



Finance, Administration and Operations Committee

Tuesday, July 19, 2016, 4:15 pm
City Hall, Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>	
Councillor J. Fullarton, Chair	Clerk's Office	CRCA
Councillor J. Baker	Environmental Services	Cemetery
Councillor T. Blanchard	Finance Department	Health Unit
Councillor J. Earle	Fire Department	Joint Services Committee
Mayor D. Henderson, Ex-Officio	Human Resources Dept.	PLMG
	Operations Department	Police Services Board
	Airport Commission	Safe Communities Coalition
	Arena Advisory Board	St. Lawrence Lodge Management Board
	Brockville Municipal Accessibility Advisory Committee (BMAAC)	Volunteer Awards
		All legal matters [excepting the purchase and sale of land]

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

Nil.

CORRESPONDENCE

Nil.

STAFF REPORTS

6 - 12

- 1. 2016-058-05
Request for No Parking and Loading Zone - Broad Street

Finance, Administration and Operations Committee

July 19, 2016

THAT parking be prohibited on the east side of Broad Street from King Street West to Flint Street; and

THAT the 15 minute parking on the west side of Broad Street from 12.0 meters south of Flint Street to 32.7 meters south of Flint Street be eliminated; and

THAT a Loading Zone be approved on the west side of Broad Street from 12.0 meters south of Flint Street to 25.7 meters south of Flint Street, Monday through Sunday, 6:00 am to 6:00 pm; and

THAT parking be prohibited on the west side of Broad Street from 25.7 meters south of Flint Street to 32.7 meters south of Flint Street, Monday through Sunday, 6:00 am to 6:00 pm; and

THAT By-Law 119-89 be amended accordingly.

REFERRED TO STAFF FOR FURTHER INFORMATION

Amendment to Refer

Moved by: Councillor Baker

THAT this matter referred to staff to facilitate consultation with property owners who are affected by this proposal. This matter can go to Council directly or back to FAO once consultation has taken place.

- 13 - 14 2. 2016-096-07
Supervision, Coordination and Management of the Adult School Crossing Guard Program

THAT Council authorize the extension of the contract for the Supervision, Coordination, and Management of the Adult School Crossing Guard Program with the Canadian Corps of Commissionaires for a period of three (3) years, commencing on August 1, 2016 through to July, 2019.

Finance, Administration and Operations Committee

July 19, 2016

15 - 16 3. 2016-101-07

Proposed One Hour Residential Parking
James Street East

THAT parking be limited to One (1) hour, Monday to Friday, 8:00 am to 7:00 pm on James Street East on the south side, from 34.0 m west of Bethune Street to 49.0 m west of Bethune Street; and

THAT By-law 119-89 be amended accordingly.

17 - 18 4. 2016-102-07

Restricted Parking
Bayview Street

THAT parking be restricted on the west side of Bayview Street from King Street West, 120.0 m south to Bayview Road (Private Road); and

THAT Schedule "1" of Subsection 72 of By-law 119-89 be amended accordingly.

19 - 37 5. 2016-093-07

Water and Wastewater Systems
Quarterly Report (Apr-June)

THAT Report 2016-093-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016) be received for information purposes.

38 - 40 6. 2016-094-07

Tent Permit Fee Waiver
Big Brothers/Big Sisters
Ribfest

THAT fees payable for building permits for tent installations proposed for the annual BigBrothers/Big Sisters of Leeds and Grenville Ribfest event be waived.

Finance, Administration and Operations Committee

July 19, 2016

41 - 46 7. 2016-100-07

Transfer and Acceptance of Various Lands
Brockville General Hospital Expansion

THAT Charles Street, from 45.72 metres east of Ormond Street to Bartholomew Street, be stopped up, closed and transferred to Brockville General Hospital for Two Dollars (\$2.00) plus associated costs, along with the responsibility for future maintenance; and

THAT the City of Brockville accepts a conveyance of a parcel of land located on the west side of Bartholomew Street north of Pearl Street East from Brockville General Hospital for purposes of intersection widening and improvements, with the same to be declared a public highway and named Bartholomew Street; and

THAT the City of Brockville accepts a conveyance of a portion of the Commonwealth Public School property on the east side of Bartholomew Street north of Pearl Street East from the Upper Canada District School Board for purposes of intersection widening and improvements, with the same to be declared a public highway and named Bartholomew Street.

47 - 52 8. 2016-099-07

2016 Interim Variance Report
at May 31, 2016

THAT Council receives the Interim Variance Report as of May 31, 2016 Report No. 2016-099-07, for information purposes.

53 - 84 9. 2016-092-07

2016 Departmental Work Plan
2nd Quarter Results

THAT Council approve the 2016 Departmental Work Plans Second Quarter Report as outlined in Schedule 1, Report 2016-092-07.

Finance, Administration and Operations Committee

July 19, 2016

85 - 86 10. 2016-098-07

Accessibility Allocation of Funds to the
Brock Trail Project

THAT Council of the City of Brockville authorize \$30,000 (thirty thousand dollars) from the accessibility funds to be allocated to the Brock Trail project; and

THAT the funds be used for the section between Perth and William Streets consistent with the BMAAC audit; and

THAT it be built to the AODA IASR Design of Public Spaces Standard.

NEW BUSINESS

Nil.

FAO - CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

THAT pursuant to Municipal Act, 2001, Section 239, Sub. 2, (e), the Committee resolve itself into Closed Session to consider:

1. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

REPORT OF THE COMMITTEE FROM CLOSED SESSION

THAT the FAO Committee rise from Closed Session without reporting.

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for August 16, 2016.

HAMMOND & OSBORNE

BARRISTERS & SOLICITORS

Robert D. Hammond • Elizabeth M. Osborne

RECEIVED

JUN 29 2016

CLERK

June 21, 2016

Corporation of the City of Brockville
1 King Street West,
Brockville, ON
K6V 7A5

Attention: Sandra MacDonald, City Clerk
FAO Committee: Chair Jane Fullerton; Councillors: Tom Blanchard, Jeff Earle, Jason Baker

Re: Downtown Parking Issues

Our group wishes to thank City staff and your Committee for the recent changes to the Water Street parking problem, including:

- moving permit holders to a new lot at Reynolds Park;
- more signage for Aquatarium parking;
- by-law officers enforcing the time limit to the designated "Boardwalk: parking spaces

These changes have alleviated some of the parking pressures experienced by Boardwalk business owners, particularly during the regular working week and especially from Monday-Thursday each week when all of these businesses are open.

We are cautiously optimistic that this will continue over the busy summer months.

The noticeable impact of these changes brings into question as to whether or not the 12 Boardwalk designated parking spaces should not continue to be available for our clients' exclusive use on weekdays, or, at least, from Monday-Thursday. At the present time on these weekdays, there appear to be extra spaces available in the Water Street lot at all times of the day.

Accordingly, we are requesting that you give consideration to extending the exclusive use of these twelve designated spaces indefinitely, subject to review, for the summer months if the parking needs become extreme as they were during March break and as they continue to be on weekends.

We would hope that during the winter months, when there is bound to be less weekday parking pressure, that the exclusive use of 12 spaces could continue to apply.

In this regard we suggest that extending the exclusive use of these spaces for Boardwalk clientele is not "special treatment" to the Boardwalk commercial owners. Rather, it is simply a partial replacement of the 17 street level parking spaces which existed below Flint Street on Broad Street until taken away by the new development. In this context, it serves to remember that the City undertook the responsibility for ensuring that there would be adequate public parking to serve the needs of the Boardwalk when, in the mid-1980's, the City accepted cash in lieu of parking as part of the site plan development approval for this property.

The other consideration in regards to the 12 exclusive use spaces is that if these are removed there should be consideration for the Boardwalk commercial owners to be relieved of any obligation to pay the DBIA parking levy. We refer you to the wording of By-Law 151-75, which has been carried forward into a new by-law and to a notice of the passing of the new by-law issued on the 19th day of July, 2013 by the City clerk and which says: "That 35% of the parking levy be levied evenly amongst the DBIA members whose properties and businesses are located on side streets one block north and south of King Street and include the following streets...who benefit from the operation of the complimentary parking system."

Clearly with the removal of the 17 complimentary system parking spaces which existed below Flint Street on Broad Street prior to the beginning of the new development, the Brockville commercial owners would no longer benefit from the operation of the complimentary system if they lost the exclusive use of the designated parking spaces in the Water Street lot.

We have some other concerns which we ask you to address:

Commercial Owners Staff Parking at Reynolds Park

The concern is the difficulty and danger involved during the winter months walking between the Boardwalk and Reynolds Park if that would involve walking over the tunnel bridge in icy/snowy conditions. Doing this, even in the dry season, is a bit dangerous. During the winter season it could be treacherous. Would the City consider plowing the walkway across the park area in front of the tunnel so that walkers would not have to go over the tunnel bridge when there is snow and ice.

Proposed Removal of the two Fifteen Minute Parking Spaces in Front of the Aquatarium

Apparently these would be replaced with a loading zone for delivery vehicles.

We note that at the west side of the Tall Ships building there is what appears to be a high and wide garage entrance which would seem to be for commercial loading and unloading or a garage area which appears to extend easterly to the edge of the Aquatarium building.

We note that except for courier trucks, which seem to manage without difficulty in the current parking configuration, there is not much, if any, loading and unloading activity on Broad Street below Flint Street.

Meanwhile, those two fifteen minute parking spaces are invaluable for Brockville commercial owners for the purposes of quick stops for the delivery of documents, picking up passengers and the like.

Proposal to Eliminate the Three Remaining Parking Spaces on the East Side of Broad Street in Front of Buds on the Bay

If the purpose of removing these spaces is to allow better access for buses coming to the Aquatarium, we note the following:

- a) semi transport beer trucks have been navigating their way through this area with the current parking configuration for many years
- b) if we had signage on Water Street indicating that Aquatarium buses should travel down St. Andrew Street and then east on Flint to their parking area, we would avoid some of the congestion which happens when buses try to come down Broad Street and end up in a back-up situation. We see no reason why buses travelling in a single direction should not be able to navigate through this area as the beer trucks have done for many years.

Another alternative for the buses which could be considered would be to have their drop-off location be at the foot of Apple Street (accessed by going south on Home Street and then east to the foot of Apple Street) where there is immediate access to the Brock Trail and a short walk to the Aquatarium.

The Operation of Water Street Parking Lot

The installation of a gate parking / pass / payment system for the Water Street lot is worth considering. This is something we would be pleased to consider with the Committee if time permits.

Thank you again for accepting our input.

Yours very truly,



Robert Hammond

May 5, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 17, 2016

**2016-058-05
REQUEST FOR NO PARKING AND
LOADING ZONE
BROAD STREET**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. McMUNN C.E.T.
SUPERVISOR TRANSPORTATION SERVICES**

RECOMMENDATION

THAT parking be prohibited on the east side of Broad Street from King Street West to Flint Street; and

THAT Schedule 1, Subsection 72 of By-Law 119-89 be amended accordingly; and

THAT the 15 minute parking on the west side of Broad Street from 12.0 meters south of Flint Street to 32.7 meters south of Flint Street be eliminated; and

THAT Schedule 5, Subsection 74 of By-Law 119-89 be amended accordingly; and

THAT a Loading Zone be approved on the west side of Broad Street from 12.0 meters south of Flint Street to 25.7 meters south of Flint Street, Monday through Sunday, 6:00 am to 6:00 pm; and

THAT Schedule 8, Subsection 80 of By-Law 119-89 be amended accordingly; and

THAT parking be prohibited on the west side of Broad Street from 25.7 meters south of Flint Street to 32.7 meters south of Flint Street, Monday through Sunday, 6:00 am to 6:00 pm; and

THAT Schedule 3, Subsection 74 of By-Law 119-89 be amended accordingly.

ORIGIN

The request originated as a result of a review of parking and traffic flow in the vicinity of the Aquatarium/Tall Ship's Landing development by City, Aquatarium, Tourism and DBIA representatives.

ANALYSIS

The stakeholders listed above recently met to review parking and traffic flow in the area of Broad, Water, and Flint Streets. Designating a No Parking zone on the east side of Broad

2016-058-05
Request for No Parking and Loading Zone
Broad Street

Page 2

Street between Flint Street and Water Street will improve traffic flow in that area and ease congestion. Parking is currently permitted on both sides of Broad Street between Flint Street and Water Street which reduces the travelled portion of road to 4.0 meters which does not accommodate two-way traffic. Flint Street has a City Transit stop and a Charter Bus stop on the south side between St. Andrews Street and Broad Street which exit onto Broad Street and travel north. City staff can see the situation shown in Attachment 1 presenting traffic flow issues, especially during peak seasonal times.

The existing three (3), 15 minute parking spots on the west side of Broad Street, south of Flint Street are being abused and are not being utilized as they were intended. Staff agrees that a Loading Zone would be better suited in this area along with one (1) spot at the far south end, designated as No parking (see Appendix 1). This No Parking spot will be signed to allow for a "Pickup/Drop-Off" location for patrons of the Aquatarium, Tall Ships Landing and its services, and the Boardwalk property.

POLICY IMPLICATIONS

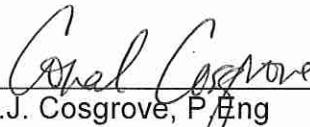
An amendment to the City's Parking By-Law requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2016 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 to complete the work.

CONCLUSION

Staff recommends amending the City's Parking By-Law 119-89 accordingly.



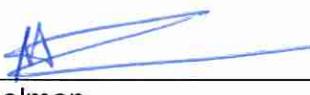
C.J. Cosgrove, P.Eng
Director of Operations



D. Dick, CA, CPA
Director of Corporate Services



P. McMunn, C.E.T
Supervisor of Transportation Services



B. Casselman
City Manager



BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:



Legend:

Notes:

1) All drawings, specifications and related documents are the copyright property of the City of Brockville and must be returned upon request.

2) Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the City of Brockville's written permission.

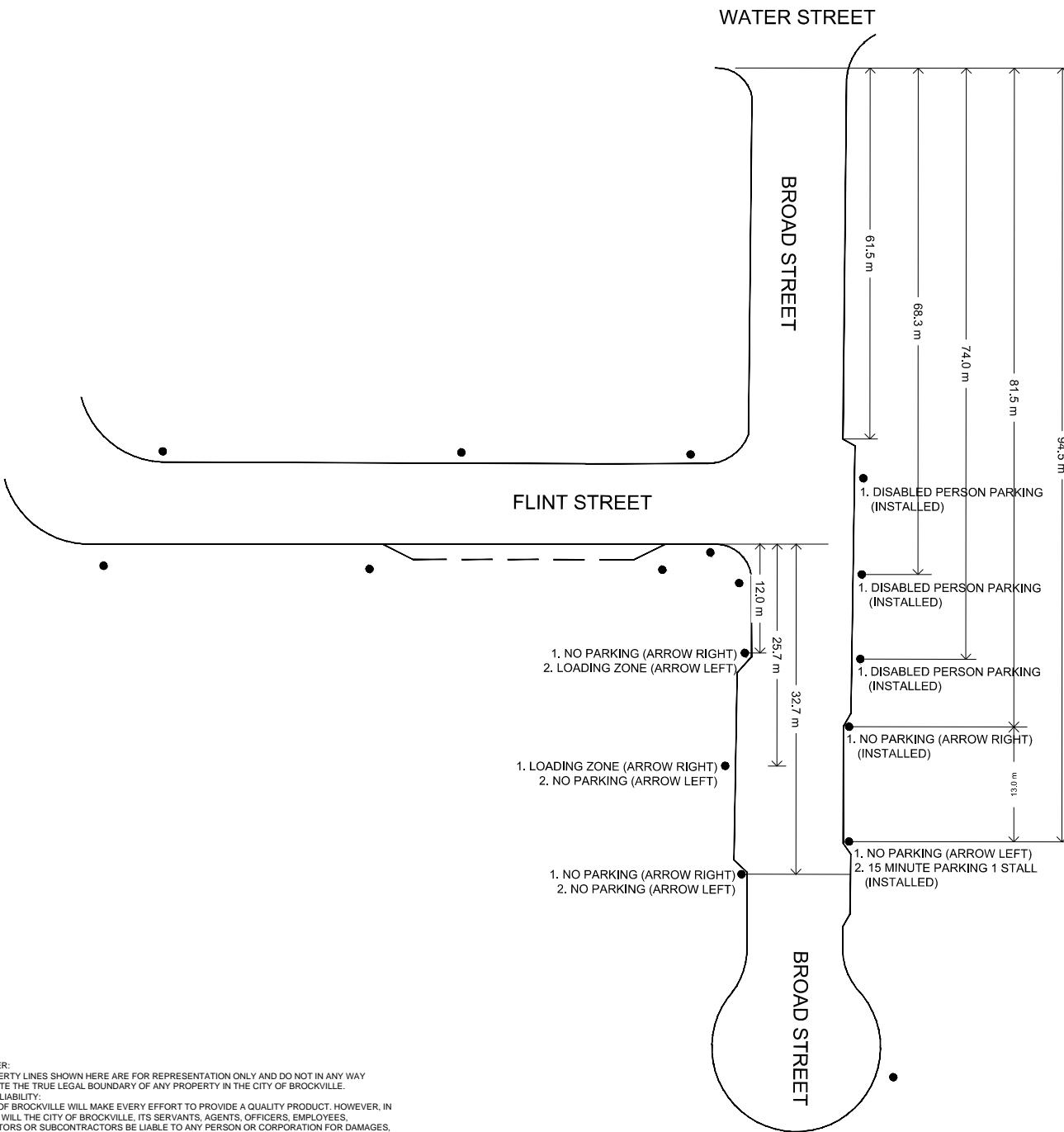
3) Drawings are provided for information only and are not to be scaled.

DRAWING NAME

BROAD STREET AS-BUILT
SIGNAGE LAYOUT
APPENDIX 1

Rev.	Date	By	Comments
1	MAR 7/13	MAH	-
2	MAY 6/16	JPB	

Drawn: MAH Date: MAR 7, 2013
Scale: NTS Drawing No: 1



DISCLAIMER:
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LIMITS OF LIABILITY:
THE CITY OF BROCKVILLE WILL MAKE EVERY EFFORT TO PROVIDE A QUALITY PRODUCT. HOWEVER, IN NO EVENT WILL THE CITY OF BROCKVILLE, ITS SERVANTS, AGENTS, OFFICERS, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS BE LIABLE TO ANY PERSON OR CORPORATION FOR DAMAGES, EXPENSES, LOSS OF PROFITS, LOSS OR SAVINGS OR OTHER DAMAGES ARISING OUT OF INACCURACIES CONTAINED IN THE COMPOSITE MAP OR IN ITS DATA BASE CONTENT. NOR WILL THE CITY BE LIABLE FOR ANY INACCURACIES CONTAINED IN THE COMPOSITE MAP OR IN ITS DATA BASES.



ATTACHMENT 1

JULY 8, 2016

REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – July 19, 2016

**2016-096-07
SUPERVISION, COORDINATION
AND MANAGEMENT OF THE
ADULT SCHOOL CROSSING
GUARD PROGRAM**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P. McMUNN C.E.T.
SUPERVISOR OF TRANSPORTATION SERVICES**

RECOMMENDED

THAT Council authorize the extension of the contract for the Supervision, Coordination, and Management of the Adult School Crossing Guard Program with the Canadian Corps of Commissionaires for a period of three (3) years, commencing on August 1, 2016 through to July, 2019.

PURPOSE

To obtain authorization to enter into a contract extension with the Canadian Corps of Commissionaires to provide direct supervision to the crossing guards.

BACKGROUND

City staff assumed responsibility of the Adult School Crossing Guard Program from the Brockville Police Services in 2008. Since that time, supervision of the crossing guards has been provided under contract. The current contract is held by the Canadian Corps of Commissionaires with a termination date of July 2016.

ANALYSIS

Crossing guards are employees of the City of Brockville. The contractor's relationship to the City is that of an independent contractor and not as an agent or employee.

The contractor provides supervision, coordination and management of the City's Adult School Crossing Guard Program. General duties & responsibilities include:

- Ensure sufficient and adequately trained crossing guards are on duty as required
- Provide onsite supervision of the guards during all shifts
- Liaise with local schools and school boards
- Make recommendations on improvement/changes to the system
- Recommend hiring and termination of guards as deemed appropriate
- Provide annual reports on the operation of the system in a format directed by the Director of Operations.

The 2015/2016 annual contract amount is \$21,846.63 excluding HST plus \$300 per month for vehicle expenses which results in a net expense to the City of \$24,846.30.

City staff have consulted with the Commissionaires district manager and a costing breakdown for the proposed three (3) year extension was provided to the City for review. The

Report 2016-096-07
 Supervision, Coordination and Management of
 the Adult School Crossing Guard Program

Page 2

Commissionaires are requesting that the additional time they have experienced over the last 3 years to effectively perform the administrative duties of the contract (recruitment, training, incident reporting) be taken into consideration when reviewing the rate increase for the next 3 years. The new contract rate for the next 3 years would be \$29,934.60 inclusive of the vehicle expenses, excluding HST.

City staff recommends extending the contract with the Canadian Corps of Commissionaires on the basis of experience (individual and organization) and organizational support. This professional organization manages similar contracts in other locations and will utilize their established program plan. Supervision will be done by staff from the local Canadian Corps of Commissionaires office which will also provide back-up supervision as required.

POLICY IMPLICATIONS

As per the Purchasing By-Law (090-2005), Council authorization is required to extend existing contracts.

FINANCIAL CONSIDERATIONS

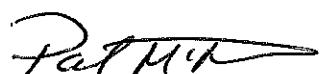
The annual contract price of \$26,934.60 excluding HST plus \$300 per month travel expenses will result in annual net expenses to the City of \$29,934.60 per year excluding HST for the three (3) year term. The existing contract has provisions for an annual CPI adjustment. This will not apply over the next 3 years. Funds in the amount of \$25,718 have been allocated to the 2016 Operating Budget Account # 01-5-233430-3010, therefore there will be a \$1636.71 deficit in this account for 2016 to cover the increase.

CONCLUSION

The City should extend the existing contract with the Canadian Corps of Commissionaires to operate the Adult School Crossing Guard Program.

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

D. Dick CA, CPA
 Director of Corporate Services


 P. McMunn C.E.T.
 Supervisor of Transportation Services


 B. Casselman
 City Manager

July 13, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – July 19, 2016

**2016-101-07
PROPOSED 1 HOUR PARKING
JAMES STREET EAST**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. MCMUNN, C.E.T.
SUPERVISOR OF TRANSPORTATION SERVICES**

RECOMMENDED

THAT parking be limited to One (1) hour, Monday to Friday, 8:00 am to 7:00 pm on James Street East on the south side, from 34.0 m west of Bethune Street to 49.0 m west of Bethune Street; and

THAT By-law 119-89 be amended accordingly.

PURPOSE/BACKGROUND

Transportation Services staff were contacted by the business owner of 33 James Street East. The business owner expressed concerns regarding motorists parking their vehicles on James Street East, and particularly in front of his business, for periods in excess of the current 3 hour residential parking allowance. Patrons of his business utilize the on street parking, however due to vehicles parking in front of the business for periods in excess of 3 hours, they are then having to park at greater distances than they may be able to ambulate.

ANALYSIS

After reviewing the site and the Transportation Services Division has made the following observations;

- Parking is restricted on the north side of James Street East from Garden Street to Park Street.
- Parking is restricted on the south side of James Street East from Bethune Street to 19.0 m westerly of Bethune Street.
- Parking is restricted on the south side of James Street East from 9.0 m east of Garden Street and from Garden Street to Victoria Avenue.
- The section between Bethune Street and Garden Street on the south side not affected by parking restrictions is currently approved for 3 hour residential parking.
- The business located at 33 James Street East is a Chiropractic Clinic and operates Monday to Friday between the hours of 8:00 am to 7:00 pm, however

2016-101-07
Proposed 1 Hour Residential Parking
James Street East

Page 2

- the hours vary within that timeframe throughout the week.
- The business owner has advised that most of the clinics clients are in and out in approximately 30 minutes.
 - The area defined in the recommendation would be available to anyone wishing to park, and not exclusive to the chiropractic clinic.

POLICY IMPLICATIONS

An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2015 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signage.

CONCLUSION

It is recommended that 1 hour parking be implemented as detailed.

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

D. Dick, CA, CPA
Director of Corporate Services


P. McMunn, C.E.T
Supervisor of Transportation Services


B. Casselman
City Manager

July 13, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – July 19, 2016

**2016-102-07
RESTRICTED PARKING
BAYVIEW STREET**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. MCMUNN, C.E.T.
SUPERVISOR OF TRANSPORTATION SERVICES**

RECOMMENDED

THAT parking be restricted on the west side of Bayview Street from King Street West, 120.0 m south to Bayview Road (Private Road); and

THAT Schedule "1" of Subsection 72 of By-law 119-89 be amended accordingly.

PURPOSE/BACKGROUND

Transportation Services staff were requested by a local resident to review the current parking by-law as it pertains to Bayview Street.

Six (6) residences on Bayview Street and One (1) of King Street West were provided with surveys requesting their input on the proposal to restrict parking on the west side of Bayview Street from King Street West , southerly to Bayview Road (Private Road).

ANALYSIS

After reviewing the site and consulting with residents of Bayview Street through a survey, the Transportation Services Division has made the following observations;

- Parking is currently permitted on both sides of Bayview Street for a maximum of three (3) hours.
- The pavement width of Bayview Street varies from its widest of 6.7 metres closer to King Street West to as narrow as 5.5 metres closer to the south end of the street which is too narrow for two (2) lanes of traffic to drive simultaneously past parked vehicles on both sides.
- Due to the proximity of the river and residences on Bayview Road (Private Road), visitors use Bayview Street for parking causing issues for residents of Bayview Street to access and exit their driveways.
- Access for emergency vehicles would become limited with vehicles parked on both sides of the street.
- Two (2) residences provided responses to the survey, of which 1 was in favor of the outlined parking restriction, and the second response had some other recommendations, however wasn't opposed to the outlined parking restriction.

2016-102-07
Restricted Parking - Bayview Street

Page 2

POLICY IMPLICATIONS

An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

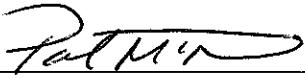
Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2015 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signage.

CONCLUSION

It is recommended that a parking restriction be implemented as detailed.

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


D. Dick, CA, CPA
Director of Corporate Services


P. McMunn, C.E.T
Supervisor of Transportation Services


B. Casselman
City Manager

July 5, 2016

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – JULY 19,
2016**

**2016-093-07
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(APR. – JUN. 2016)**

**PETER RAABE, P. ENG.
DIRECTOR OF ENVIRONMENTAL SERVICES
ED MALCOMSON
SUPERVISOR - WASTEWATER SYSTEMS
DON RICHARDS
SUPERVISOR - WATER SYSTEMS**

RECOMMENDED

THAT Report 2016-093-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016) be received for information purposes.

PURPOSE

This report covers the months of April, May and June 2016. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOECC inspections and adverse conditions.

BACKGROUND

This report is submitted quarterly, and represents the second quarter of 2016.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

The City continues to be in compliance with the Water Treatment Plant's Municipal Drinking Water Licence and Drinking Water Works Permit, in addition to the Ontario Safe Drinking Water Act and Regulations. Please refer to Attachment #1 – Brockville Drinking Water System Performance Assessment Report to review the treatment and bacteriological sampling results.

Adverse Water Quality Incidents: No incidents to report

2016-093-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 2****Items of Note:****1. Flows - Water Treatment Plant**April

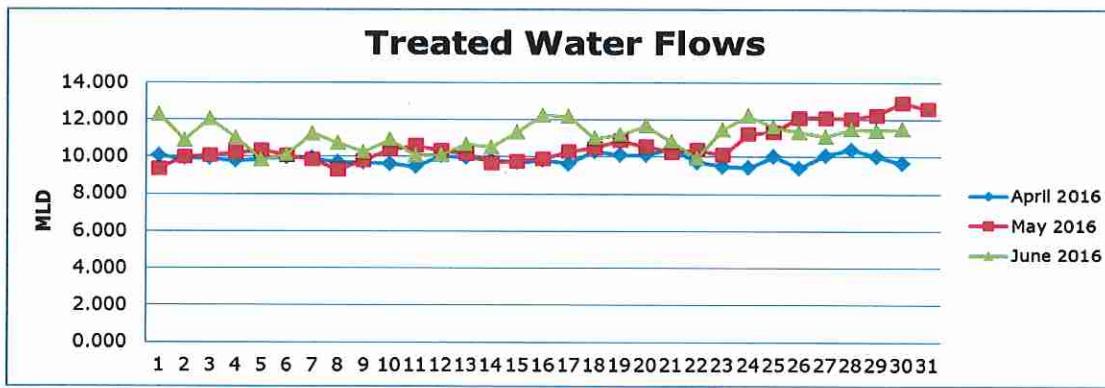
Total Volume Treated: 296.012 ML
 Average Daily Flow: 9.87 ML/d
 Average F12 Residuals: 0.58 mg/l
 Distribution Free Cl2 Res: Min 0.86, Max 2.02, Avg 1.56 mg/l

May

Total Volume Treated: 329.165 ML
 Average Daily Flow: 10.62 ML/d
 Average F12 Residuals: 0.57 mg/l
 Distribution Free Cl2 Res: Min 0.84, Max 2.03, Avg 1.53 mg/l

June

Total Volume Treated: 333.204 ML
 Average Daily Flow: 11.11 ML/d
 Average F12 Residuals: 0.51 mg/l
 Distribution Free Cl2 Res: Min 0.77, Max 2.03, Avg 1.45 mg/l

**2. Main Treatment Plant**

- High Lift pump 1 and 2 inspections completed
- Installation of new fluoride pump completed
- Coagulant chemical PAX-XL 1900 (ACH) seasonal use commenced to reduce aluminum levels in treated water during warm water temperatures

3. Booster Stations & Parkdale Reservoir:

- Zone 1 pump control panel upgrade completed (2016 Capital)
- Zone 2, pump 1 refurbishment completed (2016 Capital)
- Zone 2, motor 2 bearing failure – motor refurbished (2016 Capital Contingency)

2016-093-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 3****Flows - Parkedale Reservoir**April

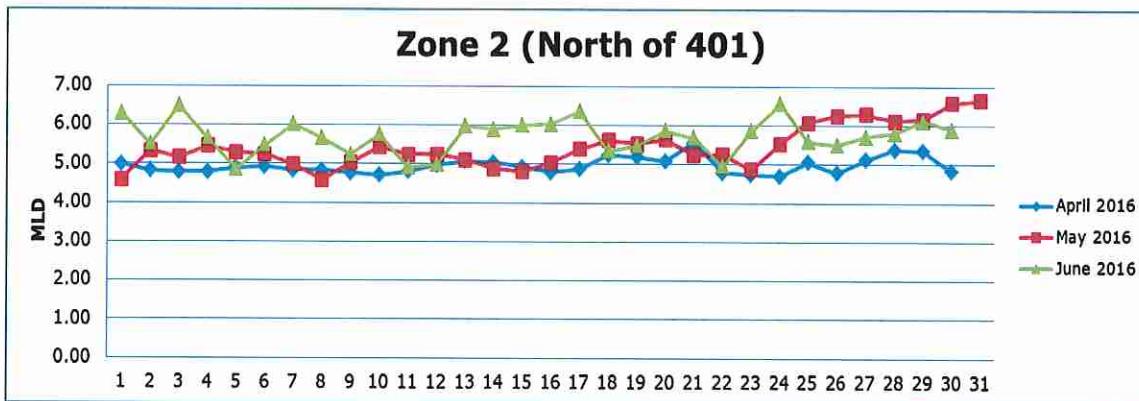
Total Flow Zone 2: 148.563 ML
 Average Daily Flow: 4.952 ML/d

May

Total Flow Zone 2: 168.612 ML
 Average Daily Flow: 5.44 ML/d

June

Total Flow Zone 2: 171.518 ML
 Average Daily Flow: 5.717 ML/d

4. Filters:

- Filter surface agitators refurbished (2016 Capital)

5. Overhead Tank:

- Exterior tower touch-up and inlet/outlet pipe painting completed

6. Low Lift Pump Station:

- Low Lift pump 2 refurbishment completed (2016 Capital)

7. Drinking Water Quality Management System:

- DWQMS Management Review Meeting was held on June 15th, 2016 (see Attachments #2 and #3)
- New Drinking Water Works Permit and Municipal Drinking Water Licences received

8. MOECC Inspections:

- Detailed inspection completed on June 28th, 2016

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 4****9. Regulatory Updates.**

- No items to report

10. Regulatory Sampling

- All regulatory annual sampling completed
- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed
- All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed

11. Trunk Water Distribution:

- Nothing to report

12. Elizabethtown-Kitley Distribution:

- Lily Bay Booster Station painting completed.

Flows - Elizabethtown-Kitley**April**

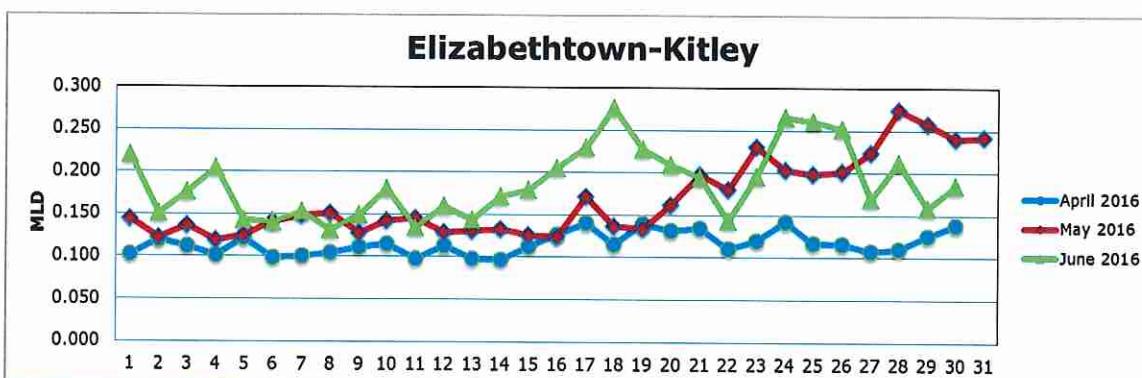
Total flow: 3.475 ML
 Average daily flow: 0.116 ML/d

May

Total flow: 5.184 ML
 Average daily flow: 0.167 ML/d

June

Total flow: 5.613 ML
 Average daily flow: 0.187 ML/d



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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 5****13. Local Water Distribution:****• Service Calls**

April (total 197 service calls)

- 143 bleed valves
- 31 curb stop repairs
- 0 Fire Dispatch
- 1 general inquiry
- 11 hydrant repairs
- 7 other inquiries
- 1 valve repair
- 0 water main break inquires
- 2 water meter/inside valve leaks
- 1 water quality complaint (dirty water/low pressure)

May (total 64 service calls)

- 3 bleed valves
- 31 curb stop repairs
- 0 Fire Dispatch
- 2 general inquiries
- 16 hydrant repairs
- 4 other inquiries
- 2 valve repairs
- 1 water main break
- 1 water meter/inside valve leak
- 4 water quality complaints (dirty water/low pressure/no water)

June (total 56 service calls)

- 0 bleed valves
- 15 curb stop repairs
- 0 Fire Dispatch
- 2 general inquiries
- 18 hydrant repairs
- 8 other inquiries
- 0 valve repairs
- 1 water main break
- 2 water meter/inside valve leaks
- 10 water quality complaints (dirty water/low pressure/no water)

• Water Main Breaks:

April

- No breaks to report

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 6****May**

- 147 North Augusta Road – 150 mm “Cast Iron Shear”
- 171 North August Road – 150 mm “Cast Iron Shear”

June

- No breaks to report

• Flushing Program:

- Annual distribution flushing currently underway

• Service Repairs / Replacement:

- 24 Byng Avenue lead service replacement (2016 Capital)
- 55 Ann Street lead service replacement (2016 Capital)

• Valves/Hydrant Inspection/Leak Detection:

- Annual fire hydrant inspections in progress
- Solid barrel fire hydrant replacements in progress (2016 Capital)

• Capital Projects WD:

- Victoria Avenue reconstruction commenced (2016 Capital)
- James Street East reconstruction commenced (2016 Capital)

B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

The plant is currently meeting or exceeding all MOECC effluent discharge requirements and the second quarter Effluent Acute Toxicity test was completed with 0% Rainbow Trout mortality and 0% Daphnia Magna mortality. MOECC Regulations regard ≤ 50% mortality to be a pass.

Please refer to Attachment #4 – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the quarter.

Items of Note:1. Main Plant:

- Primary Clarifiers 1 and 2 are currently not in use (on standby)
- Primary Clarifiers 3 and 4 were reconditioned and brought on line
- Secondary Clarifier 2 is currently not in use (on standby)
- 2016 1st Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- Annual flow meter calibrations were completed
- Semi-annual service completed on main plant diesel generator
- 2015 National Pollutant Release Inventory (NPRI) Report was submitted to Environment Canada
- Supervisory control and data acquisition (SCADA) computer terminals replaced (2016 Capital)

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)**Page 7**

- Quotes received for the repair of the Operations Centre Elevator
- Due to operational issues and high flows, Westport WPCC trucked in 200 m³ of wastewater to the Brockville WPCC.

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
- As per Council's approval, the City has completed the Expression of Interest (EOI) to apply for Small Communities Funding (SCF) for the replacement of the Main Pumping Station at Centeen Park - this application has made it to the second round
- Semi-annual wet well scum blanket removal was completed

3. Pumping Stations:

- WPCC Staff responded to fourteen (14) mechanical problems
- WPCC Staff responded to fourteen (14) communication calls
- Communication failures are occurring at the following pumping stations: Main, West End, Central Avenue, Georgina Street and Chelsea Street. New wireless equipment has been delivered and installed. Commissioning at West End Pumping Station is waiting for CISCO firewall configuration
- All pumping stations painted and re-labelled
- Pigging of 4" and 6" Leachate force mains completed

4. Power Outages:

- There were two (2) power outages, one at the Main Pumping Station and the other at Elizabeth Street and Oxford Avenue - no issues to report

5. Wastewater Collection System:

- 48 blocked sewer/camera inspections
- 6 sanitary sewer lateral dig-ups and repairs
- 0 blocked mains
- Contract 2016-21 Wastewater Main Line Cleaning was completed

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

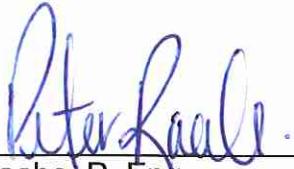
2016-093-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2016)

Page 8

CONCLUSION

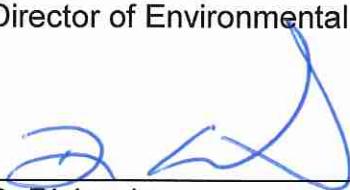
It is recommended that Council receive the report for information purposes.



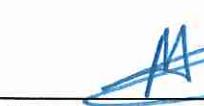
P. Raabe, P. Eng.
Director of Environmental Services



E. Malcomnson
Supervisor – Wastewater Systems



D. Richards
Supervisor - Water Systems



B. Casselman
City Manager

ATTACHMENT #1

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

Month 2016	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
							EC	TC	HPC
APR	296.01	9.87	0.58	1.56	3.47	0.12	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
MAY	329.16	10.62	0.57	1.53	5.18	0.17	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe
JUN	333.20	11.11	0.51	1.45	5.61	0.19	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe

FCR - Free Chlorine Residual

WDS - Water Distribution System

EC - E. coli

TC - Total Coliform

HPC - Heterotrophic Plate Count

ML - Million Litres

ATTACHMENT #2



Minutes
DWQMS Management/Infrastructure Review Meeting
Brockville Drinking Water System
June 15, 2016

Present: Dave Henderson, Mayor City of Brockville
Jim Pickard, Mayor Elizabethtown-Kitley
Bob Casselman, City of Brockville Manager
Peter Raabe, Director of Environmental Services
David Dick, Director Corporate Services
Don Richards, Supervisor Water Systems (DWQMS Rep)
Jason Barlow, Chief Operator Water Systems

Absent: Jeff Earle, City of Brockville Councillor,
Yvonne Robert, Administrator Clerk Elizabethtown-Kitley

Location: City Hall Council Chambers

- Meeting commenced at 09:00hrs.
- D. Richards welcomed everyone to the meeting and provided a brief overview of the DWQMS meeting requirements.

Old Business:

- D. Richards reviewed the action items from the last management review meetings on June 17, 2015 and November 9, 2015. All items have been addressed with the exception of the Backflow Prevention By-Law.

New Business:

- City of Brockville and Elizabethtown-Kitley operational plan revisions were reviewed and both DWQMS Operational Plans endorsed by top management.
- DWQMS top management committee members were discussed. B. Casselman recommended rotating one of the council members to participate on the committee. Councillor Jane Fullerton has expressed interest in participating on the committee. D. Richards to contact Sandy MacDonald to make arrangements for Jane Fullerton to replace Jeff Earle on the committee.
- 30 year capital plan funding for large capital projects was reviewed. D. Richards requested direction on how top management would like to budget for large upcoming infrastructure renewal projects (i.e Water Tower/Twinning Feedermain). Recommendation to allocate funds to reserve annually (i.e. 75K overhead tower, 100K feedermain). D. Henderson and B. Casselman requested P. Raabe and D. Dick review options for council for funding large capital projects and draft a capital funding policy for council approval.

ATTACHMENT #2

D W Q M S Management/Infrastructure Review Meeting
June 15, 2016

Page | 2

- B. Casselman inquired on the progress of the City's backflow prevention policy. P. Raabe provided an update on backflow prevention. Water Systems Division will not be proceeding with Backflow Policy and a Backflow By-Law will be drafted for council approval. B. Casselman requested that the Backflow By-Law be completed and presented to Council before 2017 budget meetings commence in the fall.
- B. Casselman discussed the options of expanding water/wastewater services beyond the City's borders and the possibility of a regional water/wastewater supply. D. Richards recommended that the current Master Water Plan be updated to ensure our treatment facilities, distribution and collection systems are able to expand to supply such services. B. Casselman to provide recommendation to Council to have master water/wastewater plans updated.
- D. Richards presented the annual summary report (attached).
- Meeting adjourned at 11:15 hrs.

Prepared by: D. Richards, Water Systems Supervisor

NOTICE: Should there be any significant errors, inaccuracies or omissions please notify the author in writing and this will be passed along to all other meeting attendees.



ATTACHMENT #2

Drinking Water Quality Management System
Brockville Water Systems Division – Operational Plan

FORM TITLE: DWQMS Management Review Meeting Action Item Template		FORM NO.: 016
ISSUED BY: D. Richards		
AUTHORIZED BY: D. Richards SIGNATURE:	REV. DATE: REVISED BY:	ISSUE DATE: 2013-05-23

Meeting Date: June 15, 2016

Operational Plan: City of Brockville & Elizabethtown-Kitley

Attendees: Dave Henderson, Mayor City of Brockville, Jim Pickard, Mayor Elizabethtown-Kitley, Bob Casselman, Manager City of Brockville, Peter Raabe, Director of Environmental Services City of Brockville, David Dick, Director of Corporate Services, Don Richards, Supervisor Water Systems (DWQMS Rep), Jason Barlow, Chief Operator Water Systems

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DUe DATE	COMPLETION DATE	Comments
1	Rotation of Council member on DWQMS Top Management Review Committee.	D. Richards	June 30, 2016		D. Richards to contact S. MacDonald to make arrangements to have position rotated. J. Fullerton to replace J. Earle
2	Provide funding options for large capital projects identified in the 30 year capital plan and draft capital funding policy for Council approval.	P. Raabe D. Dick	Aug 31, 2016		Capital funding policy development for Council approval.
3	Backflow Prevention By-Law.	P. Raabe	August 31, 2016		Draft By-Law for Council approval before budget meetings scheduled in fall.
4	Master Water Plan Update, recommendation to Council to have Master Water Plan updated.	B. Casselman	December 31, 2016		Providing future water/wastewater services to Region requires Master Water Plan to be updated.



ATTACHMENT #2

Drinking Water Quality Management System
Brockville Water Systems Division – Operational Plan

<u>PROCEDURE TITLE:</u> DWQMS Management Review Meeting Attendance Form		<u>FORM NO.:</u> 017
<u>ISSUED BY:</u> D. Richards		
<u>AUTHORIZED BY:</u> D. Richards <u>SIGNATURE:</u>	<u>REV. DATE:</u> <u>REVISED BY:</u> D. Richards	<u>ISSUE DATE:</u> 2013-06-19

Meeting Location: Brockville City Hall Boardroom

Date: June 15, 2016 @ 09:00 hrs

Municipality	Print Name	Signature
Brockville	Don Richards	
" "	PETER RAABE	
" "	Jason Barlow	
ELIZABETH TOWN - KIRKLEY	DUSTY PICKARD	
Brockville	DAVE DICK	
" "	MA GASSERMAN	
"	David Henderson	

ATTACHMENT #3

**DWQMS Management / Infrastructure Review Summary Report****Brockville Drinking Water System / Elizabethtown-Kitley Distribution System****June 15th, 2016****1. Follow-up from previous management reviews**

- Review DWQMS Management Review Meeting Action Item Reports (Nov 9, 2015).

2. Water Treatment & Distribution

- Treatment and Distribution system process overview.

3. Incidence of non-compliance

- No non-compliance items to report

4. Adverse Drinking Water Incidents

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
AWQI 124252 June 18, 2015	TC / EC	TC (17) EC (2) Main Plant Discharge (Treated water sample mistakenly taken from raw water sample tap).	Resampled treated water discharge. All notification forms and corrective actions submitted to MOH and SAC	June 20, 2015
AWQI 124517 June 29, 2015	Fluoride	>1.50	Analyzer problem, fluoride system off. All notification forms and corrective actions submitted to MOH and SAC	June 29, 2015
AWQI November 18, 2015	Pressure	<20 PSI Distribution System	Low pressure Zone I, pump restarted – pressure restored. All notification forms and corrective actions submitted to MOH and SAC	November 18, 2015
AWQI 128534 March 10, 2016	Low Pressure	<20 PSI Distribution System	Restored pressure, flushed and sampled.	March 11, 2016

ATTACHMENT #3

5. Deviations from critical control points

- No deviations from critical control points to report.

6. Effectiveness of risk assessment process

- Full risk assessment was completed on February 17, 2016 for Brockville and March 7, 2016 for Elizabethtown-Kitley.

7. Results of 3rd party audit and internal auditing

- NSF External Surveillance audit conducted on January 12 & 13th 2016 – No CARs issued City of Brockville & Elizabethtown-Kitley.
- Internal audit conducted on May 6 & 7, 2016 City of Brockville Drinking Water System and Elizabethtown-Kitley Distribution System – No CARs issued, 6 opportunities for improvement identified.

8. Emergency response testing

- Water Systems Emergency Procedures (WSEP) – Scenario training completed May 25, 2016.
- WSEP procedure in-house training conducted with WS operations staff;

9. Operational performance, raw water supply and treated water quality trends

- Review raw and treated water quality reports, and operational performance from June 2015 to June, 2016.

10. Changes in resource requirements, infrastructure, process, personnel, the DWQMS or Regulations that could affect the QMS.

- MOECC Watermain Disinfection Procedure – May 1, 2016. New procedure will become regulatory for Brockville 6 months after the issuance of the Municipal Drinking Water Licence (February 2017).

11. Summary of Consumer Complaint / Inquiries (May 2015 – May 2016)

• Bleed Valve	119
• Curb Stops	282
• Fire Dispatch	5
• General Inquiry	36
• Hydrants	43
• Other	89
• Valves	18
• Water Billing	0
• Water Main Break	36

ATTACHMENT #3

• Water Meter/Inside Valve	16
• Water Quality	53
• Fire Hydrant Inspections	854
• Total Work Orders	1551

12. Resources to maintain QMS

- QMS Rep, admin support, internal audit team, operational budget for accreditation expenditures.
- Resources are required for both Brockville and Elizabethtown-Kitley DWQMS.

13. Results of Infrastructure review

- 2016 capital project update – City of Brockville Water Systems.
 - Majority of capital projects underway and within budget.
- 2016 capital project update – Elizabethtown-Kitley Distribution
 - Meter replacement program (August 2015).
 - Flush station installation completed.
- Infrastructure review was conducted; February – April – May – June, 2016 Director of ES, Water Systems and Engineering staff.
- 2017 draft capital budget review – City of Brockville Water Treatment
- 2017 draft capital budget review – Elizabethtown-Kitley Distribution.
- 30 Year Capital Plan
 - Overhead tank painting required (875K)
 - Require direction on funding large capital projects.

14. Operational Plan Currency, content and updates

- DWQMS Brockville Operational Plan revision, Version No. 8 issued May 11, 2016 – Operational Plan endorsed by top management.
- DWQMS Elizabethtown-Kitley Distribution Operational Plan revision, Version No. 7 issued May 11, 2016 – Operational Plan endorsed by top management.

15. Municipal Drinking Water Licence, Drinking Water Works Permit, Permit to Take Water, Financial Plan, currency and renewals**City of Brockville**

- City of Brockville Municipal Drinking Water Licence 152-101
 - Issue Date: December 16, 2013
 - Expiry Date: August 2, 2016
 - Application Renewal Date: February 1, 2016 (Renewal application submitted to MOECC).

- City of Brockville Drinking Water Works Permit 152-201
 - Issue Date: August 4, 2011
- City of Brockville Permit To Take Water 2346-9HNEF
 - Issue Date: March 18, 2014
 - Expiry Date: March 31, 2024
- City of Brockville Financial Plan 152-301
 - Expiry Date: August 2, 2016.
 - Financial Plan Resubmission Date: February 1, 2016 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing).

Township of Elizabethtown-Kitley

- Elizabethtown-Kitley Municipal Drinking Water Licence 257-101
 - Issue Date: August 26, 2011
 - Expiry Date: August 24, 2016
 - Application Renewal Date: February 23, 2016 (Renewal application submitted to MOECC).
- Elizabethtown-Kitley Drinking Water Works Permit 257-201
 - Issue Date: August 25, 2011
- Elizabethtown-Kitley Financial Plan 257-301
 - Submitted to Ministry of Municipal Affairs and Housing February 2013
 - Expiry Date: August 24, 2016.
 - Financial Plan Resubmission Date: February 23, 2016 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing).

16. Source Water Protection

- Source water protection plan in place April 1, 2015.
- Risk management facility inspection May 13, 2015 – Risk management plan required for waste material handling at water treatment facility.

17. Improvements

DWQMS/ Operations

- Revisions to operational plans – City of Brockville & Elizabethtown-Kitley.
- Canadian Cyber Incident Response Centre – Audit conducted on SCADA and network cyber security.
- EHS Auditor – internal DWQMS auditing software program.
- Upgrades to security system, card entry.

ATTACHMENT #3

- Water inventory management – purchase of scanning and bar code equipment to better manage inventory.
- Backflow policy development underway.
- Installation of flush stations EZK & COB – E&S Magazine Article.

18. Staff Suggestions

- Member of Board, recommendation to rotate Council position.
- Move forward with the implementation of Water Use By-Law.

ATTACHMENT #4

**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: 2015/2016
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 (Org/100 ml) (GEOMEAN)			
	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)		
JUN 16	408.71	13.624	20,156	218.89	5.56	75.75	269.22	8.78	119.62	96.7	3.56	0.64	8.72	82.0	1.96	26.70	1	
MAY 16	450.37	14.528	15,674	156.00	3.44	49.98	205.17	6.89	100.10	96.6	3.01	0.61	8.86	79.7	7.57	109.98	6	
APR 16	602.14	20.071	30,321	124.50	5.29	106.18	145.63	8.63	173.21	94.1	2.24	0.60	12.04	73.2	1.84	36.93	15	
MAR 16	750.30	24.203	41,116	108.36	4.78	115.69	116.09	7.11	172.08	93.9	2.07	0.46	11.13	77.8	2.76	66.80	1	
FEB 16	561.40	19.359	33,330	136.38	5.67	109.77	157.00	10.67	206.56	93.2	2.39	0.43	8.32	82.0	1.90	38.78	2	
JAN 16	498.10	16.068	29,755	144.64	6.10	98.01	162.18	13.00	208.88	92.0	2.75	0.52	8.36	81.1	1.50	24.10	4	
DEC 15	459.25	14.815	19,689	168.75	5.43	80.45	186.50	14.14	209.48	92.4	3.06	0.66	9.78	78.4	0.39	5.78	3	
NOV 15	424.24	14.141	17,262	172.08	5.22	73.82	188.58	7.78	110.02	95.9	3.25	0.67	9.47	79.4	2.88	40.73	3	
OCT 15	416.31	13.429	20,458	189.40	3.13	42.03	215.00	5.23	70.23	97.6	3.66	0.72	9.67	80.3	1.10	14.77	2	
SEP 15	423.02	14.101	20,690	149.09	4.25	59.93	163.62	5.02	70.79	96.9	2.95	0.55	7.76	81.4	1.39	19.60	11	
AUG 15	511.73	16.507	25,644	152.57	4.50	74.28	162.44	6.44	106.31	96.0	2.58	0.79	13.04	69.4	0.86	14.20	4	
JUL 15	526.61	16.987	23,617	123.46	2.95	50.11	152.08	5.11	86.80	96.6	2.55	0.68	11.55	73.3	0.74	12.57	2	
AVG		16,486		153.68	4.69	78.00	176.96	8.23	136.17	95.17	2.84	0.61	9.89	78.17	2.07	34.08	5	
MAX			41,116	218.89	6.10	115.69	268.22	14.14	209.48	97.57	3.66	0.79	13.04		7.57	109.98		
Objective Limit					15.00			15.00				0.80			12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100	
Compliance Limit			21,800			25.00	545.00		25.00	545.00			1.00	21.80		18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31) 392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)		200

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
JUN 16	2,982	3,668	49
MAY 16	2,266	2,981	44
APR 16	2,499	2,923	45
MAR 16	2,623	2,810	50
FEB 16	2,640	3,039	46
JAN 16	2,324	2,606	44
DEC 15	2,500	2,763	45
NOV 15	2,433	2,667	46
OCT 15	2,543	2,887	49
SEP 15	2,102	2,307	42
AUG 15	2,518	2,681	43
JUL 15	2,097	2,583	43
AVG	2,461	2,826	45
MAX	2,982	3,668	50

COMMENTS:

SCHEDULE "A" – Report 2016-094-07



Big Brothers Big Sisters
of Leeds and Grenville

July 7, 2016

Dear Ms. Pascoe Merkley,

This year Big Brothers Big Sisters of Leeds and Grenville is proud to be hosting our 16th Annual Brockville Ribfest in Hardy Park from August 4th through the 7th. As part of our event we provide dining tents and a vendor village that often exceed the square footage allowable without a building permit. In the past 2 years we have purchased building permits totalling \$1675. The first year we paid \$1000 and applied for a fee waiver under the existing program, which was granted and our fee was refunded. Last year by spreading the tents further apart we had less permits and paid \$675 but were not successful in getting a fee waiver. For this year and future years I have received clarification that fee waivers under our existing program do not apply to these building permits. I am writing this letter to request that the fees for our building permits for this charity fundraiser be waived for this year and all future years in consideration of the value the event brings to the City of Brockville.

In support of our request I note that our other festival Kemptville Ribfest held in June in North Grenville each year also requires building permits which we obtain with the fees being waived by that municipality. Our event is run entirely by volunteers to support our agency's work of supporting at risk children and youth. The funds raised are needed to execute our charitable purpose. The event is a strong tourism attraction in the city.

Thank you for your consideration

Sincerely,

Jane Fullerton
Executive Director



07July2016

**REPORT TO FINANCE ADMINISTRATION OPERATIONS COMMITTEE - 19 JULY
2016**

2016-094-07

**TENT PERMIT FEE WAIVER
BIG BROTHERS/BIG SISTERS
OF LEEDS AND GRENVILLE
RIBFEST**

**M. PASCOE MERKLEY
DIRECTOR OF PLANNING**

RECOMMENDATION:

THAT fees payable for building permits for tent installations proposed for the annual BigBrothers/Big Sisters of Leeds and Grenville Ribfest event be waived.

PURPOSE:

The purpose of this report is to provide a recommendation on a request for relief from permit fees payable for tent installations for the annual fundraising event Ribfest.

ORIGIN:

By correspondence to the Planning Director (**Schedule “A” to Report 2016-000-07**), Big Brothers/Big Sisters of Leeds and Grenville has requested relief from fees associated with building permits required for tents installed as part of the annual Ribfest event in Hardy Park.

ANALYSIS:

The annual Ribfest event in Hardy Park is a major fundraiser sponsored by Big Brothers/Big Sisters of Leeds and Grenville. The venue involves the installation of several large tents.

Tents in excess of 60 sq. m. are considered a structure, and a building permit is required under the Ontario Building Code. To ensure safety to the public in and around the tents, details of structural elements are to be supplied with the permit application, and inspections of the tent installations are completed by our Inspection Officers once permits are issued.

The City of Brockville has established permit fees for tents as follows:

Up to 225 sq. m. in ground area	\$125
Over 225 sq. m. in ground area	\$350

2016-094-07

**TENT PERMIT FEE WAIVERS
BIG BROTHERS/BIG SISTERS RIBFEST**

In recent years, between four (4) and six (6) tent permits were issued to Big Brothers/Big Sisters of Leeds and Grenville for Ribfest.

Ribfest is a cherished annual event run entirely by volunteers which draws many local residents as well as out-of-town guests. However, its main purpose is to raise funds for this local charity.

To assist Big Brothers/Big Sisters of Leeds and Grenville to maximize revenues from this event to advance its worthy program of care for area children, tent permit fee waivers are recommended.

POLICY IMPLICATIONS:

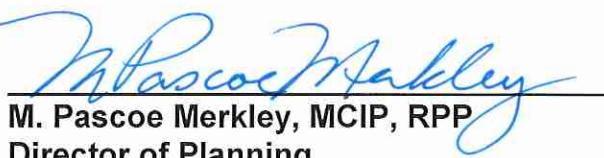
The City of Brockville has an annually funded Facility Fee Waiver program, however, requests for waivers of building permit fees are not eligible under this program.

FINANCIAL IMPLICATIONS:

Revenue loss to the City of Brockville is estimated to be between \$500 and \$1000 annually.

CONCLUSION:

In support of its charitable work, it is appropriate to endorse the request from Big Brothers/Big Sisters of Leeds and Grenville for tent permit fee waivers for the annual Ribfest event.

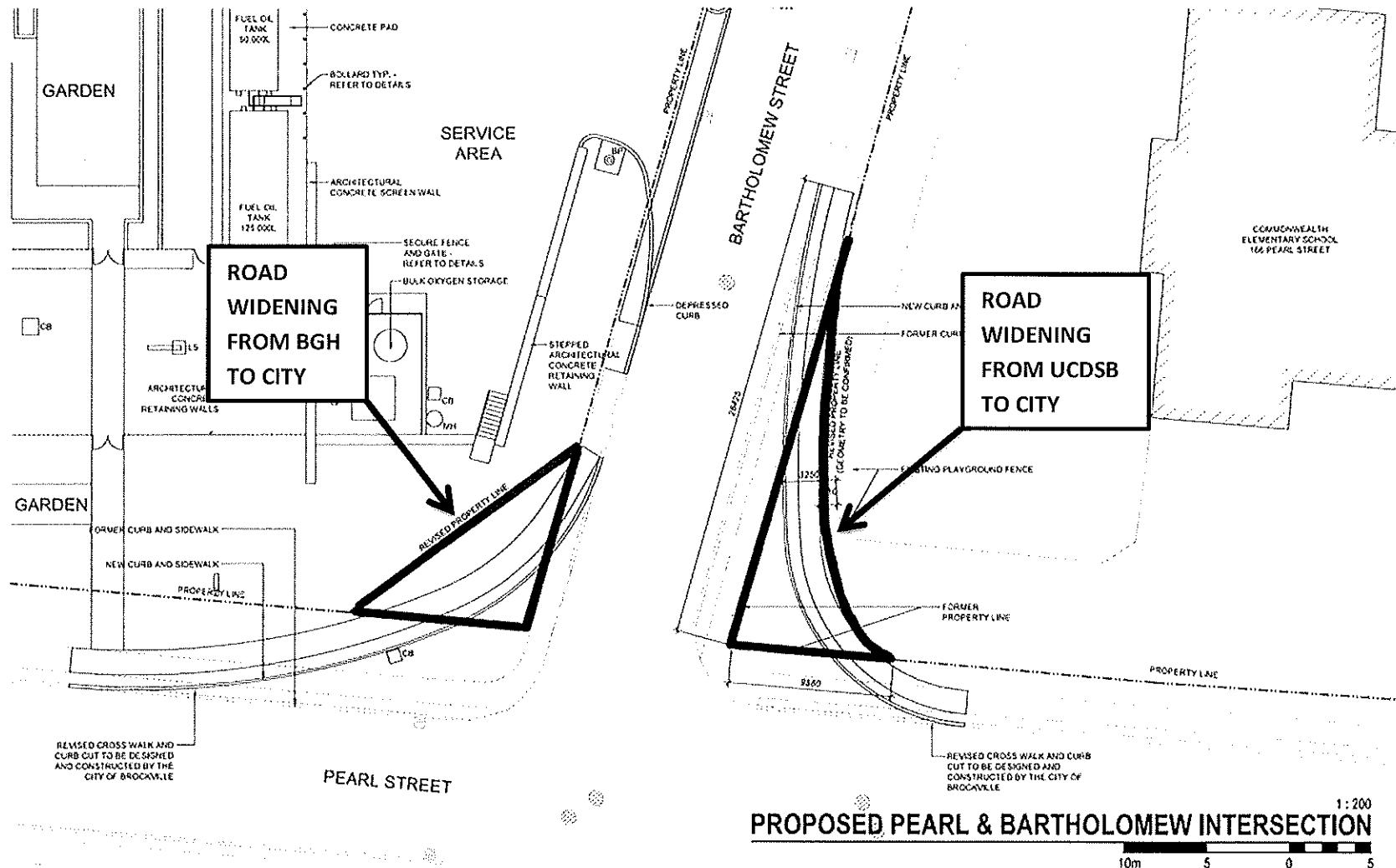


M. Pascoe Merkley, MCIP, RPP
Director of Planning



B. Casselman
City Manager

SCHEDULE "B" TO REPORT 2016-100-07



13July2016

**REPORT TO FINANCE ADMINISTRATION OPERATIONS COMMITTEE - 19 JULY
2016**

2016-100-07

**TRANSFER AND ACCEPTANCE
OF VARIOUS LANDS -
BROCKVILLE GENERAL HOSPITAL
EXPANSION
FILE D11-425**

**M. PASCOE MERKLEY
DIRECTOR OF PLANNING
S. MACDONALD
CITY CLERK**

RECOMMENDATIONS:

1. THAT Charles Street, from 45.72 metres east of Ormond Street to Bartholomew Street, be stopped up, closed and transferred to Brockville General Hospital for Two Dollars (\$2.00) plus associated costs, along with the responsibility for future maintenance; and
2. THAT the City of Brockville accepts a conveyance of a parcel of land located on the west side of Bartholomew Street north of Pearl Street East from Brockville General Hospital for purposes of intersection widening and improvements, with the same to be declared a public highway and named Bartholomew Street; and
3. THAT the City of Brockville accepts a conveyance of a portion of the Commonwealth Public School property on the east side of Bartholomew Street north of Pearl Street East from the Upper Canada District School Board for purposes of intersection widening and improvements, with the same to be declared a public highway and named Bartholomew Street.

PURPOSE:

This report deals with various land transfers from and to the City of Brockville required to facilitate the upcoming expansion and redevelopment of Brockville General Hospital.

ORIGIN:

Brockville General Hospital has assembled a design and project management team to advance the hospital expansion and redevelopment project. In discussions with City staff and through the review of the Site Plan Control submission, it has been determined that the transfer of a portion of Charles Street and the widening of the Bartholomew St./Pearl St. East intersection will be required.

2016-100-07
TRANSFER AND ACCEPTANCE
OF VARIOUS LANDS -
BGH EXPANSION
D11-425

ANALYSIS:

Transfer of a Portion of Charles Street to Brockville General Hospital

On 12 January 2016, Council dealt with Report 2016-004-01 Request to Stop Up, Close and Dispose of a Portion of Charles Street to Brockville General Hospital. The following is the resolution of Council on the matter:

2016-004-01

Request to Stop Up, Close and Dispose of a portion of Charles Street to Brockville General Hospital

THAT Council declare that Charles Street between Ormond Street and Bartholomew Street to be surplus and authorize the stop up and close of said lands conditional upon suitable resolution between the property owner of 135 Ormond Street and the Brockville General Hospital concerning access to the 2nd floor at 135 Ormond Street.

THAT the subject property be sold to the Brockville General Hospital for two dollars (\$2.00) plus all associated costs on the transaction inclusive of publication notices, survey and legal costs subject to easements to water, sewer, Bell and Cogeco; and

THAT the Mayor and Clerk be authorized to execute all necessary documents to give effect to the intention thereof.

It has since been determined that the most westerly section of Charles Street adjacent to 135 Ormond Street is not required for the redevelopment, and thus can remain as a public highway. It is desirable, however, for the City's responsibility for winter control, maintenance and repair of this small segment of Charles Street to be assumed by Brockville General Hospital. The Hospital is in agreement with this arrangement.

That portion of Charles Street required for the hospital expansion and redevelopment project is identified on **Schedule "A"**.

Road Widening – Intersection of Pearl Street East and Bartholomew Street

The design for the hospital expansion and redevelopment improves the service and receiving area and relocates it to the southeast area of the BGH site. Deliveries of

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TRANSFER AND ACCEPTANCE
OF VARIOUS LANDS -
BGH EXPANSION
D11-425

materials and supplies will be accessing the site from a new entrance on Bartholomew Street. To accommodate the anticipated turning movements, the intersection of Pearl Street East and Bartholomew Street must be reconstructed and widened as illustrated on **Schedule "B"** to this report. This would require the transfer to the City of sufficient land on both the east and west sides of Bartholomew Street north of Pearl Street East to allow the intersection to be improved. These parcels are also indicated on **Schedule "B"**.

There have been extensive discussions between the project team and representatives of the Upper Canada District School Board (UCDSB) with respect to the necessary intersection improvements and impacts to Commonwealth Public School. Due to the concern with proximity of the widened intersection and nature of the traffic anticipated, BGH and UCDSB have come to an arrangement whereby the westerly playground at the school will be relocated by BGH to a more suitable location on the school grounds. In return, the UCDSB has agreed to the transfer of a portion of the Commonwealth Public School lands to the City of Brockville for purposes of the expanded intersection.

BGH has also agreed to the transfer to the City of a small portion of its site for the widening of this intersection.

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

Brockville General Hospital has agreed to be responsible for all costs associated with the land transfers noted in this report.

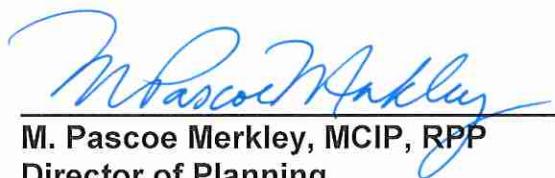
While City staff have advised BGH that the City will manage the Bartholomew St. road and water main reconstruction project, including the changes to the intersection, and will engage a contractor to undertake the construction, the costs associated with the intersection improvements component of the project required to facilitate the BGH expansion will be billed to BGH.

BGH is also agreeable to assume future maintenance responsibilities and costs therefor with respect to the 45.72 metres of Charles Street east of Ormond Street that will remain as a public highway.

2016-100-07
TRANSFER AND ACCEPTANCE
OF VARIOUS LANDS -
BGH EXPANSION
D11-425

CONCLUSION:

City staff supports the land transactions noted in the recommendations to this report to facilitate the Brockville General Hospital expansion and redevelopment project.



M. Pascoe Merkley, MCIP, RPP
Director of Planning



S. MacDonald
City Clerk



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

July 11, 2016

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –
July 19, 2016**

**2016-099-07
2016 INTERIM VARIANCE REPORT
AT MAY 31, 2016**

**D.DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE
C.WARD
FINANCIAL ANALYST – GENERAL
M. WING
FINANCIAL ANALYST – GENERAL**

RECOMMENDED

THAT Council receives the Interim Variance Report as of May 31, 2016 Report No. 2016-099-07, for information purposes.

PURPOSE

To report to Council the City of Brockville's projected financial position as of December 31, 2016 for General Operations, Water and Wastewater Operating Systems and for Capital projects.

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/OPTIONS

This report represents the analyses of operating budgets – General, Water, and Wastewater, which are provided for information purposes. Attachment 1, 2 and 3 are the 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 surplus of approximately \$240,000 is projected.

Significant variances from budget are described below:

- Information and Technology Services is projecting a deficit of \$10,000 due to the purchase of software to support cyber security initiatives to try to combat malicious software
- Solid Waste forecasted deficit of \$5,000 due to lower than anticipated revenue for tags
- Airport forecasted surplus of \$6,000 due to unbudgeted leases
- Operations is projecting a net deficit of \$21,000 due to a number of issues including
 - Wages and benefits higher than expected due to covering for sick leave
 - Revenues from arena rental lower than expected
 - Vehicle repair costs higher than budgeted
 - Less fuel sales to outside agents
 - Milder winter and less snowfall helped reduce winter maintenance costs and lower costs associated with outdoor ice rinks to reduce the overall deficit in Operations.
- Finance Charges associated with issuance of debt has resulted in savings of \$273,000 due to timing of issuance and lower than anticipated interest rates.

Water Rate Administration Budget

The variance analysis is projecting a deficit for the Water Rate Budget of approximately \$35,000 due to:

- | | |
|---|----------|
| • Reduction of debt charges of | \$25,000 |
| • Consumption decline has resulted in a drop in revenues of | \$60,000 |

Wastewater Rate Administration

There is presently no variance being forecasted for the Wastewater Rate Budget due to:

- | | |
|---|----------|
| • Reduction on debt charges | \$75,000 |
| • Consumption decline has resulted in a drop in revenues of | \$75,000 |

Capital Projects

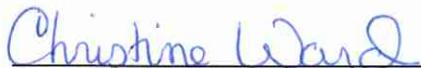
There are no projected variances pertaining to Capital projects at this time.

**Report 2016-099-07
2016 Interim Variance Report at May 31, 2016**

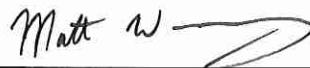
Page 3

CONCLUSION

This variance report is being provided to provide council with staff's estimate of our financial projections to December 31, 2016.



C.Ward,
Financial Analyst-General



M.Wing,
Financial Analyst - General



L.Ferguson, CPA, CGA
Manager of Finance



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman,
City Manager



**City of Brockville
General Variance Analysis
for period ending May 31, 2016**

			Projection for	Projected
	2016 YTD	2016 Budget	December 31, 2016	Surplus/(Deficit)
CITY MANAGEMENT & SERVICES				
Animal Control	23,914	78,512	78,512	0
Aquarium	174,505	210,000	210,000	0
Arts Centre	68,626	158,705	158,705	0
City Council/Mayor	88,146	211,527	211,527	0
City Manager	241,414	461,462	461,462	0
Clerk	124,234	266,009	266,009	0
Corporate Finance	3,047,156	3,426,732	3,426,732	0
Cultural Services	57,077	23,463	23,463	0
Economic Development	135,394	306,578	306,578	0
Finance	286,360	642,067	642,067	0
Fire Department	1,926,444	4,447,430	4,447,430	0
GIS	66,253	96,085	96,085	0
Human Resources	130,682	316,528	316,528	0
Information Services	200,142	386,411	396,411	(10,000)
Parking	(71,435)	(119,877)	(119,877)	0
Parking Rental	2,271	10,897	10,897	0
Planning	207,755	634,761	634,761	0
Tourism	84,535	192,016	192,016	0
CITY MANAGEMENT & SERVICES Total	6,793,475	11,749,306	11,759,306	(10,000)
OPERATIONS				
Facilities	280,930	334,146	402,846	(68,700)
Fleet	177,776	370,484	416,231	(45,747)
Operations/Parks Administration	109,027	266,517	266,517	0
Parks	195,553	1,142,029	1,129,850	12,179
Pedestrian Vehicle Infrastructure	235,632	608,367	608,724	(357)
Public Works	1,060,559	2,541,751	2,460,697	81,054
Transit	271,076	570,724	570,724	0
OPERATIONS Total	2,330,555	5,834,018	5,855,589	(21,571)
ENVIRONMENTAL SERVICES				
Engineering	18,927	96,372	96,372	0
Solid Waste	333,725	1,095,042	1,100,042	(5,000)
ENVIRONMENTAL SERVICES Total	352,652	1,191,414	1,196,414	(5,000)
CITY BOARDS & COMMITTEES				
Airport	51,615	85,773	79,684	6,089
Cemetery	33,311	94,605	94,605	0
Committee Of Adjustment	(1,877)	(170)	(170)	0
Heritage Brockville	271	9,350	9,350	0
Library	407	676,820	676,820	0
Museum	126,298	255,910	255,910	0
Police	2,761,274	7,141,259	7,141,259	0
CITY BOARDS & COMMITTEES Total	2,971,299	8,263,547	8,257,458	6,089
OUTSIDE BOARDS				
Cataraqui Reg. Conserv. Authority	88,970	181,441	181,441	0
Downtown Business Improvement Ass.	105,096	0	0	0
Long Term Care	237,674	920,757	920,757	0
Public Health Grants	188,817	406,729	406,729	0
OUTSIDE BOARDS Total	620,557	1,508,927	1,508,927	0
JOINT SERVICES				
Joint Services	1,466,339	3,519,677	3,519,677	0
JOINT SERVICES Total	1,466,339	3,519,677	3,519,677	0
DEBT CHARGES				
Debt Charges	(401,472)	1,810,997	1,537,997	273,000
DEBT CHARGES Total	(401,472)	1,810,997	1,537,997	273,000
SOCIAL SERVICES				
Hub	41,545	0	0	0
Special Program	5,320	0	0	0
SOCIAL SERVICES Total	46,865	0	0	0
Grand Total	14,180,271	33,877,886	33,635,368	242,518



**City of Brockville
Water Variance Analysis
for period ending May 31, 2016**

	2016 YTD	2016 Budget	Projection for December 31, 2016	Projected Surplus/(Deficit)
FINANCE - WATER	(315,898)	(2,568,062)	(2,508,062)	(60,000)
ADMINISTRATION	59,006	144,976	144,976	0
ELIZABETHTOWN	(32,221)	3,571	3,571	0
ENGINEERING	70,501	174,682	174,682	0
FLEET	16,498	45,784	45,684	100
WATER DISTRIBUTION MAINTENANCE	243,822	820,209	820,209	0
WATER TREATMENT	473,864	1,154,460	1,154,460	0
DEBT CHARGES	0	224,380	199,380	25,000
Grand Total	515,571	0	34,900	(34,900)



**City of Brockville
Wastewater Variance Analysis
for period ending May 31, 2016**

	2016 YTD	2016 Budget	Projection to December 31, 2016	Projected Surplus / (Deficit)
FINANCE - WASTEWATER	(750,384)	(3,642,754)	(3,567,754)	(75,000)
ADMINISTRATION	58,404	141,282	141,282	0
ENGINEERING	60,998	149,886	149,886	0
WASTEWATER COLLECTION	89,994	340,558	340,680	(122)
WATER POLLUTION CONTROL	897,232	2,474,329	2,474,329	0
DEBT CHARGES	0	536,699	461,699	75,000
Grand Total	356,245	0	122	(122)

July 13, 2016

Report To Finance Administration Operations – July 19, 2016

2016-092-07

**2016 Departmental Work Plans
Second Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2016 Departmental Work Plans Second Quarter Report as outlined in Schedule 1, Report 2016-092-07.

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 Second Quarter Report are outlined in Schedule 1 attached hereto.

The City Manager will report on the status of Departmental Work Plan on a quarterly basis throughout 2016.

1) Financial Matters

- Significant time spent on preparation of 2015 year-end statements; \$100,000 Operations surplus
- 2017 budget guidelines presented/adopted by Council

2) Economic Development Initiatives

- Staff focused on land acquisition/planning process associated with development of new employment lands
- Draft of Planning documents awaiting sub-consultant reports on traffic and environmental impacts
- Staff focused on adoption of old Subdivision files
- Significant staff resources focused on management of Tall Ships Festival, scheduled for September 16-18, 2016

Report 2016-092-07
2016 Departmental Work Plans
Second Quarter Report

Page 2

3) **Aquarium Project**

- Opened to public, March 2, 2016
- Title transfer – March 31, 2016
- Significant staff resources/legal costs associated with title transfer
- Additional \$1 million allocated to project, funding sources determined following year end
- Staff focus on downtown parking needs, including enforcement, signage, creation of alternative parking lots

FINANCIAL IMPLICATIONS

- Increased financial contribution of \$1 million made to Aquarium project
- Year-end surplus of +/- \$100,000
- 2017 Budget Guidelines adopted

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

SCHEDULE 1

2016 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<u>Workplan : 2016 Draft</u>					
1. People					
<p><u>Immigration Initiatives- 4.5/pg31</u></p> <ul style="list-style-type: none"> • Committee membership on coordination for Syrian Refugee settlement with target of 10 families to Brockville area. • Growing regional immigration partnership through social media by 10%. • Updating of all immigration attraction and settlement materials. 	<p>Settlement of 5 refugee families to Brockville area. Housing and support networks secured</p> <p>Partnership has increased to 18 members.</p> <p>Updating of settlement martials under development with released targeted for June</p>	<p>Thirteen embassies have been interviewed on our Foreign Direct Investment initiative Strategy for immigrant attraction and investment targeted for completion in fall</p> <p>Immigration awareness Presentations commenced to all municipal councils</p> <p>Full stakeholder session scheduled for August</p> <p>New settlement materials updated and ready for printing and electronic posting over summer</p> <p>On the refugee project: 1 Liberian man: arriving July 7, 2016 2 Eritrean families: Mom & 2 adult daughters. Mom, adult brother, 3 teenage children. 3 Syrian families: Husband, wife, young</p>			

2016 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
Investment Attraction/Economic Diversification-4.1/pg 18 <ul style="list-style-type: none"> Initiate a value-chain analysis utilizing EDAT with corporate calls to 60 local firms. Investigate and execute appropriate first stage programming for Lone Eagle attractions including recommendations to Council on zoning. Complete lead generation program with CIDEP and EDCO and participate at minimum of 3 external investment functions Continue with Angel Investor Network and target 3 new projects at \$400K per project of new angel contributions. 	<p>4 corporate call completed. Most of calls scheduled for 2nd and 3rd quarter. Lone Eagle initiative under review for execution by EDAT. Lead Generation contract has generated 11 prospects. One external investment forum completed/MIPIM. No angel investment this quarter</p>	<p>Completion of our 12 month Lead Generation contract in partnership with Kington and Leeds Grenville. One scheduled visit for late July and one prospect still under consideration</p> <p>Business proposal for Centre of Excellence by private sector under development</p>			
Retail Commercial Attraction- <ul style="list-style-type: none"> Complete third year of ICSC partnership attending minimum of 2 investment functions and secure 2 new retail investments with target on replacement grocery firm. Complete process towards repurposing/redevelopment of The Brockville Centre and assist on retail recruitment and incentive programming. 	<p>1 retail investment ICSC forum completed. Grocery replacement unlikely in short term.</p> <p>Brockville Centre project continues to refine concept. Planning application for</p>	<p>Ongoing facilitation with owners of former Reliable Furniture for community hub concept with local agencies and this occupying large downtown vacant space</p>			

2016 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
	submission by second quarter				
Business Retention & Expansion/Aftercare-4.2/pg 21 <ul style="list-style-type: none"> Corporate Calling on required aftercare resulting from the 60 EDAT supply chain visits. Project Isaac, Summit Energy, Northern Cables and Shell will be priority aftercare firms. 	No action this quarter Summit Energy short term/working capital in legal stage for completion	4 corporate aftercare calls completed. Working with P&G for major August presentation to Global President. Transcom proceeding with new contract considerations . Up to 500 jobs in total anticipated over medium term with new contracts. Collaboration with Smiths Falls on labour requirement			
Employment Lands-4.3/pg24 <ul style="list-style-type: none"> Complete Ontario Government process towards park certification following rezoning. Initiate new marketing plan and awareness outreach for new park Review medium term options for 	Awaiting zoning process prior eligibility for certification and marketing No action on	Still awaiting Zoning. All studies to be completed by August. Public meetings to be scheduled in fall. Assuming no appeals, we could have employment lands for			

2016 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<ul style="list-style-type: none"> additional employment lands Advocacy on addressing LTD issues with 401 interchanges and logistics capacity. 	<p>additional employment lands options. Await completion of zoning</p> <p>No action on LTD</p>	certification, marketing and sale by early 2017.			
<p>3. Amenities</p> <p>Waterfront-4.4/pg27- hosting and coordination for September Tall Ships Festival and generating \$250k in revenues with net contribution towards future festivals.</p>	<p>On track with both government grant applications submitted and corporate funding raising secured to \$27K limit.</p>	<p>Over 50% of revenue secured on total project cost. Government grants secured and announced including corporate sponsors achieving surplus on their target by \$20K</p> <p>Nine ships/vessels confirmed and all entertainment reserved</p> <p>Passports and Charter cruise sales have been launched</p> <p>Draken Viking Vessel visit in June prompted positive media relations, good attendance and commenced sales</p>			

2016 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
4. Sustainability-					
Succession Complete with City Manager a succession plan for the department	Preliminary training outline completed. One session completed.	Planning on search options has been finalized and an outline under development	Initiation through EDAT a hybrid corridor model for economic development delivery with the conversation/dialogue scheduled for late July with potential municipal partners		

2016 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
<p>1. People</p> <ul style="list-style-type: none"> 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), marina expansion feasibility b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest, hydroplane regatta, Tourism signature festivals (linkage to Economy objectives) c. Complete review of Non-resident User Fee 	<ul style="list-style-type: none"> a. Ongoing collaboration with Rotary Park Committee, Brock Trail Committee, Railway Tunnel Committee, Twin Pad Arena Committee, Save Ontario Shipwrecks – Thousand Islands Chapter, Waterfront Committee b. Departmental support initiated for Tall Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. 2nd quarter activity 	<ul style="list-style-type: none"> a. Ongoing collaboration with Rotary Park Committee, Brock Trail Committee, Railway Tunnel Committee, Twin Pad Arena Committee, Save Ontario Shipwrecks – Thousand Islands Chapter, Waterfront Committee b. Departmental support ongoing for Tall Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. 3rd quarter activity 			
<p>2. Economy</p> <ul style="list-style-type: none"> a. Facilitate/monitor brownfield remediation projects (TSL, Blockhouse Square, Junic etc.) and linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly initiative c. Finalize agreements for Reticle development at the airport 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Traffic Impact Study report being finalized c. Proposed agreements to be presented to Council in April 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Traffic Impact Study report complete c. Agreements signed 			

2016 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
3. Amenities <ul style="list-style-type: none"> a. Brock Trail expansion/upgrades b. 2016 Capital Projects – roads, bridges, fleet, parkland, facilities c. Completion of Reynolds Park Risk Assessment d. Rotary Park ice pad roof e. Initial phase – cycling network (link to Sustainability) f. Transit evening service trial – analysis/reporting g. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee h. New Arena facility – staff resource to Twin Pad Committee i. Railway Tunnel restoration project 	<ul style="list-style-type: none"> a. Planning for 2016 projects underway. Ontario Municipal Cycling Infrastructure Program grant announced b. 2016 projects initiated c. Revised Risk Assessment report submitted to the MOECC d. Footings to be installed 2nd quarter. Roof to be installed 4th quarter e. Planning for King St, Central/Ormond sections underway. f. Complete g. Ongoing h. Ongoing i. Phase I project report to Council in April 	<ul style="list-style-type: none"> a. Design of 2016 projects underway. b. 2016 projects underway c. MOECC comments received late June d. Footings to be installed 3rd quarter. Roof to be installed 4th quarter e. Design for King St, Central/Ormond sections underway. f. Complete g. Ongoing h. Ongoing i. Initiating tenders for Phase I project 			
4. Sustainability <ul style="list-style-type: none"> a. WPCC Secondary Treatment - close file b. Participate in the Energy Management Committee – development of City's Energy Management Plan (in conjunction with Manager of Strategic Initiatives). c. Asset Management – expand on base asset management report 	<ul style="list-style-type: none"> a. Coordinating wrap-up of WPCC funding agreement b. Ongoing 	<ul style="list-style-type: none"> a. Coordinating wrap-up of WPCC funding agreement b. Ongoing 	<ul style="list-style-type: none"> c. 3rd quarter activity 	<ul style="list-style-type: none"> c. 3rd quarter activity 	

2016 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Departmental Objectives					
1. Assist City Manager in completion of: - Implementation/monitoring of 2016 Budget - Preparations for 2017 Budget - Implement next steps of succession planning as necessary	- Ongoing - 3 rd quarter activity - Ongoing	- Ongoing - 3 rd quarter activity - Ongoing			
Personal Development Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	- Ongoing	- Ongoing			

2016 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People					
- Investigate option for contracting out pet licensing	Discussions held with one service provider. Determining next steps.	Follow up meeting held between service provider and City reps. Draft agreement under review.			
- Continue training of CBO and Inspection Officers to ensure full compliance with Ontario Building Code Act, and to provide for cross-training	CBO and Inspector attended OBOA training courses (Structural and Building Services respectively)	No training opportunities in Q2.			
- Ensure opportunities for Continuous Professional Learning for planners to comply with OPPI membership requirements.	Planners participated in webinars offered during Q1	All planners attended MMAH workshop. Training via webinar as available			
- Continue subdivision file closure and assumption	Brockwoods Brock St. assumption endorsed by Council. Continuing priority and developer communication on acceptance of first 4 phases of Bridlewood and multiple developments along Cuthbertson and Millwood Ave.	Wildwood Ph. 1 determined to be ready for acceptance. Ongoing discussions respecting Bridlewood Ph.1-4, and next steps for Cuthbertson, Millwood and Steacy Gardens.			
2. Economy					
<i>Community Improvement Plans (Downtown & Brownfields)</i>					
- Continue administration of applications for program assistance under Downtown and Brownfields CIP's.	13 active files	13 active files. Working with Wall St/Margarita Residence Re:			

2016 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
- Promote and implement all programs with particular attention to Façade and RCCR Grant Programs using 2016 budget allocation	Working with DBIA on promotion of grant opportunities. Contacted known interested parties about 2016 participation.	Applications for 2016 FIG and RCCR grants received. Eligibility for participation now under review			
<i>Planning & Building Review / Approvals (Ongoing & as needed)</i>					
- TSL	Occupancy inspections for commercial and restaurant space.	Occupancy confirmed for commercial space			
- Junic	Meeting held with CRCA regarding stormwater management design for subdivision.	Ongoing discussions with consulting planner and engineers. Another public meeting to be scheduled on revised zoning			
- Centre St.	Applicant working towards clearing of draft plan conditions. Cost sharing discussions on road reconstruction.	Applicant continues towards final approval. Subdivision agreement being finalized			
- Aspen Dr.	No action Q1	No action Q2			
- Rockford Forest – OMB Appeal	OMB response received. No further hearing to be held and appeal file closed. Applicant working towards clearing conditions of draft approval.	No action Q2			
- BGH	Site Plan approval delayed. Resubmission required respecting stormwater design. Assisting with Charles St. closure.	Stormwater design to be finalized. Facilitation on transfer of Charles St. to BGH and land from BGH and UCDSB to City at			

2016 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	Pearl/Bartholomew intersection				
- Blockhouse Square Development	No planning discussions in Q1	No planning discussions in Q2			
- Wall Street Village	CIP and BFTIP program applicability confirmed.	Site plan application received and in progress.			
- Royal Brock Retirement Home	Rezoning finalized. Inspections of renovations ongoing.	Inspections of interior renovations ongoing			
- Retail Expansion – 1972 Parkedale Ave.	Site Plan application received for additional retail space and bank under review	Site plan approval granted and permits issued for new bank and retail expansion.			
- 1000 Islands Mall	Inspections of renovations for RBC continuing.	RBC occupancy finalized. Ongoing discussions regarding potential tenancies for mall			
- Other:	-Site Plan application received for new commercial building (500 Stewart Blvd. - Benson)	-Second submission review underway for 500 Stewart Blvd.(Benson) -New site plan applications: Wall St. Village; Northern Cables; 10 John St. offices			
<i>Employment Lands</i>	Draft of planning documents awaiting sub-consultant reports on traffic and environmental impact	Field studies underway for EIS			
Approval & implementation of 2016 budget, & preparation of 2017 budget	With 2016 budget approval, notice of revised user fees provided to clients. Commenced promotion of funded CIP programs.	Applications being received for use of CIP funding. Review of eligibility commenced.			

2016 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
4. Sustainability					
<i>Source Water Protection</i>					
- Implement applicable policies and regulations from approved Source Water Protection Plan through amendments to the Official Plan and Zoning By-law.	Draft policies being completed.	Draft policies and zoning being completed.			
<i>Official Plan/Downtown & Waterfront Master Plan & Urban Design Strategy</i>					
- Work with Waterfront Ad Hoc Committee to prioritize items from DWMPUDS and to develop action plan - Develop a Municipal Housing Strategy to establish appropriate targets and encouragement for affordable housing	-No Planning Dept. participation in WAC in Q1 -Initial research and consideration of contents of MHS	-Assisting WAC with project ranking tool -Investigation of affordable housing options such as inclusionary zoning			
<i>New Comprehensive Zoning By-law</i>					
- Monitor implementation of new zoning by-law, and if needed, prepare housekeeping amendment.	Ongoing	Commenced review of items for housekeeping amendment			
<i>Amendments to Development Charges Act and Planning Act</i>					
- Monitor proposed legislative amendments in Bill 73 and its implications for Brockville	Review of implications underway awaiting proclamation of Bill 73. Staff to attend MMAH workshop in March was cancelled due to weather	Attendance at MMAH workshop on Bill 73. Preparing for proclamation July 1			
Personal Development					
Continuous Professional Learning (OPPI/CIP)	Self-directed opportunities completed in Q1	Self-directed and organized learning completed			

2016 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1. People					
a. Integrated Accessibility Standard Regulation (IASR) compliance; implement, review and update policies, programs, procedures and training programs	No action	No action			
b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and access	Attended workshop re Bill 8.	No action			
2. Economy					
a. Parking – replace (circa 1998) parking administrative software	RFPs received and reviewed. Matter on hold pending resource review.				
b. Implement online ticket payment option for improved customer service and accessibility	Matter on hold pending resource review.				
3. Amenities					
a. Parking	Review started.	Reviewed and changes approved by Council for some areas of downtown			
i. review downtown unmetered and metered areas					
ii. consider meters in Courthouse area					
iii. review parking infrastructure for repairs, replacement and beautification					
4. Sustainability					
a. Records management					

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
i. Review record retention bylaw. Include retention scheduled for electronic records	New Records Retention bylaw passed by Council. COMPLETE				
ii. Work with departments to implement TOMRMS (The Ontario Municipal Records Management System)	New bylaw passed by Council. Implementation plan under development, including staff training	Attended training session. Drafting implementation plan			
b. MFIPPA					
i. Training for staff	Awaiting new policies re Bill 8.				
ii. Develop routine disclosure 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	No action.				
c. Council, Standing Committees, Boards and Committees					
i. Council Procedural By-law	Awaiting new policies re Bill 8.				
ii. Review of board and committee establishing bylaws - board and committee training	No action.	BIA board procedural trained			
d. 2016 Budget monitoring	On-going	On-going			
e. 2017 Budget preparation	No action	No action			

2016 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1st Qtr	2nd Qtr	3rd Qtr	4th 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	Ongoing along with succession planning	Presently drafting job description			
- Completion of annual staff performance reviews both formal and informal	Continuing process	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			
- Involvement with collective bargaining process, arbitration meetings and general employee/employer related concerns	ongoing	Fire negotiation strategy confirmed			
- Continue to work on finalizing agreement with Elizabethtown on shared services including water and wastewater services, along with appeal on ARB decision	Near completion on agreement, leave to appeal on ARB ruling	Latest update received late June			
- Assist in determining funding arrangement needed for Aquatarium along with maximizing tax strategy	Awaiting year-end financial results	Council approved on June 28th			

2016 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
2. Economy					
- Continued promotion and review of the CIP and Brownfield programs	Ongoing and reviewing TSL agreement	Ongoing			
- Development of BFTIP By-Laws	Ongoing	Ongoing			
- Involvement in local MUSH sector purchasing group along with other joint service delivery sharing of services	Ongoing	Ongoing			
- Review third party funding opportunities to either enhance existing services or mitigate cost to the local tax payer	Continuing process	Ongoing			
- Assist Director of Ec. Dev. Where applicable in providing resources for future economic expansion	Continuing process	Continual process			
3. Amenities					
- 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	Ongoing with applications and training	Committee established Summer students assisting with moving project ahead			
- Continue expanding use of other technologies to provide efficiencies throughout corporation including the use of VOIP technology throughout the corporation	Negotiation final terms of agreement	Implementation of all City sites by first week of August Annual savings of \$80K Consultant			
- Implement Phase II of asset	To commence after				

2016 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments
management plan to include non-core assets as well as update existing cost analysis of core assets	completion of year-end	hired			
4. Sustainability					
- Full responsibility for annual budget process	Completed for 2016	Guidelines presented			
- Completion of annual financial statements along with annual reporting requirements	Audit to commence April 11, 2016	Completed in June, 2017 process commenced			
- Presentation of quarterly interim variance reports	To be presented in May	July			
- Updating and monitoring of ten-year capital plan	Continuing process	Ongoing			
- Continue implementation of water meter replacement program	Ongoing	Ongoing			

2016 ADMINISTRATION DEPARTMENT GOALS/OBJECTIVES

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
a) Define recommendations to Council &/or options				
b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan	Finalization of Minutes of Settlement - leave to appeal – ARB decision	Finalization of Minutes of Settlement ARB – to be heard in 3 rd Quarter		
c) Quarterly status reporting to Council of corporate work plans and activity	April 19/16	July 19/16		
a) Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	Weekly senior management meetings Staff recognition events	Weekly senior management meetings Staff recognition events		
a) Annual Operating Budget preparation & Oversight	Completed 2016	2017 budget guidelines approved by Council		
b) Annual Capital Budget preparation & Oversight	Completed 2016			
c) Direct development of long-term financial forecasts	Updated 5-yr forecast, presented to Council			
d) Direct implementation of Asset Management Plan	Phase 2 of Asset management Plan, part of 2016 Workplan schedule			
Leadership				
a) Eastern Ontario Mayor's Committee participation	Member of E.O. Economic Development Strategy Leadership Council Briefing note preparation for O.G.R.A. conference			
b) Joint Services Budget, cooperation	Draft 2016 budget			

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
discussions				
a) Fire Operations Model change - Shift from Full time to Hybrid	N/A	Negotiation strategy approved by Council 2016 Fire Dept. work plan included components of background reports necessary to facilitate change in operations model		
b) Facilitate OPP Costing acquisition and disposition	Moratorium lifted, first orientation meeting held March 7/16	Second meeting held – June 20/16		
a) Docking	N/A			
b) Parking	2 year interim parking agreement negotiated			
c) Marina Lease	Existing marina lease expired	One year extension to existing marina lease		
d) Harbour Ownership	N/A	N/A		
e) Outstanding Agreements	Title Transfer – 03/31/16	Preparation for arbitration on outstanding matters		
f) Facilitation - Opening	A/Q opened to public 02/01/16 – significant staff resources utilized	20,000 patrons in 1 st quarter		
Official Plan				
a) Facilitation of goals re active transportation / waterfront / downtown / increased density	Part of Manager of Strategic Initiatives 2016 Workplan			
Strategic Plan				
a) Window Replacement Program	N/A	The City Hall window project has resumed. Windows on the 1st and 2nd floors of the		

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
		east and south facades 1st and 2nd floors as well as some ground floor windows should be completed by mid-August.		
b) Water Meter Replacement Program	5100 meters replaced	5444 meters replaced		
c) Blockhouse Square Development - facilitation	Conditional extension granted to April 18/16. Condition not met.	Conditional extension granted to August 5/16		
d) Employment lands certification - facilitation	Transportation study completed. Land acquisition – one parcel being negotiated	Environmental impact statement: background documentation/field work being completed.		
e) Energy Auditor		A Consultant has been engaged and provided with historical data on energy consumption at City buildings. They will be completing an energy audit over the summer. The audit will indicate if the City has the potential to reduce sufficient energy consumption to allow for funding to hire an Energy Auditor, through a program from Save On Energy.		

2016 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. Wastewater System Main Pumping Station – Preliminary 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.	The RFP is in draft form and is scheduled to be advertised in mid-August.			
2. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An external audit was completed in January with very good results. An internal review of the risk assessment matrix was completed and updated accordingly. The first Management Review meeting is scheduled for June.	On-going. A management review meeting was held in June. The plan has been updated accordingly.			
3. Completion of a new Water By-law.	A draft Water By-law has been completed. It is currently being reviewed and revised. It is anticipated that it will be implemented by the end of the year.	On-going.			
4. Condition Assessment of the City's Water Feedermain.	The third phase of an on-going condition assessment of the City's water feedermain is scheduled to be	On-going.			

2016 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	completed later in 2016.				
5. 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 2016.	On-going.			
6. Development/implementation of a solid waste/recycling curriculum for elementary students.	The Solid Waste Officer will review the need for the development of a solid waste/recycling curriculum for elementary students.	On-going.			
7. Completion of 2016 Environmental Services Department's Capital Projects 1. Centre Street Reconstruction 2. Victoria Avenue Reconstruction 3. James Street Reconstruction	Tender drawings and documents have been completed. Tender to be advertised in May with construction scheduled to start in early July. Tender has been awarded to Ken Miller Excavating. Construction is scheduled to start in May. Tender drawings and documents have been completed. Tender has been advertised and scheduled to be opened	The tender has been awarded to Cruickshank Construction with work to start in early July. Project is underway and going well. Work is scheduled to be completed by late August. The tender has been awarded to Miller Excavating and is underway. Work is scheduled to be			

2016 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
4. Stewart Boulevard Watermain Reconstruction	on April 18 th . In the design phase. Construction is scheduled to be completed in September.	completed by early September. Staff is still evaluating design options. Work is expected to be done in October.			
5. Brock Street Watermain Reconstruction	Tender drawings and documents have been completed. Tender is scheduled to be advertised in May with construction in July.	The tender has been awarded to Miller Excavating and scheduled to start in early August.			
6. Fire Hydrant Replacement Program	Work to be completed throughout the summer by Water Systems staff.	On-going.			
7. Lead Service Replacement Program	Work to be completed throughout the summer by Water Systems staff.	On-going.			
8. WTP Capital projects	On-going.	On-going.			
9. WPCC Capital projects	On-going.	On-going.			
8. Provide technical assistance with the development of employment lands.	On-going.	On-going.			
9. Participate in the annual update of the City's Asset Management Plan.	On-going.	The City has retained a consultant to update and expand the City's AMP and have it			

2016 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
		completed by December 31, 2016.			
10. Participate in the Implementation of a Geographic Information System (GIS)	On-going. It is anticipated that a basic GIS system with water and sewer layers will be up and running by May.	On-going.			
11. Participate in the review of private subdivisions for their assumption.	On-going. Staff has completed the review of Bridlewood subdivision and is onto the next outstanding developments in the Millwood/Cuthbertson area.	On-going. Bridlewood subdivision has a few outstanding deficiencies but staff is working with the developer to resolve. Assumption of phases 1-4 is expected by September.			
12. Continued Monitoring of Brownfields Remediation Projects.	On-going.	On-going.			
13. Amendment of Landfill Certificate of Approval – Employment Lands	On-going. A surveyor has been retained to prepare a register plan and a meeting with MOECC has been scheduled to discuss the details.	On-going. Staff is working toward amending the City landfill's ECA.			
14. Renewal of Drinking Water Licence	Completed.	Completed.			

2016 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
15. Condition Assessment of Pumping Station and Force mains.	On-going. Work to be started later this year.	On-going.			
<u>Department Objectives</u>					
1. Assist City Manager in completion/implementation of: <ul style="list-style-type: none"> → Performance Reviews on Supervisory Staff → Implementation/Monitoring of 2016 Budget → Preparation of 2017 Budget 2. On-going monitoring/implementing of departmental succession planning.	Scheduled to be completed by the end of the 2 nd quarter. Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets. Preparation of the 2017 budget is anticipated to start in the 3 rd quarter. On-going.	On-going. On-going. Staff is working on their 2017 capital and operating budgets. On-going.			

FIRE DEPARTMENT 2016	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. People				
- 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.	The Home Inspection program will commence in May. Crews will continue to complete their assigned zones. They will continue to educate the public on fire safety issues.	Home inspection program is progressing as required		
- 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.	Fire Prevention staff will continue to work collaboratively with the Vulnerable Occupancies within the Municipality.	Fire Prevention staff are requesting operators to comply earlier in the course of the year and not wait for year end to comply		
- Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.	Fire Prevention has commenced an inspection blitz of King St. occupancies	Project on King Street is progressing well with positive results and mostly good cooperation for building owners		
- 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.	Ongoing	Ongoing, discussed and offered at every public ed. opportunity		
- Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.	Fire Prevention will coordinate public education opportunities with Crews and target audience groups.	Ongoing at pub-ed campaigns addressing these specific groups, schools programs will relaunch when school returns this fall		
- Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	Ongoing in conjunction with the Home Inspection program.	Ongoing in conjunction with the Home Inspection program.		
- Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.	T9-1-1 system in place, training has been conducted for communications staff.	T-9-1-1 system is in place, further integration will go forward with upgrades and interface of CAD system		

FIRE DEPARTMENT 2016	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Generate supplementary revenues from fire prevention, training divisions.	Ongoing, Fees by-law 2016,	Ongoing, approved fees by-law increase, revenue being tracked		
2. Suppression				
- Initiate strategy re: composite Fire Department	Will form part of negotiations and other actions	Will be integrated in master fire plan (FMP) and negotiation		
- Completion of Fire Master Plan	Initial stages of research	Set to begin in fall. Consultant has been retained		
- Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.	Ongoing	OFM will be consulted through the FMP process		
- Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities.	Ongoing	Ongoing		
- Establish response protocols that ensure adequate staffing and resources	Ongoing	Mutual Aid would presently be activated should additional staffing be required,		
3. Administration				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Staff will continue to support local events	Ongoing, many events so far have been attended		
- Prepare 2016 Annual Report	The Administration will begin to compile information in Q2	Will be completed in Q3		
- Monitor the 2016 Budget and Variance – report concerns as required	Prioritizing depts. equipment, training & supplies needs for year	2016 budget and variance have been reviewed with treasury		

FIRE DEPARTMENT 2016	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Work with HR on outstanding contract bargaining and negotiation issues	Some ideas exchanged with HR Labour relations seminar.	Plan prepared and presented to Council		
- 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.	Staff is currently enrolled in the NFPA courses at the Ontario Fire College. Waiting for OFMEM to complete Audit	Personnel training continues, OFMEM audit documents requested and submitted, waiting for approval,		
- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.	Continued contact with EMO Sector Rep and current information as received. Mandatory training directives received from OFMEMO.	Ongoing, training will be completed this fall, annual EOCG training in Q4		
- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Continue to actively promote/conduct public education in prev. & fire safety.	Ongoing, all request and complaints addressed as required		
- Develop a centralized filing system: physical/electronic	Ongoing	Ongoing, filing system will follow prevention integration		
- Review/update the outdated Fire Dept. by-laws	Review E&R with Council, and identify areas to be revised.	Will be completed in Q3 prior to FMP		
4. Communication Division				
- Secure existing clientele, 5 year contract renewal	Meeting with SD&G to secure a new 5 yr contract.	Secured UCLG RFP, agreement to be negotiated		
- Promote and develop sustainable strategy for fire dispatch system	Addition of new clients.	Proposal to UCPR underway		
- Streamline workload through interfacing systems	Working with Crisys, Bell, Motorola, and Fluent IMS.	Interfacing of systems in Q3		
- Reorganize proper response protocols and boundaries	Ongoing	Response protocols will be addressed in Q4 and Q1-2017		

FIRE DEPARTMENT 2016	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Address deficiencies NFPA, etc.	Initiated communication staff training per NFPA standards.	Ongoing, staff are receiving training, deficiencies will be addressed in Q3 ad Q4		
- Identify new revenue streams	Ongoing	Ongoing		

July 8, 2016

Report to Finance, Administration and Operations – July 19, 2016

2016-098-07

**Accessibility Allocation of Funds to
the Brock Trail Project**

S. MacDonald

City Clerk

L. Murray

Deputy City Clerk

Recommended

THAT Council of the City of Brockville authorize \$30,000 (thirty thousand dollars) from the accessibility funds to be allocated to the Brock Trail project; and

THAT the funds be used for the section between Perth and William Streets consistent with the BMAAC audit; and

THAT it be built to the AODA IASR Design of Public Spaces Standard.

Purpose

The allocation of funds to the Brock Trail project will ensure that the trails are to meet accessibility guidelines and requirements.

Background

In May of 2016, The Brockville Municipal Accessibility Advisory Committee received a request for funding from the Brock Trail Committee

The Integrated Accessibility Standards Regulation (IASR) came into effect on July 1, 2011. It required all municipalities to meet specific accessibility objectives between 2013 and 2021.

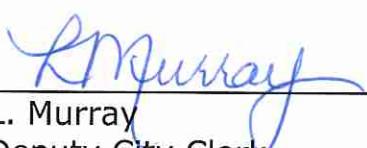
The Design of Public Spaces, Part 4.1 of the IASR, came into effect in 2014 and applies to public spaces that are newly constructed or redeveloped. Sections 80.6 – 80.15 deals with recreational trails and beach access routes. Therefore the allocation of \$30,000 towards Brock Trail will assist in the creation of an accessible trail.

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Accessibility Allocation of Funds
to the Brock Trail Project**

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Financial Considerations

The funding of \$30,000 will be allocated from 9101000-9041001.

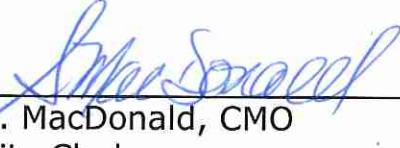

L. Murray

Deputy City Clerk

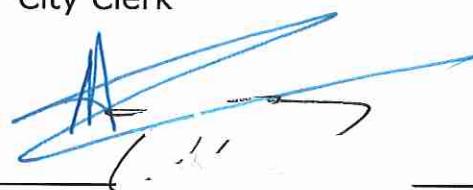


D. Dick, CPA CA

Director of Corporate Services


S. MacDonald, CMO

City Clerk



B. Casselman

City Manager