

Committee Members

Councillor D. Beatty, Chair  
Councillor J. Earle  
Councillor J. Fullarton  
Councillor D. LeSueur  
Councillor M. McFall  
Mayor D. Henderson,  
Ex-Officio

Areas of Responsibility:

Clerk's Office  
Environmental Services  
Finance Department  
Fire Department  
Human Resources Dept.  
Operations Department  
Airport Commission  
Arena Advisory Board  
Brockville Municipal  
Accessibility Advisory  
Committee (BMAAC)

CRCA

Cemetery

Health Unit

Joint Services Committee

PLMG

Police Services Board

Safe Communities Coalition

St. Lawrence Lodge Management  
Board

Volunteer Awards

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

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**ADJOURNMENT**

**MARCH 9, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2012**

**2012-058-03  
MEMORIAL CENTRE SIGN  
BROCKVILLE MEMORIAL CIVIC CENTRE**

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

## **RECOMMENDATION**

THAT the City of Brockville enter into an agreement with iRate Designs for the replacement of the existing Brockville Memorial Civic Centre message board sign, and the provision of local advertising on new LED signs.

## **PURPOSE**

The purpose of this report is to accept a proposal to replace the existing Brockville Memorial Civic Centre sign.

## **BACKGROUND**

The City received a proposal from iRate Designs (Chris Jones), a local businessman, to replace the existing Memorial Centre message board sign at the Parkedale Avenue/Millwood Avenue intersection (Attachment 1) with a new sign on the existing frame, including two full colour LED screens each measuring 5.5 ft. by 10 ft. (sample design - Attachment 2). iRate Designs proposes that they would complete the sign replacement at no cost to the City in return for a ten year contract to sell advertising for local businesses on the new message screens.

## **ANALYSIS**

As this was an unsolicited proposal, it was handled according to Section 6.6 of the Purchasing By-Law (Attachment 3).

Three Ontario-based companies with experience installing similar signs and offering the option to offset capital costs through advertising revenue were offered the opportunity to provide proposals. One proposal was received from Dow Sign Systems.

The iRate Designs proposal is summarized as follows:

- Design and install new sign on existing frame (installation by Eskerod Signs)
- New sign to include two 5.5' x 10' full colour LED screens
- 10-year contract for iRate Designs to post advertisements for local businesses
- City to set parameters regarding acceptable advertisers and advertising
- 25% of ad time (30 seconds of each 2 minute loop) will be available to the City for advertising Memorial Centre/community events and community messaging
- iRate Designs to pay for all capital costs
- City to pay for electricity costs

The Dow Sign Systems proposal is summarized as follows:

- Replace existing top sign (Memorial Park) and message board
- Remainder of sign structure to remain (sample design – Attachment 4)
- Option 1 – 5'7" x 11' (12,800 pixel) LED screens: \$57,000 plus HST
- Option 2 – 5'5" x 10'5" (18,432 pixel) LED screens: \$72,000 plus HST
- 2 year contract to sell advertising with 50% of revenue to the City
- City to set parameters regarding acceptable advertising and advertisers
- City to determine number of ad spaces for City messages
- City responsible for capital costs of electrical hookup, computer and modem
- City responsible for electricity and data costs

The iRate Designs proposal is considered superior as it provides for the replacement of an aging City asset at no capital cost, the opportunity to update the image of the City's recreational facilities, and the opportunity to provide enhanced event and community messaging.

In the alternative, the City could incur the capital costs of replacing the sign and then look to gain revenue through the sale of advertising. This would require the hiring of a staff person to market the advertising opportunity, as well as create the advertisements and manage the advertising loop. This service could potentially be contracted as well. Based on the advertising rates being charged at other Eastern Ontario recreational facilities, it is estimated that an annual net revenue of \$20,000 could be realized if all advertising slots are sold. This would result in a return on the initial capital investment of four to five years.

The iRate Designs proposal moves the capital cost, maintenance cost, and the risk and reward of the advertising revenues out of the City's responsibility, and is deemed the preferred option.

## **POLICY IMPLICATIONS**

Unsolicited proposals are required to be evaluated as per the Purchasing By-law.


The City is exempt from the Sign By-Law, and is therefore able to install the sign as proposed. However, the sign may be considered as setting a precedent.


## **FINANCIAL CONSIDERATIONS**

None at this time.

## **CONCLUSION**

The iRate Designs proposal is an excellent opportunity for the City.

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

  
D. Cyr  
Director of Finance

  
B. Casselman  
City Manager



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CLIENT	BROCKVILLE MEMORIAL CENTRE	ADDRESS	PARKDALE AVE / BROCKVILLE
SIGN TYPE	BSHF 2000 BRONZE	SIZE	SEE ABOVE
SCALE	NOT TO SCALE	DATE	Page 6 of 65 BR10-06-09



## Brockville Memorial Park Pylon Sign

Sample Drawing (not to scale)

by: iRate Designs

**iRate**

- (b) Special conditions apply against the following non-competitive purchasing circumstance:
- when an opportunity arises which will allow for the purchase of a capital item at substantial savings. Council approval must be received in advance for any purchase of this type over \$5,000.

**6.6 Unsolicited Proposals:**

- (a) Unsolicited proposals received by the City shall be reviewed by the Director and the Purchasing Policy Co-ordinator.
- (b) The proponent will be required to supply, to the City, sufficient information to verify the feasibility of the proposal.
- (c) Should the proposal, in the opinion of staff, have sufficient merit to pursue, it will then be tendered out for general proposals as per this By-Law unless otherwise directed by Council.
- (d) If a solicited tendered proposal is received that is superior to the submitted unsolicited proposal the proponent of the unsolicited proposal shall then have first right to amend their proposal to match the superior proposal.

**7. Purchasing Advise ment and Policy Responsibilities**

Directors have responsibility for purchasing activities within their departments and are accountable for achieving the specific objectives of the purchasing proposal.

The Purchasing Policy Co-ordinator is responsible for,

- providing professional purchasing advice and services to the Director(s),
- monitoring compliance with this by-law,
- notifying the Director(s), in advance if possible, of non-compliance;
- informing Council, by way of the Chief Administrative Officer, that non-compliance with this by-law has occurred.

**8. Process Integrity**

The objective of the by-law is to establish policies and procedures by which users will be guided to ensure that all purchases of goods and/or services are being conducted with the optimal dollar value consistent with the required quality of service.

An open and honest process shall be maintained that is fair and impartial.



# BROCKVILLE MEMORIAL CIVIC CENTRE



**Two New Color LED Video Signs**

Visit Us @ [www.dowsignsystems.com](http://www.dowsignsystems.com)

**April 11, 2012**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – APRIL 17, 2012**

**2012-069-04**

**WATER & WASTEWATER SYSTEMS  
QUARTERLY REPORT  
(JAN. – MAR. 2012)**

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

**RECOMMENDED**

THAT Report 2012-069-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2012) be received for information purposes.

**PURPOSE**

This report covers the months of January, February and March 2012. 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, MOE inspections and adverse conditions.

**BACKGROUND**

This report is submitted quarterly, and represents the first quarter of 2012.

**ANALYSIS/OPTIONS**

**A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM**

The Brockville Drinking Water System 2011 Annual Water Quality Report was approved by Council, submitted to the Medical Officer of Health, and Elizabethtown-Kitley Township and posted on the City's website.

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 adverse water quality incidents to report.

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**Items of Note:****1. Main Treatment Plant**

- Filter wastewater conduit drain valve was repaired and placed back in service.
- Foot valve wastewater transfer pumps were repaired.
- Vibration analysis completed on all pumps and motors.
- Energy conservation – main plant programmable logic controller (PLC) re-programmed to change pump sequencing resulting in energy conservation.
- Main plant pump #2 impeller replaced.
- Main plant pump and motor #1 refurbishment completed.

**2. Booster Stations & Parkedale Reservoir:**

- First Avenue Booster Station – problem with mechanical seal on east pump. Seal replaced and pump placed back in service.
- Vibration analysis completed on all pumps and motors.

**3. Filters:**

- Filter media samples sent to Calgon for analysis.
- Filter media surface wash agitators serviced.

**4. Overhead Tank:**

- No items to report.

**5. Low Lift Pump Station:**

- Low Lift pump #1 replacement completed, pump commissioned and placed in service (2011 Capital Project).
- Pump vacuum priming system failure – priming pump repaired and placed back in service.
- Vibration analysis completed on all pumps and motors.
- Station cleaned, floor and piping painted.

**6. Drinking Water Quality Management System:**

- CGSB site Audit for Brockville was conducted on November 21, 2011, no non-conformances, accreditation designation issued to City of Brockville.
- Revision No. 5 of the Brockville Drinking Water System DWQMS Operational Plan completed and endorsed by top management.

**7. MOE Inspections:**

- MOE inspection conducted on Brockville Drinking Water System on January 16, 17 and 18, 2012.

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Non-Compliance With Regulatory Requirements and Actions Required:

1. The following instance(s) of non-compliance were noted during the inspection:

On December 30, 2011, a spill was reported to SAC from the Brockville WTP. The spill occurred while backwashing filter #1 when a drain mud valve in the filter backwash wastewater conduit failed in the closed position and there was no means to transfer the backwash water to the process wastewater holding tank. The failed valve made it necessary to shutdown the filter backwash operation. In order to gain access to the mud valve to make the necessary repairs, the backwash wastewater conduit had to be drained. As a result of the WTP design, the only means to drain the backwash wastewater conduit was to open a second drain valve to the St. Lawrence River. During the repair process approximately 58m<sup>3</sup> of untreated backwash water was discharged to the receiver. During the discharge a WTP operator was stationed to monitor the outfall. The operating authority reported that there were no visible signs of sediment entering the river and that it was not possible to safely obtain samples of the discharge.

The above described discharge is prohibited under subsection 30 (1) of the OWRA, R.S.O. 1990, CHAPTER O.40 and subsection 14 (1) of the EPA, R.S.O. 1990, CHAPTER E. 19.

Action(s) Required:

The operating authority, following its assessment of the situation and once measures were taken to protect the drinking water treatment process, reported the spill in accordance with the requirements of subsection 30 (2) of the OWRA, R.S.O. 1990, CHAPTER O.40 and section 92 of the EPA, R.S.O. 1990, CHAPTER E. 19. Limitations of the WTP design resulted in the only means to drain the backwash wastewater conduit was opening a secondary drain valve to the St. Lawrence River. Immediate repair of the mud valve was necessary to ensure resumption of the filter backwashing and the integrity of the overall WTP process.

A permanent engineering solution should be sought to prevent a reoccurrence of a similar unplanned, unapproved discharge during future upgrades to the Brockville WTP.

8. Regulatory Sampling

- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
- All regulatory annual samples schedule 23 & 24 completed.
- All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
- All regulatory lead sampling completed.

9. Trunk Water Distribution:

- No items to report.

10. Elizabethtown-Kitley Distribution:

- MOE Inspection February 7, 2012 – no inspection report received to date.
- Vibration analysis completed on all pumps and motors in Lily Bay Booster Station.

11. Local Water Distribution:

- Water Main Breaks:

- Jan 2012

- Manor Drive 150 mm cast iron – shear (hydrant lead)
- Broad Street 150 mm cast iron – shear
- Front Avenue West 150 mm cast iron – shear

- Feb 2012

- Apple Street, 100 mm cast iron - shear
- King Street East, 200 mm cast iron – hole
- Butterfield Place, 150 mm cast iron - shear (hydrant lead)

- Mar 2012

- No breaks to report

- Flushing Program:

- No items to report.

- Service Repairs / Replacement:

- 61 Bartholomew Street problem with service – lead service replaced from main stop to house.
- 213 King Street East- old abandon service leaking, service removed.

- Valve / Hydrant Inspection / Leak Detection:

- The Water System's leak detection program revealed the following leaks in the local distribution system. Leaks detected and repaired have saved approximately 6.5 M/L per month.

- Parkedale Avenue service saddle connection leak
- 80 Salisbury Avenue 150 mm cast iron shear
- 92 Salisbury Avenue 150 mm cast iron shear
- 32 Sevenoaks Avenue 150 mm cast iron shear
- 22 Bisley Crescent 150 mm cast iron shear
- 41 Bartholomew Street 150 mm cast iron shear
- 52-57 Bartholomew Street 150 mm cast iron shear
- Water & Apple Streets 100mm cast iron shear  
150 mm cast iron shear

- Market Street West                      100 mm cast iron shear
- 31 Broad Street                          150 mm cast iron shear

- Capital Projects WD:
  - Valve maintenance trailer ordered.
  - Main plant lighting replacement underway.
  - Main plant pump #1 refurbishment completed.

## B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

The 2011 WPCC Annual Summary Report for Council was approved by Council and submitted to the MOE in February 2012. A copy was also posted on the City's website.

Please refer to Attachment #2 – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the quarter. In regards to compliance of Carbonaceous 5-day Biochemical Oxygen Demand (CBOD<sub>5</sub>), as of the end of March the 12 month revolving average effluent characteristics (concentration and loading) for CBOD<sub>5</sub> are 63.20 mg/L and 1120.35 kg/day respectively and remain out of compliance with the Certificate of Approval limits of 35.00 mg/L and 763 kg/day.

### Items of Note:

#### 1. Main Plant:

- Primary Clarifiers #1 and #2 are back in service but not commissioned.
- Primary Clarifier #3 was taken down and cleaned due to a mechanical breakdown.
- Digester #2 is back in service.
- New Boiler #505 is in service but not commissioned.
- New Hydro service switch-over was completed in February. The old service was removed.
- 2011 Organic Soil Conditioning Report was submitted to the MOE.
- 2012 Lifting Device Inspections completed.
- The MOE has reclassified the WPCC due to the Secondary Treatment Upgrade. Upon substantial completion of the upgrade, the WPCC will be a Class 4 WWT Plant.

#### 2. Main Pumping Station:

- TSSA requested fuel system upgrades. Quotes are being received for this work.
- The transfer switch for the generator was removed, serviced and placed back in operation.
- Bypasses: no bypasses to report.

3. Pumping Stations:

- WPCC staff responded to four (4) mechanical pump calls. No issues to report.
- Upgrades have now been completed at all pumping stations but they have not been commissioned.
- Leachate Pump #1 was rebuilt and is now back in service.

4. Power Outages:

- There were five power outages at the WPCC/Pumping Stations. No issues to report.

5. Wastewater Collection System:

- 40 blocked sewer/camera inspections.
- 3 blocked main responses.
- Contact 2012-21 Wastewater Main Line Cleaning was awarded to Clean Water Works. Work to commence in May.

**POLICY IMPLICATIONS**

No policy implications at this time.

**FINANCIAL CONSIDERATIONS**

No financial considerations at this time.

**CONCLUSION**

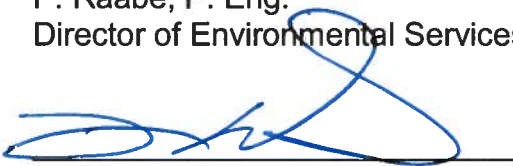
It is recommended that Council receive the report for information purposes.



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



E. Malcomson  
Wastewater Systems Supervisor



D. Richards  
Water Systems Supervisor



D. Cyr  
Director of Finance



B. Casselman  
City Manager

# **BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT**

Month	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	
JAN	384.50	12.40	0.48	1.12	5.81	0.19	45 out of 45 safe	45	20 out of 20 safe	
FEB	338.40	11.67	0.49	1.15	5.24	0.18	36 out of 36 safe	36	16 out of 16 safe	
MAR	339.81	10.96	0.39	1.17	5.72	0.19	36 out of 36 safe	36	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

## BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY:	BROCKVILLE	YEAR:	2011/2012
PROJECT:	BROCKVILLE	WATER COURSE:	ST. LAWRENCE RIVER
PROJECT NUM.:		DESIGN CAPACITY:	21,800 X 1000 m3/d
WORKS NUM.:	120000122	PEAK DESIGN CAPACITY:	54,500 X 1000 m3/d
DESCRIPTION:	A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING FERRIC CHLORIDE FOR PHOSPHORUS REMOVAL AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.		

MONTH	FLOWS			BOD/CBOD		SUSPENDED SOLIDS			PHOSPHORUS				
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	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)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF. PHOS. (kg/day)	PERCENT REMOVAL
MAR 12	633.74	20.443	30.085	135.82	49.27	1007.23	122.46	35.18	71.3	2.50	0.66	13.49	73.6
FEB 12	498.92	17.204	22.511	170.00	77.39	1331.42	156.18	47.85	823.21	2.93	1.01	17.38	65.5
JAN 12	623.57	20.115	28.013	149.23	66.18	1331.21	149.08	43.91	883.25	2.70	0.90	18.10	66.7
DEC 11	620.17	20.006	25.459	135.80	54.60	1092.33	137.13	35.50	710.21	2.68	0.71	14.20	73.5
NOV 11	489.25	15.642	25.844	195.13	74.67	1167.99	217.90	44.75	699.98	3.98	0.98	15.33	75.4
OCT 11	462.63	14.924	21.605	207.11	78.89	1177.35	191.80	46.70	696.95	3.62	0.94	14.03	74.0
SEP 11	420.62	14.021	16.419	183.22	90.11	1263.43	173.56	49.67	696.42	3.12	1.02	14.30	69.7
AUG 11	482.82	15.575	25.118	149.09	66.00	1027.95	168.58	40.00	623.00	3.12	0.81	12.82	74.0
JUL 11	474.37	15.302	18.874	151.27	61.36	938.93	175.36	40.73	623.25	3.03	0.82	12.55	72.9
JUN 11	545.65	18.188	22.796	164.42	65.58	1192.77	185.58	45.00	818.46	3.19	0.89	16.19	72.1
MAY 11	806.83	26.027	41.137	106.73	38.40	999.44	115.00	27.00	702.73	1.97	0.57	14.84	71.1
APR 11	761.79	25.393	43.915	92.00	36.00	914.15	103.50	22.58	573.37	1.91	0.51	12.95	73.3
AVG		18.570		153.32	63.20	1120.35	156.01	39.91	714.17	2.92	0.82	14.66	71.82
MAX		43.915		207.11	90.11		217.90	49.67	79.46	3.98	1.02		
CRITERIA		21,800			35.00	763.00		45.00	981.00		1.00	22.00	

COMPLIANCE	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
STATISTICS FOR THE MONTH OF MARCH:														
2011	864.40	27.884	47.378	95.25	33.67	938.85	95.14	24.07	671.17	74.7	1.88	0.49	13.66	73.9
2010	620.05	20.002	23.315	106.92	45.64	912.89	115.27	26.57	531.45	76.9	2.43	0.62	12.40	74.5
2009	649.81	20.962	28.317	76.55	45.25	948.53	101.23	25.93	543.54	74.4	2.18	0.63	13.21	71.1

MONTH	Total Loadings			
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW P (kg/day)	TOTAL RAW P (kg/day)
MAR 12	2,777	2,503	51	
FEB 12	2,925	2,687	50	
JAN 12	3,002	2,999	54	
DEC 11	2,717	2,743	54	
NOV 11	3,052	3,408	62	
OCT 11	3,091	2,862	54	
SEP 11	2,569	2,433	47	
AUG 11	2,322	2,626	49	
JUL 11	2,315	2,683	46	
JUN 11	2,990	3,375	58	
MAY 11	2,778	2,993	51	
APR 11	2,336	2,628	49	
AVG	2,739	2,829	52	
MAX	3,091	3,408	62	

COMMENTS:

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**APRIL 11, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – APRIL 17, 2012**

**2012-073-04  
2012 HYDROPLANE RACES**

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

**RECOMMENDATION**

THAT Brockville Hydroplane Racing Inc. be granted road closures and the use of City-owned property for the 1000 Islands International Hydroplane Regatta and Festival as per the terms of the Facility Use Acceptance Addendum, Attachment 1 to Report 2012-073-04.

**PURPOSE**

To authorize the terms and conditions for the 1000 Islands International Hydroplane Regatta and Festival.

**ORIGIN**

Brockville Hydroplane Racing Inc. has made applications to use City-owned property and enact road closures in order to hold a hydroplane racing regatta from June 29 – July 1, 2012.

**ANALYSIS**

The applications have been circulated to the appropriate City departments.

Attachment 1 is the “Facility Use Acceptance Addendum” which sets out the conditions proposed to govern the road closures and use of City property.

Items of particular note are:

- Brockville Hydroplane Racing Inc. is making arrangements with 1000 Islands and Seaway Cruises to ensure access to Blockhouse Island for patrons of the cruise line.
- All road closures will be removed by 8:00 p.m. on July 1 and entrance to Blockhouse Island and Centeen Park will be free commencing at 9 p.m. on July 1 to ensure full access by the public for the Canada Day fireworks.

- The proposed road closures and use of City-owned property should not be detrimental to the Rock'n BearFoot in the Park Festival planned for July 1 in Hardy Park.

## **POLICY IMPLICATIONS**

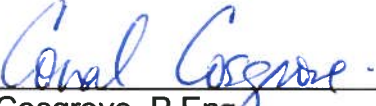
Council approval is required for new festivals or significant changes to recurring events.

## **FINANCIAL CONSIDERATIONS**


None.

## **CONCLUSION**

The proposed road closures and use of City-owned land for the 1000 Islands International Hydroplane Regatta and Festival are reasonable for this event.

  
\_\_\_\_\_  
C. Cosgrove, P.Eng.  
Director of Operations

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
B. Casselman  
City Manager



## **FACILITY USE ACCEPTANCE ADDENDUM**

### **HYDROPLANE RACES 2012**

*(June 29 – July 1, 2012)*

#### **OPERATIONS DEPARTMENT**

Brockville Hydroplane Racing Inc. is granted the use of Armagh S. Price Park, Blockhouse Island, Reynolds Park and Centeen Park to stage the Hydroplane Races from Friday, June 29 at 7 a.m. to Monday, July 2, 2012 at 12 noon. Public parking and public activities are not permitted in Reynolds Park.

*Brockville Hydroplane Racing Inc. must supply to the Operations Department, prior to May 31, 2012, maps/site layouts depicting proposed locations of pit area, festive garden/beer tent, vendors, service vehicle access, etc.*

Brockville Hydroplane Racing Inc. is granted full use of the Water Street parking lot from Friday, June 29 at 7 a.m. to Sunday, July 1, 2012 at 8 p.m. to provide for activities related to the hydroplane race weekend.

Brockville Hydroplane Racing Inc. is granted permission to erect a banner at the City's Stewart Boulevard location from the period June 25 – July 2, 2012 and that the applicable fees be waived as the committee will be responsible for erecting and maintaining the banner as per time restrictions/traffic control specified by the Operations Department. Organization and/or contractor installing banner must contact the Public Works/Parks Supervisor a minimum of one (1) week prior to the installation for specific restrictions and requirements.

Brockville Hydroplane Racing Inc. is granted permission to erect corporate banners in Armagh S. Price Park from June 29 – July 2, 2012 at 12 noon.

Brockville Hydroplane Racing Inc. is permitted to fence off portions of Centeen Park from Friday, June 29 at 6 a.m. to Monday, July 2, 2012 at 12 noon to provide for public safety and for the purpose of charging admission to the pit area. Free admission to Centeen Park for the Canada Day fireworks will be provided commencing at 9 p.m. on July 1. The fencing utilized will be of a portable type - no stakes will be used to anchor them into the ground.

Brockville Hydroplane Racing Inc. is permitted to fence off Blockhouse Island including Ferry Street from June 29 at 7 a.m. to July 2, 2012 at 12 noon (service and emergency vehicles excepted) for the purpose of charging admission to the event. Brockville Hydroplane Racing Inc. will notify area residents advising them of the event well in advance (minimum of 30 days). Free admission to Blockhouse Island for the Canada

Day fireworks will be provided commencing at 9 p.m. on July 1. The fencing utilized will be of a portable type - no stakes will be used to anchor them into the ground.

Brockville Hydroplane Racing Inc. is permitted to operate up to eight (8) food concessions and twenty (20) craft vendors as authorized and within City waterfront parks from Friday, June 29 to Sunday, July 1, 2012.

*The City of Brockville has an existing canteen agreement with Linda Turpin to operate food services on Blockhouse Island. Brockville Hydroplane Racing Inc. may choose to use additional vendors however the City encourages Brockville Hydroplane Racing Inc. to consider the opportunity to work with Linda Turpin.*

Brockville Hydroplane Racing Inc., as organizer of a public event is required to notify the health unit of food premises being operated at the hydroplane races so that public health inspectors can ensure vendors arrive on site and are able to meet the regulatory requirements prior to the event. The Special Events Guidelines issued by the Leeds, Grenville & Lanark District Health Unit have been included with this addendum.

Brockville Hydroplane Racing Inc. is granted that no persons with bicycles (with the exception of Police Services and St. John Ambulance), roller blades, skateboards or dogs be permitted to enter Armagh S. Price Park or Blockhouse Island during the hydroplane race event from June 29 at 7 a.m. until July 1 at 9 p.m.

Brockville Hydroplane Racing Inc., in accordance with City Procedure 2001, must submit a liability insurance certificate by May 31, 2012 confirming insurance coverage for the current year naming the City of Brockville as additional insured in an amount not less than \$5,000,000 per occurrence.

The vending fee has been waived for this community festival.

Brockville Hydroplane Racing Inc. is granted the following closures:

Blockhouse Island closed to all traffic, excluding service and emergency vehicles from Friday, June 29 at 7 a.m. for various site setups, until Sunday, July 1 at 8 p.m. for take-down and removal of items.

Water Street from the east side of Park Street to the west side of Ford Street be closed to traffic excluding residents, service and emergency vehicles from June 29 at 7 a.m. until July 1, 2012 at 8 p.m.

Ferry Street in its entirety from June 29 at 7 a.m. to July 1, 2012 at 8 p.m.

Water St. from Ferry St. to Market St. West from June 29 at 7 a.m. to July 1,

2012 at 8 p.m. The north diagonal half of Market St. W. intersection will remain open to allow east bound vehicular traffic access to Market St. W.

Brockville Hydroplane Racing Inc. is granted permission to provide their own personnel to administer and control the above-noted street closures and restrictions. Barricades will be manned by Brockville Hydroplane Racing Inc. at all times. City staff will do initial placement and set-up of barricades. Brockville Hydroplane Racing Inc. to remove barricades at end of event.

Brockville Hydroplane Racing Inc. be permitted to operate a Festive Garden to be located on the south east corner of Blockhouse Island. The area to be fenced and secured in accordance with police guidelines and provincial license requirements during the hours of operation planned for June 29, 5 p.m. - 11 p.m., June 30, 11 a.m. - 11 p.m. and July 1, 11 a.m. - 5 p.m. Please see attached Ontario Fire Code, Section 2.9 Tents and Air-Supported Structures.

Brockville Hydroplane Racing Inc. will be permitted to stay overnight in self contained camping units in the Water Street Parking Lot and Reynolds Park (public parking and public activities are not permitted in Reynolds Park). Camping will not be permitted in Centeen Park, on Water Street or in the Market Street West Parking Lot.

Brockville Hydroplane Racing Inc. will provide containers for the disposal of garbage in Centeen Park, Reynolds Park and the Water Street Parking Lot. Brockville Hydroplane Racing Inc. will ensure that the containers are removed by July 1 at 8 p.m.

Brockville Hydroplane Racing Inc. will provide to the City of Brockville, for distribution to Brockville Municipal Harbour seasonal boaters, two complimentary weekend entrance passes per seasonal slip for the event.

Brockville Hydroplane Racing Inc. will contact, by June 10, 2012, David Descent, Property Manager of the Executive Condominiums to provide details of the event. The Operations Department will be notified once this contact has been completed.

---

Conal Cosgrove, Director of Operations  
April 11, 2012

cc: Russ Fraser, Public Works/Parks  
Sandra Seale, Clerk  
Scott Fraser, Police Services  
Jim Baker, Brockville Rowing Club  
Kim Barr, Tourism

Valerie Harvey, Transportation Services  
Chris Millson, Parking  
Harry Jones, Brockville Fire  
Brenda Clarke, DBIA  
Brockville Hydroplane Racing Inc.



## **COMMUNITY HEALTH PROTECTION DEPARTMENT**

### **SPECIAL EVENTS GUIDELINES**

This document has been designed to assist Organizers and Vendors in meeting the requirements of the Health Protection and Promotion Act and the Ontario Food Premises Regulation at Special Events.

These operational guidelines are applicable to events where food is prepared, sold or distributed to the public and occur for short periods of time. Examples include fall fairs, carnivals, music festivals, food festivals, street festivals and plowing matches. The Leeds, Grenville and Lanark District Health Unit is committed to working with you to ensure the event is a success and safe for your guests.

Each food vendor at a special event must comply with the Health Protection and Promotion Act and the Food Premises Regulation. This includes businesses providing samples to the public as part of display. Under the Food Premises Regulation various types of food premises are outlined. The following categories of food premises are permitted to operate provided they meet the requirements set out in the legislation:

- Fixed premises (permanent buildings equipped with kitchen facilities)
- Catering vehicles
- Mobile Preparation Premises
- Street vending carts

Each of these types of food premises has specific requirements and restrictions associated with them. Please view the Ontario Food Premises Regulation available online at the following link:

[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900562\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900562_e.htm)

The health unit may conduct site inspections to ensure compliance. Some vendors may be exempt from the Food Premises Regulation (e.g. religious organizations, service clubs, fraternal organizations and charities) provided certain conditions are met. Please refer to the "Exemption Guideline" document or contact the health unit if you wish to qualify for an exemption. Inspections of these premises may still be conducted under the Health Protection and Promotion Act.

#### **General Requirements**

- The organizer of the event must notify the Medical Officer of Health of the Leeds, Grenville and Lanark District Health Unit in writing. In order to process and respond to your notifications and better serve your vendors, we request that notification is received by this office at least 30 days prior to the event (Coordinator notification form).
- If there is more than one vendor attending the event, the organizer of the event must ensure that each vendor completes the Vendor Notification form and provide them to the health unit.
- The site proposed for the event must be dry, well drained, and free of any health hazards.

## **Food Safety**

It is the goal of the health unit to assist you in providing safe food to the patrons of your event. Some foods require extra attention to ensure their safety. Hazardous foods are those foods that are capable of supporting the growth of microorganisms that cause illness or the production of the toxins of such organisms. These may include, but are not limited to, meat and meat products, poultry, fish and shellfish, eggs, dairy and dairy products, grains and cereals such as rice and pasta, sauces, gravy and unpasteurized juices.

The preparation and service of food, utilizing self contained mobile food premises is recommended. Premises without a valid exemption that do not comply with the minimum standards set out in the Food Premises Regulation will not be permitted to open until such time as all requirements are met.

### **Approved Sources**

- All meat must be inspected. Check meat and meat products for stamps and tags
- Use only Grade A and B eggs (never use ungraded, cracked, or Grade C eggs)
- All milk must be pasteurized
- Do not serve food to the public that has not been prepared in an inspected food premises (i.e. do not prepare food at home)

### **Transportation of Food**

- Refrigerated trucks, mechanical refrigeration units, and insulated coolers are all methods that can be used for transporting hazardous food to the event provided the food can be maintained at 4°C or less. Thermometers must be placed in each cooler or refrigeration unit to monitor the temperature of the food.

### **Food Temperatures**

- **Keep cold foods cold and hot foods hot!** Hazardous foods must be held at 4°C or lower for cold foods or 60°C or above for hot foods.
- Frozen food must be held at -18°C or lower.
- Cold holding units must be equipped with thermometers.
- Cook/Reheat foods to the proper temperature.
- A probe thermometer is required to check internal temperatures of food.

### **Food Protection**

- Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have closable lids with separate dispensing utensils or be in bulk dispensing units (ie. squeeze bottles or pump).
- Only single service items (e.g. disposable plates and cups) are allowed for serving food to customers.
- Keep raw meat separate from ready-to-eat foods.
- All barbecue stations and food vending carts must have an umbrella or covering to protect food from contamination.
- Floors of food preparation areas must be of sound construction and readily cleanable.



### **Food Handlers**

- Food handlers must follow good personal hygiene practices: wash hands frequently, refrain from smoking or eating while handling food, wear clean clothing and hair coverings.
- Use utensils to handle food to minimize direct hand contact.
- Do not handle money and food without washing hands in between. It is recommended that one person be in charge of food handling and another in charge of handling money.
- Gloves are not a substitute for handwashing. Each time gloves are changed, hands must be washed. Change your gloves as often as you would wash your hands.

### **Sinks**

- A separate handwash basin supplied with hot and cold running water must be conveniently located for food handlers in the food preparation area, with a supply of liquid soap and paper towels.
- A two compartment sink is required for cleaning and sanitizing utensils.

### **Water Supply**

- Water used for drinking, food preparation, handwashing and dishwashing must be potable. For water sources other than a municipal water treatment system, the health unit must be notified in advance so that the water source can be assessed and tested (3 samples taken over 3 weeks are required).
- Disinfect drinking water distribution systems (e.g. hoses) prior to the event. Hoses supplying water to food premises must be made of food grade material (not garden hoses).
- If a water hauler is being used to supply the event, the company name and address must be provided to the health unit in advance so the water source and vehicle can be inspected.

### **Sanitary Facilities and Waste Water Disposal**

- Have washroom facilities and handwash stations available for vendors and patrons. Portable facilities and handwash stations are acceptable.
- Keep facilities in a clean and sanitary condition.
- All sewage waste, including sink waste, must be disposed of in a clean and sanitary manner. No wastewater can be dumped onto the ground. Holding tanks must be pumped out as often as is necessary and the waste must be disposed of at an approved dump station.

Gender	Expected Occupancy	Toilets	Washbasins
Male	1-1200	6 (50% may be urinals)	4
Female	1-1200	6	4
Male	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons
Female	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons

### **Garbage Disposal**

- Each food vendor must have appropriate garbage receptacles equipped with lids.
- An adequate number of garbage receptacles shall be provided for use by the public and placed in locations convenient for use.
- Garbage receptacles must be emptied as necessary, but not less than once daily,

### **Animal Exhibits/Petting Zoos**

- Post signs at each animal exhibit stating the following:

<p style="text-align: center;"><b><u>NOTICE</u></b> Wash hands with soap and water after touching animals Do not eat or drink while touching animals (a sample sign is provided for your convenience)</p>
---

- Ensure manure is quickly and thoroughly cleaned up and appropriately discarded
- Do not allow the public to drink unpasteurized milk
- Ensure barriers are adequate to impede the touching of animals that should not be handled by the public (e.g. newborns)
- Do not display animals that are ill or those known to be positive for E. coli 0157:H7 and other infectious diseases
- Clean and disinfect rails and floors daily
- Do not set up animal exhibits in proximity to food premises.
- Provide hand wash stations in close proximity to these areas.

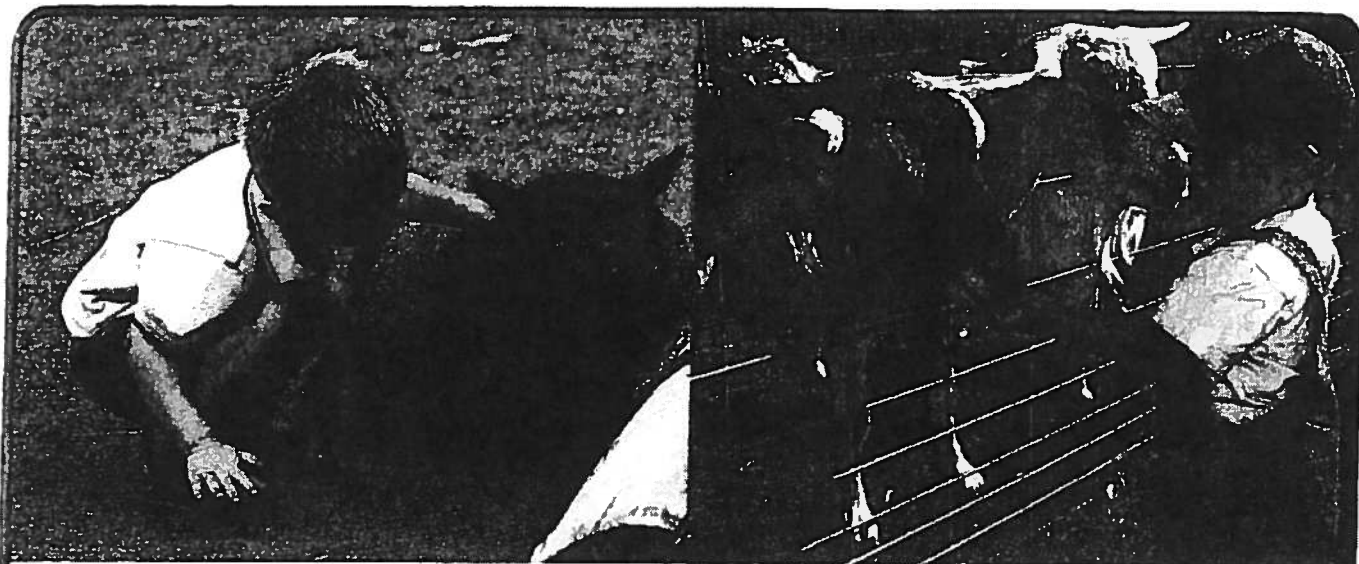
For further information on petting zoos, please contact the Community Health Protection Department at our Brockville office at 613-345-5685 or at Smiths Falls office at 613-283-2740.

**THE EVENT MUST BE OPERATED IN SUCH A MANNER, TO ENSURE NO HEALTH HAZARDS EXIST ON THE SITE.**

### **ADDITIONAL CONSIDERATIONS FOR YOUR SPECIAL EVENT**

#### **DO YOU HAVE AN EMERGENCY PLAN?**

We all hope that each event we plan will go smoothly and not be interrupted by an emergency. During special events, there usually are large numbers of people attending, some local people, but many could be visitors to the area who are unfamiliar with your community. It is important to contemplate the types of incidents that could occur such as medical emergencies or severe weather events and have a plan in place to alert people of impending dangers and what action to take, as well as a plan of evacuation for the site. It is advisable to work with fire officials, the police, the emergency management coordinator and the health unit to ensure that should an emergency occur, the casualties and/or deaths can be prevented or at least minimized.



**WASH HANDS**  
with soap & water  
after touching animals  
or use available  
**HAND SANITIZER**

**DO NOT EAT OR DRINK**  
while touching animals



Leeds, Grenville & Lanark District

**HEALTH UNIT.**

*Your Partner in Health*

2703 Feb 2012

MAIN OFFICE:  
458 Laurier Blvd.  
Brockville, ON K6V 7A3  
Tel: 613-345-5685  
Fax: 613-345-7148



25 Johnston Street,  
Smiths Falls, ON  
K7A 0A4  
Tel: 613-283-2740  
Fax: 613-283-1679

**COMMUNITY HEALTH PROTECTION DEPARTMENT**

**SPECIAL EVENT COORDINATOR NOTIFICATION FORM**

**COORDINATOR INFORMATION:**

Owner/Operator Name: \_\_\_\_\_

Corporation Number: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESCRIPTION OF EVENT:**

Name of Event: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

☐ Public Park ☐ Street ☐ Fairground ☐ Mall Property ☐ Other: \_\_\_\_\_

Start date of Event: \_\_\_\_\_ End Date of Event: \_\_\_\_\_

Daily Operating Hours: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

**DESCRIPTION OF SERVICES:**

**Sanitary Facilities (Indicate Number):**

Portable toilets \_\_\_\_\_ Portable Handwash Basins \_\_\_\_\_ Permanent toilets \_\_\_\_\_

Permanent handwash basins \_\_\_\_\_

**WATER SUPPLY:**

**ALL PREMISES PREPARING FOOD MUST HAVE A SUPPLY OF POTABLE HOT AND COLD RUNNING WATER UNDER PRESSURE**

Potable water supplied to vendors ☐ Yes ☐ No

How? ☐ Water Truck ☐ Well ☐ Municipal,

☐ Other \_\_\_\_\_

Water Sample taken (if non-municipal source): ☐ Yes ☐ No

Date: \_\_\_\_\_ Result: Total Coliform \_\_\_\_\_ E. coli \_\_\_\_\_

**HYDRO**

Electricity available to vendors? ☐ Yes ☐ No

Refrigeration trucks available to vendors? ☐ Yes ☐ No

Backup power available? ☐ Yes ☐ No

**GARBAGE**

Garbage bins supplied to vendors? ☐ Yes ☐ No

Garbage must be disposed of at least daily.

**VENDORS**

Total number of food vendors: \_\_\_\_\_

Type of food supplied: \_\_\_\_\_

Animal Exhibits: ☐ Yes ☐ No

Personal Services (i.e. tattooing): ☐ Yes ☐ No

**VENDOR REGISTRATION LIST:** (If additional space is required, please use separate page)

Name of Vendor	Mailing Address	Telephone Number

**FOR OFFICE USE ONLY**

Approved ☐ Not Approved ☐

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

***Notification is for Health Unit requirements only. Other permits may be required. Please contact the township office where you plan to hold the event.***

\_\_\_\_\_  
Public Health Inspector Signature

\_\_\_\_\_  
Operator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

O: HPD 11/10 - 118  
R: CHPD 02/12 - 118

MAIN OFFICE:  
458 Laurier Blvd.  
Brockville, ON K6V 7A3  
Tel: 613-345-5685  
Fax: 613-345-7148



25 Johnston Street  
Smiths Falls, ON K7A 0A4  
Tel: 613-283-2740  
Fax: 613-283-1679

**COMMUNITY HEALTH PROTECTION DEPARTMENT**  
**SPECIAL EVENTS - FOOD VENDOR APPLICATION**

Under Section 16(2) of the Health Protection and Promotion Act, every person who intends to commence to operate a food premises shall give notice of the person's intention to the medical officer of health of the health unit in which the food Premises will be located.

**Please submit a completed form to the Health Unit within 10 working days prior to the event to allow adequate time for processing. Failure to be in compliance with the Food Premises Regulation may result in closure of your premises.**

Name of Concession: _____	
Name of Event: _____	Event Dates: _____
Location: _____	
Contact Person: _____	Phone No.: _____
Contact Address: _____	City: _____
Postal Code: _____	Email: _____ Fax No.: _____

MENU ITEMS: _____
Food Suppliers: _____
Location of Food Preparation: _____

<b>Type of Food Facility:</b>			
Approved/Inspected Kitchen	<input type="checkbox"/>	Approved/Inspected Mobile Unit	<input type="checkbox"/>
Food Sales only (prepackaged)		<input type="checkbox"/>	Other: _____
<b>Potable Water Source:</b>	Municipal <input type="checkbox"/>	Well Water <input type="checkbox"/>	Holding Tanks <input type="checkbox"/>
<b>Sinks Provided:</b>	3 compartment <input type="checkbox"/>	2 compartment <input type="checkbox"/>	Handwash basin <input type="checkbox"/>
<b>Waste Water Disposal:</b>	Septic System <input type="checkbox"/>	Holding tank <input type="checkbox"/>	Disposal site: _____
<b>Cold Storage:</b> Mechanical <input type="checkbox"/>	Insulated containers with Ice <input type="checkbox"/> Other _____		
<b>Garbage:</b> Receptacles Provided: Yes <input type="checkbox"/>	Disposal Method: _____		

I have received and read the Special Events information provided and accept responsibility for ensuring that the information provided on this form is correct and will be adhered to.

PRINT NAME	SIGNATURE	DATE
------------	-----------	------

<b>HEALTH UNIT INTERNAL USE ONLY</b>	
EXEMPT UNDER REG. 562: Yes <input type="checkbox"/> No <input type="checkbox"/>	APPROVED FOR EVENT: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature of Inspector: _____	Date: _____
Inspector Comments: _____	
_____	
_____	

The information contained on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7., for the purpose of enforcing the Act and its Regulations.

## **FOOD VENDOR'S CHECKLIST**

- ☐ Meat, poultry, dairy and egg products from approved/inspected source
- ☐ Probe thermometer available for checking internal food temperatures
- ☐ Thermometers in each cooler, refrigeration unit, and freezer
- ☐ Equipment for transportation capable of maintaining cold food at 4°C or lower and hot food at 60°C or greater
- ☐ Food is protected from contamination (containers with lids, plastic wrap, aluminum foil, sneeze guards)
- ☐ Food is stored 15 cm (6 inches) off the ground
- ☐ Adequate supply of clean utensils (serving spoons, tongs, spatulas) are available throughout the day
- ☐ Single service eating utensils are provided and properly stored
- ☐ Potable water is supplied for handwashing, food preparation, and equipment cleaning
- ☐ Leak-proof containers/tanks are provided for storage of wastewater
- ☐ Detergent and sanitizer/bleach
- ☐ Liquid soap and paper towel in a dispenser at handwash stations
- ☐ Clean outer garments and aprons
- ☐ Hairnets, caps or hair restraints
- ☐ Garbage receptacles and bags
- ☐ Wiping clothes for cleaning and sanitizing preparation areas and service areas
- ☐ Premises is clean and in good repair
- ☐ Back-up power (is recommended to ensure you are able to operate in the event that power is not available at the site when your arrive).



## Section 3.14. Tents and Air-Supported Structures

(See Appendix A.)

### 3.14.1. Tents

#### 3.14.1.1. Application

- (1) Except as provided in this Subsection, tents are exempted from complying with the requirements of this Division.

#### 3.14.1.2. General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- r<sub>1</sub> (2) Articles 3.14.1.4., 3.14.1.5., 3.14.1.6. and 3.14.1.9. apply to tents that,
- (a) do not exceed 225 m<sup>2</sup> in ground area,
  - (b) do not exceed 225 m<sup>2</sup> in aggregate ground area and are closer than 3 m apart,
  - (c) do not contain bleachers, and
  - (d) are not enclosed with sidewalls.

#### 3.14.1.3. Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
- (2) A tent need not conform to Article 3.4.6.11. except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3 m.

#### 3.14.1.4. Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
- (a) the tent is not closer than 3 m from the *building*, and
  - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

#### 3.14.1.5. Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

#### 3.14.1.6. Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701 "Fire Tests for Flame-Resistant Textiles and Films".

#### 3.14.1.7. Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

#### 3.14.1.8. Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.16. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

#### 3.14.1.9. Provision for Fire Fighting

- (1) Access shall be provided to all tents for the purpose of fire fighting.

### 3.14.2. Air-Supported Structures

#### 3.14.2.1. Application

- (1) Except as provided in this Subsection, the requirements of this Division apply to *air-supported structures*.

#### 3.14.2.2. General

- (1) *Air-supported structures* shall not be used for Groups B, C, or Group F, Division 1 *major occupancies* or for classrooms.
- (2) Except where no *fire separation* is required between *major occupancies*, *air-supported structures* shall contain not more than one *major occupancy*.
- (3) Except as provided in Sentence (5), *air-supported structures* are exempt from complying with Articles 3.2.2.20. to 3.2.2.83., except for maximum *building size*.
- (4) *Air-supported structures* may be designed with interior walls, *mezzanines*, or similar *construction*.
- (5) Interior construction contained within *air-supported structures* must meet the construction requirements of Articles 3.2.2.20. to 3.2.2.83.

**3.14.2.3. Spatial Separation**

- (1) Except as provided in Sentences (2), (3) and (4), *air-supported structures* shall not be erected closer than 3 m to other structures on the same property or to the property line.
- (2) *Air-supported structures* not occupied by the public need not be separated from one another, and are permitted to be erected closer than 3 m from other structures on the same property where such closer spacing does not create a hazard to the *building* occupants or the public.
- (3) Except as provided in Sentence (4), an *air-supported structure* is permitted to be attached to another *building* provided the *building* to which it is attached,
  - (a) conforms to the requirements of other Parts of this Division based on the total *building areas* of the *air-supported structure* and the attached *building*,
  - (b) is *sprinklered*, and
  - (c) is separated from the *air-supported structure* by a *fire separation* having a *fire-resistance rating* of not less than 1 h.
- (4) An *air-supported structure* is permitted to be attached to another *building* provided the *building* to which it is attached,
  - (a) has a *building area* not more than 200 m<sup>2</sup>,
  - (b) conforms to the requirements of other Parts of the Code based on the *building area* of the attached *building*, and
  - (c) is *sprinklered* or separated from the *air-supported structure* by a *fire separation* having a *fire-resistance rating* of not less than 1 h.

**3.14.2.4. Clearances to Flammable Material**

- (1) The ground enclosed by an *air-supported structure* and for not less than 3 m outside of such structure shall be clear of all flammable or *combustible* material or vegetation that will carry fire.

**3.14.2.5. Flame Resistance**

- (1) *Air-supported structures* shall be constructed of material conforming to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701, "Fire Tests for Flame-Resistant Textiles and Films".
- (2) Materials for fabrics used in connection with *air-supported structures* are exempt from compliance with the requirements for *flame-spread ratings* for interior finishes in Subsection 3.1.13.

**3.14.2.6. Emergency Air Supply**

- (1) An *air-supported structure* designed for an *assembly occupancy* with an *occupant load* of more than 200 persons shall have either an automatic emergency engine-generator set capable of powering one blower continuously for 4 h, or a supplementary blower powered by an automatic internal combustion engine.

## ONTARIO FIRE CODE

### SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES

#### Subsection 2.9.1. General

2.9.1.1. **Tents and air-supported structures** shall be in conformance with the **Building Code**.

2.9.1.2. This Section does not apply to **tents** that have an area of 30 m<sup>2</sup> or less and that are used for camping, personal or other non-commercial uses.

#### Subsection 2.9.2. Materials

##### *Flameproofing treatments*

2.9.2.1. Flameproofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame test in NFPA 705, "Recommended Practice for a Field Flame Test for Textiles and Films".

#### Subsection 2.9.3. Fire Hazards and Control

##### *Combustible materials*

2.9.3.1. Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a **tent or air-supported structure** used for an **assembly occupancy**, except that sawdust and shavings are permitted to be used if kept damp.

### ***Smoking and open flames***

2.9.3.2. Smoking and open flame devices shall not be permitted in a **tent or air-supported structure** unless provisions have been made for such activities under the fire safety plan.

### ***Fire alarm system or firewatch***

2.9.3.3. (1) Despite Article 2.9.1.1., if a **tent or air-supported structure** does not have a fire alarm system that conforms to the **Building Code**,

(a) it may have an **approved** fire alarm system that does not conform to the **Building Code** where the reliability and performance of the system will provide an adequate early warning level, or

(b) a person shall be employed for firewatch duty.

2.9.3.4. (1) A person employed for firewatch duty in accordance with Article 2.9.3.3. shall

(a) be familiarized with all fire safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of **exits**, and

(b) patrol the area to ensure that the **means of egress** are kept clear and that regulations are enforced.

### ***Communications systems***

2.9.3.5. When the conditions of Article 2.9.3.3. apply, an **approved** communications system shall be provided.

**APRIL 10, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – APRIL 17, 2012**

**2012-074-04  
TRANSPORTATION STUDY  
TERMS OF REFERENCE**

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

## **RECOMMENDATION**

THAT the revised Terms of Reference for the 2012 Transportation Study, Attachment 2 to Report 2012-074 -04, be approved.

## **PURPOSE**

To approve the revised Terms of Reference for the 2012 Transportation Study.

## **ORIGIN**

At the March 20, 2012 meeting, the Finance, Administration and Operations Committee considered Report 2012-052-03, recommending to retain a consultant to undertake a Comprehensive Transportation Plan. Staff were directed to “come back to the Committee in April with a revised project scope to address immediate needs.”

## **ANALYSIS**

Attachment 1 is the scope of work from the Terms of Reference upon which the original proposals were based.

The revised study scope (Attachment 2) is intended to focus on the three highest priority transportation planning issues currently facing the City:

1. A plan for downtown parking that responds to future development, redevelopment and revitalization initiatives.
2. Enhancement and implementation of active transportation networks, in accordance with the policies of the City's new Official Plan and considering proposed projects such as the Brock Trail and the Railway Tunnel.
3. A review of the existing Stewart Boulevard and Parkedale Avenue corridors and the potential needs in these areas in the 1-5 and 5-10 year timeframes.

## POLICY IMPLICATIONS


None.

## FINANCIAL CONSIDERATIONS


Based on the previous proposals, it is estimated that the cost of the revised scope of work is \$75,000 to \$85,000.

## CONCLUSION

The revised Terms of Reference for the 2012 Transportation Study will address the most pressing transportation planning issues facing the city.

  
\_\_\_\_\_  
C. Cosgrove, P.Eng.  
Director of Operations

  
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D. Cyr  
Director of Finance

  
\_\_\_\_\_  
B. Casselman  
City Manager

- Traffic Operations and Transportation Planning Study, Cumming Cockburn Limited, October 1991
- Parkedale Avenue Commercial Power Centre Traffic Study-Update, Morrison Hershfield, November 2003
- City of Brockville Parking Study
- City of Brockville Official Plan, MMM Group, June 14, 2011
- City of Brockville Community Strategic Plan (Version 4.4), February 2009
- Land Use and Growth Management Strategy, MMM Group, December 15, 2009

### 3.0 Project Description

#### 3.1 General Requirements

Preparation of the Comprehensive Transportation Plan will consist of the following general components:

- A comprehensive assessment of the City's transportation planning needs for 5, 10, and 20 year timeframes.
- A prioritized improvement program to address existing and future transportation needs including costs estimates and timing.
- A review of all policy and standard requirements related to transportation and to land use development issues with any relevant recommendations.
- Evaluate connectivity measures with the United Counties of Leeds & Grenville and the Township of Elizabethtown-Kitley road systems and Great Waterfront Trail.

#### 3.2 Specific Issues

The consultant is expected to review the following specific issues and make recommendations:

- Enhancement and implementation of active transportation networks, including walking and cycling, in accordance with the policies of the City's Official Plan.
- Determination of an appropriate level of annual investment in maintenance and rehabilitation of transportation infrastructure based on life-cycle analysis.



- Review existing traffic signal control timing with respect to current and future conditions.
- Review lane configurations, intersections and traffic signal timing and coordination on Stewart Boulevard from Front Avenue to Centennial Road, County Road 29 from Centennial Road to Woods Road, and Parkedale Avenue from Stewart Boulevard to Broome Road.
- Assess collision-prone locations and recommend measures to reduce or eliminate hazardous situations.
- Review the existing designated truck routes and assess and make recommendations concerning difficulties with trucks accessing the downtown area.
- Utilize the findings of the Brockville Official Plan, as well as information for surrounding municipalities, to determine future growth in traffic generation and recommend a transportation system that reflects future development and growth in the 1 to 5, 5 to 10, and 10 to 20 year timeframes.
- Review access to the 1000 Islands Mall and the proximity of the Parkedale Avenue/Millwood Avenue intersection.
- Review and recommend criteria for requiring Site Traffic Impact Studies and recommend guidelines for content.
- Review the Highway 401 Emergency Detour Route
- Confirm the existing parking demands and identify future parking demands for the Downtown Business Improvement Area.
- Determine if operational and physical parking deficiencies exist in the DBIA area.
- Develop a range of reasonable, practical and feasible operational and physical solutions that respond to the parking needs of the DBIA area. The solutions will address factors that influence parking demand, such as transit, shuttle buses, shared parking and active transportation.
- Recommend a parking system for the DBIA area that responds to future development, redevelopment and revitalization initiatives.
- Recommend appropriate parking standards needed to implement the new Official Plan through the update to the Zoning By-Law.

### 3.0 Project Description

#### 3.1 General Requirements

Preparation of the Comprehensive Transportation Plan will consist of the following general components:

- An assessment of the City's transportation planning needs for 1 – 5 and 5-10 year timeframes in the Stewart Boulevard and Parkedale Avenue corridors.
- A prioritized improvement program to address existing and future transportation needs including costs estimates and timing in the Stewart Boulevard and Parkedale Avenue corridors, for an active transportation network, and downtown parking.
- Evaluate connectivity measures with the United Counties of Leeds & Grenville and the Township of Elizabethtown-Kitley road systems and Great Waterfront Trail.

#### 3.2 Specific Issues

The consultant is expected to review the following specific issues and make recommendations:

- Enhancement and implementation of active transportation networks, including walking and cycling, in accordance with the policies of the City's Official Plan.
- Review lane configurations, intersections and traffic signal timing and coordination on Stewart Boulevard from Front Avenue to Centennial Road, County Road 29 from Centennial Road to Woods Road, and Parkedale Avenue from Stewart Boulevard to Broome Road.
- Utilize the findings of the Brockville Official Plan, as well as information from surrounding municipalities to assess the capacities of the Stewart Boulevard and Parkedale Avenue corridors and recommend changes as necessary in the 1 to 5 and 5 to 10 year timeframes.
- Review the existing designated truck routes and assess and make recommendations concerning difficulties with trucks accessing the downtown area.
- Review access to the 1000 Islands Mall and the proximity of the Parkedale Avenue/Millwood Avenue intersection.

- Determine if operational and physical parking deficiencies exist in the DBIA area.
- Develop a range of reasonable, practical and feasible operational and physical solutions that respond to the parking needs of the DBIA area. The solutions will address factors that influence parking demand, such as transit, shuttle buses, shared parking and active transportation.
- Recommend a parking system for the DBIA area that responds to future development, redevelopment and revitalization initiatives.

**April 12, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 17, 2012**

**2012-075-04  
TENDER FOR CONTRACT 2012-01  
ROUTING, CLEANING & SEALING  
RANDOM CRACKS IN ASPHALT  
PAVEMENTS**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
VALERIE HARVEY  
SUPERVISOR OF  
TRANSPORTATION SERVICES**

**RECOMMENDED**

THAT Council accepts the tender from Roadlast Asphalt & Sealing Maintenance in the amount of fourteen thousand and twenty five dollars (\$14,025) excluding HST for Contract 2012-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements; and

THAT this work be charged to the ACPM capital account # 9301110-9905012-3010.

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2012-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements.

**BACKGROUND**

The Operations Department calls tender for this work annually. This contract is a preventative maintenance item in order to extend the life of asphalt pavement on various roadways.

**ANALYSIS/OPTIONS**

Four companies picked up tender packages. The Transportation Division opened tenders on Tuesday, April 10, 2012 with the following results:

Roadlast Asphalt & Sealing Maintenance.....\$14,025

All work associated with this contract is to be completed by the end of May 2012.

## POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005, approval from Council is required as less than three bids were received.

## FINANCIAL CONSIDERATIONS


In the 2012 Capital Budget, Council authorized an expenditure of \$514,000 under the ACPM program. The funds have been allocated as follows:


- Asphalt Milling, and Hot Mix Asphalt Overlay \$494,000
- Routing, Cleaning and Sealing \$20,000  
-\$4,582 to offset airport runway painting deficit  
\$15,418

Sufficient funds have been allocated to cover the expense of \$14,271.84 (includes net HST) for the Routing, Cleaning and Sealing contract.


## CONCLUSION

It is recommended that Council accept the tender from Roadlast Asphalt & Sealing Maintenance to complete this project.

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

  
\_\_\_\_\_  
V. Harvey  
Supervisor of Transportation Services

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
B. Casselman  
City Manager

**APRIL 9, 2012**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –  
APRIL 17, 2012**

**2012-076-04  
2012 DEBT CAPACITY LIMIT  
F08-20**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF  
ACCOUNTING SERVICES  
C. WARD  
TREASURY OFFICER –  
RESERVES & CAPITAL**

**RECOMMENDATION**

THAT the Debt Capacity Limit for 2012, as calculated by the Ministry of Municipal Affairs and Housing and updated by the Treasurer be received.

**PURPOSE**

To inform Council of the debt repayment limit calculated by the Ministry of Municipal Affairs and Housing, which has subsequently been updated by the Treasurer as required under Ontario Regulation 403/02.

**BACKGROUND**

Each year, the Ministry of Municipal Affairs and Housing (MMAH) determines the Municipality's Annual Debt Repayment Limit [Attachment 1 to Report # 2012-076-04]. This limit is calculated as prescribed under Ontario Regulation 403/02 [Attachment 2 to Report # 2012-076-04]. Information obtained from a previous year's Financial Information Return (FIR) is used in the determination of this limit. For this year, the information is obtained from the 2010 FIR. Regulation 403/02 also requires that the Treasurer update this calculation [Attachment 3 to Report # Report # 2012-076-04] with more recent information before the issuance of any new long term debt instrument (i.e. debentures).

**ANALYSIS**

The Unadjusted Annual Repayment Limit for 2012 provided by MMAH      \$ 6,924,716

**Treasurer's Adjustments:**

**Debt Charges**

Add: Debt Charges for Debt Matured in 2010	93,000
Debt Charges for Debt Matured in 2011	393,000
Less: 2005 & 2006 projects left to be debentured	(1,874)
2010 Debenture Issue Debt Charges	(195,526)
Estimated 2011 Debenture Issue Debt Charges	(184,151)
Estimated 2012 Debenture Issue Debt Charges	(45,640)
Borrowing – Memorial Centre Solar Project	(236,667)
Estimated short-term interest re: WPCC Upgrade	(124,000)
Estimated Debt Charges for the WPCC Upgrade	(566,910)

**Financial Commitments**

Less: St. Lawrence College (2008-2011)	(18,750)
Xerox lease agreement	(58,038)
Police vehicle lease (4 year lease)	(6,870)
Brockville General Hospital – Physician Recruitment	(21,000)
Brockville General Hospital	
(5 year commitment from 2009-2013)	(10,000)
Kingston General Hospital	
(5 year commitment from 2009-2013)	(25,000)
Maritime Discovery Centre (MDC)	(3,176,000)
2008 Contribution	350,000
2009 Contribution	245,000
2011 Contribution	875,000
2012 Contribution	1,450,000

**Adjusted Annual Repayment Limit for 2012: \$ 5,765,808**

The Adjusted Annual Repayment Limit for 2012 of \$5,765,808 equates to:

<u>Term</u>	<u>Interest Rate</u>	<u>Amount</u>
10 year Debenture Issue	6.0 %	\$ 42,436,847

This reflects the maximum amount of new debentures that may be issued according to Provincial Regulations. This does not indicate Brockville's ability or capacity to assume this debt and its annual debt charges.

## FINANCIAL CONSIDERATIONS

There are no financial considerations at this time.

## CONCLUSION

The debt charge capacity calculated by the Province and as adjusted by the Treasurer is effective January 1, 2012.



C. Ward, Treasury Officer –  
Reserves & Capital



L. Ferguson, Supervisor of  
Accounting Services



D. Cyr, Director of Finance



B. Casselman, City Manager





Ministry of Municipal Affairs and Housing  
777 Bay Street,  
Toronto, Ontario M5G 2E5

Ministère des affaires municipales et du logement  
777 rue Bay,  
Toronto (Ontario) M5G 2E5

## 2012 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

<b>MMAH CODE:</b>	<b>56101</b>	<b>FIR CLEAN FLAG:</b>	<b>C</b>
<b>MUNID:</b>	<b>7015</b>		
<b>MUNICIPALITY:</b>	<b>Brockville C</b>		
<b>UPPER TIER:</b>	<b>N/A</b>		
<b>REPAYMENT LIMIT:</b>		<b>\$</b>	<b>6,924,716</b>

The repayment limit has been calculated based on data contained in the 2010 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2010 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2012.

### FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is show.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate		
(a)	20 years @ 5% p.a.	\$ 86,297,267
(a)	15 years @ 5% p.a.	\$ 71,876,184
(a)	10 years @ 5% p.a.	\$ 53,470,821
(a)	5 years @ 5% p.a.	\$ 29,980,396
7% Interest Rate		
(a)	20 years @ 7% p.a.	\$ 73,360,540
(a)	15 years @ 7% p.a.	\$ 63,069,718
(a)	10 years @ 7% p.a.	\$ 48,636,307
(a)	5 years @ 7% p.a.	\$ 28,392,703

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Brockville C

MAAH CODE:

56101

## Debt Charges for the Current Year

0210	Principal (SLC 74 3099 01) . . . . .	
0220	Interest (SLC 74 3099 02) . . . . .	
0299		<b>Subtotal</b>

\$
2,293,694
1,201,804
3,495,498

## Ontario Clean Water Agency Provincial Projects

0410	Water projects - For this Municipality only (SLC 74 2810 03) . . . . .	
0420	Water projects - Share of integrated project(s) (SLC 74 2820 03) . . . . .	
0430	Wastewater projects - For this Municipality only (SLC 74 2830 03) . . . . .	
0440	Wastewater projects - Share of integrated project(s) (SLC 74 2840 03) . . . . .	
0499		<b>Subtotal</b>

0
0
0
0
0

0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) . . . . .	
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0
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0810	Debt Charges for Lease Purchase Agreements (Tangible Capital Leases) (SLC 74 3140 03) . . . . .	
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0
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9910	<b>Total Debt Charges</b>	
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3,495,498
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## Amounts Recovered from Unconsolidated Entities

1010	Electricity - Principal (SLC 74 3030 01) . . . . .	
1020	Electricity - Interest (SLC 74 3030 02) . . . . .	
1030	Gas - Principal (SLC 74 3040 01) . . . . .	
1040	Gas - Interest (SLC 74 3040 02) . . . . .	
1050	Telephone - Principal (SLC 74 3050 01) . . . . .	
1060	Telephone - Interest (SLC 74 3050 02) . . . . .	
1099		<b>Subtotal</b>

0
0
0
0
0
0
0

1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) . . . . .	
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0
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1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02) . . . . .	
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0
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1420	<b>Total Debt Charges to be Excluded</b>	
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0
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9920	<b>Net Debt Charges</b>	
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3,495,498
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1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01) . . . . .	
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\$
63,038,841

2010	Excluded Revenue Amounts Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) . . . . .	
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0
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## Grants from Government of Ontario, Canada and Other Municipalities

2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) . . . . .	
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) . . . . .	
2230	Revenue from other municipalities (SLC 10 1099 01) . . . . .	
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01) . . . . .	
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01) . . . . .	
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) . . . . .	
2252	Donated Tangible Capital Assets (SLC 53 0610 01) . . . . .	
2299		<b>Subtotal</b>

8,414,949
12,355,575
551,567
-109,914
145,808
0
0
21,357,985

2410	Fees and Revenue for Joint Local Boards for Homes for the Aged . . . . .	
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0
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2610	<b>Net Revenues</b>	
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41,680,856
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2620	<b>25% of Net Revenues</b>	
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10,420,214
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9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b> (25% of Net Revenues less Net Debt Charges)	
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6,924,716
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\* SLC denotes Schedule, Line Column.



**ServiceOntario**

*e-Laws*

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**Municipal Act, 2001  
Loi de 2001 sur les municipalités**

**ONTARIO REGULATION 403/02**

**DEBT AND FINANCIAL OBLIGATION LIMITS**

**Consolidation Period:** From March 29, 2010 to the e-Laws currency date.

**Note:** July 1, 2010 has been named by proclamation as the day on which section 1 of the *Long-Term Care Homes Act, 2007* comes into force.

Last amendment: O. Reg. 89/10.

***This Regulation is made in English only.***

**Debt and financial obligation limit**

1. (1) The annual debt and financial obligation limit for municipalities shall be determined under this Regulation. O. Reg. 403/02, s. 1 (1).

(2) The Ministry shall annually determine the limit using the formula described in section 3 based on the financial information supplied to the Ministry by each municipality under the Act and under the *Municipal Affairs Act*. O. Reg. 403/02, s. 1 (2).

(3) The Ministry shall inform the treasurer of the municipality in writing of the limit. O. Reg. 403/02, s. 1 (3).

**Determination as to whether OMB approval required**

2. A municipality shall use the most recent limit provided to it by the Ministry to determine whether Ontario Municipal Board approval is required in respect of the following categories of debt or financial obligation:

1. Long-term debt assumed by a municipality for which repayment will be required beyond the term for which the council was elected.
2. Other financial commitments, liabilities and contractual obligations, for which payment may or will be required beyond the term for which the council was elected, including, without being limited to,
  - i. lease agreements,
  - ii. financial commitments to hospitals and universities. O. Reg. 403/02, s. 2.

**Determination of limit**

3. The Ministry shall determine the debt and financial obligation limit of a municipality as

follows:

1. Calculate the revenues for a past fiscal year, excluding, whether or not they are revenues, amounts received in the year,
  - i. as grants from the Government of Ontario or Canada or from another municipality,
  - ii. as proceeds from the sale of real property,
  - iii. as a contribution or transfer from a reserve fund or reserve,
  - iv. under agreement with the Government of Ontario, for the purpose of repaying the principal and interest of long-term debt or meeting financial obligations of the municipality,
  - v. from another municipality or a school board for the repayment of the principal and interest of long-term debt of the municipality borrowed for the exclusive purposes of the other municipality or school board,
  - vi. as revenues from electrical, telephone and gas service, and
  - vii. as revenues for the purpose of repaying the principal and interest of debt under the *Tile Drainage Act* or the *Shoreline Property Assistance Act*,
  - viii. Revoked: O. Reg. 294/09, s. 1 (3).
2. Multiply the amount obtained in paragraph 1 by 25 per cent.
3. Subtract from the amount obtained in paragraph 2 the total payments in the fiscal year related to the long-term debt of the municipality less,
  - i. the payments in that year for long-term debt or financial obligations for which the Government of Ontario has agreed to provide to the municipality the amounts required by the municipality to repay the principal and interest of the debt or to meet the financial obligations,
  - ii. payments in that year from another municipality or a school board for the repayment of the principal and interest of long-term debt of the municipality borrowed for the exclusive purposes of the other municipality or school board,
  - iii. the payments for electrical, telephone and gas service provided by the municipality for which revenues are received by the municipality in that year, and
  - iv. the payments for shoreline assistance and tile drainage in that year,
  - v. Revoked: O. Reg. 294/09, s. 1 (4).
4. Subtract from the amount obtained in paragraph 3,
  - i. payments made in the fiscal year in respect of the financial commitments, obligations and liabilities described in paragraph 2 of section 2, and
  - ii. for any fiscal year in a construction period during which amounts of principal, interest or both are not payable in respect of debenture debt for an undertaking authorized by the municipality for its purposes through a by-law under clause 408 (4) (d) of the Act, an amount equal to the estimated average annual amount

of principal and interest that will be payable by the municipality in respect of the debt during the period when those debt payments are to be actually made.  
O. Reg. 403/02, s. 3; O. Reg. 294/09, s. 1.

#### **Updated limit**

4. (1) Before authorizing any specific work or class of work or any increase in expenditure for a previously authorized specific work or class of work that would require a long-term debt or financial obligation described in section 2, the council of the municipality shall have its treasurer calculate an updated limit using the most recent debt and financial obligation limit determined by the Ministry. O. Reg. 403/02, s. 4 (1).

(2) The treasurer shall update the most recent limit determined by the Ministry as follows:

1. Adjust the limit in respect of the estimated annual amount payable for any long-term debt or financial obligation described in section 2 assumed or discharged by the municipality since the last day of the past fiscal year for which the limit was calculated.
2. Subtract from the amount obtained in paragraph 1, the estimated annual amount payable in respect of any project approved by the Ontario Municipal Board or the council, as the case may be, to be financed by long-term debt or financial obligation described in section 2 but not as yet assumed unless council has, by resolution, indicated that it will not proceed with that project.
3. Subtract from the amount obtained in paragraph 1, for any fiscal year in a construction period during which amounts of principal, interest or both are not payable in respect of debenture debt for an undertaking authorized by the municipality for its purposes through a by-law under clause 408 (4) (d) of the Act, an amount equal to the estimated average annual amount of principal and interest that will be payable by the municipality in respect of the debt during the period when those debt payments are to be actually made.
4. Subtract from the amount obtained in paragraph 1 any amount recognized by the treasurer as annually payable or as payable in the year in respect of a financial obligation described in paragraph 2 of section 2.
5. Add to the amount obtained in paragraph 1 the estimated amount annually payable for any long-term debt or financial obligation described in section 2 in respect of the owner's share of the cost of a work undertaken as a local improvement under Ontario Regulation 586/06 (Local Improvement Charges — Priority Lien Status) made under the Act. O. Reg. 403/02, s. 4 (2); O. Reg. 294/09, s. 2 (1).

(3) The treasurer shall calculate the estimated annual amount payable by the municipality in respect of the work or class of work. O. Reg. 403/02, s. 4 (3).

(4) The treasurer shall not include in the update under subsection (2) or the calculation under subsection (3) any amounts payable by the municipality for the following categories of long-term debt or financial obligation:

1. Debt or financial obligation for which the Government of Ontario has agreed to pay to the municipality the amounts required by the municipality to repay the principal and interest of the debt or to meet the financial obligation.

2. Debt under the *Tile Drainage Act* or the *Shoreline Property Assistance Act*.
3. Debt or financial obligation in respect of electrical, telephone and gas service provided by the municipality for which revenues are received by the municipality.
4. Revoked: O. Reg. 294/09, s. 2 (2).

O. Reg. 403/02, s. 4 (4); O. Reg. 294/09, s. 2 (2).

(5) The treasurer is not required to include in the update under subsection (2) or the calculation under subsection (3) any amounts recognized by the treasurer as expenses in the current year that are, or are payable under, any of the following:

1. Arrangements to provide pensions.
2. Agreements with a municipality or local body under section 20 of the Act.
3. Agreements with a First Nation under section 21 of the Act.
4. Agreements with the Province of Ontario under section 22 of the Act.
5. Agreements under the *Police Services Act* respecting policing of the whole or any part of a municipality by the Ontario Provincial Police.
6. Agreements respecting matters of employment of officers and employees of the municipality or a local board of the municipality.
7. Agreements for sharing the cost of services of officers and employees of municipalities or local boards.
8. Agreements respecting homes under the *Homes for the Aged and Rest Homes Act*.

**Note: On the day section 1 of the *Long-Term Care Homes Act, 2007* comes into force, paragraph 8 is revoked and the following substituted:**

8. Agreements respecting long-term care homes under Part VIII of the *Long-Term Care Homes Act, 2007*.

**See: O. Reg. 89/10, ss. 1, 2.**

9. Agreements respecting bus franchises.
  10. Agreements for insurance and reciprocal contracts of indemnity or inter-insurance, including premium notes given for fire insurance.
  11. Any other agreement with any person for the provision of a service. O. Reg. 403/02, s. 4 (5); O. Reg. 294/09, s. 2 (3).
- (6) Subsection (5) does not apply to,
- (a) agreements to borrow money or sell debt prescribed under section 305 of the Act payable to the municipality;
  - (b) agreements to incur debt without borrowing money for the purpose of obtaining long-term financing of any capital work of the municipality, including lease agreements; or
  - (c) agreements for the purpose of minimizing costs or financial risk associated with the incurring of debt. O. Reg. 403/02, s. 4 (6); O. Reg. 294/09, s. 2 (4).
- (7) The council of any municipality that borrows money or issues debentures for the

exclusive purposes of one or more other municipalities or school boards is not required to have its treasurer update its debt and financial obligation limit in respect of the borrowing or issuance. O. Reg. 403/02, s. 4 (7).

(8) If a council does not require the treasurer to calculate an updated limit under subsection (7), the treasurer shall not include any amount in respect of the borrowing, issuance or authorization in an update under subsection (2) or a calculation under subsection (3). O. Reg. 403/02, s. 4 (8).

(9) If the amount calculated under subsection (3) exceeds the amount updated under subsection (2), the council must obtain the approval of the Ontario Municipal Board before authorizing the work or class of work. O. Reg. 403/02, s. 4 (9).

### **Transitional limit**

5. (1) The Ministry shall calculate a transitional debt and financial obligation limit for a municipality in respect of any fiscal year in which the following conditions are met:

1. The municipality has been erected, incorporated or created by statute or has had a boundary alteration within the past five years.
2. The financial information necessary for the Ministry to determine a debt and financial obligation for the municipality under section 3 is not available. O. Reg. 403/02, s. 5 (1).

(2) Despite sections 1 and 3, the Ministry may determine a transitional debt limit by estimating the revenues for the year and by using relevant financial information obtained from any municipality or from any fiscal year. O. Reg. 403/02, s. 5 (2); O. Reg. 294/09, s. 3.

(3) Despite section 4, the treasurer may update a transitional debt limit using relevant financial information from any fiscal year. O. Reg. 403/02, s. 5 (3).

6. Omitted (revokes other Regulations). O. Reg. 403/02, s. 6.

7. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 403/02, s. 7.

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DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

UPDATED April 3, 2012

AS PER PROVINCIAL REGULATION 403/02

CALCULATION OF ANNUAL REPAYMENT LIMIT

2010

TOTAL REVENUE FUND REVENUES per FIR 63,038,841

ADD:

FEES AND REVENUES FOR SOCIAL HOUSING 0

LESS:

FEES FOR REPAYING THE PROVINCE FOR DOWNTOWN 0

REVITALIZATION LOANS

FEES FOR TILE DRAINAGE & SHORELINE ASSISTANCE 0

GRANTS FROM GOVERNMENT OF ONTARIO, GOVERNMENT OF  
CANADA AND OTHER MUNICIPALITIES

ONTARIO GRANTS (8,414,949)

CANADA GRANTS (12,355,575)

OTHER MUNICIPALITIES (551,567)

GAIN/LOSS ON SALE OF LAND & CAPITAL ASSETS 109,914

DEFERRED REVENUE EARNED (DEVELOPMENT CHARGES) (145,808)

SUB-TOTAL (21,357,985)

FEES AND REVENUES FOR JOINT LOCAL BOARDS FOR  
HOMES FOR THE AGED

NET REVENUE FUND REVENUES 41,680,856

25% OF NET REVENUE FUND REVENUE

10,420,214

ANNUAL REPAYMENT LIMIT

(a) 25% of Net Revenue Fund Expenditures: City Debt Capacity 10,420,214

(b) Less: 2010 Net Debt Charges (3,495,498)

ANNUAL REPAYMENT AMOUNT AVAILABLE FOR 2012 PER MMAH: 6,924,716

TREASURER'S ADJUSTMENTS:

DEBT:

Add:

Debt Charges for Debt Maturing in 2009 0

Debt Charges for Debt Maturing in 2010 93,000

Debt Charges for Debt Maturing in 2011 393,000

Less:

Remaining 2005 & 2006 capital projects to be debentured (1,874)

2010 Proposed Debenture Issue Debt Charges (195,526)

2011 Proposed Debenture Issue Debt Charges (184,151)

2012 Proposed Debenture Issue Debt Charges (45,640)

Estimated debt charges for Brockville Memorial Centre Solar Project (131,150)

Estimated interest (12 months) on construction loan re: Secondary Treatment Upgrade (124,000)

Estimated Debt Charges for the Secondary Treatment Upgrade to the WPCC (25 yrs @ 5%) (566,910)

FINANCIAL COMMITMENTS:

Add:

Less:

St. Lawrence College 2011 (18,750)

Xerox lease agreement (58,038)

Police vehicle lease (4 year lease) (6,870)

Brockville General Hospital (5 year commitment) (10,000)

Brockville General Hospital - Physician Recruitment (21,000)

Kingston General Hospital (5 year commitment) (25,000)

Maritime Discovery Centre (3,176,000)

2008 Contribution 350,000

2009 Contribution 245,000

2011 Contribution 875,000

2012 Contribution 1,450,000

ADJUSTED ANNUAL REPAYMENT AMOUNT AVAILABLE FOR 2012: 5,765,808

ADDITIONAL DEBENTURES IN THE FOLLOWING AMOUNTS COULD BE ISSUED

AT THE INDICATED INTEREST RATE AND AMORTIZATION:

RATE OF INTEREST	YEARS TO AMORTIZE	ADDITIONAL DEBENTURES
6.00%	10	42,436,847

Certificate of the Treasurer

I, Donna Cyr, Treasurer of the City of Brockville in the County of Leeds do hereby certify that annual payments relating to the net capital cost of the works plus the annual debt payments relating to all other capital projects proposed by the municipality are within the annual debt repayment limit established by the Ministry of Municipal Affairs and Housing under Ontario Regulation 403/02 and therefore OMB approval is not required.

Dated and signed in the City of Brockville this \_\_\_\_ day of \_\_\_\_, 20\_\_

Donna Cyr  
Treasurer



**13 April 2012**

**REPORT TO THE FINANCE ADMINISTRATION AND OPERATIONS COMMITTEE –  
17 April 2012**

**2012-078-04**

**DRAFT SOURCE PROTECTION PLAN:  
CATARAQUI SOURCE PROTECTION AREA  
PROJECT UPDATE – COMMENTS**

**RECOMMENDATION:**

**THAT** comments on the document entitled "Cataraqui Source Protection Area, Draft Source Protection Plan: Cataraqui Source Protection Area, Volume 1, February 2012", as identified in Schedule "B" to this report, be provided to the Cataraqui Source Protection Committee for consideration.

**PURPOSE**

The purpose of this report is to provide comment on the on the following document: Cataraqui Source Protection Area, Draft Source Protection Plan: Cataraqui Source Protection Area, Volume 1, February 2012.

**BACKGROUND:**

On 28 September 2011, the document entitled "Cataraqui Source Protection Committee: CRCA Brockville Intake Protection Zone Draft Policies For Pre-Consultation, Rev. June 22, 2011" was reviewed and comment was provided to the Cataraqui Source Protection Committee for consideration.

The comments were reviewed by the Cataraqui Source Protection Committee and a summary sheet provided to the City on 24 February 2012 which reviewed the previously submitted comments against how each comment was addressed in the current document. The summary sheet was provided to the City as part of a package requesting review of the next stage of the Draft Protection Plan.

**Schedule "A"** includes the Cataraqui Source Protection Committee letter, dated 24 February 2012, requesting comment and the summary sheet of comments submitted on 28 September 2011 and addressed in the current document.

**ANALYSIS**

On 24 February 2012, Cataraqui Region Conservation Authority requested comment on the following document: "Cataraqui Source Protection Area, Draft Source Protection Plan: Cataraqui Source Protection Area, Volume 1, February 2012".

The above-noted document has been reviewed by the Planning Department and comments provided in **Schedule "B"** to this report.

## POLICY IMPLICATIONS

The Official Plan for the City of Brockville which came into effect on 09 February 2012 contains various polices under Section 6-Minimizing Our Impact On The Community. Under this section, various subsections address 3.6.1-Water Resources, 3.6.2-Aquifer and Groundwater Protection and 3.6.3-Watercourses wherein policies concerning working with the CRCA in dealing with watersheds and sub-watersheds, supporting and participating in initiatives that implement the Clean Water Act are identified and endorsed. These policies support the work of the Cataraqui Source Protection Committee.

The Strategic Plan of 2009 identifies, under the Sustainability banner, that the City promote responsible stewardship of water, wastewater and storm water systems, and wetlands and promote environmental stewardship amongst residents and businesses. In order to achieve this goal, it is necessary to work with the Cataraqui Source Protection Committee to support the on-going maintenance and improvement of a safe drinking water supply.


## FINANCIAL IMPLICATIONS

Financial elements required to incorporate the final polices will depend on the nature and extent of the policies in the final format. Based on the current document dated February 2012, the majority of recommended policy changes would require amendments to various existing documents and policies and procedures.

Report recommendations which would potentially involve new staff hiring and/or training of staff, including but not limited to, an on-site sewage maintenance program, research and monitoring of groundwater data and risk management would necessitate additional city funds. However, in all cases, comments provided by the City to the Cataraqui Source Protection Committee have recommended deferral of such positions and programs to existing Provincial agencies with existing expertise.

## CONCLUSION

On-going support to develop workable and viable approaches to ensure a safe and healthy drinking water source is strongly supported. As a step towards meeting this goal, the comments provided in **Schedule "B"** to this report on the document entitled "Cataraqui Source Protection Area, Draft Source Protection Plan: Cataraqui Source Protection Area, Volume 1, February 2012", should be provided to the Cataraqui Source Protection Committee for consideration.



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**J. Faurschou**  
Planner I



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**B. Casselman**  
City Manager



MEMO

To: Jonathan Faurschou, Planner I, City of Brockville

Date: February 24, 2012

From: Christine Woods, Source Protection Planner

File: SPP 5-1, 8

**Re: Brockville staff comments on draft source protection policies**

The Cataraqui Source Protection Committee is publishing a draft Source Protection Plan today for public review and comment. The draft Plan is accompanied by an explanatory document that provides readers with information that influenced the policy decisions, including input received during the 2011 pre-consultation process.

The draft Source Protection Plan is significantly different from the material that you saw during pre-consultation. The Committee hopes that the draft Plan and Explanatory Document address your comments. To assist your review of the draft Plan, I have put together the following summary of how your specific pre-consultation comments were addressed.

In response to comments about the impact of the Plan on municipal staff and financial resources, the Committee endeavored to make the link between source protection planning and existing policy tools and programs. Implementation timelines were aligned with established review and reporting cycles (e.g., circulation of notices of decision under the *Planning Act*) in consideration for the potential cumulative impact that the requirements of various policies could have on the financial capacity and available resources (e.g., staffing) of municipalities. At this time there is no provincial commitment to fund implementation of the Source Protection Plan. The Authority and the Committee continue to lobby the Province for a funding announcement, as per the letter attached to Rob's cover e-mail.

Please do not hesitate to contact me with any questions that arise as you review the draft Plan and explanatory document. If you would like, I can also meet with you to work through the content of the draft Plan.

Pre-consultation policy number	Draft Plan policy number	Municipal comment	How the comment was addressed
BR.2-CW	7.3.3-CW	Clarify paragraph 2.	The policy specifies the deadline for negotiating and implementing a risk management plan for the application of pesticides, if this is an existing activity.
BR.3-CW	7.3.4-CW 7.3.5-CW	Clarification required.	The policy was revised.
BR.9-HR	n/a	Clarification requested about level of treatment required.	The policy was deleted.
BR.10-HR	n/a	Clarification required relating to the intended scale of the policy.	The policy was deleted.
BR.12-SA	7.3.8-HR 7.3.9-NB	Is there authority (applicable law) under the <i>Clean Water Act</i> to enable this type of action?	The intent of this policy is addressed in 7.3.8-HR.
BR.13-SA BR.19-SA	4.4.2-NB	Incentive plans are costly and need outside financial support – is there any program of financial support available to the City? Priority should be given to converting private services to municipal services when such municipal servicing is or becomes available.	The separate incentive policies were amalgamated into one area-wide policy.
HV.SR.2-SA	n/a	Said list of best management practices should be developed through the CRCA to ensure uniformity and compliance with applicable law.	Policy 4.2.4-NB encourages municipalities to require connections to municipal sanitary servicing.
HV.SR.3-SA	4.4.1-NB	The City of Brockville does not administer well approvals. Said approvals are done through the local Health Unit. Adding an additional level of approvals is NOT recommended. Assumption of this responsibility by the City would require funding, training administration. Is provincial funding available for this option?	The policy was deleted since the intent is addressed through other policies.
			The intent of this policy was for municipalities to provide existing information (related to Regulation 903 – Wells) to prospective developers, not to add another layer of approval.
			The intent of this policy was incorporated into policy 4.4.1-NB, about the proposed area-wide education and outreach program.

<b>Pre-consultation policy number</b>	<b>Draft Plan policy number</b>	<b>Municipal comment</b>	<b>How the comment was addressed</b>
Areawide.1-SA	4.2.2-NB	Expansion of a hazardous waste days to included small scale commercial disposal is a good concept but not practical. Hazardous waste days are infrequent, require hand delivery by the resident and is at the cost of the taxpayer. Expansion of the program to fit commercial needs is likely impractical and imposes an unfair additional cost to the taxpayer. An alternate approach would be for the commercial customers to pool their needs and resources and contract a suitable hauler/ disposal company.	This policy was not intended to extend beyond household needs.
HV.SR.7-SA	5.2.5-NB	The City of Brockville does not administer a sewage system maintenance inspection program for private septic fields. Said inspections are done through the local Health Unit. Adding an additional level of approvals is NOT recommended. Assumption of this responsibility by the City would require funding, training administration. Is provincial funding available for this option?	There is currently no sewage system maintenance inspection program in Brockville. This policy has limited or no application to the City of Brockville, except in the Brockville Intake Protection Zone (see policy 7.3.13-NB). The City would need to discuss the logistics of implementation with the Health Unit.
n/a	5.4.3-NB	In addition to the responsibilities set out for Provincial Ministries and the Cataraqui Source Protection Authority, it is recommended that a database, including mapping and text, be established and maintained for: <ul style="list-style-type: none"> <li>• existing wells and sanitary systems, including septic systems, privy's, vaults, greywater systems, cesspools, leaching bed systems, etc.;</li> <li>• decommissioned sites, including method and date of decommissioning;</li> <li>• new sites, including location, type, etc.</li> <li>• abandoned sites.</li> </ul> On-going maintenance being undertaken by an appropriate administration body(ies).	This suggestion may be addressed in part by policy 5.4.3-NB, about organizing groundwater data.

13 April 2012

**CATARAQUI REGION CONSERVATION AUTHORITY**

1614 Perth Road  
P.O. Box 160  
Glenburnie, Ontario  
K0H 1S0

**Attention:** Mr. Rob McRae, MCIP, RPP  
Project Manager, Source Water Protection

**Subject:** Drinking Water Source Protection - Comments  
City of Brockville

Please accept this letter in reply to our request for comment on the following document: CRCA Drinking Water Source Protection, Draft Source Protection Plan: Cataraqui Source Protection, Area, Volume 1, February 2012.

**1. Outstanding questions from:**

**CRCA BROCKVILLE INTAKE PROTECTION ZONE  
DRAFT POLICIES FOR PRE-CONSULTATION, REV. JUNE 22, 2011:**

• **Threat Type and Occurrence in the Brockville IPZ :**

Please confirm basis for the following numbers:

- Item 2 – septic system, holding tank and other treatment @ 166.
- Item 15 – handling and storage of fuel @ 11.

**2. Comments on Current Document and Memo dated 24 February 2012 (Woods – Faurschou):**

**CRCA DRINKING WATER SOURCE PROTECTION  
DRAFT SOURCE PROTECTION PLAN: CATARAQUI SOURCE PROTECTION AREA  
VOLUME 1.  
FEBRUARY 2012**

**Memo dated 24 February 2012 (Woods – Faurschou)**

**General Corrections:**

- Correct inappropriate references to Brockville, including but not limited to the following:
  - Page 133, top line, delete from text.
  - Page 164, 2<sup>nd</sup> paragraph, "Strategic Actions", delete from text.

Risk Management Plans  
BR.2-CW / 7.3.3-CW:

- Clarify who the Risk Management Official is to be. Is this the responsibility of the MoE or the CRCA. Given the limited available land areas within the City to which this policy would apply and the training involved in such a position, the City of Brockville is not supportive of such responsibility being assumed by the City.

Restricted Land Uses  
BR.3-CW / 7.3.4-CW and 7.3.5-CW:

- As noted under BR.2-CW / 7.3.3-CW, clarification/identification of the Risk Management Official is required.
- The statement that *"The City of Brockville ... shall not process an application for any development made under the Planning Act or the Ontario Building Code in the specified areas of the Sydenham (Brockville) Intake Protection Zone unless the Risk Management Official issues a notice to the applicant stating that the proposed activity for which the land is to be used ..."* is not consistent with current planning practices. The preferred route for this review would be to have the Risk Management Official (RMO) identified clearly and either the applicant would be referred to the RMO during a pre-development consultation stage with staff and/or the RMO would be placed on the circulation list for review and comment for all development applications under the Planning Act.

Land Use Planning and Development  
BR.12-SA / 7.3.8-HR and 7.3.9-NB:

- This policy would fall within the typical application for Official Plan Amendment and Zoning By-law Amendment. In addition, as the entire City is identified as a Site Plan Control Area, proposed uses may be incorporated into development applications such as Site Plan Control.
- Is there authority (applicable Law) under the CWA to enable this type of action after a development has passed through an approval or development process?

On-Site Sewage Systems  
7.3.13-NB and 7.3.13-NB and 5.2.5-NB:

- The establishment of an on-site sewage system maintenance inspection program, education and awareness program and inspection program is not appropriate for the City of Brockville to undertake at this time. Rather, the current status quo in which Part 8 of the Ontario Building Code is currently administered by the local health unit, with fully trained staff. In addition, the local health unit also administers and maintains on-site sewage programs, education and undertakes inspections on behalf of the City of Brockville.

## Financial Incentives

### 4.4.2-NB

- The City of Brockville would endorse the extension and expansion of the Ontario Drinking Water Stewardship Program within the limits of the CRCA to include the Brockville Intake Protection Zone identified as IPZ 1 and IPZ 2.
- Financial incentives funded by the City of Brockville are not viable at this time.

Note: Where municipal services have become available, the City actively encourages decommissioning of existing wells and septic systems to health unit standards. In addition, consistent with Policy 4.2.4, both the current Zoning By-law and the Official Plan requires connection to municipal services where available and discourages development in areas where municipal services are not available.

## Municipal Implementation

### Land Use Planning and Development

#### 5.2.1-HR

- The recommendation for a "Disclosure Report" for non-residential development within the IPZ-1 and IPZ-2 areas can be included under those studies noted under Section "6.4.13-Supporting Studies, Information And Materials For Development Applications", in the Official Plan which came into effect on 09 February 2012.
- A sample of a generic disclosure report should be made available to ensure consistency throughout the CRCA administrative area.

## Research and Monitoring

### Organization of Groundwater Data

#### 5.4.3-NB

- In addition to the responsibilities set out for Provincial Ministries and the Cataraqui Source Protection Authority, it is recommended that a database, including mapping and text, be established and maintained for:
  - existing wells and sanitary systems, including septic systems, privy's, vaults, greywater systems, cesspools, leaching bed systems, etc.;
  - decommissioned sites, including method and date of decommissioning;
  - new sites, including location, type, etc.
  - abandoned sites.

On-going maintenance being undertaken by an appropriate administration body(ies).



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Please contact the Planning Department should you have any questions.

Yours truly,

**PLANNING DEPARTMENT**

**J. Faurschou, MCIP, RPP  
Planner I**