



Finance, Administration and Operations Committee

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

Committee Members

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

Areas of Responsibility:

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

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

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AGENDA

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence & Communications

- 4 - 31 1. Cataraqui Region Conservation Authority
(Appointment of Board Members)

THAT the correspondence from the Cataraqui Region Conservation Authority regarding board appointments be received.

Reports from Boards and Committees

1. Brockville Municipal Accessibility Advisory Committee
(R. Billings, Chair)

Finance, Administration and Operations Committee
November 20, 2018

Staff Reports

- 32 - 52 1. 2018-117-11
Water & Wastewater Systems
Quarterly Report (Jul. - Sep. 2018)
- THAT Report 2018-117-11 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018) be received for information purposes.*
- 53 - 60 2. 2018-118-11
Winter Maintenance
Policy Amendments
- THAT the following sections of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis section of this report:*
- *Schedules B1 & B2 – Sidewalk Snow Clearing System*
- 61 - 96 3. 2018-121-11
2018 Departmental Work Plans
Third Quarter Report
- THAT Council approves the 2018 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2018-121-11.*
- 97 - 106 4. 2018-120-11
Amendment to Procedural By-law 113-1980
Standing Committees
- THAT Council authorize an amendment to City of Brockville Procedural Bylaw 113-1980 regarding the establishment of Standing Committees to come into effect December 1, 2018; and*
- THAT the necessary bylaw be enacted.*
- 107 - 109 5. 2018-119-11
Request for Reduction in Fees for a Catch the Ace Raffle Lottery – Legion

Finance, Administration and Operations Committee
November 20, 2018

THAT Council establish a lottery license fee of \$300 for the Royal Canadian Legion Branch No. 96 for "Catch the Ace" raffle lottery schemes; and

THAT Council authorize the Royal Canadian Legion Branch No. 96 to make payment of the lottery license fee within 30 days of the start of said raffle.

- 110 - 111 6. 2018-122-11
Marina Lease Extension
Fuller Marine Services

THAT Council authorize the execution of a one-year marina lease extension with 3700518 Canada Inc. (Fuller Marine Services).

New Business - Reports from Members of Council

- 112 - 117 1. All-way Stop Water Street at Apple Street
(Councillor LeSueur)

THAT a 4-way stop be added to the corners of Apple St. and Water St.

FAO - Consent Agenda

Media Question Period

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for November 27, 2018.



CATARAQUI REGION CONSERVATION AUTHORITY
1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0
Phone: (613) 546-4228 Toll Free (613 area code): 1-877-956-CRCA
Fax: (613) 547-6474 E-mail: info@crca.ca
Websites: www.crca.ca & www.cleanwatercataraqui.ca

November 9, 2018

File: AA-018-18

Via e-mail

Ms. Sandra M. MacDonald, Clerk
City of Brockville
P.O. Box 5000, 1 King Street West
Brockville, ON K6V 7A5

Dear Ms. MacDonald

**Re: APPPOINTMENT OF CATARAQUI REGION CONSERVATION AUTHORITY
BOARD MEMBERS**

Pursuant to Section 14 of the Conservation Authorities Act (CA Act), municipal Council is required to appoint two (2) members to the CRCA Full Authority Board as representatives beginning in 2019 for a term of up to four years. The person appointed may be a member of Council or a citizen, but must be a resident of a municipality in the CRCA's jurisdiction.

In 2018 approved amendments to the CA Act now require the development of an Administration By-law to guide the governance and operation of the CRCA Full Authority Board by December 12, 2018. CRCA By-law No. 1 (Administration By-law) was developed, reviewed by legal counsel and subsequently adopted by CRCA Full Authority Board in August 2018. It is enclosed for Council's information and reference when considering appointments (Attachment #1). Two schedules to the By-law required by the CA Act, include a Code of Conduct (Schedule 'A') and a Conflict of Interest Policy (Schedule 'B'). These are new additions to CRCA's governance framework.

Our records indicate that the period of appointment for the municipality's current representatives is about to end. The current members will continue to serve on the CRCA Full Authority Board until the first general meeting in 2019, at which time the new members or re-appointed members will assume the position as specified in the CA Act. The first CRCA Full Authority Board meeting of 2019 will be held on January 23. Please advise CRCA of your appointments by mid-January to enable new and returning members to attend an orientation session in advance of this first meeting.

**CATARAQUI REGION CONSERVATION AUTHORITY
LETTER AA-018-18 –APPOINTMENT OF CRCA BOARD MEMBERS
NOVEMBER 9, 2018**

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Thank you in advance for Council's timely attention to this request. If there are any concerns regarding your municipal appointments please feel free to contact us.

Yours truly

(original signed by)

Geoff Rae, MBA, P.Eng
General Manager

GR/dc

Attachment #1 - CRCA By-law No. 1 (Administration By-law)

cc: Messrs. Sandy Hay and Garry Hewett, current municipal representatives to CRCA



By-Law No. 1

Administration By-law

AS ADOPTED

August 29, 2018

Cataraqui Region Conservation Authority Administration By-Law

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List of Schedules

- A. Member Code of Conduct
- B. Member Conflict of Interest Policy
- C. Responsibilities of the Chair and Vice-Chair
- D. Responsibilities of the General Manager
- E. Procedure for Election of Officers
- F. Signing Authorities
- G. Terms of Reference for Advisory Boards and Committees
 - G-1 Budget Review Committee
 - G-2 Personnel Committee
 - G-3 Lemoine Point Advisory Committee
- H. Records Retention Policy

Document Revisions

Revision	Date	Description of changes
0	29/08/18	Original By-law adopted by the CRCA Board

Purpose

This by-law relates to the administration of the Cataraqui Region Conservation Authority (CRCA).

A. Definitions

“Authority” means the Cataraqui Region Conservation Authority.

“Board” means the Board of the Cataraqui Region Conservation Authority.

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27.

“Chair” means the Chairperson of the Board.

“Employee” means a person employed by the Authority.

“Fiscal Year” means the period from January 1 through December 31.

“General Manager” means the senior Employee of the Authority. The General Manager is assigned the duties and responsibilities of the Secretary-Treasurer of the Authority.

“Integrity Commissioner” means an independent advisor, appointed by the Board, to which alleged breaches of by-laws and policies by Members may be referred for appropriate consideration and investigation.

“Levy” means the amount of costs apportioned to Participating Municipalities in accordance with the Act and Regulations under the Act.

“Majority” means half of the votes of the Members present and entitled to vote at a meeting, plus one.

“Members” means the appointed representatives of the Participating Municipalities.

“Non-matching Levy” means that portion of an Authority’s levy that meets the definition of non-matching levy as found in Ontario Regulation 139/96.

“Officer” means an officer of the Cataraqui Region Conservation Authority and shall include the Chair, Vice-Chair and General Manager.

“Participating Municipality” means the municipalities that are participating in the CRCA, which are:

- Township of Athens;
- City of Brockville;
- Township of Elizabethtown-Kitley;
- Township of Front of Yonge;
- Town of Gananoque;
- Town of Greater Napanee;

- City of Kingston;
- Township of Leeds and the Thousand Islands;
- Loyalist Township;
- Township of Rideau Lakes; and
- Township of South Frontenac.

“Vice-Chair” means the Vice-Chairperson of the Board.

“Weighted Majority” means the votes of 51 per cent of those represented after the votes are weighted by the percentage that applies under Ontario Regulation 139/96 for Municipal Levies.

B. Governance

1. Members

a) Appointments

Participating Municipalities within the jurisdiction of the Cataraqui Region Conservation Authority may appoint Members in accordance with Section 14 of the Act. The members of the Board are the appointed representatives of the Participating Municipalities.

b) Term of Member Appointments

A Member shall be appointed for a term of up to four years at the discretion of the appointing municipal council; such term beginning at the first meeting of the Authority following his or her appointment and ending immediately before the first meeting of the Authority following the appointment of his or her replacement.

The General Manager shall notify the appropriate municipality in advance of the expiration date of any Member's term, unless notified by the municipality of the Member's reappointment or the appointment of his or her replacement.

A Member is eligible for reappointment.

A Member can be replaced by a Participating Municipality at the municipality's discretion prior to the end of their term.

c) Powers of the Board

The Board may, by resolution:

- i. Approve the creation of committees and/or advisory boards, the members thereof and the terms of reference for these committees and/or advisory boards;
- ii. Appoint a General Manager;
- iii. Terminate the services of the General Manager;
- iv. Approve establishing and implementing regulations, policies and programs;

- v. Award contracts or agreements where the approval of the Authority is required under the Authority's Procurement Policy;
- vi. Approve the annual operating and capital budget of the Authority, and the levies to be paid by the Participating Municipalities;
- vii. Receive and approve the Financial Statements and Report of the Auditor for the preceding year;
- viii. Authorize the borrowing of funds on the promissory note of the Authority in accordance with subsection 3(5) of the Act;
- ix. Approve any proposed expropriation of land or disposition of land, subject to the requirements under the Act; and
- x. Hold hearings required for the purpose of reviewing permit applications.

d) Member Accountability

Members have the fiduciary duties and responsibilities of directors of a corporation.

All Members have the responsibility to be guided by and adhere to the Member Code of Conduct (Schedule 'A') and Member Conflict of Interest Policy (Schedule 'B'), as adopted by the Authority.

Members are responsible for:

- a) Attending all meetings of the Authority;
- b) Understanding the purpose, function and responsibilities of the Authority;
- c) Being familiar with the Authority's statutory and other legal obligations;
- d) Setting strategic direction for the Authority.

e) Applicable Legislation

In addition to the Act, the Members are subject to other legislation including, but not limited to:

- *Municipal Conflict of Interest Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

If any part of this by-law conflicts with any provision of the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a regulation made under one of those acts, the provision of that act or regulation prevails.

f) Relationship Between Members and Employees

The Board relies on the General Manager to manage the operations of the organization, including all Employees of the Authority. The General Manager is accountable to the Board, working cooperatively to achieve the goals established by the Board. The Board may authorize the General Manager to delegate authorities to other Employees, as identified in Schedule 'D' (General Manager).

The Board will ensure that a process exists for regular performance evaluations of the General Manager.

2. Officers

The responsibilities of the Officers of the Board are outlined in Schedules 'C' (Chair and Vice-Chair), and 'D' (General Manager).

3. Maximum Term for Chair

The Chair of the Board shall not hold office for more than five consecutive years.

4. Absence of Chair and Vice-Chair

In the event of the absence of the Chair and Vice-Chair from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

5. Election of Chair and Vice-Chair

The election of the Chair and Vice-Chair shall be held at the Annual General Meeting in accordance with the Board's Election Procedures (Schedule 'E').

6. Appointment of Auditor

The Board shall appoint an auditor for the coming year at the Annual General Meeting.

7. Appointment of Financial Institution

The Board shall by resolution from time to time appoint a financial institution to act as the Authority's banker.

8. Financial Statements and Report of the Auditor

The Board shall receive and approve the Audited Financial Statements and Report of the Auditor for the previous year by March 31st of each year.

9. Borrowing Resolution

The Authority shall establish a borrowing resolution and such resolution shall be in force until it is superseded by another borrowing resolution.

10. Signing Officers

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority shall be signed by the signing officers of the Authority, as indicated in Schedule 'F' (Signing Authorities).

Any signing authority that was authorized by any previous Administration Regulation or By-law is superseded by this by-law.

11. Advisory Boards and Other Committees

The Board shall establish such advisory boards as required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The Board shall approve the terms of reference for all such advisory boards and committees. Terms of reference for the current advisory boards and committees are outlined in Schedules 'G-1' through 'G-3' to this by-law.

Resolutions and policies governing the conduct of the Board's business shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the Board, presenting any recommendations made by the advisory board or committee.

12. Remuneration of Members

There shall be an honorarium for the Chair as compensation for their additional responsibilities. A single per-diem shall be paid for attendance at more than one meeting if they occur consecutively on the same day.

Members may be reimbursed for reasonable expenses incurred to attend Authority meetings and functions on behalf of the Authority at the current CRCA approved rate.

13. Records Retention

The Authority shall keep full and accurate records regarding its meetings, finances, Employees and operations in accordance with applicable legislation and its Records Retention Policy (Schedule 'H'), and shall make records available to the public, subject to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

14. By-law Review

The Board may from time to time amend this By-law to remain current with the law and best practices.

15. Enforcement of By-laws and Policies

The Members shall respect and adhere to all applicable by-laws and policies.

Should a Member breach a by-law or policy, they shall advise the Chair in writing, with a copy to the General Manager, as soon as possible after the breach.

Should a Member allege that another Member has breached a by-law or policy, the said breach shall be communicated to the Chair in writing, with a copy to the General Manager. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair in writing, with a copy to the General Manager.

Should a member of the public or a municipality allege that a Member has breached a by-law or policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of a by-law or policy shall be referred by the General Manager to CRCA's Integrity Commissioner. CRCA and its Integrity Commissioner shall undertake related investigations in a manner that is consistent with Section 223 of the *Municipal Act*. The Integrity Commissioner shall report their findings to the Board, in writing, including the results of their investigation (if warranted) and recommended sanctions (if any).

16. Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its Members, Officers and Employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such Member, Officer or Employee in respect of any civil, criminal or administrative action or proceeding to which any such Member, Officer or Employee is made a party by reason of being a Member, Officer or Employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if:

- such Member, Officer or Employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such Member's, Officer's or Employee's duties and responsibilities; and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such Member, Officer or Employee had reasonable grounds for believing that the conduct was lawful.

The decision of the Authority to indemnify shall be made in the sole discretion of the Authority and shall not be reviewable or subject to appeal.

C. Meeting Procedures

The meeting procedures below governing the procedure of the Board shall be observed in advisory board and committee meetings, as far as they are applicable.

1. Rules of Procedure

In all matters of procedure not specifically dealt with under the Act and this By-law, the current edition of Robert's Rules of Order shall be binding.

The Board may choose to conduct its business as a committee of the whole.

2. Notice of Meeting

The Board shall approve a schedule for regular meetings in advance. The General Manager shall send Notice of regular meetings to all Members at least seven calendar days in advance of a meeting. Notice of all regular or special meetings of the Board shall be made available to the public as soon as possible after its delivery to the Board.

Notice of any meeting shall indicate the date, time and place of that meeting and the agenda for the meeting.

All material and correspondence to be dealt with by the Board at a meeting will be submitted to the General Manager at least ten calendar days in advance of the meeting where it is to be dealt with, if it is to be included in the published agenda, or at least two days if it is to be introduced at the meeting.

The Chair may, at their pleasure, call a special meeting of the Board as necessary with at least five calendar days notice in writing or electronic mail. That notice shall state the business of the special meeting and only that business shall be considered at that special meeting. Any member, with 50% support of the other members, may also request the Chair to call a meeting of the Board and the Chair will not refuse.

The Chair or the General Manager, may, by notice in writing or electronic mail delivered to the members so as to be received by them at least 24 hours before the hour appointed for the meeting, postpone or cancel any meeting of an Advisory Board or other committee until the next scheduled date for the specific Advisory Board or committee affected.

The Chair or General Manager may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.

3. Meetings Open to Public

All meetings shall be open to the public, except as specified below.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in this by-law.

4. Agenda for Meetings

The General Manager, in consultation with the Chair, shall prepare an agenda for all regular meetings of the Board that shall include, but not necessarily be limited to, the following headings:

1. Roll Call
2. Adoption of Agenda
3. Declaration of Conflict of Interest
4. Delegation / Presentation
5. Approval of Previous Minutes
6. Business Arising
7. Items For Consideration
8. Minutes
9. Committee Reports
10. Announcements or Inquiries / Information
11. Motions / Notice of Motion
12. In Camera Session
13. Adjournment

The agenda for special meetings of the Board shall be prepared as directed by the Chair.

Agendas for meetings shall be forwarded to all Members at least seven calendar days in advance of the meeting. Such agendas shall be made available to the public on the Authority's website at the same time, unless the meeting is closed to the public in accordance with this by-law. Such agendas shall also be available in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

5. Quorum

At any meeting of the Board, a quorum consists of one-half of the Members. At any advisory board or committee meeting, a quorum consists of one-half of the Members of the advisory board or committee.

If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the recording secretary shall record the names of the Members present and absent.

If during a meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

Where the number of Members who are disabled from participating in a meeting due to the declaration of a conflict of interest is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two.

6. Members' Attendance

The General Manager shall provide a listing of Members' attendance at scheduled meetings of the Authority to the Participating Municipalities at least annually.

A Member who has been absent for three (3) consecutive Board meetings and who has not provided notice of their absence to the Chair or General Manager shall be deemed to have resigned.

Upon a vacancy due to the death, incapacity or resignation of a Member, the municipality that was represented by that Member may appoint a replacement.

If a Member is unable to attend any meeting and wishes to bring any additional information or opinion pertaining to an agenda item to the Board, the Member shall address in writing or electronic mail to the Chair or General Manager such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the Chair.

7. Delegations

Any person or organization who wishes to address the Board may make a request in writing or electronic mail to the General Manager. The request should include a brief statement of the issue or matter involved and indicate the name of the proposed speaker(s). If such request is received 14 days in advance of a scheduled meeting, the General Manager may list the delegation on the published agenda.

Any person or organization requesting an opportunity to address the Board, but not having made a written request to do so in the timelines specified above, may appear before the meeting if approved by a majority of Members present, or may be listed on the published agenda for the following meeting.

Except by leave of the Chair, delegations shall be limited to one (1) speaker for not more than 10 minutes.

Speakers will be requested not to repeat what has been said by previous speakers at the meeting. A returning delegation will only be allowed to speak again if new, relevant information has become available since their previous presentation. The Chair may choose to end a returning delegation's presentation if, in the opinion of the Chair, the new information being presented is not relevant to a decision facing the Board.

8. Annual General Meeting

One meeting of the Board prior to March 31st each year shall be designated as the Annual General Meeting. In addition to the Board's routine business, the following items shall be included on the agenda:

- i. Election of Officers; and
- ii. Appointment of Members to advisory boards and committees.

9. Meetings with Closed "In Camera" Sessions

Every meeting of the Board, advisory boards and committees shall be open to the public, subject to the exceptions set out below.

Meetings may be closed to the public if the subject matter being considered relates to:

- a) The security of the property of the Authority;
- b) Personal matters about an identifiable individual, including Employees of the Authority;
- c) A proposed or pending acquisition or disposition of land by the Authority;
- d) Labour relations or Employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;
- f) Advice that is subject to solicitor-client privilege;
- g) A matter in respect of which the Board, advisory board or committee may hold a closed meeting under another act;
- h) information explicitly supplied in confidence to the Authority by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

The Board shall close a meeting if the subject matter relates to the consideration of a request under MFIPPA. The General Manager is the head of an institution for the purposes of MFIPPA.

Before holding a meeting or part of a meeting that is to be closed to the public, the Members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting. Once matters have been dealt with in a closed meeting, the Board shall reconvene in an open session.

The Board shall not vote during a meeting that is closed to the public, unless:

- a) the meeting meets the criteria outlined in this by-law to be closed to the public; and
- b) the vote is for a procedural matter or for giving directions or instructions to Officers, Employees or agents of Authority.

Any materials presented to the Board during a closed meeting shall be returned to the General Manager prior to departing from the meeting and shall be treated in accordance with the Authority's procedures for handling confidential material.

A meeting may also be closed to the public if:

- a) the meeting is held for the purpose of educating or training the Members, and

- b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Authority, Board, advisory board or committee.

10. Voting

Each Member including the Chair is entitled to one vote.

A majority vote of the Members present at any meeting is required upon all matters coming before the meeting.

If any Member who is qualified to vote abstains from voting, they shall be deemed to have voted neither in favour nor opposed to the question, which will not alter the number of votes required for a majority.

On a tie vote, the motion is lost.

Interrelated motions shall be voted on in the order specified in Robert's Rules of Order.

Unless a Member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call. No question shall be voted upon more than once at any meeting, unless a recorded vote is requested.

If a member present at a meeting at the time of the vote requests immediately before or after the taking of the vote that the vote be recorded, each member present taken, by alphabetical surname with the Chair voting last, except a member who is disqualified from voting by any Act, shall announce his or her vote openly answering "yes" or "no" to the question, and the recording secretary shall record each vote.

At the meeting of the Board at which the Non-Matching Levy is to be approved, the recording secretary shall conduct the vote to approve of Non-Matching Levy by a Weighted Majority of the Members present and eligible to vote, in accordance with Ontario Regulation 139/96.

Where a question under consideration contains more than one item, upon the request of any Member, a vote upon each item shall be taken separately.

Except as provided in Schedule 'E' to this By-law (Election Procedures), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

11. Notice of Motion

Written notice of motion may be given to the General Manager by any Member of the Board not less than ten calendar days prior to the date and time of the meeting and shall be forthwith placed on the agenda of the next meeting. The General Manager shall include such notice of motion in full in the agenda for the meeting concerned.

Recommendations included in reports of advisory boards or committees or staff reports that have been included in an agenda for a meeting of the Board shall constitute notice of motion for that meeting.

Notwithstanding the foregoing, any motion or other business may be introduced for consideration provided that it is made clear that to delay such motion or other business for the consideration of an appropriate advisory board or committee would not be in the best interest of the Authority. The introduction of the motion or other business shall be upon an affirmative vote of a majority of the Members present.

12. Motion to Reconsider

If a motion is made to reconsider a previous motion, a two-thirds majority vote shall be required in order for reconsideration to take place. If a motion to reconsider is passed, the original motion shall then be placed on the agenda at a future meeting to be debated and voted upon, and the result of that vote, based on a simple majority, shall supersede the original vote.

13. Duties of the Meeting Chair

It shall be the duty of the meeting Chair, to:

- a) Preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) Ensure that the public in attendance does not in any way interfere or disrupt the proceedings of the Members;
- c) Receive and submit to a vote all motions presented by the Members, which do not contravene the rules of order or regulations of the Authority;
- d) Announce the results of the vote on any motions so presented; and
- e) Adjourn the meeting when business is concluded.

14. Polls

Polls of members may be undertaken for items of business considered to be urgent or an emergency and where it is considered impractical to convene a special meeting. Such polls may be conducted via conferencing methods (e.g. teleconference) or individual notices (e.g. electronic survey methods).

15. Minutes of Meetings

The General Manager shall undertake to have a recording secretary in attendance at meetings of the Board and each advisory board or committee. The recording secretary shall make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.

If a recording secretary is not present in a closed session, the General Manager shall take notes of any direction provided, for endorsement by the Chair.

Minutes of all meetings shall include the date, time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder and voting results.

The General Manager shall distribute draft minutes of the previous meeting to each member of the Board at the same time as agendas for the next meeting are distributed.

After the minutes have been approved by resolution, original copies shall be signed by the General Manager and copies of all non-confidential minutes shall be posted on the Authority's website. Such minutes shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

D. Approval of By-law

The following resolution was passed at the Board meeting of August 29, 2018:

Resolution 079-18

Moved by: Bert Herfst

Seconded by: Max Kaiser

THAT Report IR-086-18, Administration By-law, BE RECEIVED;

THAT the Part '2' Administration Procedure of the Cataraqui Region Conservation Authority, BE REPEALED; and,

THAT Cataraqui Region Conservation Authority By-law NO. 1 (Administration By-law) and Schedules 'A', 'B', 'G-1' and 'G-2', BE ADOPTED, AS AMENDED.

CARRIED

**Schedule 'A' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)



CATARAQUI REGION
CONSERVATION AUTHORITY

Member Code of Conduct

1. General

The Members of the Board of the Cataraqui Region Conservation Authority are committed to a culture of ethical conduct, respect and integrity.

All Members are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of their office for any purpose other than for the exercise of his/her official duties.

It is expected that Members shall adhere to this code of conduct, and at a minimum:

- i. uphold the mandate, vision and mission of the Authority;
- ii. consider the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. respect confidentiality;
- iv. approach all Authority issues with an open mind, with consideration for the organization as a whole;
- v. respect the democratic process and respect decisions of the Board;
- vi. declare any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- vii. conduct oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member, Employee or member of the public.

2. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

**Schedule 'A' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)

3. Confidentiality

The members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act* (MFIPPA).

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a member vacates their position on the Board they will continue to be bound by MFIPPA requirements and shall continue to treat as confidential all confidential information received during the course of their duties.

4. Use of Authority Property

No Member shall use for personal purposes any Authority property, equipment, supplies, or services other than for purposes connected with the discharge of their duties as a Member of the Board.

5. Work of a Political Nature

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

6. Conduct at Meetings

Members shall conduct themselves with decorum during Authority meetings and when representing the Authority at external meetings and events. Respect for delegations, for fellow Members and for staff requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

7. Influence on Staff

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective. No individual Member shall direct a member of staff.

8. Business Relations

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

**Schedule 'A' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)

9. Encouragement of Respect for the Authority and its Regulations

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

10. Harassment

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Workplace Violence and Harassment Policy.

**Schedule 'B' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)



CATARAQUI REGION
CONSERVATION AUTHORITY

Member Conflict of Interest Policy

1. Definition and Interpretation

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect, or appear to affect, the objectivity, judgement or ability of a Member to act in the best interests of the Authority. A conflict of interest may be real, potential or perceived.

The Members of the Board of the Cataraqui Region Conservation Authority commit to conducting themselves in an ethical, businesslike, and lawful manner, consistent with the Member Code of Conduct. Accordingly, Members shall avoid or disclose both pecuniary and personal conflicts of interest.

For purposes of this policy, a pecuniary interest, direct or indirect, of a Family Member of the Member shall be deemed to also be the pecuniary interest of the Member. A Member shall declare a conflict of interest where they or their Family Member has a pecuniary interest in a matter and shall take all of the actions prescribed in the *Municipal Conflict of Interest Act* as if the Act applied to that interest. For purposes of this policy, a Family Member includes the Member's:

- (a) Spouse;
- (b) Child, including a child born within or outside of marriage and includes an adopted child and a person to whom the Member has demonstrated a settled intention to treat as a child of his or her family;
- (c) Parent;
- (d) Sibling, whether by birth, marriage or adoption;
- (e) Grandchild, grandparent, aunt, uncle, niece or nephew;
- (f) Parent-in-law; and
- (g) Any person who lives with the Member on a permanent basis.

Schedule 'B' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law

(CRCA BOARD ADOPTED August 29, 2018)

In addition to pecuniary interests, Members must perform their duties impartially, such that an objective, reasonable observer would conclude that the Member is exercising their duties objectively and without undue influence. Each Member shall govern their actions using the following as a guide:

- a) in making decisions, always place the interests of the Authority first and, in particular, place those interests before your personal interests and the interests of other Members, staff, friends, business colleagues or Family Members;
- b) interpret the phrase "conflict of interest" broadly and with the objective of making decisions impartially and objectively;
- c) if there is doubt about whether or not a conflict exists, seek legal advice;
- d) do not make decisions that create an obligation to any other person who will benefit from the decision;
- e) do not make decisions or attempt to influence any other person for the purpose of benefitting yourself, other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals;
- f) do not put yourself in the position where a decision would give preferential treatment to other Members, Staff, friends, business colleagues or Family Members, or any organization that might indirectly benefit such individuals; and
- g) do not promise or hold out the prospect of future advantage through your influence in return for a direct or indirect personal interest.

2. Municipal Conflict of Interest Act

The Members of the Board are bound by the *Municipal Conflict of Interest Act*. They should review the provisions of the *Act* on a regular basis.

3. Disclosure of Pecuniary Interest

Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any material contract or material transaction of the Authority, and is present at a meeting of the Authority, advisory board or committee at which the matter is the subject of consideration, the Member:

- a) shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- c) shall not attempt in any way to influence the voting on any such question.

**Schedule 'B' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)

3. Chair's Conflict of Interest

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by resolution.

4. Closed Meetings

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

5. Member Absent

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, advisory board or committee, as the case may be, attended by them after the particular meeting.

6. Disclosure Recorded in Minutes

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of the meeting.

Schedule 'G-1' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law

(CRCA BOARD ADOPTED August 29, 2018)



CATARAQUI REGION
CONSERVATION AUTHORITY

Terms of Reference: Budget Review Committee

1. Purpose

The Cataraqui Region Conservation Authority (CRCA) shall maintain a standing Budget Review Committee to make recommendations to the Board regarding its annual operating and capital budget, including specific recommendations regarding: (1) circulation of a draft budget to the Participating Municipalities for their review and comment, and (2) adoption of a final draft budget.

2. Membership

The Budget Review Committee shall be appointed at the Annual General Meeting.

The Budget Review Committee shall consist of six (6) members including the CRCA Chair or CRCA Vice-Chair.

3. Meeting Procedures

The Budget Review Committee shall conduct its meetings as indicated in Part 'C' of the CRCA Administration By-law.

4. Frequency of Meetings

Meetings shall be held at the call of the Chair. The Committee shall normally meet in June to consider general budget parameters, and thereafter as required.

**Schedule 'G-2' to By-law No. 1
Cataraqui Region Conservation Authority
Administration By-law**

(CRCA BOARD ADOPTED August 29, 2018)



CATARAQUI REGION
CONSERVATION AUTHORITY

Terms of Reference: Personnel Committee

1. Purpose

The Cataraqui Region Conservation Authority (CRCA) shall maintain a standing Personnel Committee to make recommendations to the Board regarding personnel management.

2. Membership

The Personnel Committee shall be appointed at the Annual General Meeting.

The Personnel Committee shall consist of six (6) members including the CRCA Chair and CRCA Vice-Chair.

3. Meeting Procedures

The Personnel Committee shall conduct meetings as indicated in Part 'C' of the CRCA Administration By-law.

4. Frequency of Meetings

The Personnel Committee shall normally meet each quarter to review the performance of the General Manager, and at other times at the call of the Chair.

November 5, 2018

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
NOVEMBER 20, 2018**

**2018-117-11
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(JUL. – SEP. 2018)**

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

RECOMMENDED

THAT Report 2018-117-11 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018) be received for information purposes.

PURPOSE

This report covers the months of July, August and September 2018. 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, Ministry of the Environment, Conservation and Parks (MECP) inspections and adverse conditions.

BACKGROUND

This report is submitted quarterly, and represents the third quarter of 2018.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

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

Adverse Water Quality Incidents:

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
July 4, 2018 AWQI 140254	Total Coliform	Stewart Blvd Sample Station TC (2)	Flushed and resample – all resample results clean, Notice of Resolution submitted to SAC & MOH Replaced sample tubing	July 6, 2018

2018-117-11

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)

Page 2

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
July 11, 2018 AWQI 140474	Total Coliform	First Ave Booster Station TC (24)	Flushed and resample – all resample results clean, Notice of Resolution submitted to SAC & MOH	July 13, 2018

Items of Note:**1. Flows - Water Treatment Plant**July

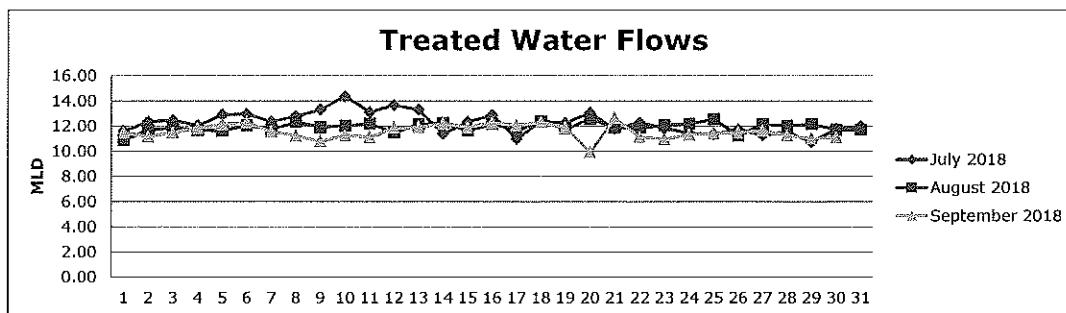
Total Volume Treated: 380.213 ML
 Average Daily Flow: 12.265 ML/d
 Average F12 Residuals: 0.43 mg/l
 Distribution Free Cl2 Res: Min 0.40, Max 2.09, Avg 1.41 mg/l

August

Total Volume Treated: 369.354 ML
 Average Daily Flow: 11.915 ML/d
 Average F12 Residuals: 0.44 mg/l
 Distribution Free Cl2 Res: Min 0.72, Max 2.15, Avg 1.47 mg/l

September

Total Volume Treated: 346.714 ML
 Average Daily Flow: 11.557 ML/d
 Average F12 Residuals: 0.53 mg/l
 Distribution Free Cl2 Res: Min 0.70, Max 2.02, Avg 1.39 mg/l

**2. Main Treatment Plant**

- Low voltage issue, unable to operate high lift electric motors. Hydro One substation in west end shutdown. Hydro One increased voltage on WTP transformer.
- Raw water control valve actuator, problem with gearbox, Troy Ontor contracted to repair actuator
- Fuel system inspection completed on all diesel equipment, upgrades required to bring fuel systems up to current code

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Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)**Page 3**

- Annual maintenance conducted on all analyzers
- Jar testing conducted by Kemira
- Installation of Legend Power Harmonizer completed (Capital)

3. Booster Stations and Parkedale Reservoir:

- Annual maintenance conducted on all analyzers

Flows - Parkedale ReservoirJuly

Total Flow Zone 2: 195.612 ML

Average Daily Flow: 6.310 ML/d

August

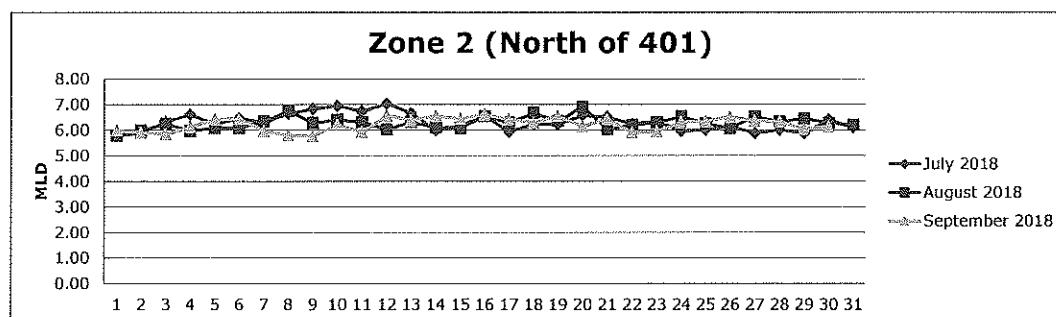
Total Flow Zone 2: 194.611 ML

Average Daily Flow: 6.278 ML/d

September

Total Flow Zone 2: 186.688 ML

Average Daily Flow: 6.223 ML/d

**Flows – First Avenue Booster Station**July

Total Flow Zone 3: 3.562 ML

Average Daily Flow: 0.115 ML/d

August

Total Flow Zone 3: 3.826 ML

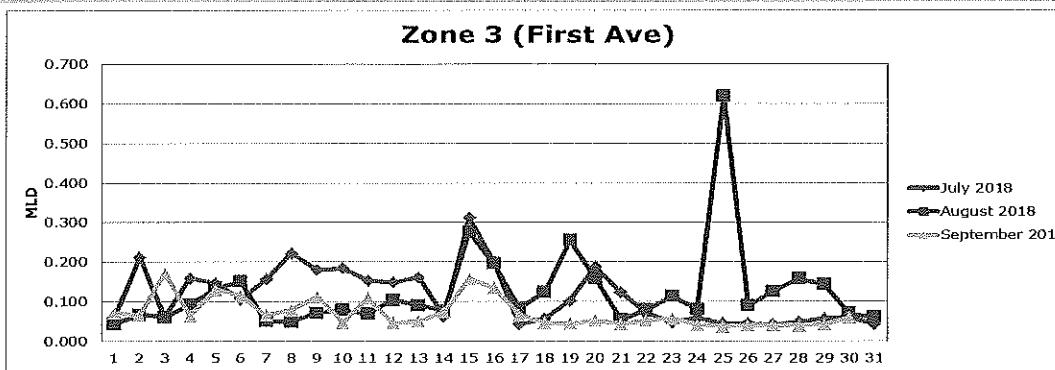
Average Daily Flow: 0.123 ML/d

September

Total Flow Zone 3: 2.159 ML

Average Daily Flow: 0.072 ML/d

2018-117-11

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)**Page 4****4. Filters:**

- Increased backwashing due to filter loading
- Filter Backwash #1 pump and motor refurbishment completed (Capital)
- Kemira conducting jar testing on summer coagulant

5. Overhead Tank:

- Exterior inspection completed on coating, some areas in poor condition

6. Low Lift Pump Station:

- Pump #3 – motor and pump bearing failure, motor rebuilt and pump bearing replaced
- Electric motor failure Pump #3 – repairs covered under warranty

7. Drinking Water Quality Management System:

- DWQMS Management Review Meeting was held on September 27th, 2018 for City of Brockville and Elizabethtown-Kitley (see Attachment #2)

8. Ministry of the Environment, Conservation and Parks (MECP) Inspections:

- MECP conducted an inspection of the City of Brockville Drinking Water System on June 13th, 2018 (see Attachment #3). For a full copy of the inspection report please contact the Director of Environmental Services.
- MECP conducted an inspection of the Elizabethtown-Kitley Distribution System on September 18th, 2018 - waiting on report

9. Regulatory Updates:

- No items to report

10. Regulatory Sampling:

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

11. Trunk Water Distribution:

- No items to report

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Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)

Page 5

12. Elizabethtown-Kitley Distribution:

- Hydrant inspections completed by Lakeshore Hydrants
- Hydrant rebuilds – none required

Flows - Elizabethtown-KitleyJuly

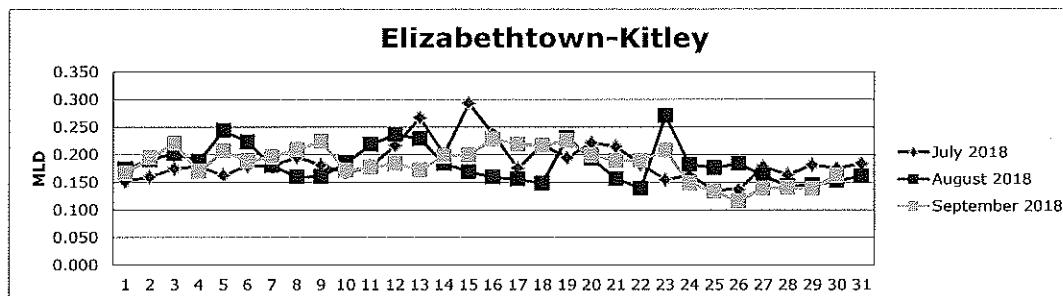
Total flow: 5.562 ML
 Average daily flow: 0.115 ML/d

August

Total flow: 5.703 ML
 Average daily flow: 0.184 ML/d

September

Total flow: 5.528 ML
 Average daily flow: 0.184 ML/d

13. Local Water Distribution:

- Service Calls

July (total 53 service calls)

- 0 bleed valves
- 21 curb stop repairs
- 0 Fire Dispatch
- 2 general inquiries
- 9 hydrant repairs
- 6 other inquiries
- 7 valve repairs
- 1 water main break
- 1 water meter/inside valve leak
- 6 water quality complaints (dirty water/low pressure)

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Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)**Page 6****August (total 69 service calls)**

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

September (total 62 service calls)

- 0 bleed valves
- 25 curb stop repairs
- 0 Fire Dispatch
- 3 general inquiries
- 1 hydrant repair
- 7 other inquiries
- 7 valve repairs
- 9 water main breaks
- 0 water meter/inside valve leak
- 10 water quality complaints (dirty water/low pressure/no water)

- Watermain Breaks:

July

- No breaks to report

August

- Sherwood Street – 200 mm CI “split”

September

- James Street East & Bennett Street – old curbstop split
- Tupper Street – 300 mm CI “hole”

- Flushing Program:

- Annual flushing program completed

- Service Repairs/Replacement:

- Numerous service valves/box repairs

- Valves/Hydrant Inspection/Leak Detection:

- Annual hydrant inspections underway - 885 out of 890 completed

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Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)**Page 7**

- Capital Projects WD:
 - Byng Avenue full construction ongoing
 - Front Avenue West new watermain disinfected and placed in service
 - Brockville General Hospital expansion – new service disinfected and placed in service

B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

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

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

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

- Primary Clarifiers 1 and 2 are online
- Primary Clarifiers 3 and 4 are currently not in use (on standby)
- Secondary Clarifiers 2 and 3 are online
- Secondary Clarifier 1 is currently not in use (on standby)
- 2018 2nd Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- Aeration tank repairs completed
- Parts ordered for gas room exhaust fans (Capital)
- New A/C unit for Motor Control Centre (MCC) #9 installed (Capital)
- Annual effluent instrument servicing and calibrations completed
- Semi-annual gas meter calibrations completed
- Semi-annual plant diesel generator inspection completed
- Annual flow meter calibrations completed
- New anoxic zone submersible mixer for aeration tank #2 ordered (Capital)
- WPCC Staff responded to seven (7) call-ins related to mechanical/process issues

2. Main Pumping Station:

- Bypasses: No bypasses to report
- The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass
- The City has received confirmation from CWWF that funding for the design of the Main Pumping Station has been approved
- City staff along with Pure Technologies continuing to plan for the forcemain condition assessment (Capital)

2018-117-11

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2018)**Page 8****3. Pumping Stations:**

- WPCC Staff responded to thirteen (13) call-ins related to mechanical/control issues
- WPCC Staff responded to five (5) call-ins related to communication issues
- Two (2) new pumps and motors ordered for Broome Park Pumping Station (Capital)
- Two (2) new pumps and motors ordered for Chelsea Street Pumping Station (Capital)
- Two (2) new pumps and motors received for Central Avenue Pumping Station

4. Power Outages:

- There were ten (10) power outages - no issues to report

5. Wastewater Collection System:

- 53 blocked sewer/camera inspections
- 6 sanitary sewer lateral dig-ups and repair
- 0 blocked mains

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

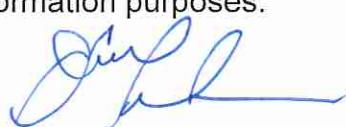
No financial considerations at this time.

CONCLUSION

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



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


D. Richards
Supervisor - Water Systems

E. Malcomson
Supervisor – Wastewater Systems


M. Pascoe Merkley
Interim City Manager

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING				
Month	Total Volume	Avg. Daily	Avg. F12	WDS Avg. FCR	Total Flow	Avg. Daily	BROCKVILLE WDS			
	Treated (ML)	Flow (ML/d)	Residual (mg/L)				Flow (ML/d)	EC	TC	HPC
JUL	380.21	12.26	0.43	1.42	5.81	0.19		51	51	20
							51 out of 51 safe	51 out of 51 safe	20 out of 20 safe	
AUG	369.35	11.91	0.44	1.47	5.70	0.18		40	40	16
							40 out of 40 safe	40 out of 40 safe	16 out of 16 safe	
SEP	346.71	11.56	0.53	1.39	5.53	0.18		40	40	16
							40 out of 40 safe	40 out of 40 safe	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

MEETING AGENDA

WATER SYSTEMS DIVISION



MEETING	DWQMS Management/Infrastructure Review Meeting Brockville Drinking Water System Elizabethtown-Kitley Water Distribution System
DATE	September 27 th , 2018
LOCATION	City Hall Boardroom
TIME	08:30 a.m. to 09:30 a.m.
ATTENDEES	Maureen Pascoe Merkley, Acting City Manager Yvonne Robert, Administrator Clerk Elizabethtown-Kitley Peter Raabe, Director of Environmental Services City of Brockville David Dick, Director of Corporate Services Don Richards, Supervisor Water Systems (DWQMS Rep)

AGENDA

TIME	DESCRIPTION
8:30	Review action items from last management review meeting
8:45	DWQMS summary report presentation
09:30	Meeting adjourned



ATTACHMENT #2

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

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

Meeting Date: September 27, 2018

Operational Plan: City of Brockville & Elizabethtown-Kitley

Attendees: Maureen Pascoe Merkley (Acting City Manager), Peter Raabe (Director of Environmental Services), David Dick (Director of Corporate Services), Jamie McCarthy (Director of Operations EZK)

Meeting Overview:

- Annual DWQMS meeting requirements reviewed
- Previous meeting action items reviewed
- 2018 YTD capital project review
- 2019 capital budget review
- DWQMS summary presentation

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DU DATE	COMPLETION DATE	Comments
1	Environmental Assessment	P. Raabe	Dec 31, 2018		Prepare RFP for EA – second feedermain
2	Standard of Care Training	D. Richards	Dec 31, 2018		Arrange for Standard of Care training Jan 2019 – extend invite to EZK top management and council



BROCKVILLE
CITY OF THE 1000 ISLANDS

**ATTACHMENT #2 Drinking Water Quality Management System
Brockville Water Systems Division – Operational Plan**

PROCEDURE TITLE: DWQMS Management Review Meeting Attendance Form	FORM NO.: 017 ISSUED BY: D. Richards
AUTHORIZED BY: D. Richards SIGNATURE:	REV. DATE: REVISED BY: D. Richards

Meeting Location: City Hall

Date: September 27, 2018



DWQMS Management / Infrastructure Review Summary Report

Brockville Drinking Water System / Elizabethtown-Kitley Distribution System

September 27, 2018

1. Follow-up from previous management reviews

- Review DWQMS Management Review Meeting Action Items

2. Incidence of non-compliance

- Environment Canada facility inspection February 28, 2017.
 - Fisheries Act Direction issued to City to stop discharging chlorinated water to St Lawrence River
 - Engineering completed on wastewater transfer pump and piping up grades
 - Tenders received, quotations (600K) project postponed until a more cost effective solution is determined
 - Water Treatment facility continues to be compliant with Federal Directive discharging all backwash wastewater to sanitary sewer
 - Alternative solution required to meet increased demand from filter backwashes and replace aging transfer pumping equipment
- MECP Inspection June 13, 2018– City of Brockville
 - Distribution chlorine residual <0.05 mg/L – Parkedale reservoir analyzer failure
 - Resolution – installing new backup chlorine analyzer to ensure compliance

3. Best Practice Recommendations

- MECP Inspection June 13, 2018
 - Review coagulant dosage control and filter operation when using PAX-XL1900 (Summer Coagulant)
 - 2019 Capital Plan includes funding request for engineering services and equipment upgrades to coagulant feed system

ATTACHMENT #2

4. Adverse Drinking Water Incidents - 2017

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

5. Deviations from critical control points

- No deviations from critical control points to report

6. Effectiveness of risk assessment process

- Risk assessment was completed on March 9, 2018 for Brockville Elizabethtown-Kitley. Risk assessment conforms to new DWQMS 2.0

7. Results of 3rd party audit and internal auditing

- NSF External Surveillance audit conducted on February 9th 2018 – No CARs issued City of Brockville & Elizabethtown-Kitley
- Internal audit conducted on March 7 & 8, 2018 City of Brockville Drinking Water System and Elizabethtown-Kitley Distribution System –
 - (1) Preventative Non-Compliance – 2017 Hydrant inspection incomplete
 - (7) Opportunities for improvement identified

8. Emergency response testing

- Water Systems Emergency Procedures (WSEP) – Scenario training conducted on March 9 2018

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

- No changes in raw water quality trends
- No operational performance issues of treatment facility to report
- Review raw and treated water quality reports, and operational performance from 2017

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

- Drinking Water Quality Management Standard – 2.0 finalized
 - Changes to risk assessments
 - 1. Long term impacts of climate change
 - 2. Source water supply shortfall
 - 3. Extreme weather events

ATTACHMENT #2

- 4. Sustained extreme temperatures
- 5. Chemical spill impacting on source water
- 6. Sustained pressure loss
- 7. Backflow
- 8. Terrorist threat
- 9. Vandalism
- 10. Sudden changes to raw water characteristics
- 11. Failure of equipment or process associated with secondary disinfection
- 12. Algal blooms
- Element 21 – Continual Improvement
 - 1. Reviewing and considering applicable best management practices, including any published by the MOECC at least once every thirty six months
 - 2. Identification and management of corrective actions
 - 3. Identifying and implementing preventative actions to eliminate the occurrence of potential non-conformities

11. Summary of Consumer Complaint / Inquiries (Jan 1, 2017 – Dec 31 2017)

• Bleed Valve	119
• Curb Stops	244
• Fire Dispatch	4
• General Inquiry	17
• Hydrants	48
• Other	81
• Valves	18
• Water Billing	2
• Water Main Break	27
• Water Meter/Inside Valve	19
• Water Quality	78
• Fire Hydrant Inspections	654 out of 854
• Total Work Orders	1,430

12. Resources to maintain QMS

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

13. Results of Infrastructure review

- 2018 capital project update – City of Brockville Water Systems.
 - Majority of capital projects underway and within budget
- 2018 capital project update – Elizabethtown-Kitley Distribution

ATTACHMENT #2

- 30 year infrastructure review was conducted; February, March, April, May, June 2018 with Director of Environmental Services, Water Systems and Engineering staff
- 2019 draft capital budget review – City of Brockville Water Treatment / Distribution
- 2019 draft capital budget review – Elizabethtown-Kitley Distribution
- 30 Year Capital Plan – large capital expenditures
 - Require master water plan update /
 - Environmental assessment – Twin feedermain (150K)
 - Overhead tank painting required – lead paint abatement (1.3M)
 - Twin feedermain (4.5M)
 - Overhead tank replacement (4.5M)

14. Operational Plans, content and updates

- DWQMS Brockville Operational Plan revision, Version No. 9 issued April 10, 2017
- DWQMS Elizabethtown-Kitley Distribution Operational Plan revision, Version No. 8 issued April 10, 2017
- Updates to both operational plans will be completed in 2019 – new council members elected

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

- City of Brockville Municipal Drinking Water Licence 152-101
 - Issue Date: June 27, 2016
 - Expiry Date: June 26, 2021
 - Application Renewal Date: December 26, 2020 (Renewal application submitted to MOECC).
- City of Brockville Drinking Water Works Permit 152-201
 - Issue Date: June 27, 2016
- City of Brockville Permit To Take Water 2346-9HNEF
 - Issue Date: March 18, 2014
 - Expiry Date: March 31, 2024
- City of Brockville Financial Plan 152-301
 - Expiry Date: June 26, 2021.
 - Financial Plan Resubmission Date: December 26, 2021 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing)

ATTACHMENT #2

Township of Elizabethtown-Kitley

- Elizabethtown-Kitley Municipal Drinking Water Licence 257-101
 - Issue Date: August 2, 2016
 - Expiry Date: August 1, 2021
 - Application Renewal Date: February 1, 2020 (Renewal application submitted to MOECC)
- Elizabethtown-Kitley Drinking Water Works Permit 257-201
 - Issue Date: August 2, 2016
- Elizabethtown-Kitley Financial Plan 257-301
 - Submitted to Ministry of Municipal Affairs and Housing February 2013
 - Expiry Date: August 1, 2021
 - Financial Plan Resubmission Date: February 1, 2020 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing)

16. Source Water Protection

- A new regulation under the Safe Drinking Water Act, took affect July 1, 2018. This regulation applies in source protection areas identified under the Clean Water Act and ensures that municipal residential drinking water sources are protected before drinking water can be provided to the public.
- The regulation applies where:
 - A new municipal residential drinking water system is being located within a source protection area, or
 - Changes are being made to an existing municipal residential drinking water system located in a source protection area that results in:
 1. The establishment of a new groundwater well
 2. Deepening an existing well
 3. Increasing the capacity at an existing well
 4. The establishment of a new surface water intake
 5. Moving an existing intake

17. Improvements**DWQMS / Operations**

- Revisions to operational plans to conform to DWQMS 2.0 – City of Brockville & Elizabethtown-Kitley
- Operator vacancy filled – Retirement
- Corrective and Preventative Action Requests

18. Best Practice Implementation

- OFI's identified in last internal audit implemented

ATTACHMENT #2

19. Staff Suggestions

- Succession Planning
 - Consider reassigning other City staff (1) for assistance with water compliance, DWQMS management and implementation of the backflow prevention program
 - Consider merging operations staff from other City departments to be certified in water operations –succession planning for operator retirement in 2019

ATTACHMENT #3

Ministry of the Environment, Conservation and Parks
Eastern Region
Kingston District Office
1259 Gardiners Road, Unit 3
Kingston ON K7P 3J6

Ministère de l'Environnement, de la Protection de la nature et des Parcs
Région de l'Est
Bureau du district de Kingston
1259, rue Gardiners, unité 3
Kingston (Ontario) K7P 3J6



August 13, 2018

E-mail: mpascoemerkley@brockville.com

The Corporation of the City of Brockville
PO Box 5000
1 King Street West
Brockville, Ontario
K6V 7A5

Attention: Maureen Pascoe Merkley, Interim Chief Administrative Officer

Dear Maureen Pascoe Merkley:

Re: 2018-2019 Inspection Report
Brockville Drinking Water System – Inspection Number 1-I98BC

The enclosed report documents findings of the inspection that was performed at the Brockville drinking water system on June 13, 2018.

Two sections of the report, namely “Non-compliance with Regulatory Requirements and Actions Required” and “Summary of Recommendations and Best Practice Issues”, if found, will cite due dates for the submission of information or plans to my attention.

Please note that “Non-compliance with Regulatory Requirements and Actions Required” are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations may result in the issuance of mandatory abatement instruments which could include orders, tickets, penalties, or referrals to the ministry’s Environmental Enforcement and Compliance Office.

“Summary of Recommendations and Best Practice Issues” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councilors, to take steps to be well informed about the drinking water systems over

ATTACHMENT #3

-2-

which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Please note that as of June 29, 2018 the Ministry of the Environment and Climate Change's name has changed to the Ministry of the Environment, Conservation and Parks. This name change will take some time to be reflected in ministry materials and systems.

Daniel K. White
Inspector/Provincial Officer, Badge # 754
Water Compliance
Safe Drinking Water Branch
Kingston-Cornwall-Ottawa
Tel. Direct Line: (613) 548-6914
Tel. Toll Free: 1-800 267-0974 ext. 2676
DW

Enclosure

- ec: Peter Raabe, Director, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: praabe@brockville.com
- Don Richards, Supervisor, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: drichards@brockville.com
- Jason Barlow, Chief Operator, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: jbarlow@brockville.com
- Joan Mays, Manager of Community Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: joan.mays@healthunit.org
- Jane Lyster, Director of Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: jane.lyster@healthunit.org
- Katrina Furlanetto, Coordinator, Source Protection, Cataraqui Region Conservation Authority, P.O. Box 160, Glenburnie, ON K0H 1S0, E-mail: kfurlanetto@cataraquiregion.on.ca
- c: File SI-LG-BR-RI 540 (2018-2019)

ATTACHMENT #4

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

MUNICIPALITY: BROCKVILLE
 PROJECT: BROCKVILLE
 WORKS NUMBER: 120000122

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

YEAR: 2017/2018
 WATER COURSE: ST. LAWRENCE RIVER
 DESIGN CAPACITY: 21,800 x 1000m³/day
 PEAK DESIGN CAPACITY: 62,500 X 1000m³/day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS			PHOSPHORUS			TOTAL AMMONIA NITROGEN		E. COLI (Org/100 ml) (GEOMEAN)				
	TOTAL FLOW 1000M ³	Avg Day Flow 1000M ³	Max Day Flow 1000M ³	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading Eff CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Total Loading Eff SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff Phos. (kg/day)	Percent Removal	Avg Eff TAN (mg/L)	Total Loading Eff TAN (kg/day)			
SEP 18	369.56	12,319	16,566	206.00	4.00	49.28	262.00	8.00	98.55	96.9	3.63	0.57	7.02	84.3	3.17	39.05	2		
AUG 18	387.52	12,501	13,620	188.00	3.00	37.50	256.00	9.00	112.51	96.5	3.81	0.66	8.25	82.7	1.03	12.88	1		
JUL 18	423.47	13,660	19,819	174.00	3.00	40.98	231.00	6.00	81.96	97.4	3.38	0.59	8.06	82.5	2.22	30.33	1		
JUN 18	442.46	14,749	18,442	159.00	3.00	44.25	205.00	7.00	103.24	96.6	3.06	0.45	6.54	85.3	11.64	171.68	1		
MAY 18	555.11	17,907	22,072	153.00	4.00	71.63	191.00	9.00	161.16	95.3	2.78	0.59	10.57	78.8	1.98	35.46	4		
APR 18	749.71	24,990	40,510	90.00	5.00	124.95	120.00	9.00	224.91	92.5	1.89	0.34	8.50	82.0	3.37	84.22	2		
MAR 18	582.46	18,789	25,796	141.00	4.00	75.16	147.00	8.00	150.31	94.6	2.49	0.45	8.46	81.9	1.27	23.86	1		
FEB 18	569.52	20,340	42,628	139.00	4.00	81.36	153.00	8.00	162.72	94.8	2.54	0.33	6.71	87.0	1.48	30.10	2		
JAN 18	588.18	18,973	38,692	138.00	6.00	113.84	128.00	8.00	151.78	93.8	2.46	0.32	6.07	87.0	4.20	79.69	1		
DEC 17	471.55	15,211	20,726	138.00	5.00	76.06	160.00	10.00	152.11	93.8	2.69	0.41	6.24	84.8	7.59	115.45	1		
NOV 17	651.87	21,729	32,760	142.00	5.00	108.65	152.00	12.00	260.75	92.1	2.66	0.55	11.95	79.3	4.96	107.78	3		
OCT 17	470.22	15,168	34,800	419.00	4.00	60.67	491.00	8.00	121.34	98.4	3.91	0.52	7.89	86.7	3.76	57.03	2		
AVG		17,195				173.92	4.17	73.69	208.00	8.50	148.45	95.21	2.94	0.48	8.03	83.53	3.89	65.63	2
MAX				42,628	419.00	6.00	124.95	491.00	12.00	260.75	98.37	3.91	0.66	11.95		11.64	171.68		
Objective Limit						15.00			15.00				0.80		12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100		
Compliance Limit			21,800			25.00	545.00		25.00	545.00			1.00	21.80	18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200		

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
SEP 18	2,538	3,228	45
AUG 18	2,350	3,200	48
JUL 18	2,377	3,155	46
JUN 18	2,345	3,024	45
MAY 18	2,740	3,420	50
APR 18	2,249	2,999	47
MAR 18	2,649	2,762	47
FEB 18	2,827	3,112	52
JAN 18	2,618	2,429	47
DEC 17	2,099	2,434	41
NOV 17	3,086	3,303	58
OCT 17	6,355	7,447	59
AVG	2,853	3,376	49
MAX	6,355	7,447	59

COMMENTS:

November 14, 2018

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

**2018-118-11
WINTER MAINTENANCE
POLICY AMENDMENTS**

**C. DAVIS
PUBLIC WORKS/PARKS SUPERVISOR
C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDATION

THAT the following sections of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis section of this report:

- Schedules B1 & B2 – Sidewalk Snow Clearing System

PURPOSE

Annual amendments are required to keep the Winter Maintenance Policy current with respect to infrastructure serviced and level of service provided.

BACKGROUND

The Winter Maintenance Policy was passed by City Council in November of 1999. Annual amendments have been passed in fall of each succeeding year to allow Public Works forces to effectively and efficiently carry out Winter Maintenance operations.

ANALYSIS

The following changes to the Policy are required. Explanatory details are listed immediately following each amended section.

SCHEDULES B1 & B2, SIDEWALK SNOW CLEARING SYSTEM (Attachments #1 & #2)

Changes

<i>Street Name</i>	<i>Location</i>	<i>Class</i>
<i>Pearl St. West</i>	<i>Perth St. to Maple St.</i>	<i>3</i>
<i>Maple St.</i>	<i>Pearl St. to Church St.</i>	<i>3</i>

2018-118-11

Winter Maintenance Policy Amendments

Page 2

<i>Front Ave. West</i>	<i>From Stewart St. to Park St.</i>	<i>3</i>
<i>Windsor Dr.</i>	<i>Windsor Dr. at Cuthbertson Ave.</i>	<i>1</i>

Explanatory Details

- Pearl St. West: This section of sidewalk from Perth St. to Maple St. is to be reclassified to a Class 3 priority sidewalk (from Class 2 – sidewalks at school) with the closing of Prince of Wales Public School.
- Maple St. This section of sidewalk from Pearl St. to Church St. is to be reclassified to a Class 3 priority sidewalk (from Class 2 – sidewalks at schools) with the closing of Prince of Wales Public School.
- Front Ave. West: To be reclassified from a Priority 3 sidewalk to a Priority 1 Transit Sidewalk as identified by BMAAC as a busy pedestrian area from the Front Avenue Resource Centre to the transit shelter on Park St. at Front Ave.
- Windsor Drive: The formal addition of the school crossing on Windsor Dr. at Cuthbertson Ave. (the crossing has been there for several years but had not been added to the Schedules).

Attachment #3 is an excerpt from the Winter Maintenance Policy, providing additional background regarding the classification of sidewalks for winter maintenance and the level of service provided.

POLICY

Council approval is required for changes to the Winter Maintenance Policy.

FINANCIAL ANALYSIS

No cost increase or decrease is anticipated with the above changes.

2018-118-11

Winter Maintenance Policy Amendments

Page 3

CONCLUSION

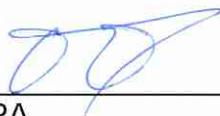
The above recommendations should be implemented to provide an up-to-date Winter Maintenance Policy.



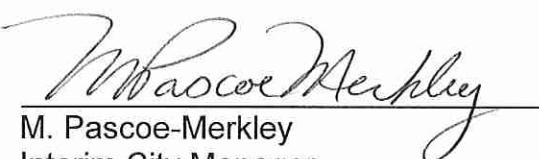
C. Davis
Supervisor of Public Works/Parks



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



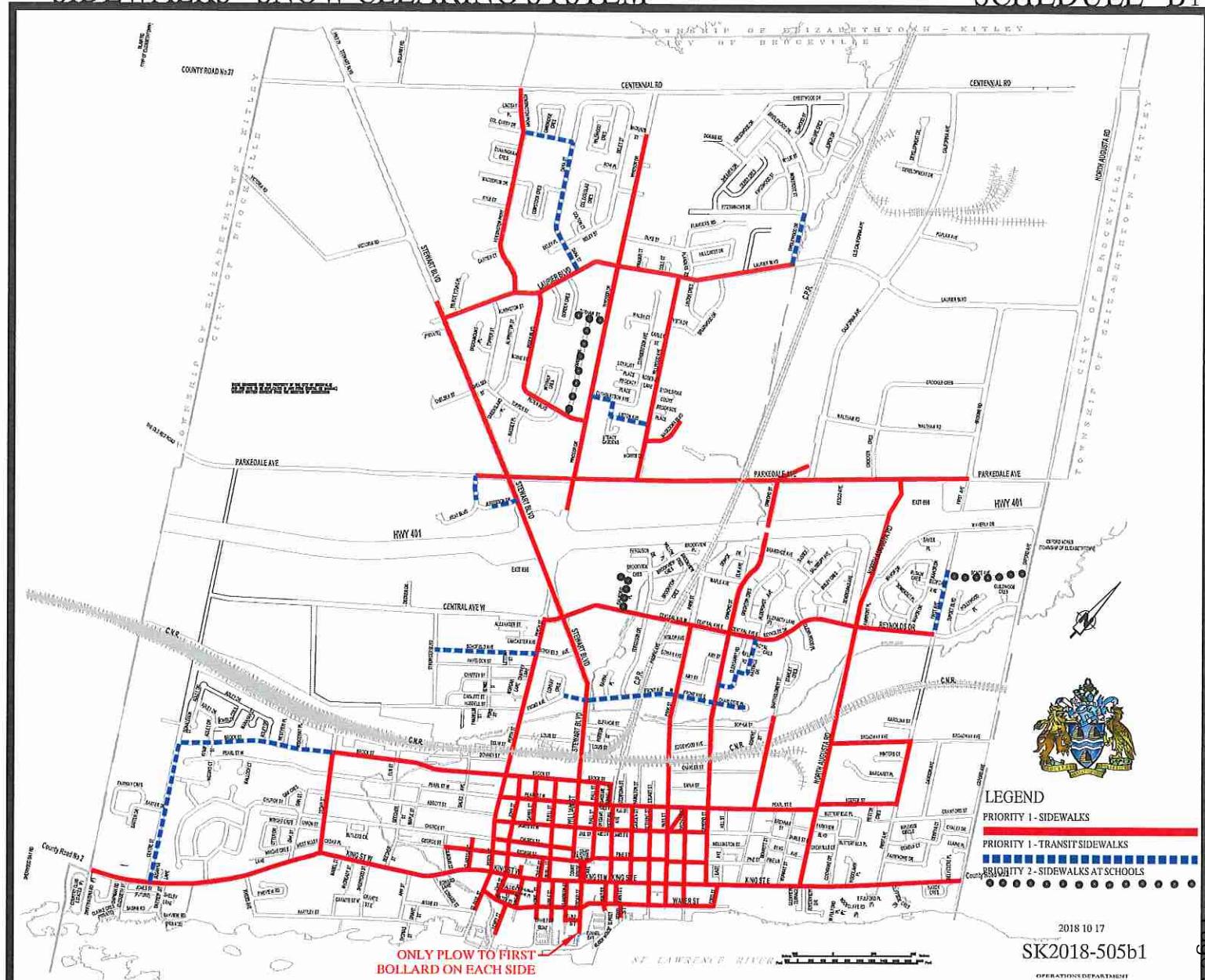
D. Dick, CA, CPA
Director of Corporate Services



M. Pascoe-Merkley
Interim City Manager

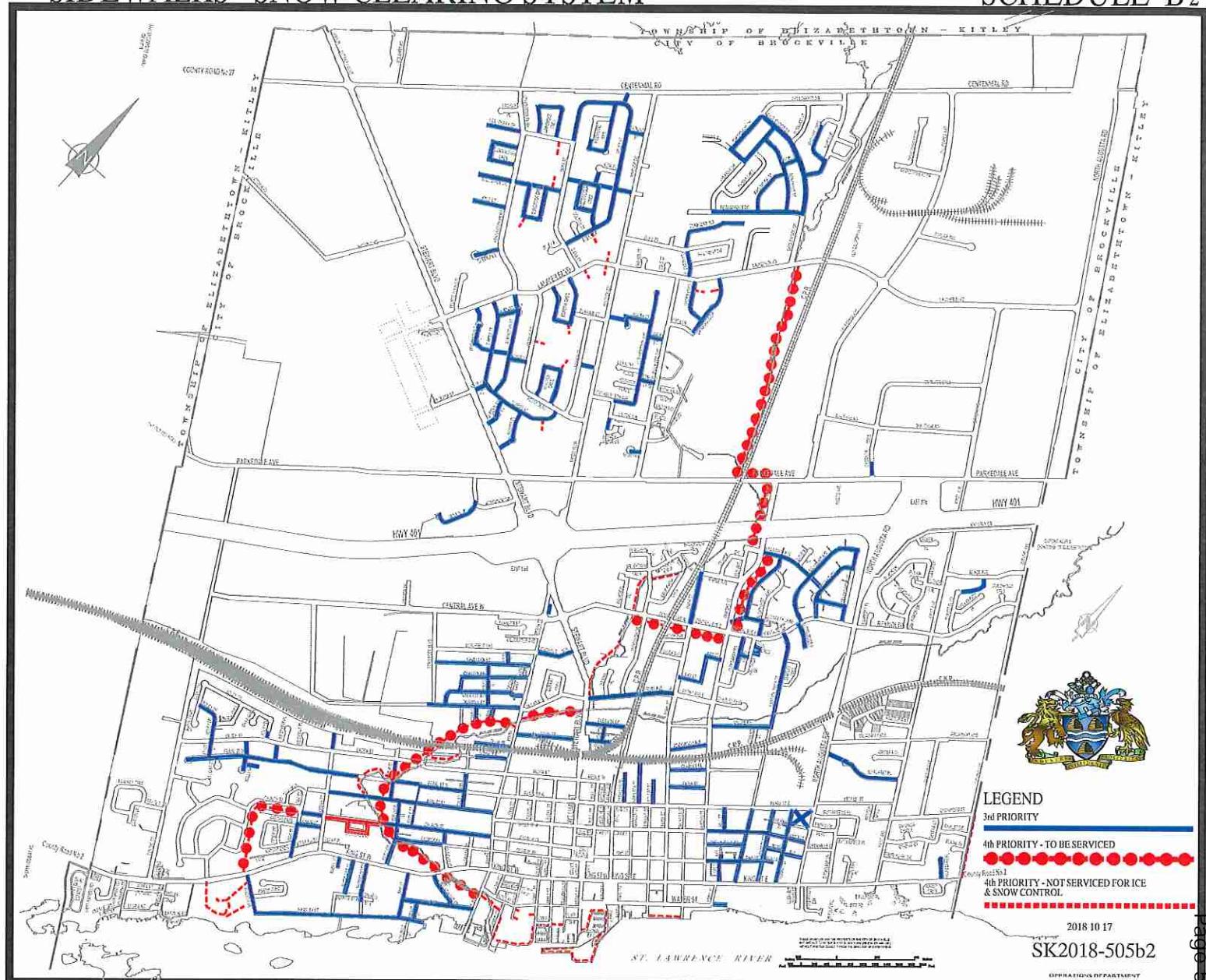
SIDEWALKS - SNOW CLEARING SYSTEM

SCHEDULE B1



SIDEWALKS - SNOW CLEARING SYSTEM

SCHEDULE B₂



Sidewalks

Class Determination

For snow clearing and ice control operations, City sidewalks have been divided into four classes which determines the priority for servicing:

Class I

Sidewalks located on arterial collector and bus route roadways as determined by service priority levels for roadways.

Designated sidewalks located in the downtown core area.

Class II

Are sidewalks designated for access routes for publicly funded schools.

Class III

Are the remaining sidewalks located on the road network system as well as specified connecting sidewalks on right-of-way between streets or through park areas.

Class IV

Are the remaining sidewalks which are located on the bike paths, waterfront areas and park systems.

Using the above listed criteria, the sidewalk classification for general winter snow and ice control purposes has been established as per Schedule B.

Exceptions

Only specified areas will be serviced for thaw freeze conditions on Saturdays, Sundays or Statutory Holidays. These areas have been established and are shown on Schedule C.

Level of Service

Class 1

All Class 1 sidewalks will be attempted to be cleared within 48 hours of storm completion. Sidewalks classed as transit walks within this classification will be treated as Class 2 sidewalks on Sunday and Statutory Holidays if Transit system is not schedule to operate on those days. They will, however, be given priority over Priority 2 sidewalks for clearing before Transit system next startup time commences.

Class 2

All Class 2 sidewalks will be attempted to be cleared within 48 hours of the storm completion.

Class 3

No maximum servicing/clearance time is specified.

Class 4

Class 4 sidewalks will not be serviced, except as otherwise directed by Council. No maximum clearance time is specified. No overtime costs will be authorized for servicing a Class 4 sidewalk.

No clearing will take place on any class sidewalk if the individual snowfall is less than 5cm, unless authorized by the Public Works Supervisor.

No Class 2 or 3 sidewalks will be serviced on weekends or statutory holidays.

Sidewalk sanding will be undertaken when required, in the same priority sequence of sidewalk classifications as the clearing operation. Exception will be for weekend/holiday freeze thaw conditions which will be undertaken at specified designated locations only as shown in Schedule C.

Priority for Servicing

Class 1 sidewalks will be serviced first.

Class 2 sidewalks will be serviced second.

Class 3 sidewalks will be serviced third, if manpower and time permits.

Class 4 sidewalks (when directed by Council to service) will be serviced fourth.

Note:

For unusual or severe conditions or when equipment breakdowns occur, lower priority classes will be eliminated to attempt to complete the upper classes within the listed clearing time. Therefore, Class 3 sidewalks would be dropped first followed by Class 2 sidewalks. This will ensure that Class 1 sidewalks will normally be completed within the allotted time frame.

Helipad Area, Parking Lots & Brockville Transit Stops

Class Designation

Snow clearing and ice control of parking lots servicing City buildings, municipal operated public parking lots and Brockville Transit stops will be prioritized for servicing as per the following:

- | | |
|---------|--|
| Class 1 | <ul style="list-style-type: none"> - Fire Station #2 - Metro lot and defined roadway between St. Paul St. and King St. |
| Class 2 | <ul style="list-style-type: none"> - Municipal operated public parking lots |

November 12, 2018

Report To Finance Administration Operations Committee – November 20, 2018

2018-121-11

**2018 Departmental Work Plans
Third Quarter Report**

**M. Pascoe Merkley
Interim City Manager**

RECOMMENDATION

THAT Council approves the 2018 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2018-121-11.

BACKGROUND

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

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

This report by the Interim City Manager provides a summary of major issues and accomplishments reported by Senior Managers for the third quarter of 2018.

1) Financial Matters

- KPMG report on Railway Tunnel project was finalized and received by Council. Staff to implement recommendations. Phase 1 Tunnel project deficit funded.
- Aquatarium Financial Review completed and received by Council. A sustainable operating model is needed.
- Oversight over 2018 budget continues while 2019 budget preparation commences.

2) Economic Development Initiatives

- Enhanced BR&E efforts continuing with local businesses.
- Municipal Accommodation Tax (MAT) and model for distribution/utilization of funds under development, with stakeholder input anticipated through fourth quarter.

2018-121-11 Departmental Work Plans
Third Quarter Report

Page 2

- Communities in Transition (CIT) grant being used to complete an economic assessment of Brockville and St. Lawrence economic corridor. Consultant engaged with report anticipated in early 2019.
- Tourism Strategy underway.

3) Twin Ice Pad Project

- Working through conditions of Agreement of Purchase and Sale respecting City acquisition of land for future twin pad on King St. W.
- Applications to amend Official Plan and Zoning By-law filed concurrently with UCDSB and public meetings held to provide information and gather inputs. Staff recommendations prepared for Council endorsement in Oct.

4) Municipal Election

- Full preparation mode for municipal election conducted using electronic voting through election period in late October.

CONCLUSION

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



M. Pascoe Merkley, Interim City Manager

2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
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Corporate Objectives				
a. Develop orientation program for new Council and define recommendations to Council &/or options	Third Quarter Project		Orientation material prepared by Senior Managers and coordinated by Clerk	
b. Complete negotiation of the Elizabethtown-Kitley boundary restructuring plan	File Complete Ministerial Order May 7, 2018		-----	
c. Quarterly status reporting to Council of corporate work plans and activity	June 19, 2018	July 17, 2018	To FAO Nov. 20, 2018	
d. Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	<ul style="list-style-type: none"> • Weekly Senior Management Meetings • Recognition / Retirement events 	<ul style="list-style-type: none"> • Weekly Senior Management Meetings • Recognition / Retirement events 	<ul style="list-style-type: none"> • Weekly Senior Management Meetings • Reminder to staff about expectations expressed in City's Code of Conduct 	
e. Annual Operating Budget preparation & Oversight	2018 Operating Budget Complete	Ongoing Oversight	<ul style="list-style-type: none"> • Ongoing oversight for 2018 approved budget • 2019 Budget prepared for presentation to Council in Nov. 	
f. Annual Capital Budget preparation & Oversight	2018 Capital Budget Complete	Ongoing Oversight	Ongoing oversight	
g. Direct development of long-term financial forecasts		Under Review	Part of budget preparation	
Leadership				
a. Eastern Ontario Mayor's	<ul style="list-style-type: none"> • ROMA Briefing Note 	AMO Briefing Note	Information supplied for	

2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.
----------------------------------	----------------------------	----------------------------	----------------------------	----------------------------

Committee participation	Review/Preparation <ul style="list-style-type: none">• Cell Gap Analysis Review	Review/Preparation	Joint AMO presentation	
b. Joint Services Budget, cooperation discussions	<ul style="list-style-type: none">• CAO/Treasurer Pre-budget Discussions• Mayor Briefing re: 2018 Budget	Ongoing Mayor Briefings of JSC's Agenda's	Ongoing Mayor's briefings of JSC's agendas.	
c. Fire Operations Model change – Shift from Full time to Hybrid	Arbitration Briefing Preparation	<ul style="list-style-type: none">• Mediation June 15th• Arbitration Scheduled for September 11th, October 3rd	Meetings with Arbitration Board scheduled for Oct. and Dec.	
d. Docking	TBD at TSL Arbitration	Arbitration Hearing completed April 16-May 16, 2018. Results expected in 3 or 4 th Quarter.	Results expected in Q4	
e. Parking	TBD at TSL Arbitration			
f. Marina Lease	TBD at TSL Arbitration			
g. Outstanding Agreements	TBD at TSL Arbitration			
h. Facilitation of goals re active transportation / waterfront / downtown / increased density	<ul style="list-style-type: none">• Property Agreement of Purchase and Sale• Development Proposal File Initiated• Tourism Office Relocation – Proposal Development	<ul style="list-style-type: none">• Waterfront Advisory Committee Project Prioritization Action Plan developed• Open House June 18	Waterfront Advisory Committee's Waterfront Action Plan to Council in Q4	
Strategic Plan				
a. Window Replacement Program	<ul style="list-style-type: none">• 2018 Project Underway• Lower Level of Victoria Hall Completion	Replacement windows under construction	2018 window replacements complete. Discussion on project continuance during 2019 budget presentation	
b. Water Meter Replacement Program	As of April 17, 2018: #7740 meters have been replaced	As of July 12, 2018 #8450 Project should be complete by late October	Project will wrap up in Q4	
c. Employment Lands certification – facilitation	<ul style="list-style-type: none">• Council approved applying to the Investment Ready: Certified Site Program (2018-016-02)	<ul style="list-style-type: none">• Certified Site Program manager has visited Brockville and toured the site (May 15, 2018)• LPAT Hearing Date	No action anticipated until after LPAT hearing in January and decision received	

2018 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.
	<ul style="list-style-type: none"> • Contract has been signed by the City and is awaiting Provincial signature • Awaiting the outcome of the LPAT (formerly OMB) hearing before proceeding with any servicing 	established Jan 23-25, 2019		
d. Twin Ice Pad Project	<ul style="list-style-type: none"> • Agreement of Purchase and Sale/Submission • Shared Use Agreement between City of Brockville and Upper Canada District School Board developed 	<ul style="list-style-type: none"> • Agreement of Purchase and Sale (APS) Executed June 20 • Work commenced on clearing APS Conditions 	<ul style="list-style-type: none"> • Clearing of APS conditions ongoing. • OPA and ZBLA approved by Council. 	
e. A/Q AdHoc Committee	<ul style="list-style-type: none"> • Terms of Reference Established • Committee Appointment • Background Documentation Preparation 	<ul style="list-style-type: none"> • Committee meeting/Member Consultation • Report Preparation/Presentation to Council early 3rd Quarter 	A/Q Financial Review completed and report received by Council	
f. Railway Tunnel Project	<ul style="list-style-type: none"> • Project Overview • Revised Committee Terms of Reference Presented to Council on Project observations • Confidential Reporting to Council on Project Observations 	<ul style="list-style-type: none"> • KPMG retained to complete independent audit of Railway Tunnel Project • Report Preparation/Presentation to Council early 3rd Quarter 	KPMG report on Railway Tunnel Project presented to Council, finalized and accepted. Recommendations referred to staff for implementation.	

2018 DEPARTMENT GOALS/OBJECTIVES

2018 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
1. People					
- Move to centralized client service area along with Clerk and Manager of Accounting, including departmental service review options to enhance both efficiencies and effectiveness, to move towards client service representatives	Completed May 16	Completed May 16	Completed May 16		
- Completion of annual staff performance reviews both formal and informal	Done	Done	Done		
- Assist City Manager in implementation of future service delivery enhancements as well as other identified operational changes that can improve effectiveness and efficiencies	Ongoing	Ongoing	Ongoing		
- Involvement with collective bargaining process, arbitration meetings and general employee/employer related concerns (CUPE, FF)	Ongoing	Ongoing	Ongoing		
- Continued promotion and review of the current CIP and Brownfield programs under existing model - Develop new model for CIP/Brownfields for introduction for 2019	Developing new program for 2019	Developing new program for 2019	Report to council in November New Program being developed for approval in mid 2019		
- Develop a new procurement policy and By-Law reflecting	In process	In Process	Being reviewed by SMT		

CETA rules and regulations					
- Review third party funding opportunities to either enhance existing services or mitigate cost to the local tax payer	Ongoing	Ongoing	Ongoing		
- Assist Director of Ec. Dev. Where applicable in providing resources and financial direction for future economic development opportunities	ongoing	ongoing	ongoing		
- Implement GIS options and strategies including development of technical committee, development of apps for internal and external use, including revenue generating opportunities to third parties	ongoing	ongoing	ongoing		
- Continue expanding use of other technologies to provide efficiencies throughout corporation including planning and building permit applications, on-line parking applications...	Continued process	Ongoing	Ongoing		
- Continue to update and monitor asset management plan to monitor the performance of assets, track outcomes and make necessary changes to plans as required. This monitoring, tracking and revising process will ensure that plans remain focused on increasing the effectiveness and efficiency of municipal assets.	ongoing	ongoing	ongoing		
- Full responsibility for annual budget process ensuring completed in timely manner	completed	2019 commenced in June	Delivery of draft in November		

- Completion of annual financial statements along with annual reporting requirements before end of 2 nd quarter	June 19 th 2018	June 19 th 2018	June 19 th 2018		
- Presentation of interim variance reports	Ongoing	Ongoing	Ongoing		
- Update of City Job evaluation/ Pay Equity plan through Issuance of an RFP and Establishment of a committee to monitor and evaluate job evaluation requests	In process	90 % complete	Waiting for final reviews Pay equity impact to be discussed in 2019 budget		
- Undertake necessary professional Development courses to enhance understanding of Planning and Building departments.	ongoing	Ongoing	Ongoing		
- Provide financial updates on all committee activities (Tunnel, AQ) and provide assistance to committees as is required	ongoing	ongoing	ongoing		

2018 DEPARTMENT GOALS/OBJECTIVES – Clerk's Office

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
1. People				
a. 2018 Municipal Election				
i. Plan and conduct	<ul style="list-style-type: none"> • Planning and development of processes underway • Working with UCLG Clerks re Compliance Audit Committee • On-track 	<ul style="list-style-type: none"> • 4 candidate info sessions held • Nomination period opened May 1st • Election Assistant hired • On-track 	<ul style="list-style-type: none"> • Voters list (PLE) received from MPAC • PLE clean up • Timeline changes due to potential postal strike • On-track 	
ii. Develop and implement council orientation program	No action	In development	In development	
b. Bill 8 Accountability and Transparency Act				
i. develop customer complaint process	Working with eServices committee on processes	On-going	Resources allocated to election process	
2. Economy				
a. department trial of iCompass Meeting Management system	Heritage Brockville complete	Working with PSB on setup of templates	Resources allocated to election process	
b. eServices				
i. committee representation	On-going	On-going	Resources allocated to election process	
3. Amenities				
4. Sustainability				
a. Assist Governance Committee				
i. procedural by-law review	No action	No action	Resources allocated to election process	

Clerk's Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
ii. automation of Council procedures/activities	No action	Review webcasting options	Reviewed webcasting and electronic voting options and processes		
b. Records Management					
i. Development of electronic documents records management business plan for 2019 budget funding	Research underway	Reviewing available systems to determine available option	Resources allocated to election process		
e. 2018 Budget monitoring	ongoing	ongoing	ongoing		
f. 2019 Budget preparation	No action	Started research and planning	Developed and submitted to Finance		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Business Retention & Expansion</u>					
Undertake a structured visitation program with existing companies in Brockville	Approved by the Ministry of Advanced Education & Skills Development for funding for a Business Retention & Expansion Coordinator	Company engagement underway. 18 meetings have been completed, primarily those that are suppliers to P&G. Expecting to have 30-35 completed by end of Q2	42 meetings held by end of Q3 30 companies have been referred to P&G for discussion on staff 25 have been referred to EEC for other workforce issues 4 have indicated "red flag" issues (relocations/job losses) and 22 have "green flag" issues (expansion/job growth)		
Work with Senior Management team to set up and establish a Gold Star service for companies and developers with significant new developments	Started weekly meeting with Planning & Economic Development.	Continued ongoing regular meetings with planning	Continued ongoing regular meetings with planning		
Establish a CRM system to manage information about key companies and potential investors	CRM system purchased and in place				

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
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<u>Investment Attraction</u>					
Review and update information on Brockville's economy and other marketing material/collateral for foreign investors	Development of a marketing plan is underway				
Work with SLEDC to identify priorities and define City of Brockville's support for their activities	Corridor Commissioner appointed in February . Held a number of meetings to discuss operational working	Have begun working with the Commissioner and meeting on a regular basis.	Meeting with Commissioner on a regular basis and sharing information and leads and resources where needed		
Undertake investment missions, where necessary					
Establish a CRM system to manage information about key companies and potential investors	CRM system purchased and in place				
Respond to OEDC investment inquiries					
Participate in OEDC investment missions where necessary					
<u>Small Business Development</u>					

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Manage the contract for the Leeds & Grenville Small Business Enterprise Centre	New contract for LGSBEC signed				
Support the delivery of Starter Company and Starter Company Plus programs	Starter company program being developed to be launched in Q2	Summer Company launched	12 students completed Summer Company program generated \$37,748 in revenue 5 entrepreneurs completed the Starter Company Plus program		
Through BR&E activities make an effort to connect to and support smaller businesses	Have reached out and met with a number of small businesses	The Provincially funded BR&E has included outreach to 4 small businesses.	The provincially funded BR&E has included outreach to 15 small businesses (10 or less employees)		
Connect small businesses to the Angel Network			1 inquiry has been received		
<u>Entrepreneurship / Innovation / Incubation</u>					
Work with stakeholders and partners to identify the incubation and entrepreneurship requirements for Brockville	Met with a couple of local businesses owners interested in establishing a shared work / incubation space				

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Discuss with Province/RICS the delivery of innovation/entrepreneurship services in Brockville					
Prepare for the development of an entrepreneurship / innovation / incubation strategy in 2019					
<u>Tourism</u>					
Provide funding for the running of the Brockville Tourism Office	Contract for Tourism Offices remains with Chamber of Commerce Led on the consultation and implementation of the Municipal Accommodation Tax	Accommodation Tax implemented on May 1 st . Council still to decide how to best allocate the revenue generated from this.	Accommodation tax being collected, recommendations on allocation of the funds are being developed for next council to consider		
Identify suitable accommodation for the tourism office	Decision on tourism office location deferred by Council until 2019				
Undertake a Strategic Review and Plan of the Brockville and area	Tourism office has applied for	Ministry of Tourism	Consultants appointed, work on		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
Tourism	additional Provincial support for the Tourism Strategy. Expect to hear in Q2 if approved	approved funding for the tourism strategy. RFP issued. Consultants expected to be appointed in July 2018.	the tourism strategy is underway with completion expected in January 2019		
Complete the Marina Study	Marina Market Needs Analysis completed	Results of the Marina study included in the Waterfront Committees community consultation			
Support the DBIA in their data visitor collection project	Project delayed may not happen until 2019				
Support the DBIA in their downtown signage project		As part of the Provincially funded Main Street Revitalization program signage in downtown will be improved. Funding will also be used for additional benches, new decorative street lighting and extending wifi coverage.	Funds received, DBIA working with Operations on implementation		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Support Frontenac Arc Biosphere projects			Met with FAB staff		
Continue to support the development of the UNESCO MAB project		Brockville hosted Executive directors from biosphere in the Great Lakes region.			
Continue to support visitor related activities such as the annual fireworks and highway signage	Supporting the improvement and increasing number of tourism directional signage from 401 exits		New tourism directional signage at 401 exists have been agreed and will be installed by MTO		
Support festivals / events			Beginning to work on organizing Tall Ships Festival for September 2019		
<u>Marketing / Communications / Social Media</u>					
Undertake a review of Economic Development social media and identify ways to create a social media campaign utilizing multiple partners (i.e. DBIA, Aquatarium, BAC, Tourism, LGSBEC, 1000 Islands CDC, St Lawrence College, etc)	Review of social media completed. New Economic Development social media channels developed (Twitter, Facebook)	Ongoing posting on social media platforms. Including introducing profiles of local businesses.	Ongoing social media posts		
Review existing marketing collateral	Development of a marketing plan is		Focus has been on updating the		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
and update where necessary	underway		relocation guide		
Review and continue to deliver a regular e-newsletter to local stakeholders	Considered as part of the broader marketing plan				
Ensure that economic development activities are promoted through regular press releases	Considered as part of the broader marketing plan				
Support BGH with Physician recruitment	Held preliminary meeting with BGH on physician recruitment campaign. More will done once the hospital expansion is launched		Ongoing		
Identify appropriate hardcopy based publication to promote Brockville and undertake targeted advertising	Considered as part of the broader marketing plan				
<u>New Resident Attraction / Immigration</u>					
Continue to provide funding to the Immigration Partnership and participate in the Immigration Advisory Board	Immigration Partnership contract signed.		New immigration portal has been developed and will be launched in Q4		
Update information for relocation guide and print more copies	Relocation guide reviews and in the process of updating		Update completed, new guides will be printing in Q4		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Continue to support the immigration scholarships		Two prizes were given, one each to BCI and TISS			
Work with Public & Separate School Boards / St Lawrence College / Fulford Academy on a new student welcome program	Held preliminary discussion on an international student welcome program to be delivered in September	Planning underway for a student welcome program	89 International student from UCDSB were welcomed by the Mayor and toured the AQ Worked with SLC identifying housing options for new international students		
Work with stakeholders to develop youth retention / attraction strategies	Working with partners on the Age Friendly designation		Working with Youth Committee on youth friendly designation and funding application for a youth intern		
<u>Real Estate</u>					
Continue to drive the development of the new Employment lands	Awaiting OMB decision	OMB hearing scheduled for January 2109.			
Start the Provincial Site Certification Program for the Employment Lands	Council approved applying to the Investment Ready: Certified Site Program (2018-016-02). Contract		Signed contract received from the Province. Still awaiting OMB decision		

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
	has been signed by the City and is awaiting Provincial signature. Awaiting OMB decision				
Work with Operations on the implementation of LCV interchange at 401					
Complete Communities in Transition projects	Working with MEDG to complete the Communities in Transition application	City approved for CIT funding to complete an Economic Analysis for the St Lawrence Corridor Region. RFP issued. Decision on consultants expected in July.	Contract awarded, work will start in Q4 and will be completed by February 2019		
Identify and implement a new property database, possibly in collaboration with L&G and the new SLCEDC					
Work with ICI realtors to get a better understand of the market place and the demand in Brockville and the broader area					

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Manage key real estate development projects: Fulford Academy, P&G site, Community Hub, Highland Golf, UNESCO EuroMAB, Zellers Plaza, Wedgewood, Junic	<p>Continuing to liaise with P&G realtors regarding the sale of their site.</p> <p>Working with Rob Thompson on his developments in the downtown</p> <p>Discussion on the sale of 5 ac of on Broome Industrial Estate.</p> <p>Assisting on the development of a new hotel off Parkdale</p>	<p>Continuing to liaise with P&G realtors regarding the sale of their site.</p> <p>Closed on the sale of 5 acres on Broome Industrial Estate.</p> <p>Working with a food production company looking to establish a distribution facility</p> <p>New defense related company has chosen Brockville to establish a light manufacturing facility. (Company name confidential at this time)</p>	<p>Continuing to work with P&G's agents on the sale of the property</p> <p>Cannabis production company has acquired property and is looking at further land to acquire</p> <p>Defense company has held initial job fair through the EEC</p> <p>Food production company is still considering Brockville for their distribution facility</p>		
<u>Administration</u>					
Improve the existing online property database to ensure that it is updated and more useful to potential investors and the ICI real estate community.					

2018 DEPARTMENT GOALS/OBJECTIVES – Economic Development

ECONOMIC DEVELOPMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
Review the existing economic research, data and information that the economic development office has and update and improve it where necessary	Update to Economic Indicators report underway	Economic Indicators report completed.			
Review the Economic Development Advisory Team to ensure that it has broader representation from key economic development stakeholders and identify areas of activity that the EDAT can assist and advice on					
Continue to support the administration of the BAC	Ongoing support to BAC on HR and operational issues	Ongoing support to BAC on HR and operational issues			
Review the professional development & training needs of the new economic development team	Individual work plans & training plans completed,				

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. Continue participation on the Cataraqui Source Water Protection Committee	The CSWPC is actively working on updating the protection plan. The Director of ES is a member of the CSWPC.	The CSWPC is looking at a number of updates but are in the early stages of the 2-3 year process.	On-going.		
2. Participate in contract negotiations with local union.	The City and local union are scheduled for meetings in May and June 2018.	The City and union met for a couple of days in May and in June to negotiate a new contract.	Completed.		
3. Participate in the non-unionized job evaluation process.	The City announced a review of all non-unionized jobs.	Information sessions were held with staff to review process. JE's were distributed to staff for completion and review by their supervisor and submitted to HR by the end of May 2018.	On-going.		
4. Provide technical assistance with the development of employment lands.	On-going.	On-going.	On-going.		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
5. Participate in the implementation of a Geographic Information System (GIS).	The ES Department continues to work closely with the City's GIS Coordinator to develop the City's GIS system.	On-going.	On-going.		
6. Participate in the review of private subdivisions for their assumption.	Staff continues to work on the assumption of a number of subdivision developments that have a number of outstanding issues and deficiencies.	On-going.	On-going.		
7. On-going monitoring/implementing of departmental succession planning.	The ES Department has on an on-going basis a few retirements each year. Plans are in-place to minimize impact, promote advancement within while ensure a safe efficient work place. The Water Systems Division had a senior water distribution operator retire in January 2018 which was subsequently filled.	The Water Systems Division had a senior water treatment plant operator retire at the end of May. Plans are in place to fill the position in the near future.	A new water operator has been hired. On-going review and planning.		
8. Implementation/Monitoring of 2018 Budget.	Supervisory staff is responsible for completing capital projects and monitoring operating budgets.	On-going.	On-going.		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
9. Preparation of 2019 Budget	Preparation of the 2019 budget is anticipated to start in the 2 nd quarter.	Supervisory staff is in the early stages of assembling the 2019 operating and capital budgets.	On-going.		
10. Capital Projects					
1. Byng Street Reconstruction	Tender drawings and documents were advertised in March 2018. Construction is scheduled to start in June.	Tender has been awarded to Knapp's Paving. Work is scheduled to start in late June.	On-going. Work has been delayed due to the amount of rock encountered. It is anticipated to be completed in Nov.		
2. Pre-Engineering Services	Camera inspections to be completed later in the summer/early fall.	On-going.	On-going.		
3. Fire Hydrant Replacements	Work to be completed throughout the summer by Water Systems Division staff.	On-going.	On-going.		
4. First Avenue/King Street Watermain Construction	Work expected to be done in the 3 rd quarter.	Work expected to be done in the 3 rd quarter.	On-going.		
5. Front Avenue Watermain Construction	Tender drawings and documents were advertised in March 2018. Construction is scheduled to start in June.	Tender has been awarded to Miller Construction. Work is scheduled to start in late June.	Completed.		
6. WTP Capital Projects	Water Treatment Plant capital projects are well underway.	Projects are proceeding well.	On-going.		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
7. WPCC Capital Projects	Water Pollution Control Centre capital projects are well underway.	Projects are proceeding well.	On-going.		
<u>Department Objectives</u>					
Solid Water Division					
1. Fulfill duties and responsibilities of Solid Waste Officer while on leave.	Solid Waste Officer left on leave in mid-March 2018 and is not expected back until January 2019. Work load of the position is to be shared between the Director of ES and the Admin. Coordinator.	On-going.	Admin. Coordinator is expected to be on leave by end of Nov. Temp replacement to be hired in Nov.		
2. Finalize the landfill ECA amendment with MOECC.	City staff submitted the proposed amendment to the MOECC in early December 2016. A draft version of the new ECA has been received by the City. A copy has been given to the PLMG for their review and comments.	City staff met with chair of PLMG to review ECA changes. PLMG are now in the process of reviewing the document with comments to be received by the end of June.	New ECA was issued in August.		
3. Implementation of the Waste Free Ontario Act 2016.	The province is moving forward with a number of new regulations governing several different programs. The new Tires Regulation will come into effect in June with the Waste	Many of the new policies and programs have been put on hold until after the provincial election.	Completed.		
		On-hold.			

2018 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
	Electrical and Electronic Equipment by December. The new Blue Box Program is expected to come into effect by 2022.				
Engineering Division 1. Administration of Provincial and Federal funding programs (CWWF) 2. Participate in the annual update of the City's Asset Management Plan 3. Provide technical assistance on the new rink/school project. 4. Provide technical support on the BGH expansion project. 5. Implementation of new Excess Soil Regulation. 6. Implementation of new MOECC Stormwater Management Guidance Manual.	Deadlines for the CWWF projects have been extended until March 2020. On-going. On-going. On-going. Work on the BGH expansion project began. City is coordinating completion of the reconstruction of Bartholomew Street with work on the hospital project. The MOECC is proposing regulatory changes to the management of excess soil in Ontario. The MOECC is proposing regulatory changes to stormwater management	On-going. On-going. On-going. The work on Bartholomew Street has been completed with the exception of the west side sidewalk and paving. This work is expected to be completed by the end of August. The draft regulation was posted on the EBR for comment in April 2018. The draft manual is in circulation to various	On-going. On-going. On-going. Restoration work is still outstanding. City has coordinated completion with BGH project. On-hold. On-hold.		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	guidelines in Ontario.	municipalities, associations and organizations for comment.			
Water Systems Division					
1. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal review of the risk assessment matrix was completed and updated accordingly.	On-going.	On-going.		
2. Continue the implementation of the Source Water Protection Plan policies.	Staff is actively implementing the plan policies. In December 2017, the MOECC extended the deadline for municipalities to spend funding money until the end of December 2018.	On-going.	On-going.		
3. Backwash Wastewater Upgrades (2017)	Tenders were advertised and received in March. The low tender received was significantly more than what was budgeted. As a result, the proposed work has been cancelled while staff looks at a variety of different options.	For the short term, staff will continue to complete 2 filter back washes a day. Should algae presence increase and a third back wash required, staff will be required to work overtime.	Staff continues to look at less expensive alternatives.		
4. Review and assessment of leaking private water services.	Expected to be reviewed later in the year, time permitting.	On-going.	On-going.		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
Wastewater Systems Division <ul style="list-style-type: none"> 1. Main Pump Station Force main Condition Assessment (2017) 2. WPCC Main Pump Station – Engineering Design (2016) 3. Completion of sanitary sewer service replacement program (2017) 4. Development of Quality Management System 5. Preliminary investigation into pump station/force main condition assessments. 	<p>An alternative method to insert the assessment equipment into the force main has been confirmed. Staff is waiting for flows at the station to decrease to a point where it is easier to complete the work.</p> <p>Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in July.</p> <p>Staff continues to work on replacing problematic sewer services.</p> <p>An initial internal meeting has been held to kick off the project. WPCC staff to use the City's Water Systems quality management system as a template.</p> <p>On-going.</p>	<p>Pure Technology has tentatively been scheduled to complete the assessment in early July.</p> <p>On-going.</p> <p>It is expected that all problematic sewer services will be completed by the end of the summer.</p> <p>On-going.</p> <p>On-going.</p>	<p>Work is anticipated to be completed in November.</p> <p>The RFP is anticipated to be advertised by the end of the year.</p> <p>On-going.</p> <p>On-going.</p> <p>On-going.</p>		

2018 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
6. Investigation into wet weather flows at Thomas Street and West End pump stations, Baxter Drive and Butlers Crescent areas.	On-going.	On-going.	On-going.		
<u>Personal Development</u>					
1. Continue to attend a variety of Human Resources workshops.	On-going.	On-going.	On-going.		
2. Assist Human Resources Division with union related issues.	On-going.	On-going.	On-going.		

2018 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. People					
a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Rotary Field House, Waterfront Action Plan	Planning for Brock Trail, arena and Rotary Field House projects. Preparing for first full year of operation of the Railway Tunnel.	Planning for arena and Rotary Field House projects ongoing. Brock Trail projects under construction. Railway Tunnel operations ongoing. Waterfront Action Plan public meeting held in June.	Planning for arena and Rotary Field House projects ongoing. Brock Trail projects under construction. Railway Tunnel operations ongoing. Waterfront Action Plan report prepared for submission to Council.		
b. Facilitate departmental support for festivals and events which benefit residents and draw visitors i.e. Ribfest, Hydroplane regatta, Poker Run, Red Hot & Blue Rockabilly Festival, Octoberfest, Winter Classic (linkage to Economy objectives)	Planning/preparation for 2018 events.	Planning/preparation for 2018 events.	2018 events completed after Octoberfest. Planning/preparation has commenced for 2019 events.		
c. Festival Policy - develop a user pay fee structure for profit generating events	Obtained background information from other municipalities.	Obtaining input from DBIA regarding positive and negative impacts of events	Report to Council 4 th quarter		
d. Complete review of Non-resident User Fee	Deferred pending Elizabethtown-Kitley agreement	To be completed by year end.	To be completed by year end.		
2. Economy					
a. Provide technical support to industrial park land assembly initiative	Ongoing support with respect to OMB hearing	Ongoing support with respect to OMB hearing	Ongoing technical support, as needed		

2018 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
b. LCV's – interchanges, City routes	Coordinating with MTO	Coordinating with MTO	Coordinating with MTO		
c. Encourage/support next steps of Reticle development (airport)	Ongoing	Ongoing	Ongoing		
3. Amenities					
a. Brock Trail expansion/upgrades	Bids received for 2018 projects.	2018 projects under construction.	2018 projects under construction.		
b. 2018 Capital Projects – roads, bridges, fleet, parkland, facilities	2018 projects initiated	2018 projects ongoing.	2018 projects ongoing		
c. Completion of Reynolds Park Risk Assessment	Response to MOECC comments being formulated	No action	No action		
d. Cycling network - Active Transportation Plan	Request for Proposals issued	Contract awarded and project initiated	Project temporarily suspended		
e. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee	List of potential projects completed. Public consultation being planned.	Public meeting held in June.	Waterfront Action Plan report prepared for submission to Council.		
f. New Arena facility – staff resource, meetings, Shared Use Agreement/Design	Assisting with Shared Use Agreement, property acquisition	Assisting with Shared Use Agreement, property acquisition	Coordinating resolution of conditions of property purchase in cooperation with UCDSB		
g. Rotary Fieldhouse/Play area	Evaluating options for building accessibility	Evaluating options for project funding in addition to City and Rotary	Application to Enabling Accessibility Fund (federal) for project funding		

2018 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
4. Sustainability					
a. Evaluate alternative fuel vehicles	2 nd quarter activity	3rd quarter activity	4 th quarter activity		
b. Asset Management – 2017 Update	3 rd quarter activity	4 th quarter activity	4 th quarter activity		
<u>Departmental Objectives</u>					
1. Assist City Manager in completion of: - Implementation/monitoring of 2018 Budget - Preparations for 2019 Budget - Implement next steps of succession planning as necessary	Ongoing 2 nd /3 rd quarter	Ongoing Ongoing	Ongoing Proposed 2019 budget submitted Ongoing		
<u>Personal Development</u>					
Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	Ongoing	Ongoing	Ongoing		

2018 DEPARTMENT GOALS/OBJECTIVES – FIRE Department

FIRE Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1. Fire Prevention				
Home Inspection Program This is a multi-year project that identifies area of concern for fire prevention education and enforcement. We will be increasing the number of home inspections to attain 2000 visits per year. Reaching every home in a five year period will be a gradual increase from our current status.	Program begins in 2nd quarter	Program Progressing well, over 700 homes completed	Progressing well, over 1,400 homes completed	
Vulnerable Occupancy Program This is mandated by the Province, it involves educating and enforcement of the Provincial Regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.	Program takes place in 3rd and 4th quarters	Program takes place in 3rd and 4th Quarters	Program 75% completed	
Apply part 9 retrofit compliance and enforcement to specific geographic areas including historical, high risk, close proximity, etc.	Ongoing	Progressing well	Ongoing, high risk areas receive frequent visits	
Coordinating the production of a Risk Assessment Report to meet the new Provincial Legislation	underway	ongoing	1st quarter 2019 annual report will include revised risk Asses.	

2018 DEPARTMENT GOALS/OBJECTIVES – FIRE Department

FIRE Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Public Safety Awareness Campaigns We will be focusing on seniors and multiple unit dwellings. Fire Safety Information Sessions, Fire Safety Programs with primary grades in the city schools	present at all public events	public at all public events, preparing for prevention week	Very busy fire prevention week, present at many events locations	
Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	ongoing	ongoing through home inspections, incidents calls etc	Coordinated with home inspection, promoted on social media	
Generate supplementary revenues from Fire Prevention and Training Divisions.	ongoing	ongoing	Adjustment being made, fee revised	
2. Suppression				
Initiate strategy re: composite Fire Department	ongoing through negotiation process	ongoing through negotiation process	Ongoing	
Development of a communication strategy for the implementation of a composite Fire Department in partnership with like-minded municipalities	ongoing, constant discussion with municipal FC	ongoing, constant discussion with municipal FC	ongoing, constant discussion with municipal FC	
Implementation plan and cost analysis to proceed with proposed Master Fire Plan	ongoing	preparing document for end of 4th quarter	Will be going to Council 1st quarter 2019	
Establish response protocols that ensure adequate staffing and resources	ongoing	Modifications to deployment of resources based on stats.	Modifications to deployment being evaluated and adjusted	
Continue with fleet plan reduction and renewal project	ongoing	Recommendations for fleet in 2019-2020 budgets	Recommendations for fleet in 2019-2020 budgets	
Initiate training opportunities with our Mutual Aid partners	ongoing	repairing scenarios for 3rd quarter	Evaluating response capabilities and adjusting as needed	

2018 DEPARTMENT GOALS/OBJECTIVES – FIRE Department

FIRE Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Prepare a SCBA replacement program, review and recommendations	Third quarter	Addressing immediate needs and preparing for evaluations	Committee will evaluate manufactured in 4th quarter	
3. Administration				
Continue to support tourism by attending events with Fire Department presence	ongoing	Positive presence to all public events and invitations	Attended all major summer events, and ongoing	
Prepare 2017 annual report	ongoing	Will be presented in 3rd quarter		
Monitor the 2018 budget and variance report concerns as required	ongoing	ongoing	ongoing	
Work with HR on outstanding contract, bargaining and negotiation issues	ongoing	ongoing, mediation completed preparing for arbitration	Ongoing, prepared for and attended two arb sessions	
Develop the 2019 budget, review the fire department line items to propose a budget that better reflected actual needs and costs	ongoing	Submitted fleet and building Capital, working on remainder	All submitted, SMT and Council review in 4th quarter	
Coordinate a training plan to meet future legislative standards on Firefighter training. Establish clear goals and objectives for crew training and for future volunteer integration			Training standard pulled by Prov Gov, we will still proceed	
Develop a centralized filing system using manual, digital and CriSys	system established, project progressing well	summer student, progressing on historical files	Historical filling completed, all files recorded for retrieval	
Review and update the outdated Fire Department By-Laws	Will be submitted along with MFP implementation plan	Will be submitted along with MFP implementation plan	Will be going to Council 1st quarter 2019 along with MFP	

2018 DEPARTMENT GOALS/OBJECTIVES – FIRE Department

FIRE Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
4. Communications				
Promote and develop sustainable strategy for the Fire Department Dispatch System	In place with County and municipal partner agreements	Ongoing, responding to all request and RFP, service request	Ongoing, responding to all request and RFP, service request	
Streamline workload through interfacing systems	Project progressing	Upgrades of hardware planned and progressing well	Project progressing well, further steps slotted for 4th quarter	
Organize proper response protocols and boundaries	Ongoing, coordinating with municipal partners	Ongoing, coordinating with municipal partners	Progressing well, ongoing client meetings	
Address deficiencies-NFPA standards, etc.	Good progress on issues to be corrected	Project proceeding	Project progressing well, further steps slotted for 4th quarter	
Respond to any RFP requests and reach out to potential clients/partners	Ongoing	Ongoing	Ongoing, working on prospects	
5. Emergency Planning				
Maintain the City's Annual Compliance with the Emergency Management and Civil Protection Act. Additional training exercises will be introduced	Ongoing	Preparing for EOCG committee meeting and exercise	Updated plan and HIRA, ongoing review with New Council	
Provide, organize and schedule annual training sessions or other training sessions as requested or required	Ongoing	Tentative dates in place for Exercise	Annual exercise completed, report received	
Hold meetings of the committee as required		Planned for 3rd quarter	Committee training jointly with UCLG	
Review HIRA in conjunction	Ongoing	Planned for 3rd quarter	HIRA reviewed with annual plan review	
Update plan to include a new primary EOC		Planned for 3rd quarter with review	Completed, all plans will be updated (hardcopy) in 4th quarter	

June 16, 2016

**Report to Finance, Administration & Operations Committee
November 21, 2018**

2018-120-11

**Amendment to Procedural Bylaw 113-1980
Standing Committees**

**S. MacDonald
City Clerk**

RECOMMENDED

THAT Council authorize an amendment to City of Brockville Procedural Bylaw 113-1980 regarding the establishment of Standing Committees to come into effect December 1, 2018; and

THAT the necessary bylaw be enacted.

PURPOSE

The purpose of this report is to enact the by-law required to amend the City of Brockville Procedural Bylaw 113-1980 to establish standing committees of council to commence December 1, 2018.

BACKGROUND

The existing standing committees of council have been in place since 2003. It is proposed to replace the existing two standing committees with three committees and redistribute their areas of responsibilities.

ANALYSIS

As noted above, the existing standing committees have been in existence since 2003 and have worked effectively in accomplishing council's priorities and directions. A new term of council will take effect December 1, 2018. The incoming council wish to change their priorities and directions and it is proposed that the reformation of the standing committees is necessary to move forward.

The proposed procedures and composition of the standing committees is set out in Schedule A attached to this report.

2018-120-11

Amendment to Procedural Bylaw 113-1980
Standing Committees

Page 2

POLICY IMPLICATIONS

The *Municipal Act, 2001* requires municipalities to pass a procedural bylaw for governing the calling, place and proceeding of meetings. To effect the change to the standing committee composition will require an amendment to the City of Brockville's Procedural Bylaw 113-1980.

FINANCIAL CONSIDERATIONS

None.

CONCLUSION

An amendment to the City of Brockville's Procedural Bylaw 113-1980 is necessary to effect the changes as outlined in the attachment.



S. MacDonald, City Clerk



M. Pascoe Merkley

**City of Brockville
Procedural Bylaw 113-1980
Appendix A - Standing Committees**

The Standing Committees that report directly to Council shall be as follows:

- a) Economic Development, Recreation & Tourism Committee (EDRTC)
- b) Finance and Administration Committee (FAC)
- c) Planning and Operations Committee (POC)

A. Standing Committee Membership

- 1) The Economic Development, Recreation & Tourism Committee shall be comprised of two (2) members of council and two (2) citizens appointed by Council.
- 2) The Finance and Administration Committee shall be comprised of three (3) members of council and one (1) citizen appointed by Council.
- 3) The Planning and Operations Committee shall be comprised of three (3) members of council and one (1) citizen appointed by Council.
- 4) Membership on Standing Committees shall be as determined by Council.
- 5) The Mayor is an ex-officio member of all Standing Committees who, when attending a Standing Committee meeting, shall have full voting privileges and shall be counted for the purpose of the Standing Committee's quorum as set out in section B.

B. Quorum

- 1) The quorum for all Standing Committees shall be a half of the membership. (i.e. a committee of four members shall have quorum of two)
- 2) As soon as there is a quorum after the time set for the meeting, the Chair shall take the chair and call the meeting to order.
- 3) If the Chair does not attend within 15 minutes of the time appointed for a Committee meeting and a quorum of Committee is present, the Clerk (or designate) shall ask another member to take the chair and

City of Brockville
Procedural Bylaw 113-1980
Appendix A

Page 2

call the meeting to order and they preside until the arrival of the Chair.

- 4) If a quorum is not achieved within 30 minutes after the time appointed for a meeting of Committee, the Clerk shall record the names of the Members of the Standing Committee present and the meeting shall stand adjourned until the date of the next scheduled Committee meeting or other meeting called in accordance with the provisions of this By-law.
- 5) If quorum cannot be maintained during a meeting, the Clerk will advise the Chair that quorum is lost and the decision to continue the meeting will rest with the Chair. During the absence of quorum, no decisions may be approved.

C. Standing Committee Meeting Times and Location

- 1) Unless otherwise decided by Council, scheduled meetings of the Standing Committees will be as follows:
 - i) Economic Development, Recreation & Tourism Committee shall meet on the first Tuesday of each month at 7:00 pm.
 - ii) Finance and Administration Committee shall meet on the third Tuesday of each month at 4:30 pm.
 - iii) Planning and Operations Committee shall meet on the first Tuesday of each month at 4:30 pm. Meeting held by the Planning and Operations Committee under the *Planning Act* shall be in conjunction with the POC meeting and commence at 6:00 pm.
- 2) In the event a meeting date, as shown above falls on a day which is a public or civic holiday, an alternate date and time will be selected.
- 3) In addition to regularly scheduled Standing Committee meetings, a special meeting of a Standing Committee may be scheduled when required, at the call of the Chair, at locations and times to permit convenient access for members of the public most affected by such a matter with at least 48 hours notice in accordance with Notice provisions

D. Cancellation of a Committee Meeting

- 1) The Clerk may cancel a Committee meeting in consultation with the Standing Committee Chair.
- 2) The Clerk shall give each Member of the Standing Committee, notice of a cancellation of a Committee meeting as soon as practical by:
 - i) email to the email address on file;
 - ii) by telephone
- 3) The written notice to be given shall state the reason for the cancellation of the meeting.
- 4) The Clerk shall ensure that the meeting cancellation information is posted to the Committee and Council Meeting Calendar on the City's website.

E. Standing Committee Reports

- 1) Each Standing Committee shall make recommendations to Council.

F. Rules of Procedure

- 1) The rules governing the procedure of the Council at Council meetings shall be observed at Standing Committee meetings, so far as they are applicable.
- 2) A motion does not require a Seconder.
- 3) No member of Council shall speak more than once, until every member of a Standing Committee, followed by every Member of Council who is not a member of the Standing Committee, has spoken, and then only to provide information or seek clarification from the Chair, other Members of Council or staff.
- 4) A Member of Council may place an item on a future agenda of a Standing Committee meeting by delivering a written Notice of Motion to the Chair of the Standing Committee and to the Clerk no later than Wednesday preceding the meeting.

City of Brockville
Procedural Bylaw 113-1980
Appendix A

Page 4

- 5) A Member of Council who is not a member of a Standing Committee is entitled to attend such Standing Committee meetings and to participate, provided that the Member of Council shall:
 - i) not be counted for quorum purposes, and;
 - ii) not move any motion or vote on any matter.

G. Duties of Standing Committees

- 1) The duties of the Standing Committees shall be as set out in Schedule A.

H. Order of Business

- 1) The general Order of Business for the regular meetings of Standing Committees, unless changed by the Standing Committee in the course of the meeting, shall be as follows:
 - Disclosure of Interest
 - Delegations and Presentations
 - Correspondence and Communications
 - Reports from Boards and Committees
 - Staff Reports
 - New Business - Reports from Members of Council
 - Motion to Create Consent Agenda
 - Media Question Period
 - Adjournment

I. Delegations

- 1) Persons who wish to appear as a delegation to address a Standing Committee on a matter that:
 - i) is listed on the agenda for a Standing Committee meeting, may make a request in writing to be listed as a delegation, such request to be received by the Clerk no later than 12:00 noon the business day before the meeting. If the Standing Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday.
 - ii) is not listed on a Standing Committee agenda, may make a request in writing to the Clerk, the Clerk will consult with the Standing Committee Chair on the request.

City of Brockville
Procedural Bylaw 113-1980
Appendix A

Page 5

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- 2) A request to attend as a delegation shall include the person's name, reason(s) for the delegation, and if applicable the name, address and telephone number of any person, corporations or organizations which they represent. A delegation to appear before the Standing Committee is encouraged to provide the Clerk with a brief of their presentation, which in turn will be provided by the Clerk to the Members of the Standing Committee in advance of the meeting.
 - 3) A delegation shall be limited to a presentation of not more than ten minutes, except as otherwise prescribed for at a public meeting by applicable legislation.
 - 4) Notwithstanding subsection 4, an extension of a specific allotment of time to the ten-minute speaking restriction may be granted with the approval of a majority of the members of the Committee present.
 - 5) Notwithstanding subsection 2, a delegation may provide additional written material regarding the subject matter, for the public record.
 - 6) A delegation making a request to address a Standing Committee pursuant to the *Planning Act* shall be heard without a written request being received, if advanced notice is not required by such applicable legislation.
 - 7) Except as required by by-law, any Delegations who have previously appeared before a particular Standing Committee on a subject matter shall be limited to providing only new information in their second and subsequent appearances at that Committee.

J. Public Hearings

1) General

- i) Public Hearings shall be held at Standing Committee meetings, as required by applicable legislation, or by Council.
- ii) Appropriate advertising shall be undertaken as required by applicable legislation, by-law, or according to City policy, to advise interested persons.

2) Procedure

- i) A delegation shall be in accordance with Section I.

City of Brockville
Procedural Bylaw 113-1980
Appendix A

Page 6

ii) Public Hearings shall commence with:

- (1) an introduction of the subject matter by the Chair or by staff;
- (2) the staff presentation, if any and if not waived by the members of the Standing Committee;
- (3) the signing in of all delegations on a sheet, provided by staff, with their name, address, including postal code, phone number and e-mail address (optional).

3) Written information

- i) A delegation may provide additional written material regarding the subject matter, for the public record. Where a delegation wishes copies of the information to be provided to all members of a Standing Committee, either one (1) copy of the material shall be provided to the Clerk by Wednesday preceding the meeting date for inclusion in the agenda or 15 copies shall be provided to the Clerk for distribution at the meeting.

K. Conflict of Interest Declarations (*this section is effective March 1, 2019*)

- 1) Where a member has disclosed an interest referred to in Section 5 of the *Municipal Conflict of Interest Act, 1990* at a meeting, the member shall file a written statement with the Clerk.
- 2) The Clerk shall establish and maintain a registry in which shall be kept,
 - i) a copy of each statement filed under Section K; and
 - ii) a copy of each declaration recorded in the minutes of the meeting.
- 3) The Clerk shall make the Conflict of Interest Registry available for public inspection.

L. Special Meetings of a Standing Committee

- 1) In addition to scheduled Standing Committee meetings, the Mayor or the Standing Committee Chair may, at any time, summon a special meeting of a Standing Committee by giving written direction to the Clerk stating the date, time, and purpose of the special meeting.
- 2) The Clerk shall summon a special meeting of a Standing Committee when requested to do so in writing by a majority of Members of the Standing Committee.
- 3) The Clerk shall give each Member of the Standing Committee or their designated staff, notice of a special meeting of a Standing Committee at least 48 hours before the time appointed for such meeting by:
 - i) email to the email address on file;
 - ii) by telephone
- 4) The written notice to be given under subsection 3 shall state the nature of the business to be considered at the special meeting of a Standing Committee and no business other than that which is stated in the notice shall be considered at such meeting.
- 5) Notwithstanding subsection 4, other business may be considered at a special meeting with at least two-thirds of the Committee members present and voting in the affirmative.
- 6) The Clerk shall prepare the Order of Business for a special meeting of a Standing Committee with the appropriate selection of agenda categories from Section H.

City of Brockville
Procedural Bylaw 113-1980
Appendix A

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Schedule A to Appendix A

Economic Development, Recreation & Tourism Committee	Finance and Administration Committee	Planning and Operations Committee
<p>Reporting Departments, Boards and Committees</p> <ul style="list-style-type: none"> • Economic Development Office • Arena Advisory Board • Arts Centre • Economic Development Advisory Team (EDAT) • Library Board • Museum Board • Twin Pad Committee <p>Specific</p> <ul style="list-style-type: none"> • Community surveys • All property sales and Purchases • Regional economic Development • Marina • Arenas • Parks • Athletic fields <p>External Organizations</p> <ul style="list-style-type: none"> • Aquatarium • Brock Trail • Chamber of Commerce • Communities in Bloom • DBIA • Festivals and events • Island Breakfast Committee • St Lawrence Corridor Economic Development Commission • Tourism 	<p>Reporting Departments, Boards and Committees</p> <ul style="list-style-type: none"> • Administration • Corporate Services • Brockville Municipal Accessibility Advisory Committee (BMAAC) • Cemetery • Police Services Board • Volunteer Awards • Youth Advisory Comm <p>Specific</p> <ul style="list-style-type: none"> • Collective bargaining • Salary administration • Job evaluation system • Municipal organization • Capital financing plan • Variance analysis • Grants • Differential analysis • Performance measures • Major office equipment <p>All legal matters [excepting the purchase and sale of land]</p> <p>External Organizations</p> <ul style="list-style-type: none"> • Health Unit • UCL&G Joint Services Committee • PLMG • St. Lawrence Lodge Management Board 	<p>Reporting Departments, Boards and Committees</p> <ul style="list-style-type: none"> • Environmental Services • Fire Department • Operations Department • Planning Department • Airport Commission • Cycling Advisory Committee • Heritage Brockville • Railway Tunnel Committee <p>Specific</p> <ul style="list-style-type: none"> • Property standards by-law • Water rate administration • Sewer rate administration • Parking system • Traffic by-law • Transit system • Refuse collection and Disposal • Recycling • Building maintenance • [major] • Open space • All operational matters Pertaining to sewers, Water and fleet <p>External Organizations</p> <ul style="list-style-type: none"> • CRCA •

November 12, 2018

**Report To Committee Finance, Administration and Operations –
November 20, 2018**

2018-119-11

**Request for Reduction
in Fees for a Catch the Ace
Raffle Lottery - Legion**

S. MacDonald

City Clerk

L. Murray

Deputy City Clerk

Recommended

THAT Council establish a lottery license fee of \$300 for the Royal Canadian Legion Branch No. 96 for "Catch the Ace" raffle lottery schemes; and

THAT Council authorize the Royal Canadian Legion Branch No. 96 to make payment of the lottery license fee within 30 days of the start of said raffle.

Purpose

The Royal Canadian Legion Branch No. 96 has requested consideration of a flat license fee for "Catch the Ace" lotteries.

Background

The Legion has approached the City with hopes to conduct a "Catch the Ace" raffle lottery (Schedule 1 Attached). The Catch the Ace raffle lottery is a progressive, multi-draw raffle lottery scheme that is new to Ontario.

The Legion have highlighted the need to create a new revenue stream to increase their Building Fund as the facility is in need of several repairs. It is the Legion's intention to contribute the proceeds of this lottery to their Building Fund.

Policy Implications

Previously Council has recognized the contribution the Legion has made to the community and their need to generate income to cover the expenses of their branch. In 2011, Council established a reduced lottery fee for bingo events from a maximum of 3% as permitted by the Alcohol and Gaming Corporation to a 1% fee (on average saving the Legion \$40 per bingo event or approximately \$1,000 per year).

**Report 2018-119-11
Request for Reduction in Fees for
a Catch the Ace Raffle Lottery**

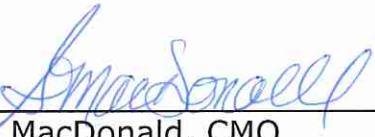
Page 2

Financial Considerations

The maximum fee permitted by the AGCO for a raffle lottery scheme is 3% of the prize. The Legion has requested a flat fee of \$300 which would be a reduction from the \$1,440 fee if charged at the maximum rate of 3%. The balance of the lottery proceeds, including any savings due to a reduced fee, would be put towards their building fund. Under the terms established by the AGCO, Lottery Licensees are required to ensure that the lottery proceeds are used as specified in the lottery application and must make regular reports to the municipality of expenditures of the lottery proceeds until such time as the proceeds are used in their entirely.

Conclusion

Staff are recommending the establishment of a flat fee for the "Catch the Ace" lottery scheme for the Royal Canadian Legion Branch No. 96 to assist with their building maintenance fund.


S. MacDonald, CMO

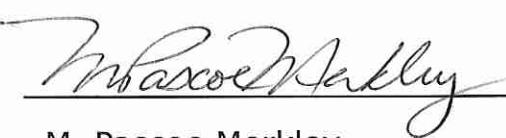
City Clerk


D. Dick, CPA, CA

Director of Corporate Services


L. Murray

Deputy City Clerk


M. Pascoe Merkley

Interim City Manager



The Royal Canadian Legion

RECEIVED

NOV 12 2018

CLERK

BROCKVILLE (ONT. NO. 96) BRANCH

P.O. BOX 36, 180 PARK STREET

BROCKVILLE, ONTARIO

K6V 5T7

TELEPHONE # LOUNGE (613)-342-7687 OFFICE (613)-345-0473

FAX # (613)-345-5803

RCLBRANCH96@COGECO.NET

Lynn Murray, Sandra Macdonald and Clerks office,

The Royal Canadian Legion Branch 96 of Brockville is requesting a license in order to conduct a Progressive Lottery, named "Catch the Ace".

Branch 96 is proposing to pay a flat rate of \$300.00 to the City of Brockville.

We are requesting that this fee be paid within 30 days after the start of the draw.

Going forward we will pay \$300.00 at the beginning of each new raffle.

Thank you for your understanding of this matter.

Chairperson of Catch the Ace

Karen Golden

Comrade Karen Golden

November 14, 2018

**REPORT TO FINANCE ADMINISTRATION OPERATIONS COMMITTEE –
20 NOVEMBER 2018**

2018-122-11

**MARINA LEASE EXTENSION
FULLER MARINE SERVICES**

**M. PASCOE MERKLEY
INTERIM CITY MANAGER**

RECOMMENDATION:

THAT Council authorizes the execution of a one-year marina lease extension with 3700518 Canada Inc. (Fuller Marine Services).

PURPOSE:

To seek direction with respect to a marina lease extension between the City of Brockville and 3700518 Canada Inc. o/a Fuller Marine Services.

BACKGROUND:

In 2008, the City entered into a lease with 3700518 Canada Inc. (Fuller Marine Services) respecting the docking on the City-owned water lot located south of Ernie Fox Quay. Said lease has been the subject of several extensions over the years. The last one year extension respecting the 2018 boating season has expired. Simon Fuller has requested a further one year extension of the lease for 2019.

ANALYSIS:

The marina lease sets out the expectations respecting the operation and maintenance of the docks, and establishes the lease payment to be made to the City, which was \$19,464 for 2018 (\$1622 monthly). The lease also contains a docking buy-out provision which declines on an annual basis.

In the absence of a long-term lease, it is recommended that a one year extension be granted including an inflationary increase of 2%.

Should the City opt not to extend the lease, the buy-out of the docking would be triggered in the amount of \$46,800.

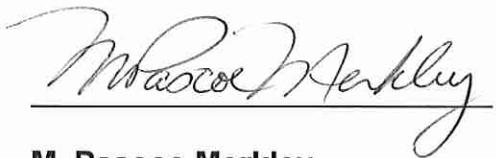
Report 2018-122-11
Marina Lease Extension
Fuller Marine Services

FINANCIAL IMPLICATIONS:

A one-year marina lease extension will provide revenue in 2019 in the amount of \$19,853.

CONCLUSION:

A continuation of the lease arrangement with 3700518 Canada Inc. for docking south of Ernie Fox Quay is recommended for an additional one year period.



M. Pascoe Merkley
Interim City Manager



D. Dick, CPA, CA
Director of Corporate Services

June 6, 2014

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – June 17, 2014

2014-066-06

**REQUEST FOR ALL-WAY STOP AT THE
INTERSECTION OF APPLE STREET
AND WATER STREET**

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

RECOMMENDATION

That Council approve the installation of “Hidden Intersection” warning signs at the east and west sides of the intersection of Apple Street and Water Street to provide early warning for approaching vehicles.

ORIGIN

The request for an all-way stop originated from Councillor Bursey at the May 20, 2014 Finance, Admin. & Operations Committee meeting.

BACKGROUND AND ANALYSIS

On July 2, 1997, as a result of a request from Peter Hoogendam, owner of the River Walk Mill, to institute a 3-way stop control at the Water Street/ John Street Intersection, the Environment / Planning / Development Committee passed a resolution to have city staff compile relevant data and documentation and report back to the Environment / Planning / Development Committee with strategies to consider with respect to the request, of which 6 were presented by the committee. Staff were also directed at the time to review the Apple Street/Water Street intersection for a potential all-way stop installation. The following 4 options were analyzed for the Apple Street/Water Street intersection;

1. Use of overhead convex mirrors – not recommended by staff at the time
2. Do nothing
3. Reduced speed on Water Street- reduced speed to 40 km/hr implemented
4. Install additional roadside warning signs- speed signs, narrow roadway installed

As a result of the direction to assess and compile data on the Apple Street/Water Street intersection, the Engineering Department reviewed the data in relation to the guidelines stipulated in the Manual of Uniform Traffic Devices, and summarized, based on the collected data, that only one of the guidelines were met which relates to the roadway operating characteristics, which is 2 lanes with 2 way traffic. Therefore, based on the data, an all-way stop was not recommended for the intersection. Staff identified and recommended that a reduced speed to 40km/hr would benefit this intersection as well as the John Street/Water Street intersection.

2014-066-06**REQUEST FOR ALL-WAY STOP AT THE
INTERSECTION OF APPLE STREET
AND WATER STREET****Page 2 of 2**

The owner of Dependable Vacuum at 17 Apple Street is concerned with the intersection, stating that he has witnessed many near misses at the intersection. Since the speed limit has been reduced on Water Street, collisions have decreased significantly at the Apple Street/Water Street intersection. From 1997-2009, there were a total of 11 collisions at the intersection, and from 2009 to the fall of 2013, there have been no collisions reported by the Brockville Police.

POLICY IMPLICATIONS

The installation of traffic signs requires amendment to the City's Traffic By-Law 119-89 and Council's authorization.

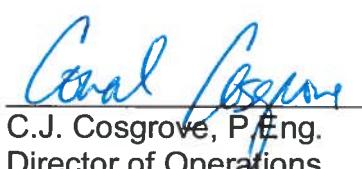
The installation of warning signs does not require any By-Law amendments or Council authorization.

FINANCIAL CONSIDERATIONS

The estimated cost of \$500 to install the proposed warning signs can be accommodated with the Public Works / Parks Division budget for signage.

CONCLUSION

Staff recommends that "Hidden Intersection" warning signs be installed on the north side of Water Street, east of Apple Street and on the south side of Water Street, west of Apple Street, and that staff continue to monitor Motor Vehicle Accident Reports provided to the Transportation Division by the Brockville Police Department.



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



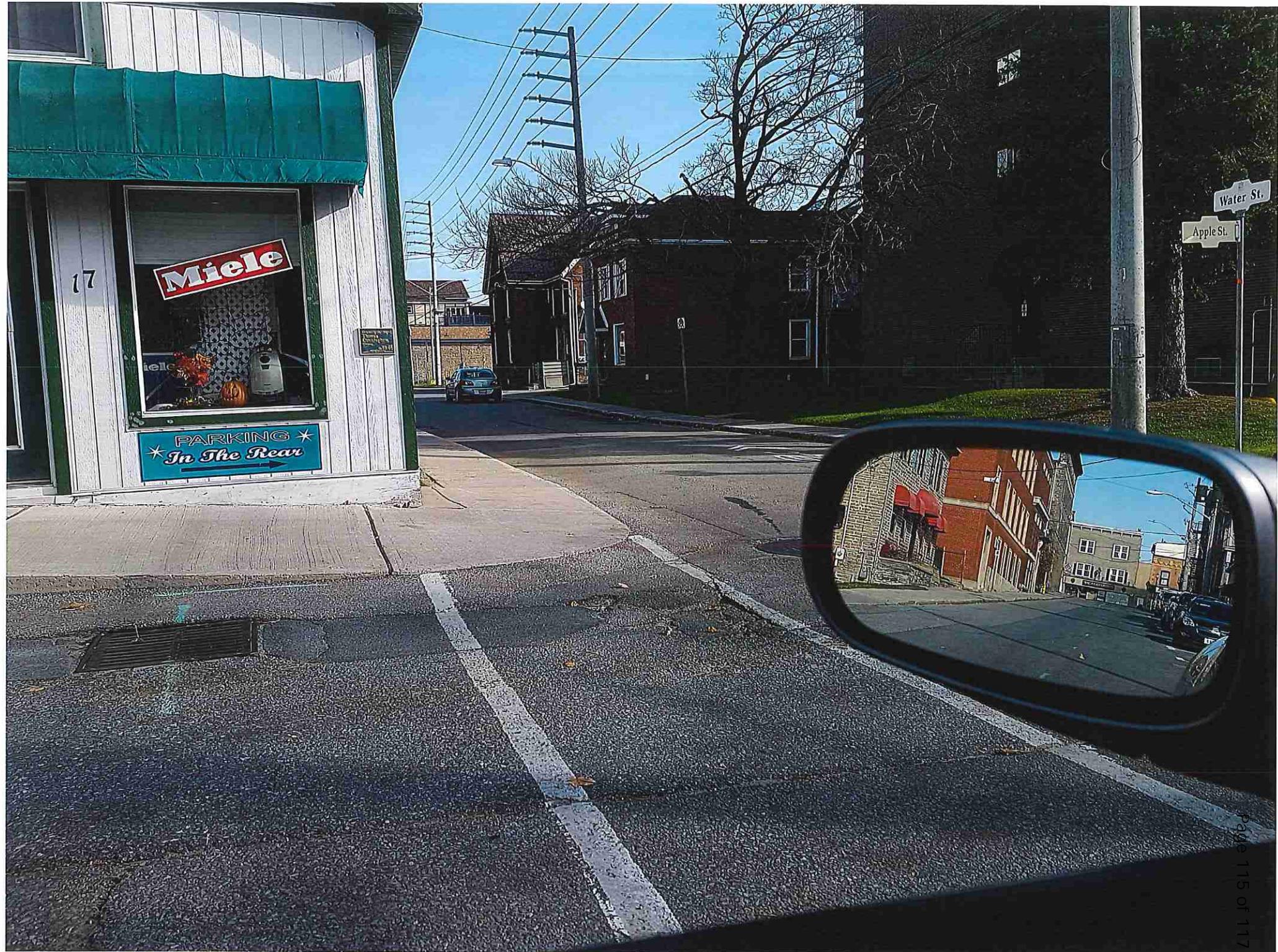
P. McMunn, C.E.T.
Supervisor of Transportation Services

D. Dick CA, CPA
Director of Corporate Services



B. Casselman
City Manager







MEMORANDUM

OPERATIONS DEPARTMENT

Date: November 16, 2018

File No.

To: Mayor Henderson
Members of Council

From: Conal J. Cosgrove
Director of Operations

Subject: Water Street/Apple Street Intersection
Update to Report 2014-066-06

The Operations Department has reviewed the Motor Vehicle Collision reporting from 2014 to 2017, provided by the Brockville Police Service (BPS), in order to update Report 2014-066-06, Request for All-Way Stop at the Intersection of Apple Street and Water Street.

The BPS reports include a list of the 20 intersections with the most collisions on an annual basis (2017 list attached). For each of the years from 2014 to 2017, the intersection of Water Street and Apple Street was not in the top 20. At least three collisions would have to occur at an intersection in order for it to be included in the top 20. As the Water Street/Apple Street intersection is not included in the top 20 list, it can be concluded that less than three collisions have been reported at the intersection on an annual basis. As a result, staff's observation remains that the number of reported collisions at the Water Street/Apple Street intersection does not support the implementation of an all-way stop.



CJC/jw
Attachment

2017 Q4 Top Intersections

Accident Location	Incidents	Parties	Injuries	% Injuries
N AUGUSTA RD & PARKEDALE AVE	11	24	2	8.33
CENTENNIAL RD & STEWART BLVD	9	19	1	5.26
FRONT AVE W & STEWART BLVD	8	17	2	11.76
CENTRAL AVE W & STEWART BLVD	8	16	2	13.33
PARKEDALE AVE & STEWART BLVD	7	15	0	0.00
CALIFORNIA AVE & LAURIER BLVD	7	14	1	7.14
JEFFERSON DR & STEWART BLVD	7	14	2	14.29
ORMOND ST & PARKEDALE AVE	7	14	1	7.14
PARKEDALE AVE & WINDSOR DR	6	12	0	0.00
PARKEDALE AVE W & STEWART BLVD	6	12	0	0.00
PEARL ST W & WILLIAM ST	6	11	1	9.09
CENTRAL AVE E & ORMOND ST	5	10	1	10.00
N AUGUSTA RD & REYNOLDS DR	5	10	2	20.00
CROCKER CRESCENT & PARKEDALE AVE W	4	9	0	0.00
FRONT AVE W & PARK ST	4	8	0	0.00
MILLWOOD AVE & PARKEDALE AVE	4	8	0	0.00
CENTRAL AVE E & PARK ST	4	7	0	0.00
BROADWAY AVE & N AUGUSTA RD	3	6	0	0.00
CROCKER CRESCENT & PARKEDALE AVE	3	6	0	0.00
KING ST E & PARK ST	3	6	0	0.00
TOTALS:	117	237	15	