	No activity	Window replacement plan deferred to 2018		
b. Water Meter Replacement Program	6,450 meters replaced	6,755 meters replaced	7,148 meters replaced	7,455 meters replaced	
c. Employment Lands certification - facilitation	Draft secondary plan, official plan, ZBL presented to Council Dec/2016 Environmental peer review report to Council Jan/2017 Open House, scheduled for April 5/17	Statutory Public Meeting Held on May 2, 2017 Will seek council approval early 3 rd Quarter	Council approval September 26 th , 2017 pending 20 day appeal period	Council decision appealed to the OMB.	

January 30, 2018

**Report to Council
February 13, 2018**

2018-016-02

Investment Ready: Certified Site Program

R. Nolan

Director of Economic Development

RECOMMENDATION:

THAT the Mayor and the Clerk are hereby authorized to execute all documentation in connection with Ontario's Investment Ready: Certified Site Program on behalf of the Corporation of the City of Brockville.

PURPOSE

In order to participate within the subject program, the City must enter into an agreement with the Province of Ontario the Investment Ready: Certified Site Program for the new employment lands.

BACKGROUND

The City has invested in employment lands located at Parkedale Avenue West, Stewart Blvd and Victoria Road, which is currently the subject of an OMB appeal. The intention is to prepare the land for future development. The City has applied and been accepted (Attachment 1) into the Province of Ontario's Investment Ready: Certified Site Program that assists property owners to market lands that are "investment ready".

The site has met the following minimum eligibility requirements of the program, pending the results of the appeal:

- The property must be designated for industrial use in the approved municipal Official Plan and zoned within the comprehensive Zoning By-Law to permit a wide range of industrial uses. A Plan of Subdivision must be available for properties located within designated business and industrial parks.
- Properties located outside of business or industrial parks must consist of at least 4 hectares or 10 acres of contiguous area that can be developed. The property may be a grouping of multiple lots or parcels.
- The property must be serviced or serviceable by natural gas, hydro and telecommunications services.

Report 2018-016-02

Investment Ready: Certified Site Program

-
- The property is free from development constraints that could impact the developable area or range of industrial or other employment uses permitted on the property – pending appeal.
 - The property must be available for sale for a period of 4 years following the date of certification, unless the site is sold.

ANALYSIS

The purpose of the Program is to promote an inventory of industrial properties to prospective investors that meet the Program's minimum eligibility and designation requirements.

An Investment Ready: Certified Site designation is issued to properties that have successfully completed a set of program requirements to demonstrate that the property is primed for development and ready for investment.

A property with an Investment Ready: Certified Site designation is attractive to investors and site selectors because it:

- ✓ provides important background information on the site's availability, utilities, transportation access and environmental records
- ✓ encourages faster site selection decisions
- ✓ can help greenfield or expansion projects get started

Investment Ready: Certified Sites are incorporated into a variety of marketing campaigns and strategies that attract international investors. This includes the support of Ontario's international marketing professionals, advertising in key industry publications and trade shows, customized sales materials, a profile on Ontario's international investment website, and visibility on Ontario's social media channels.

POLICY IMPLICATIONS

There are no policy implications at this time.

Report 2018-016-02
Investment Ready: Certified Site Program

FINANCIAL IMPLICATIONS

On December 12, 2017, Council passed the following motion:

THAT no further money be allocated to the future employment lands project until the Ontario Municipal Board has made a decision regarding the Official Plan and Zoning By-Law appeal.

Therefore servicing of the site has been postponed until the OMB appeal is resolved.

Designated properties can receive up to 50% of eligible expenses back, with a maximum reimbursement of up to \$50,000 per application. Eligible expenses include costs incurred during the entire certification program including application, completion of certification requirements and marketing of the Certified Site.

CONCLUSIONS

The City of Brockville has made significant investment in the employment lands in hopes of attracting new business to the City.


R. Nolan
Director of Economic Development


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager

Lesley White

From: Site Certification (MEDG/MRIS) <investmentready@ontario.ca>
Sent: December 22, 2017 12:56 PM
To: Lesley White; Robert Nolan
Cc: David Dick; Bob Casselman
Subject: Investment Ready: Notification of Acceptance (R7 - Brockville)

Dear Mr. Noland and Ms. White,

I am pleased to advise you that the application for the property legally described to us as Part of Lots 14 and 15, Concession 2, in the Geographic Township of Elizabethtown, City of Brockville and further described by PIN 44184-0268 (LT); Part of Lot 16, Part 1 on Reference Plan 28R-14528, Concession 2, in the Geographic Township of Elizabethtown, City of Brockville and further described as the northerly half of PIN 44184-0160, and Part of Lots 16 and 17, Concession 2, in the Geographic Township of Elizabethtown, City of Brockville and further described by PIN 44184-0161 (LT) City of Brockville (the "Site") has been accepted into Ontario's Investment Ready: Certified Site Program (the "Program").

The purpose of the Program is to promote an inventory of industrial properties to prospective investors that meet the Program's minimum eligibility requirements and designation requirements.

Based on the review of the application submission for the Site, acceptance into the Program is conditional upon meeting the following additional requirements.

Prior to signing the Program's Funding Agreement, the City of Brockville will:

1. Submit a formal letter advising that:
 - a. The Zoning By-law for the Site was drafted in accordance with the Ministry of Environment and Climate Change's (MOECC) D-Series guidelines to ensure there is an appropriate buffer between the development area of the site and the adjacent decommissioned landfill site.
 - b. MOECC has approved the decommissioning and removal of the sludge lagoon located adjacent to the Site.
 - c. The Site has been legally configured to exclude the environmentally sensitive lands to the south of PIN 44184-0268 (LT), and the exclusion of the former waste disposal lands from the legal descriptor of PIN 44184-0161(LT).
2. Provide confirmation of the Site's new legal description from the Land Registry Office and submit a new reference plan that red-lines only the lands that are to be considered for certification.

Prior to the Designation Requirements Deadline Date as outlined in the Program's Funding Agreement, the City of Brockville will:

1. Confirm that the Official Plan and Zoning By-law amendments for the Site are in force and in effect and submit a copy of the Board's approval to the Ministry.

2. Keep the Ministry informed on the status of the OMB appeal of the OPA and ZBLA for the Site and submit copies of any motion(s) and/or decision(s) to the Ministry of the parties to the appeal, or decisions of the Board that may impact the ability of the Site to be developed for future employment uses.
3. Complete and submit a copy of a Species at Risk Assessment for the W. Chorus Frog identified on Site and any other species identified as threatened or endangered under the Federal/Provincial Species at Risk Act to determine if a permit would be required to facilitate planning act approval, building permits or future industrial development.
4. Submit a service letter from Enbridge that confirms the Site is serviced according to the Program's Minimum Requirements.

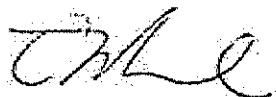
At this time, we ask that you indicate your intention to participate in the Program via email to investmentready@ontario.ca by **February 23, 2018**.

We will follow up by providing you a copy of a contract to formalize your participation in the Program. A signed contract between the registered owner of the Site and the Province is also required to be eligible for reimbursement of certain expenses commencing the date of your Pre-Application Consultation on August 14, 2017.

The Investment Ready Team is available to provide assistance and answer questions through the entire certification process. We will be in contact to set up a teleconference where we will go over the Program's contract, review the steps required to become a designated Certified Site, and answer any questions you may have about the Program. Should you have any questions in the interim, please contact us at investmentready@ontario.ca, or my colleague, Tania Cassin-Kendall directly at 416-325-6520.

Thank you again for your interest in the Program. We look forward to your continued participation.

Sincerely,



Carrie Manchuk
Manager, Site Planning and Coordination Unit

Ontario Investment Office
Ministry of Economic Development and Growth

January 30, 2018

**Report to Council
February 13, 2018**

2018-017-02

Ontario Labour Market Partnership Program

R. Nolan

Director of Economic Development

RECOMMENDATION:

THAT the Mayor and the Clerk are hereby authorized to execute all documentation in connection with Ontario's Labour Market Partnership Program on behalf of the Corporation of the City of Brockville.

PURPOSE

To request Council authorization to enter into an agreement with the Province of Ontario for the funding of a Business Retention and Expansion Coordinator position through the Ontario Labour Market Partnership Program.

BACKGROUND

Economic Development staff would like to conduct a Business Retention and Expansion (BR&E) program to help mitigate the labour market impact, in Brockville and the surrounding areas, of the recent and upcoming business closures.

A BR&E program is a community-based economic development program with a focus on supporting existing businesses. It provides a systematic approach to assist communities in developing strategies to support businesses, retain and create new jobs and opportunities. BR&E uses an in-depth, four stage process to assist communities in developing and implementing concrete action plans.

Undertaking a BR&E helps communities understand local business needs and respond – so that businesses stay, grow, and become more competitive in the community. The BR&E program helps communities to identify their priorities.

The BR&E program involves trained staff visiting businesses to conduct confidential interviews with senior level management, owners or managers. Data analysis and action planning is then undertaken to address issues and opportunities.

Report 2018-017-02
Ontario Labour Market Partnership Program

ANALYSIS

The primary goals of the program are:

- Deliver a report making recommendations on actions that can be taken to mitigate against the impact of recent closures and to support future job growth;
- Identify employment opportunities for employees affected by the recent closures;
- Assist local suppliers in identifying new opportunities to stabilize their business and workforce.

Other expected outcomes include:

- Build and improve relations with existing businesses;
- Identify and address immediate concerns and issues of individual businesses;
- Increase the competitiveness of existing business;
- Enable business development, investment and job creation;
- Build capacity within the community and strengthen relationships between organizations;
- Identify the positive and challenging attributes of the community as a place to do business
- Collect business and market data to support economic development planning

POLICY IMPLICATIONS

There are no policy implications at this time.

FINANCIAL IMPLICATIONS

The Ministry of Training, Colleges and Universities have encouraged staff to apply for this funding. The grant would 100% of the salaries and benefits of a full-time contract position for one year. The position would co-ordinate the BR&E activities of the Economic Development office.

CONCLUSIONS

It is in the City's best interest to undertake an enhanced BR&E program given the recent announcements of business closures.

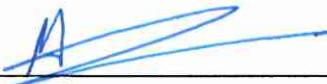
Report 2018-017-02
Ontario Labour Market Partnership Program



R. Nolan
Director of Economic Development



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

**Report to the Finance Administration and Operations Committee
February 5, 2018**

2018-018-02

Fire Radio System

Cost-Sharing Agreement

The Corporation of the

United Counties of Leeds and Grenville

G. Pigeon, Fire Chief

R. Rayner, Deputy Fire Chief

Re: Fire Radio System

Recommendation

THAT Council authorizes Staff to execute a long term Software Upgrade Agreement between the United Counties of Leeds and Grenville and the City of Brockville as outlined in Schedule "A" attached hereto.

Purpose

The purpose of this report is to have Council consider the approval of a long term Software Upgrade Agreement with the United Counties of Leeds and Grenville.

Background

The City of Brockville and the United Counties of Leeds and Grenville work in partnership to provide communication services to their respective Fire Departments.

Periodically, Software Upgrades are required to the System.

A comprehensive software upgrade joint project was planned for 2015. The work was deferred to 2017 given that the Parties were unable to negotiate a cost sharing agreement.

Given the passage of time, it was necessary to expand the scope of work to include software upgrades for 2016-17. This has resulted in an increase in the overall budget of the proposed project.

In 2015, City Council approved a \$ 135,000 allocation in support of the subject project. This funding was moved to a reserve fund for future use.

Financial Considerations

Schedule "A" provides details of the proposed cost sharing agreement. The City's share over a 10 period is \$ 217,000. Staff recommends that the \$135,000 allocated to the reserve fund be utilized to cover the cost of this agreement until the reserve fund is exhausted. The balance of the funds required will be included in the annual operating budget.

Conclusion

It is critical to have an effective communication system in support of emergency services. The execution of the subject agreement will ensure that a current communication system is maintained.

G. Pigeon
Fire Chief



B. Casselman
City Manager

Renny Rayner
Deputy Fire Chief



D. Dick, CPA, CA
Director of Corporate Services





COST-SHARING AGREEMENT

BETWEEN

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
(PROVIDER)**

AND

**THE CORPORATION OF THE CITY OF BROCKVILLE
(PARTNER)**

1. AGREEMENT OVERVIEW

This Agreement represents a "cost-sharing" agreement between The Corporation of The United Counties of Leeds and Grenville and The Corporation of The City of Brockville for the purpose of distributing the costs of the "Software Upgrade Agreement" (SUA) provided by Motorola Canada and executed by Bell Mobility Radio Division.

This Agreement is for a ten year term, commencing on January 1, 2017, and ending December 31, 2027. The details of the SUA are attached to this Agreement as APPENDIX A. The list of Brockville's Motorola equipment included in the SUA is attached as APPENDIX B.

2. DEFINITIONS

"Cost-Sharing Agreement" is an agreement that outlines the distribution of financial responsibilities between two or more parties that are required to pay for the cost of goods and/or services being provided by another organization.

"Provider" refers to the United Counties of Leeds and Grenville as the primary signatory participant in the Motorola SUA, as determined by having majority ownership of the radio equipment in the fire communications system.

"Partner" refers to the City of Brockville which is directly involved with this Agreement through their minority co-ownership of radio equipment in the fire communications system (specifically the dispatch console equipment).



3. PURPOSE and GOALS

The purpose of this Agreement is to ensure that the financial commitments and payment dates for each party are clearly identified. The goal of this Agreement is to obtain mutual agreement for the sharing of costs between the United Counties of Leeds and Grenville and the City of Brockville to cover the associated annual costs for the Motorola SUA for the term of that agreement.

4. FINANCIAL TERMS and BREAKDOWN of COSTS

The chart below identifies the annual invoice dates, the total annual invoice amount, and the associated annual cost for both the United Counties of Leeds and Grenville and the City of Brockville. The distribution of costs were calculated by Motorola Canada and was based upon the percentage of equipment ownership as of March 31, 2017; UCLG = 80%, Brockville = 20%. Please note, if the amount of equipment should be reduced due to virtualization and/or the use of cloud-based technologies, then the annual cost and allocations may be adjusted to reflect the reduced equipment list.

Annual Invoice Date	Total Annual Invoice Amount	Invoice Amt. Brockville	Invoice Amt. UCLG
** March 31, 2017	\$106,500	\$21,300	\$85,200
January 31, 2018	\$106,500	\$21,300	\$85,200
January 31, 2019	\$106,500	\$21,300	\$85,200
January 31, 2020	\$106,500	\$21,300	\$85,200
January 31, 2021	\$106,500	\$21,300	\$85,200
January 31, 2022	\$106,500	\$21,300	\$85,200
January 31, 2023	\$106,500	\$21,300	\$85,200
January 31, 2024	\$106,500	\$21,300	\$85,200
January 31, 2025	\$106,500	\$21,300	\$85,200
January 31, 2026	\$106,500	\$21,300	\$85,200
Total Invoice Amt:	\$1,065,000	\$213,000	\$852,000

****NOTE:** As a result of the SUA agreement being signed following the 2017 budget process, Brockville's 2017 invoice will be issued in December 2017 with payment due in 2018. Also please note that the invoice amounts do not include applicable taxes



By signing and dating this Cost-Sharing Agreement in the space provided below, you are indicating that you have read and agree to abide by the terms, conditions, dates, and costs that have been identified in the cost-sharing agreement and the Motorola SUA.

IN WITNESS THEREOF, the parties hereto have duly executed this Cost-Sharing Agreement on:

This _____ day of _____, 2017
At the City of Brockville, Ontario

..... Date:
Andy Brown, CAO
For the Corporation of the United Counties of Leeds and Grenville

..... Date:
Bob Casselman, City Manager
For the Corporation of the City of Brockville

12 February 2018

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
FEBRUARY 20, 2018**

2018-019-02

**DEVELOPMENT CHARGES
REBATE PROGRAM
EXPRESSION OF INTEREST**

**D. DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE
J. FAURSCHOU
PLANNER I**

RECOMMENDED

- 1.** THAT the Finance, Administration & Operations Committee recommend that Council authorize the United Counties of Leeds and Grenville to act as program administrator on behalf of the City of Brockville in the role of Service Manager to complete an Expression of Interest to the Province to participate in the Development Charge Rebate Program; and
- 2.** THAT the Finance, Administration & Operations Committee recommend that Council authorize the Service Manager to enter into a Transfer Payment Agreement with the Ministry of Housing on behalf of the City of Brockville.

PURPOSE

To provide direction concerning the following:

- i) Authorization for the United Counties of Leeds and Grenville to act as program administrator on behalf of the City of Brockville in the role of Service Manager to complete an Expression of Interest to the Province to participate in the Development Charge Rebate Program through the Ontario Ministry of Housing; and
- ii) To authorize the Service Manager to enter into a Transfer Payment Agreement with the Ministry of Housing on behalf of the City of Brockville

BACKGROUND

The Fair Housing Plan was announced on April 20, 2017 and consists of 16 measures to improve housing affordability, address demand, protect renters and buyers, increase the supply of housing and improve information sharing. The Development Charges Rebate Program, (the Program), is one of the measures to increase the supply of housing. The Program provides rebates for development charges and aims to reduce the construction costs of building market rental housing particularly in communities that

**Report 2018-019-02
Development Charges Rebate Program EOI
Expression of Interest**

Page 2

are most in need for purpose-build rental housing. A total of up to \$125 million over five years is being made available as rebates for development charges. Program funding, if approved, will be provided according to the terms and conditions of a Transfer Payment Agreement (TPA) between the Province and the municipality.

MOH encourages the City to consider providing municipal incentives, where possible, to purpose-built market rental developments eligible to receive provincial rebates under the program. Currently, the Community Improvement Plan is the only formal program being offered by the City in regard to incentivizing purpose built rental market development. However, the City has provided financial support for development specific projects on a case by case basis, the most recent being Marguerita Residence Corporation. This project has received approval for the following financial support:

- Development Charges Waiver;
- Reconstruction of Victoria Avenue;
- Construction Cost Overrun Guarantee;
- Rent Guarantee – 3 years;
- CIP-Downtown;
- CIP-Brownfield;
- Change in multi residential tax ratio from 1.77 to 1.00 – annual tax savings; and
- Forgivable loan to offset the building permit fees payable

The Development Charges Grant Program cannot be used by municipalities to replace any existing housing programs and incentives that municipalities may already have with respect to affordable (below-market) rental housing.

Municipalities have been invited to submit an Expression of Interest (EOI) that must be completed by March 2, 2018.

ANALYSIS

The Ministry of Housing (MHO) established a list of municipalities identified as those municipalities being most in need of rental housing. The City was included on this list. Accordingly, the City has been invited by the MHO to submit an expression of interest (EOI) to take part in the Development Charges Rebate Program.

Under the program, the City has an option to designate their housing Service Manager as the administrator of the Program, and also to submit an EOI on behalf of the City.

**Report 2018-019-02
Development Charges Rebate Program EOI
Expression of Interest**

Page 3

If the City designates the housing Service Manager as the program administrator:

1. The municipality must submit a copy of the municipal council's decision designating the housing Service Manager as program administrator, directing the Service Manager to submit an EOI to MHO, and authorizing the Service Manager to enter into a Transfer Payment Agreement with MHO on the municipality's behalf.
2. The housing Service Manager must provide written confirmation from a person of appropriate authority of its willingness to act as program administrator.

The City has a joint services operating agreement concerning the governance and management of social housing, among other services, in place via by-law 41-2000 wherein the United Counties of Leeds and Grenville is the "Housing Service Manager". A copy of By-law 41-2000 has been attached as **Schedule "A"** to this Report.

Accordingly, should Council designate the United Counties of Leeds and Grenville as the Service Manager, the City shall work with the Service Manager in determining rental housing developments and units that are eligible to receive rebate funding under the program, planning approval timelines, and any municipal incentives that may be available.

A discussion held on 09 February 2018 has confirmed that UCLG is willing to act as Service Manager for the Development Charges Rebate Program. Written confirmation of same has been attached as **Schedule "B"** to this Report.

POLICY IMPLICATIONS

There are no policy implications. However, this information is directly related to the financial sustainability of the City and is an important component of the City's Community Strategic Plan.

FINANCIAL CONSIDERATIONS

There are no requirements for the municipalities to contribute to the program. The Development Charges are collected by the City as part of the Building Permit process and are retained by the City. The Development Charges Rebate is paid by the Province.

Participating municipalities are able to use up to 5% of the allocation to cover administrative costs, if needed, as indicated in a municipal take-up plan.

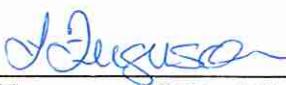
**Report 2018-019-02
Development Charges Rebate Program EOI
Expression of Interest**

Page 4

CONCLUSION

Based on the fore-going, it is recommended that the FAO Committee recommend that:

- i) Council authorize the United Counties of Leeds and Grenville to act as program administrator on behalf of the City of Brockville in the role of Service Manager to complete an Expression of Interest to the Province to participate in the Development Charge Rebate Program; and
- ii) Council authorize the Service Manager to enter into a Transfer Payment Agreement with the Ministry of Housing on the municipality's behalf.


L. Ferguson, CPA, CGA
Manager of Accounting


J. Faurschou, MCIP, RPP
Planner I


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager

THE CORPORATION OF THE CITY OF BROCKVILLE

BY-LAW NO. 41-2000

BY-LAW TO ENTER INTO AN AGREEMENT WITH THE
UNITED COUNTIES OF LEEDS AND GRENVILLE, THE TOWN OF PRESCOTT
AND THE TOWN OF GANANOQUE FOR THE GOVERNANCE AND MANAGEMENT
OF SOCIAL SERVICES, SOCIAL HOUSING, PROVINCIAL OFFENCES ACT
ADMINISTRATION AND LAND AMBULANCE

WHEREAS sections 120 and 207.5 of the Municipal Act, R.S.O. 1990, as amended, authorizes councils to enter into service agreements with one or more municipalities and to provide joint management of such services and to establish joint boards of management thereof; and

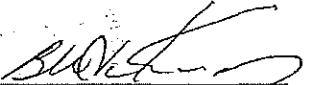
WHEREAS representatives of the councils of the Corporations of the United Counties of Leeds and Grenville, the City of Brockville, the Town of Gananoque and the Town of Prescott have negotiated a joint services operating agreement that deals with governance and management of services; and

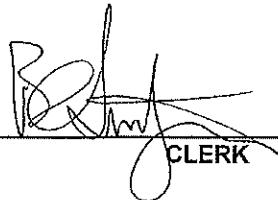
WHEREAS the Council of the Corporation of the City of Brockville deems it expedient to enter into the joint services operating agreement with the parties thereto;

NOW THEREFORE the Council of the Corporation of the City of Brockville enacts as follows:

1. THAT the Mayor and Clerk are hereby authorized to enter into an agreement with the United Counties of Leeds and Grenville, the Town of Prescott and the Town of Gananoque for the governance and management of social services, social housing, Provincial Offences Act administration and land ambulance in the form attached to this by-law as Schedule "A" and such schedule to form part of this by-law and to have the same force and effect as if recited in full herein.
2. The Mayor and Clerk are hereby authorized to do or cause to be done all such matter or act or thing as may be required to give full force and effect to this by-law.
3. This by-law shall come into force and take effect on the date of passage.

GIVEN UNDER THE SEAL OF THE CORPORATION
OF THE CITY OF BROCKVILLE AND PASSED THIS
13TH DAY OF JUNE, 2000.


MAYOR


CLERK



United Counties of Leeds and Grenville

Community and Social Services Division
Children Services
Housing
Integrated Program Delivery
 25 Central Ave. W., Suite 200
 Brockville, ON K6V 4N6
 T 613-342-3840
 800-267-8146
 TTY 800-539-8685
 F 613-342-8908
www.leedsgrenville.com

February 12, 2018

Mr. Jonathan Faurschou
 City of Brockville
 1 King Street
 Brockville, Ontario
 K6V 7A5

**RE: Development Charges Rebate Program**

Dear Jonathan:

This letter has been prepared in follow-up to an in-person meeting held on February 9, 2018 with staff from the City of Brockville Planning Department and Finance Department.

As discussed, the United Counties of Leeds and Grenville is prepared and willing to act as Program Administrator on behalf of the City of Brockville in regards to the Development Charges Rebate Program being offered by the Ministry of Housing. Leeds Grenville is the designated Service Manager for housing and we are therefore able to act in the capacity of Program Administrator upon the request and approval of the City of Brockville.

We look forward to the opportunities that the Development Charges Rebate Program may offer in providing incentive for the creation of new rental housing in the City.

Yours sincerely,

Alison Tutak, B.A., B.S.W., M.S.W.
 Director,
 Community and Social Services

AT/lea

cc: Andy Brown, Chief Executive Officer, United Counties of Leeds and Grenville
 Chris Morrison, Manager, Housing Department, Community and Social Services
 Cherie Mills, Manager, Planning Services, Public Works Division

where lifestyle
 grows good business

synonyme de qualité de vie
 et de réussite en affaires

FEBRUARY 14, 2018

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 20, 2018

**2018-023-02
RAILWAY TUNNEL – PHASE 1
PROJECT UPDATE**

**COUNCILLOR D. LESUEUR
CHAIR, BROCKVILLE RAILWAY
TUNNEL COMMITTEE
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT Report 2018-023-02 be received for information purposes.

PURPOSE

The purpose of this report is to provide a financial update regarding Phase 1 of the Railway Tunnel project.

BACKGROUND

Phase 1 of the Railway Tunnel project included all of the work inside the tunnel, plus the work at the north and south portals to provide public access to the tunnel. The approved budget for Phase 1 of the Railway Tunnel project is \$3,974,496, with a City contribution of \$300,000. The remainder of the funds were to be obtained through grants and fundraising.

ANALYSIS

Attachment 1 is the Statement of Operations for the Railway Tunnel project as of January 31, 2018.

The reporting includes Phases 1A, 1, and 2. Phase 1A included the Market Assessment for the project, as well as the preliminary engineering assessments to determine whether it was feasible to make the entire tunnel safe for public access. Phase 1A was funded through previous Capital Budget allocations to the project under the leadership of earlier versions of the Railway Tunnel Committee. Phase 1 included the masonry repairs, rock stabilization, drainage, walkway, ventilation, electrical, life safety features and lighting within the tunnel, and the work outside the entrances to provide public access. Phase 2 is the proposed redevelopment of the property at the north end of the tunnel. Expenditures to date for Phase 2 include the property acquisition costs and preparation of concepts for the proposed redevelopment.

Phase 1A was completed with a surplus of \$34,794 (Appendix 1 of the Statement of Operations).

2018-023-02

Railway Tunnel – Phase 1 Project Update

Page 2

The total expenditures for Phase 1 are \$6,375,144. The total revenues to date are \$4,269,453, resulting in a current shortfall of \$2,105,690 (Appendix 2 of the Statement of Operations).

The total expenditures for Phase 2 are \$304,830, in comparison to revenues of \$284,000, resulting in a current shortfall of \$20,830 (Appendix 3 of the Statement of Operations). An additional \$200,000 has been received and pledged towards future expenditures related to Phase 2.

With respect to Phase 1, the following summarizes a comparison of the expenditures in comparison to the approved budget.

Items included in the Approved Project Budget:

Lighting/Electrical/Civil	\$3,044,272
Masonry Repairs	1,388,673
Other Construction	132,411
Engineering	336,067
Interest	<u>56,435</u>
	\$4,957,858

Items not considered in the Approved Project Budget:

Office	\$ 41,865
Maintenance	12,150
Fundraising Consultant	132,288
Donor Recognition	6,686
Rails to Trails	30,000
Rent	<u>32,525</u>
	255,514
In-Kind (lighting/electrical)	<u>1,161,771</u>
Total	\$6,375,143

Of the items originally included in the approved project budget, the largest differences were:

- \$320,348 - additional areas of masonry repointing; additional stone replacement; more expensive mortar due to excessive moisture conditions;
- \$237,541 - complete reconstruction and expansion of south plaza
- 69,300 - retaining wall for power house
- 62,370 - additional rock anchors
- 11,000 - concrete stamping
- 10,895 - electrical service for south plaza
- 271,908 - all other extra costs

Of the items not originally considered in the approved project budget, the rent was offset by a donation back to the City by the property owners (included in the project revenues). The cost of the Fundraising Consultant was largely offset by grants (included in project revenues).

The in-kind services were donated by Ford Electric/Philips Lighting, and are shown as an offsetting revenue and expense.

With respect to fundraising for Phase 1, a total of \$3,107,682 in donations and grants have been received and pledged, as well as the in-kind services donated by Ford Electric/Philips Lighting. The City's contribution of \$300,000 is included in the revenue from Donations.

Given the deadlines associated with some of the major grants secured for the project, and given the desire to complete the project in celebration of Canada's sesquicentennial, the decision was made to proceed with the project before the fundraising was complete, and while some of the project costs were still estimates, as opposed to contractor pricing. In addition, the unique nature of the work to restore the tunnel and constructing the walkway and lighting within the tunnel represented an element of unusual uncertainty in the construction costs. These elements of risk are evident in the financial reporting.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL CONSIDERATIONS

The Railway Tunnel Committee is committed to completing the fundraising required to cover the expenditures incurred during the Phase 1 project. The fundraising sub-committee has been expanded, and they have an extensive list of potential major donors. The Railway Tunnel Committee will focus on the Phase 1 fundraising prior to advancing plans for Phase 2.



Councillor D. LeSueur, Chair
Brockville Railway Tunnel Committee



D. Dick, CPA, CA
Director of Corporate Services



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



B. Casselman
City Manager

Railway Tunnel Phases 1A.1, 2
Statement of Operations
For the period ending January 2018

	Receipts	In-Kind	Pledges	Total
Revenues				
Donations	\$ 1,826,789	\$ 1,161,771	\$ 281,400	\$ 3,269,960
Grants	1,394,525	-	81,350	1,475,875
Interest	1,249	-	-	1,249
	<u>3,222,563</u>	<u>1,161,771</u>	<u>362,750</u>	<u>4,747,084</u>
	Disbursements	In-Kind	Pledges	
Expenditures				
Professional fees	586,590	-	-	586,590
Office	44,354	-	-	44,354
Maintenance	14,315	-	-	14,315
Consultant	132,288	-	-	132,288
Land Acquisition	208,490	-	-	208,490
Donor recognition	6,686	-	-	6,686
Construction	1,521,084	-	-	1,521,084
Lighting / Electrical	3,044,272	1,161,771	-	4,206,043
Rails to trails	-	-	30,000	30,000
Interest	-	-	56,435	56,435
Rent	32,525	-	-	32,525
	<u>5,590,604</u>	<u>1,161,771</u>	<u>86,435</u>	<u>6,838,810</u>
Net cost	<u>(2,368,040)</u>	<u>-</u>	<u>276,315</u>	<u>(2,091,726)</u>
Obligatory reserves	<u>40,000</u>	<u>-</u>	<u>160,000</u>	<u>200,000</u>

Restricted pledges for Phase 2 projects. Not included in statement of operations until matching expenditures incurred.

Revenues and expenditures to April 2015**Appendix 1**

Railway Tunnel Phase 1A
Statement of Operations
January 2018

	Receipts	In-Kind	Pledges	Total
Revenues				
City	\$ 192,382	-	-	\$ 192,382
Interest	1,249	-	-	1,249
	<hr/> <u>\$ 193,631</u>	<hr/>	<hr/>	<hr/> <u>\$ 193,631</u>
	Disbursements	In-Kind	Pledges	
Expenditures				
Professional fees	154,182	-	-	154,182
Office	2,489	-	-	2,489
Maintenance	2,165	-	-	2,165
	<hr/> <u>158,837</u>	<hr/>	<hr/>	<hr/> <u>158,837</u>
Net	<hr/> <u>\$ 34,794</u>	<hr/> <u>\$ -</u>	<hr/> <u>\$ -</u>	<hr/> <u>\$ 34,794</u>

These revenues and expenditures arose prior to the official tunnel development campaign

Revenues and expenditures associated with the tunnel opening
Railway Tunnel Phase 1
Statement of Operations
January 31, 2018

Appendix 2

	Receipts	In-Kind	Pledges	Total
Revenues				
Donations	\$ 1,434,407	\$ 1,161,771	\$ 281,400	\$ 2,877,578
Grants	1,310,525	-	81,350	1,391,875
Interest	-	-	-	-
	2,744,932	1,161,771	362,750	4,269,453
	Disbursements	In-Kind	Pledges	
Expenditures				
Professional fees	336,067	-	-	336,067
Office	41,865	-	-	41,865
Maintenance	12,150	-	-	12,150
Consultant	132,288	-	-	132,288
Donor recognition	6,686	-	-	6,686
Construction	1,521,084	-	-	1,521,084
Lighting / Electrical	3,044,272	1,161,771	-	4,206,043
Rails to trails	-	-	30,000	30,000
Interest	-	-	56,435	56,435
Rent	32,525	-	-	32,525
	5,126,937	1,161,771	86,435	6,375,143
Net cost	(2,382,005)	-	276,315	(2,105,688)

Donations **In-Kind** represent contributions from the contractor to offset additional costs associated with the lighting and other construction related expenditures.

North End of Tunnel**Appendix 3**

Railway Tunnel Phase 2
Statement of Operations
January 31, 2018

	Receipts	In-Kind	Pledges	Total
Revenues				
Donations	200,000	-	-	200,000
Grants	84,000	-	-	84,000
Interest	-	-	-	-
	<u>284,000</u>	<u>-</u>	<u>160,000</u>	<u>284,000</u>
 Expenditures				
Professional fees	96,340	-	-	96,340
Land Acquisition	<u>208,490</u>	<u>-</u>	<u>-</u>	<u>208,490</u>
	<u>304,830</u>	<u>-</u>	<u>-</u>	<u>304,830</u>
	<u>(20,830)</u>	<u>-</u>	<u>-</u>	<u>(20,830)</u>
 Net cost	<u>(2,328,040)</u>	<u>-</u>	<u>436,315</u>	<u>(2,091,724)</u>
 <i>Restricted pledges for Phase 2 projects</i>				
 Obligatory reserves	<u>40,000</u>	<u>-</u>	<u>160,000</u>	<u>200,000</u>

Restricted pledges for Phase 2 projects. Not included in statement of operations until matching expenditures incurred.

February 14, 2018

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –
February 20, 2018**

2018-024-02

2017 INTERIM

VARIANCE REPORT

**D. DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE
CHRISTINE WARD
FINANCIAL ANALYST**

RECOMMENDATION

THAT Council receives the Final Interim Variance Report for the year ended December 31, 2017 for information purposes.

PURPOSE

To report to Council and the community, the City of Brockville's projected financial position as of December 31, 2017 for General Operations, Water and Wastewater Operating Systems.

BACKGROUND

The City's Corporate Financial Controls which Council adopted in April 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted and reported on throughout the year. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

ANALYSIS/FINANCIAL IMPLICATIONS

This report represents the analyses of operating budgets – General, Water, Wastewater which are provided for information purposes. Attachment 1, 2 and 3 are detailed variance analysis for each department.

Operating Budget

Although the variance has been prepared based on the best information available to date, it is expected to change when all financial information is finalized. Based on our review to date, a deficit of approximately \$186,000 is projected which is a slight improvement on the \$236,000 expected deficit reported in November 2017. Some of the major causes for the variance, both positive and negative are as follows:

Report 2018-024-02

Page 2

Variance Report at December 31, 2017

- The Brockville Arts Centre generated an overall surplus primarily due to the new projection system.
- Ontario Hydro charges continue to be a challenge to predict with a corporate deficit of approximately \$152,000
- WSIB charges associated primarily with additional coverages for fire fighters has generated a deficit of \$338,000
- Interest on investments and bank accounts generated approximately \$50,000 less than we had budgeted. Interest and penalties on overdue taxes have generated an additional \$143,000 of revenues.
- Supplemental taxes have exceeded budget by approximately \$88,000
- Vacancy rebates paid out have exceeded the budget by \$41,000. A yearend review on vacancy rebates is still to be completed which could affect this amount.
- Fire dispatch revenues have decreased by \$73,000 due to the new agreement as well as the loss of a customer.
- Repairs and maintenance at the fire hall have exceeded budget by \$44,000
- Legal fees for arbitration and human rights tribunals have exceeded budget by \$65,000.
- The planning department has generated an overall reduction in net cost relative to budget due to salary savings as well as an increase in building permit revenues
- The cost of winter maintenance has exceeded budget by \$70,000
- A deficit at the airport is due to a decrease in both sales of fuel and lease revenues
- Savings from joint services and an increase in criminal record checks have resulted in additional revenues
- St. Lawrence lodge costs continue to increase.
- The timing of debt issuance has resulted in savings against budget cost of \$106,000
- Assessment at risk is still under review and could have a further impact on the final numbers.

Water Rate Administration Budget

The variance for Water is projecting an overall surplus of \$137,346. The majority of this surplus relates to water revenues.

Wastewater Rate Administration

Our variance projection for yearend suggests a small deficit of \$7,212. This will be adjusted to reflect the minutes of settlement with Elizabethtown when finalized. It is expected to result in a surplus for the 2017 operating year.

Report 2018-024-02

Page 3

Variance Report at December 31, 2017

CONCLUSION

The annual audit has begun and it is expected that the final report will be presented at the May FA&O meeting. Any further adjustments to our annual results will be reported at that time.



C. Ward, Financial Analyst-General



L. Ferguson, CPA, CGA
Manager of Finance



B. Casselman, City Manager



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



City of Brockville
Interim General Variance Analysis
for period ending December 31, 2017

	Balance at December 31, 2017	2017 Budget	Forecasted Balance at Year End	Forecasted Surplus / (Deficit)
City Management & Services				
Animal Control	80,138	84,305	80,138	4,167
Aquarium	330,012	195,000	230,012	(35,012)
Arts Centre	97,070	159,292	97,070	62,222
City Council/Mayor	211,863	215,361	211,863	3,498
City Manager	467,844	468,713	467,844	869
Clerk	268,749	269,539	268,749	790
Corporate Finance	2,962,025	2,930,630	3,037,535	(106,905)
Cultural Services	18,462	23,463	18,462	5,001
Economic Development	420,564	395,200	532,018	(136,818)
Finance	666,431	654,500	666,431	(11,931)
Fire Department	5,175,968	4,958,798	5,125,941	(167,143)
GIS	147,326	138,586	147,326	(8,740)
Human Resources	398,761	330,528	398,761	(68,233)
Information Services	498,967	433,011	498,967	(65,956)
Parking	(84,278)	(115,818)	(84,278)	(31,540)
Parking Rental	5,004	13,036	5,004	8,032
Planning	330,616	673,077	370,616	302,461
Tourism	198,546	195,805	198,546	(2,741)
City Management & Services Total	12,194,067	12,023,026	12,271,003	(247,977)
Operations				
Facilities	495,558	402,391	495,558	(93,167)
Fleet	323,758	365,910	323,758	42,152
Operations/Parks Administration	275,416	271,727	275,416	(3,689)
Parks	1,190,196	1,164,084	1,190,196	(26,112)
Pedestrian Vehicle Infrastructure	677,737	650,231	677,737	(27,506)
Public Works/Parks	2,718,092	2,639,326	2,718,092	(78,766)
Transit	642,044	589,447	642,044	(52,597)
Operations Total	6,322,801	6,083,116	6,322,801	(239,685)
Environmental Services				
Engineering	69,221	98,270	69,221	29,049
Solid Waste	1,051,367	1,113,553	1,051,367	62,186
Environmental Services Total	1,120,588	1,211,823	1,120,588	91,235
City Boards & Committees				
Airport	97,351	78,742	97,351	(18,609)
Cemetery	113,782	103,154	113,782	(10,628)
Committee Of Adjustment	(1,086)	(185)	(1,086)	901
Heritage Brockville	2,142	9,327	2,142	7,185
Library	12,420	685,134	697,554	(12,420)
Museum	270,156	260,928	270,156	(9,228)
Police	6,768,154	7,111,796	6,981,154	130,642
City Boards & Committees Total	7,262,920	8,248,896	8,161,054	87,842



City of Brockville
Interim General Variance Analysis
for period ending December 31, 2017

	Balance at December 31, 2017	2017 Budget	Forecasted Balance at Year End	Forecasted Surplus / (Deficit)
Outside Boards				
Cataraqui Reg. Conserv. Authority	188,891	188,891	188,891	0
Downtown Business Improvement Ass.	(19,400)	0	(0)	0
Long Term Care	1,101,212	943,776	1,101,212	(157,436)
Public Health Grants	383,146	416,215	383,146	33,069
Outside Boards Total	1,653,848	1,548,882	1,673,249	(124,367)
Joint Services				
Joint Services	3,250,108	3,590,070	3,450,070	140,000
Joint Services Total	3,250,108	3,590,070	3,450,070	140,000
Debt Charges				
Debt Charges	1,872,199	1,910,146	1,803,526	106,620
Debt Charges Total	1,872,199	1,910,146	1,803,526	106,620
Social Services				
Hub	16,696	2,200	2,200	(0)
Special Program	(4,467)	0	0	(0)
Social Services Total	12,229	2,200	2,200	(0)
Grand Total	33,688,759	34,618,159	34,804,491	(186,332)



City of Brockville
Interim Water Variance Analysis
for period ending December 31, 2017

Category	Balance at December 31, 2017	2017 Budget	Forecasted balance at Year End	Projected Surplus / (Deficit)
Administration	146,565	149,881	141,120	8,761
Engineering	158,153	178,527	157,601	20,926
Finance - Water	(2,750,332)	(2,704,225)	(2,795,846)	91,621
Fleet	41,659	46,336	40,528	5,808
Water Distribution Maintenance	706,241	837,017	706,241	130,776
Water Treatment	1,340,580	1,267,226	1,389,986	(122,760)
Debt Charges	226,817	229,032	226,817	2,215
Elizabethtown	(72,116)	(3,794)	(3,794)	(0)
Grand Total	(202,433)	0	(137,346)	137,346



City of Brockville
Interim Wastewater Variance Analysis
for period ending December 31, 2017

	Balance at December 31, 2017	2017 Budget	Forecasted Balance at Year End	Projected Surplus / (Deficit)
Administration	94,819	145,750	94,819	50,931
Debt Charges	341,986	366,492	341,986	24,506
Engineering	145,549	155,822	145,549	10,273
Finance - Wastewater	(3,979,882)	(3,910,701)	(3,916,721)	6,020
Wastewater Collection	281,903	334,781	281,903	52,878
Water Pollution Control	2,974,802	2,907,856	3,059,677	(151,821)
Grand Total	(140,823)	0	7,212	(7,212)