



Finance, Administration and Operations Committee

Tuesday, April 18, 2017, 4:15 pm
City Hall, Council Chambers

Committee Members

Councillor L. Bursey,
Chair
Councillor T. Blanchard
Councillor P. Deery
Councillor J. Fullarton
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	Coalition
Municipal Accessibility Advisory Committee (BMAAC)	St. Lawrence Lodge Management Board Volunteer Awards

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

Page

AGENDA

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence & Communications

Nil.

Reports from Boards and Committees

Nil.

Finance, Administration and Operations Committee
April 18, 2017

Staff Reports

- 6 - 18 1. 2017-043-04
 Fire Dispatch
 Communications Service Agreement
- THAT Council authorizes the Mayor and Clerk to execute a Fire Dispatch Communication Service Agreement between the City of Brockville and the United Counties of Leeds and Grenville with the purpose of replacing the existing agreement.*
- THAT the duration of the agreement be for the period of five years commencing on January 1, 2017 and ending on December 31, 2021.*
- 19 - 42 2. 2017-037-04
 Water & Wastewater Systems
 Quarterly Report (Jan-Mar 2017)
- THAT Report 2017-037-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017) be received for information purposes.*
- 43 - 45 3. 2017-042-04
 Main Pump Station Force Main
 Condition Assessment
- THAT Council authorize staff to enter into an agreement with Pure Technologies to complete a condition assessment on the City's 600mm diameter main pump station forcemain in the amount of Two Hundred Thousand, Seven Hundred and Eleven Dollars and Forty-two Cents (\$200,711.42) including net HST; and*
- THAT the funds be allocated from account 9406000-9174001.*

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46 - 47 4. 2017-038-04

Supply of Paint & Painting of Centre,
Lane and Edge Line Pavement Markings

THAT the tender from R&N Maintenance in the amount of twenty-six thousand, six hundred and fifty dollars (\$26,650.00) excluding HST for Contract 2017-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings, be accepted and;

THAT the project be funded from account 01-5-245435-3010.

48 - 49 5. 2017-039-04

Concrete Sidewalk & Curb Reconstruction
on City Streets

THAT the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of one hundred and fifty-four thousand, three hundred and seventy-four dollars (\$154,374.00) excluding HST for Contract 2017-04, Concrete Sidewalk and Curb Reconstruction on City Streets, be accepted and;

THAT the project be funded from the ACPM capital account # 9301110-9905000-3010.

50 - 51 6. 2017-040-04

Routing, Cleaning & Sealing
Random Cracks in Asphalt Pavements

THAT the tender from Pavetech Ottawa Ltd. in the amount of sixteen thousand four hundred and eighty-eight dollars (\$16,488.00) excluding HST for Contract 2017-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements, be accepted; and

THAT this project be funded from the ACPM capital account # 9301110-9905012-3010.

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52 - 64 7. 2017-028-03
Pedestrian Crossovers along
Brock Trail

THAT the attached report titled "Brock Trail Pedestrian Crossings/Crossovers (PXO's)" produced on behalf of the Brock Trail Committee be approved for identifying locations for the installation of Pedestrian Crossovers; and

THAT the following Brock Trail pedestrian crossings be implemented in 2017: Henry Street at Brockville Museum, St. Paul Street at Butler's Creek bridge, Cedar Street at Church Street, Ormond Street at Bramshot Avenue, Laurier Boulevard at Bridlewood Drive and Centennial Road at Buell's Creek bridge; and

THAT By-Law 21-93, Traffic By-law be amended accordingly.

65 - 90 8. 2017-041-04
Departmental Works Plans
1st Quarter Report

THAT Council approve the 2017 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2017-041-04.

New Business - Reports from Members of Council

Nil.

FAO - Consent Agenda

Motion to Move into Closed Session

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

1. *a proposed or pending acquisition or disposition of land by the municipality or local board;*

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Report of the Committee from Closed Session

THAT the Committee rise from Closed Session, and the Chairman report that all recommendation(s) adopted in Closed Session, be adopted.

Adjournment

THAT the Finance, Administration and Operations Committee adjourn it's meeting until the next regular meeting scheduled for May 16, 2017.

REPORT TO THE FINANCE ADMINISTRATION OPERATIONS COMMITTEE – April 18th, 2017

2017-043-04
**FIRE DISPATCH COMMUNICATION
SERVICE AGREEMENT**

**G. PIGEON
FIRE CHIEF
RENNY RAYNER
DEPUTY FIRE CHIEF**

RECOMMENDATION

THAT Council authorizes the Mayor and Clerk to execute a Fire Dispatch Communication Service Agreement between the City of Brockville and the United Counties of Leeds and Grenville with the purpose of replacing the existing agreement.

THAT the duration of the agreement be for the period of five years commencing on January 1st, 2017 and ending on December 31st, 2021.

BACKGROUND

The United Counties of Leeds and Grenville issued an RFP for the services of Fire dispatch in spring of 2016. With approval of Council, the Brockville Fire Department responded to the RFP process by submitting a complete proposal to the Counties, Brockville's proposal was reviewed and the City's proposal was accepted. Representatives from the County, the municipalities served and the City have been meeting and discussing in order to ensure the agreement meets the needs of both parties involved.

POLICY IMPLICATIONS

The proposed agreement allows the service to continue in a fixed cost model and provides for surplus capacity allowing the addition of new clients/partners while continuing the support of all municipal after hour's services.

FINANCIAL CONSIDERATIONS

The proposed and recommended agreement meets the client/partners desire of a fixed cost service, and includes four percent annual cost increases over the life of the agreement.



G. Pigeon
Fire Chief



For
B. Casselman
City Manager



Renny Rayner
Deputy Fire Chief



D. Dick, CPA, CA
Director of Corporate Services

Attachment 1

Fire Dispatch Communications Service Agreement

This agreement made this _____ day of April, 2017, between:

The Corporation of the United Counties of Leeds and Grenville
hereinafter referred to as "the Counties"

AND

The Corporation of the City of Brockville
hereinafter referred to as "Brockville"

WHEREAS the United Counties of Leeds and Grenville is responsible for delivering fire dispatch services for its ten (10) local municipalities;

AND WHEREAS pursuant to Section 8 of the *Municipal Act, 2001*, as amended, the municipality is empowered to pass by-laws for the operation of the municipality and to enter into agreements;

AND WHEREAS the City of Brockville and the United Counties of Leeds and Grenville are authorized by subsection 2(5) of the *Fire Protection and Prevention Act, S.O., 1997*, Chapter 4 to enter into agreements with other municipalities to provide and receive fire protection services;

AND WHEREAS the Corporation of the United Counties of Leeds and Grenville issued a Request for Proposal (#IT – 2016 – 01) March 16, 2016 requesting proposals to provide fire dispatching communication services;

AND WHEREAS the Corporation of the City of Brockville submitted a proposal in response to the Request for Proposal and was the successful proponent;

AND WHEREAS Brockville agrees to provide services to the Counties in accordance with its Proposal which is attached to this Agreement as Schedule "A" and in accordance with the terms of this Agreement;

NOW THEREFORE this Agreement witnesses that for the consideration specified herein and other good and valuable consideration, the sufficiency of which is acknowledged by the parties, the parties hereby agree as follows:

1. BROCKVILLE RESPONSIBILITIES

Brockville shall provide all fire dispatch and communication services in accordance with a proposal submitted by Brockville in response to the Request for Proposals, attached to this Agreement as Schedule "A". Without limiting the generality of the foregoing, Brockville shall provide the following services to all organized fire departments in the United Counties of Leeds and Grenville, save and

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

except the separated municipalities of the Corporation of the Town of Gananoque and the Corporation of the Town of Prescott:

- a) Answer all emergency calls relative to the organized Municipal Fire Departments covered by this agreement.
- b) Provide systems maintenance of the Computer Aided Dispatch, dispatch consoles and other equipment that makes up the fire dispatch centre.
- c) Notify by pager, smartphone application or traditional 'phone tree' methodology all firefighters in the area where the emergency occurs.
- d) Send notification pages, such as a vehicle out of service, or training announcements as required.
- e) Provide weekly pager tests and radio tests.
- f) When dispatching a Fire Department for an incident, provide any special information recorded in CAD, such as the closest water source or hazards, as provided by the Fire Chiefs to Brockville Dispatch (see Clause 2. g)).
- g) Provide after incident reports by fax or email, once the last vehicle is in station and the call is closed.
- h) Support hearing impaired callers who use Text to 911.
- i) Receive emergency alerts from radios operating on the Motorola Conventional P25 radio system, match the radio ID to an alias to uniquely identify the radio issuing the alert and follow the communications SOP to resolve and clear the alert.
- j) Monthly testing of the alternate (backup) dispatch centre to ensure staff are familiar with the backup site, test equipment to make sure it is operating properly and to confirm all onsite supplies are available.
- k) Retain records of the emergency calls which will include but not limited to recording benchmarks, including but not limited to the following:
 - If available, date and time call originally answered (9-1-1 or local)
 - Date and time call conferenced (9-1-1)
 - Date and time call answered by downstream agency (9-1-1)
 - Date and time alarm dispatched
 - Date and time alarm acknowledged
 - Date and time each apparatus mobile
 - Date and time each apparatus on scene
 - Number of personnel on each apparatus
 - Date, time and name of officer assuming command
 - Date and time agent was applied
 - Date, time and name if command is transferred
 - Date and time "All Clear", if applicable

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

- Date and time "Under Control", if applicable
- Date and time "Loss Stopped", if applicable
- Any other records that may be required by the Ontario Fire marshal or as provided by the incident commander on scene.

Such records shall be retained in accordance to the City of Brockville's Records Retention By-Law or Policy, or any other applicable legal requirements.

- I) In accordance with the process referenced in Clause 1.q) of this agreement, provide copies of digital recordings of radio transmissions as requested by a Fire Chief or their designate, or as may be required by law, for communications when any of the departments covered by this agreement are operating on either of the two (2) county wide digital P25 radio system channels. The Fire Chiefs and City shall establish a Standard Operating Guideline to address this Clause, including who may request the recordings.
- m) Provide dispatch staff in accordance with Option 3, or as otherwise selected by the Counties, and ensure dispatch staff are trained to meet the job performance requirements for Public Safety Telecommunicator II as defined in chapter 6 of NFPA 1061.
- n) Maintain a documented training plan, which defines the training required for each job function within the dispatch centre.
- o) Provide a designated dispatch Supervisor with the skills and knowledge outlined in NFPA 1061, chapter 9.
- p) Provide a designated Training Officer and Training Coordinator function, with responsibility for coordination and planning of dispatch staff training, as outlined in NFPA 1061, chapters 8 and 11.
- q) Provide an agreed upon, documented process for Fire Chiefs (or their designated alternate) to request specific call information and radio transmission recordings. The initial process document must be written and approved by Brockville and the Counties not later than May 31 2017. Amendments to the process will be reviewed, documented and approved by Brockville and the Counties as part of the regular Service Review Meetings.
- r) Provide an agreed upon, documented process, for UCLG and the Fire Chiefs (or their designated alternate) to liaise with the dispatch centre. The initial process document must be written and approved by Brockville and the Counties not later than May 31 2017. Amendments to the process will be reviewed, documented and approved by Brockville and the Counties as part of the regular Service Review Meetings.
- s) Notify the UCLG radio and pager service provider in the event that a system impairment is identified, to initiate investigation and repair.
- t) Notify other agencies as requested during an incident, through the use of predefined lists for specific types of incident, as well as real time requests by responding fire departments. Examples include, but are not limited to, calling Police, Paramedics, utility companies &/or Public Works, depending on the situation. The dispatch centre shall maintain and update a list of phone numbers for these services in each Municipality.

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

- u) Should there be a catastrophic failure within the communication centre and or with the United Counties of Leeds and Grenville radio / paging infrastructure the dispatch centre will immediately notify the Fire Chief and or designate of each dispatched municipality of the failure so that the Fire Chiefs or designates can take the necessary steps to manually relay call incident details to their personnel (i.e. staff stations, phone tree etc.)
- v) Notify the County Fire Coordinator of pre-defined significant events. The County Fire Coordinator is responsible to maintain the list of pre-defined significant events, in agreement with Brockville. If Brockville and the Fire Coordinator cannot reach agreement on the list, the matter will be included in the next Service Review Meeting. The Fire Chiefs and City shall establish a Standard Operating Guideline to address this Clause, including the definition of a 'pre-defined significant event'.
- w) The City of Brockville is responsible for the operation, maintenance and upgrades of the equipment required to provide the Fire Dispatch Service, as outlined in section 7.
- x) Notwithstanding Clause 1.w) above, the parties agree that the Brockville Fire Services is subject to budgetary and procurement processes that may require time for upgrades and such major work, and such reasonable time requirements shall be respected by the Counties.

2. LEEDS AND GRENVILLE RESPONSIBILITIES

The United Counties Leeds and Grenville agrees to provide or facilitate and maintain the provision of the following:

- a) The United Counties of Leeds and Grenville owns and is responsible for the operation, maintenance and upgrades of the radio and paging system, including the radio sites and the microwave links and gateway routers that make up the Wide Area Network (WAN) backbone. The County is also responsible for the microwave links and routers that make up the Brockville WAN, connecting Brockville Fire Headquarters (HQ) building (Station 2) and the Police Headquarters (HQ) building, to the Brockville prime radio site.
- b) Maintain and upgrade as required,
 - The P25 digital radio communication system made up of 8 radio sites across the County, providing two (2) County wide radio voice channels shared by the participating fire departments.
 - The digital paging system made up of 9 radio sites across the County.
 - The microwave radio ring that links the voice and paging radio sites together, plus a second microwave ring that links the City of Brockville Fire and Police headquarters.
 - The backup power system in the enclosed equipment area at Brockville Fire Station 2, used for powering the microwave and paging equipment as well as the City of Brockville K CORE.
- c) Maintain a contract for the maintenance of the Counties-owned digital radio and paging systems, including all equipment up to the demarcation point with the City of Brockville.

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

- d) Maintain and update GIS (Geographic Information System) data including civic addresses, streets and other supporting data, sent from the Counties partner Municipalities.
- e) Upload county GIS data to Crisys for the Brockville Computer Aided Dispatch System.
- f) Pay the City of Brockville monthly equal payments based on the annual per capita costs set out in Schedule B of this agreement.
- g) Fire Chiefs within the partner Municipalities are responsible to identify to Brockville, any special information such as telephone contacts, water fill sites or hazardous material sites, that they want identified in the CAD.
- h) Provide the City of Brockville access to the County radio system for Brockville fire department radio communications and paging.

3. ALARM (CALL) PROCESSING TIMES

- a) The Dispatch and communications service provided by Brockville must meet the alarm processing requirements as defined by the National Fire Protection Association (NFPA) standard NFPA 1221, Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems.
- b) Brockville will provide a report to the Counties, by the 15th day of each month with the call processing statistics for the previous month.
- c) If the NFPA call processing requirements are not met for two successive months, or three months over a 6 month period, Brockville, either on its own or at the request of The Counties, shall meet to review the circumstances and determine what additional equipment or human resource are required to meet the requirements. If Brockville and the Counties are unable to agree that call processing times need improvement, then the issue will be brought to the Leeds Grenville Fire Services Communications Technical Committee for review.
- d) At any time during the term of this agreement, the Counties may elect to change the selected option with respect to dispatch staffing levels to options 1 or 2 as described in Schedule "B" attached to this agreement. Once the staffing levels have been altered by Brockville in accordance with the selected Option in Schedule "B", the Counties shall be obligated to make payments for the remainder of the agreement based on the cost of the new option, prorated over the balance of the term of the agreement.

4. DISPATCH UPGRADES

- a) By May 31, 2017, Brockville must provide written confirmation and a site tour, to demonstrate system and facility improvements identified in the Brockville RFP proposal attached to this agreement as Schedule "A" are completed. These include, without limitation:

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Between United Counties of Leeds and Grenville and the City of Brockville*

- i. UPS - "Two central bank UPS systems are budgeted for 2016, and will be installed in the Q3 of 2016. These will be monitored for advance troubleshooting and will have internal redundancy. The systems are totally supported to allow time to move to the alternate location should the move be required."
 - ii. CAD Integration - "Total integration of Crisys CAD with the radio system, the paging system, 9-1-1 NG, alarm monitoring and the Who's Responding application is planned for the Q3 2017."
 - iii. Backup facility improvements - "Brockville Fire Dispatch presently has a back-up facility at the Brockville Police station. The facility meets the present requirements. Any upgrades and modifications will ensure it meets the goals stated in NFPA-1221 4.1.5."
 - iv. Dispatch staff training - "All Brockville Fire Dispatch communicators will meet the Job Performance Requirements (JPR's) for NFPA-1061 by Q3 of 2017; All new employees will be trained to the required certification immediately upon hiring."
- b) If Brockville is unable to complete the upgrades by December 31st, 2017, the County may, at its sole discretion, terminate the agreement following the termination process in section 8 of this agreement, or withhold up to 25% of the service fee until such time as the upgrades are completed.

5. SERVICE REVIEW MEETINGS

- a) Brockville and the Counties will meet at a minimum on a quarterly basis to review the fire dispatch and communications service, including review of the call processing statistics and review any questions or complaints from Fire Chiefs regarding specific incidents or service delivery in general. The number of meetings per year can be changed with the mutual consent of Brockville and the Counties.
- b) At the first meeting of each year, Brockville shall provide a copy of the training plan and a record of current supervisor and dispatcher qualifications.
- c) The quarterly meetings will commence on or about January 30, 2017, and will include a set of key performance indicators that will be reviewed on a meeting by meeting basis, including but not limited to:
 - Alarm (Call) processing statistics
 - Dispatch centre service delivery
 - Incidents not resolved by a Fire Chief and Dispatch Supervisor
 - Fire Department communications and interaction with Dispatch
 - Dispatch Upgrade Requirements as specified in RFP response

6. TERM

The term of this agreement is five (5) years, from January 1, 2017 to December 31, 2021.

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Between United Counties of Leeds and Grenville and the City of Brockville*

7. FEES

- a) The cost for Fire Dispatch service provided by Brockville Fire Department is based on a fixed yearly service fee which is the product of the cost per capita and the total population for the United Counties of Leeds and Grenville as set out in Schedule "B" attached to this agreement.
- b) The Counties shall pay for the services to be provided by Brockville in accordance with option 3 as described at Schedule "B":

"Option 3: One dispatcher per shift plus up staffing during any major incident and known event, based on existing call volume. All our options meet NFPA-1221."

Up staffing will be provided by an NFPA qualified dispatcher within 15 minutes, during any major incident and as pre-defined by the Fire Chiefs for a known event, based on existing call volume. The initial list of pre-defined events, as noted in Section 1, Paragraph v), must be written and approved by Brockville and the Counties not later than May 30, 2017. Amendments to the process will be reviewed, documented and approved by Brockville and the Counties as part of the regular Service Review Meetings.

- d) All financial liabilities, capital and operating expenses associated with the purchase, installation, operation, maintenance and upgrades of the equipment required by Brockville to provide the Fire Dispatch Service to the Counties are the sole responsibility of Brockville as the service provider, and is deemed to be included in the fee for service. This includes but is not limited to:
 - i. CriSys Computer Aided Dispatch system, including ongoing operation, support and any hardware or software upgrades to maintain manufacturer's current supported version requirements.
 - ii. Motorola Dispatch consoles, K CORE and gateway switches interfacing to the demarcation point between the Brockville Fire Department and the United Counties of Leeds and Grenville. This includes the costs for upgrades to maintain compatibility with the radio system.
 - iii. Dispatch centre facilities including building, backup generators, Uninterruptable Power Systems (UPS), security and structural requirements, to meet NFPA 1221 standard for primary and alternate dispatch centres.
 - iv. Implementation of new 911 capabilities and services. (i.e. EMS Automatic/Simultaneous notification to Fire Departments for medical emergencies requiring Fire Dept response, NG 9-1-1 capabilities, current legislated requirements, etc.)
 - v. All staffing costs associated directly and indirectly with fire dispatching, including

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Between United Counties of Leeds and Grenville and the City of Brockville*

but not limited to the costs of management, corporate support and overhead.

8. AMENDMENTS

- a) This Agreement may be amended, from time to time, by the mutual consent of both parties.
- b) Notwithstanding Clause 8a) above, Clause 10, Arbitration, does not apply. In other words, neither party may request arbitration for an amendment to this Agreement.

9. TERMINATION

Either party may, at any time, upon one hundred eighty (180) days written notice to the other, may terminate this Agreement.

10. ARBITRATION

- a) If there is any dispute arising out of, or relating to, this Agreement, the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful and if the parties so agree, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties.
- b) If a dispute is not settled by negotiation or mediation within a reasonable time, either party may give written notice to the other requiring the dispute to be settled exclusively by binding arbitration by a single arbitrator.
- c) The arbitration shall be conducted by a single arbitrator if the parties hereto agree upon one or otherwise by an arbitrator appointed by a Judge of the Ontario Superior Court of Justice. The arbitration shall be conducted in accordance with the provisions of The Arbitration Act (Ontario), and any statutory amendments thereto for the time being in effect.
- d) Each party to the arbitration shall pay their own costs and the costs of the arbitration shall be divided equally as between the parties.
- e) The decision of the arbitrator shall be binding and shall not be subject to appeal.
- f) It is hereby agreed that it shall be a condition precedent to any action being instituted by either party hereto against the other or of any liability in connection therewith that the matter must be first referred to arbitration as herein provided for disposition.

11. DEFINITION OF TERMS

- a) Radio Communications Demarcation Point

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

The radio communications demarcation point defines the interface of the radio system components that are the responsibility of the United Counties of Leeds and Grenville, to the radio system components that are the responsibility of the City of Brockville. The United Counties of Leeds and Grenville is responsible up to and including the cable that plugs into the Motorola GGM8000 gateway WAN (Wide Area Network) Ethernet jack, while the City of Brockville is responsible for the GGM8000 gateway equipment and the equipment connected to the gateway LAN (Local Area Network) Ethernet jack.

b) NFPA

The National Fire Protection Association (NFPA) is a global nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. NFPA is widely known as a codes and standards organization for the Fire Service, as well as training and research.

c) Population

The population for the United Counties of Leeds and Grenville is based on the most current Municipal Property Assessment Corporation (MPAC) population report.

12. NOTICE

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under the Agreement must be in writing and must be given by personal delivery, or transmitted by fax, email or other electronic medium that provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the party to whom it is intended at its address as set out below:

To the United Counties of Leeds & Grenville:

Attention: Chief Administrative Officer
United Counties of Leeds and Grenville
25 Central Avenue West, Suite 100
Brockville, Ontario K6V 4N6

To The City of Brockville

Attention: City Manager
City of Brockville
Victoria Building
One King Street West
P.O. Box 5000
Brockville, Ontario K6V 7A5

Any such notice shall be deemed to be received, if personally delivered or sent by fax, email or other electronic medium, on the day it is sent and if such notice is sent by first class mail it shall be deemed to have been received on the date that is five (5) days after the date of mailing.

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

This notice applies solely to the terms and conditions of this agreement, and does not include regular communications between the Counties, the Fire Chiefs and Brockville Fire Department relating to regular operations outside of this agreement.

13. MISCELLANEOUS

- a) The Counties and Brockville agree to sign all such documents and do all such things as may be necessary or desirable to more completely and effectively carry out the terms and intention of the Agreement.
- b) This Agreement contains the entire agreement between the parties and supersedes any previous agreement in writing or otherwise made between the parties hereto with respect to the subject matter hereof.

Furthermore, any conflict or difference in the wording of the attached proposal and this agreement, this agreement supersedes the proposal.

- c) Time shall be of the essence of this Agreement.
- d) If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from the Agreement without affecting the validity or enforceability of the remaining portions of this Agreement.
- e) Both parties named in this Agreement mutually agrees to indemnify each other from and against any third party liability that may arise out of the services set out in this Agreement.
- f) This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.

IN WITNESS WHEREOF the Parties hereto affix their Corporate Seals and the signature of their proper signing officers in that behalf

SIGNED, SEALED AND DELIVERED

**FOR THE CORPORATION OF THE UNITED
COUNTIES OF LEEDS AND GRENVILLE**

Robin Jones, Warden

Lesley Todd, Clerk

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

FOR THE CORPORATION OF THE CITY OF BROCKVILLE

David Henderson, Mayor

Sandra MacDonald, Clerk

*Fire Dispatch Services Agreement
Between United Counties of Leeds and Grenville and the City of Brockville*

SCHEDULE B

The fee structure is based on a per capita cost, based on a population of 64,640, as defined by the three (3) options listed as follows:

Option 1: Two dispatchers per shift,

Option 2: Two dispatchers per shift for 12 hours on daytime seven days a week, and one dispatcher on nights, plus up staffing during any major incident and known event,

Option 3: One dispatcher per shift plus up staffing during any major incident and known event, based on existing call volume.

Below are the per capita costs for each option, for each year of the 3 year agreement.

YEAR	OPTION 1		OPTION 2		OPTION 3	
	Per Cap	Total	Per Cap	Total	Per Cap	Total
2017	\$5.92	\$382,669	\$5.03	\$325,139	\$4.14	\$267,610
2018	\$6.16	\$398,182	\$5.23	\$338,067	\$4.31	\$278,598
2019	\$6.40	\$413,696	\$5.44	\$351,642	\$4.48	\$289,587
2020	\$6.66	\$430,502	\$5.66	\$365,862	\$4.66	\$301,222
2021	\$6.93	\$447,955	\$5.88	\$380,083	\$4.84	\$312,858

The above per capita total costs are based on a population of 64,640.

April 11, 2017

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – APRIL 18,
2017**

**2017-037-04
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(JAN. – MAR. 2017)**

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

RECOMMENDED

THAT Report 2017-037-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017) be received for information purposes.

PURPOSE

This report covers the months of January, February and March 2017. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOECC inspections and adverse conditions.

BACKGROUND

This report is submitted quarterly, and represents the first quarter of 2017.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

The Brockville Drinking Water System 2016 Annual Water Quality Report was approved by Council, submitted to the Medical Officer of Health, and Elizabethtown-Kitley Township and posted on the City's website.

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

Adverse Water Quality Incidents: No incidents to report

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 2****Items of Note:****1. Flows - Water Treatment Plant**January

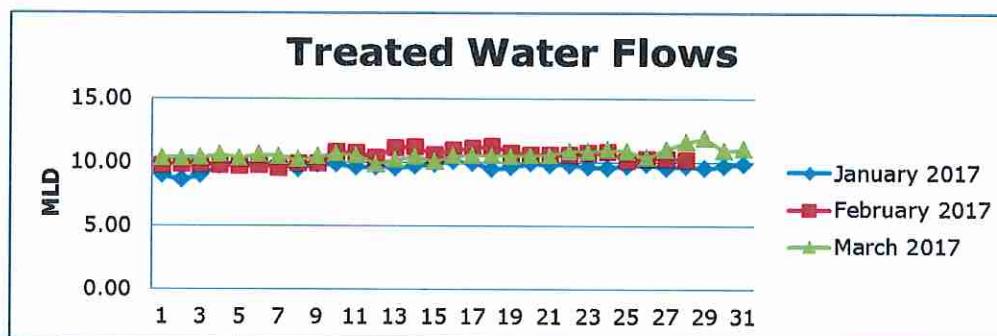
Total Volume Treated: 299.146 ML
 Average Daily Flow: 9.650 ML/d
 Average F12 Residuals: 0.62 mg/l
 Distribution Free Cl2 Res: Min 0.74, Max 2.05, Avg 1.57 mg/l

February

Total Volume Treated: 291.824 ML
 Average Daily Flow: 10.422 ML/d
 Average F12 Residuals: 0.56 mg/l
 Distribution Free Cl2 Res: Min 1.07, Max 2.20, Avg 1.66 mg/l

March

Total Volume Treated: 329.235 ML
 Average Daily Flow: 10.620 ML/d
 Average F12 Residuals: 0.52 mg/l
 Distribution Free Cl2 Res: Min 0.95, Max 2.01, Avg 1.52 mg/l

**2. Main Treatment Plant**

- Annual UV reactor maintenance completed
- Hazardous Building Materials Assessment report received, no asbestos containing materials in water systems facilities with the exception of exhaust pipe insulation at Parkedale Reservoir
- Environment Canada facility inspection completed February 28th, 2017
 - Fisheries Act Direction issued to the City to stop discharging chlorinated water to the St. Lawrence River
 - Residual management system (filter backwash water treatment) effluent supernatant contains trace amounts of chlorine, existing treatment system not equipped with de-chlorination
 - Clara-Vac system shut down, all backwash water diverted to sanitary sewer
 - Pilot dechlorinating system approved by MOECC to meet increased demand during spring algae events

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 3**

- Possible future capital expenditures required to increase the size of wastewater force main from treatment plant to King Street and chemical dechlorinating system for supernatant discharge to St Lawrence River
- Main Plant #1 pump and motor removed from service for refurbishment (Capital)
- Annual maintenance completed on all chlorine gas chlorinators
- Filter building gas heating conversion completed, all electrical heating units removed from service which has resulted in significant savings in hydro demand and daily consumption (Capital)
- Maintenance completed on wastewater transfer pumps
- Single line electrical drawings updated for all facilities
- Backwash pump and motor #2 removed for refurbishment (Capital)

3. Booster Stations & Parkedale Reservoir:

- Zone 2 Pump 2 removed from service for refurbishment

Flows - Parkedale Reservoir**January**

Total Flow Zone 2: 154.490 ML

Average Daily Flow: 4.98 ML/d

February

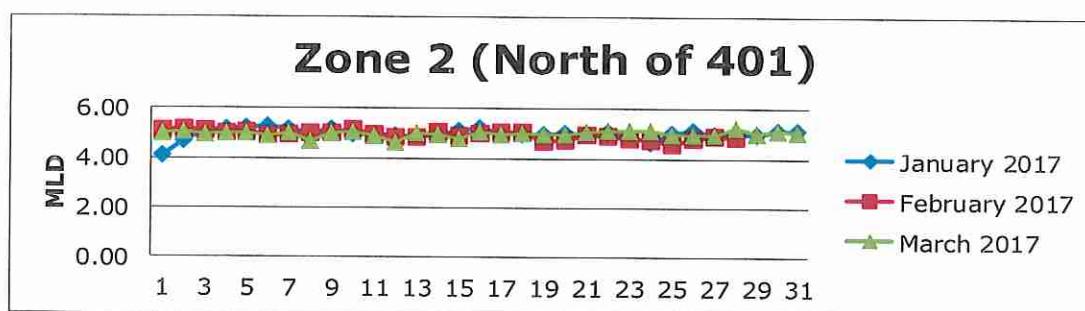
Total Flow Zone 2: 149.770 ML

Average Daily Flow: 5.35 ML/d

March

Total Flow Zone 2: 154.489 ML

Average Daily Flow: 4.98 ML/d

**Flows – First Avenue Booster Station****January**

Total Flow Zone 3: 0.605 ML

Average Daily Flow: 0.019 ML/d

February

Total Flow Zone 3: 1.102 ML

Average Daily Flow: 0.039 ML/d

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 4****March**

Total Flow Zone 3: 0.531 ML

Average Daily Flow: 0.017 ML/d

**4. Filters:**

- Increased filter backwashes due to spring algae in raw water

5. Overhead Tank:

- Internal mixer failed, further investigation from manufacturer required to resolve issue

6. Low Lift Pump Station:

- Motor #1 removed from service for refurbishment (Capital)
- Kroon Electric conducted a megger test to the power supply line from the Main Plant to Low Lift building

7. Drinking Water Quality Management System:

- DWQMS external surveillance audit conducted on January 12th and 13th, 2017 for Brockville and Elizabethtown-Kitley (see Attachments #2 and #3)

8. MOECC Inspections:

- No inspections scheduled

9. Regulatory Updates:

- No updates to report

10. Regulatory Sampling:

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

11. Trunk Water Distribution:

- Leak detection conducted on trunk feedermain

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 5****12. Elizabethtown-Kitley Distribution:**

- Nothing to report

Flows - Elizabethtown-Kitley**January**

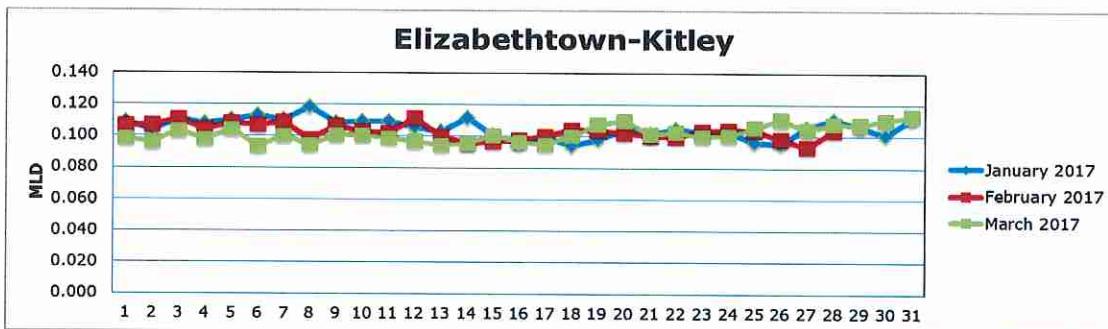
Total flow: 3.257 ML
 Average daily flow: 0.105 ML/d

February

Total flow: 2.882 ML
 Average daily flow: 0.103 ML/d

March

Total flow: 3.140 ML
 Average daily flow: 0.101 ML/d

**13. Local Water Distribution:**

- Service Calls

January (total 37 service calls)

- 0 bleed valves
- 18 curb stop repairs
- 1 Fire Dispatch
- 2 general inquiries
- 0 hydrant repairs
- 2 other inquiries
- 2 valve repairs
- 4 water main break inquiries
- 4 water meter/inside valve leaks
- 4 water quality complaints (dirty water/low pressure)

February (total 28 service calls)

- 1 bleed valve
- 13 curb stop repairs
- 0 Fire Dispatch
- 0 general inquiries
- 2 hydrant repairs
- 4 other inquiries

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Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 6**

- 1 valve repair
- 4 water main breaks
- 2 water meter/inside valve leaks
- 1 water quality complaint (dirty water/low pressure/no water)

March (total 37 service calls)

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

• Water Main Breaks:

January

- No breaks to report

February

- 90 Pearl Street East 100 mm "shear"
- 2 Hastings Drive 150 mm "shear"
- 42 Geneva Court 150 mm "shear"
- 15 Geneva Court 150 mm "shear"
- 4 Ann Street 150 mm "shear"

March

- Hamilton Street 100 mm "shear"
- Manor Drive 150 mm "shear"
- Upper Brookview Crescent 250 mm "shear"

• Flushing Program:

- Nothing to report

• Service Repairs/Replacement:

- Nothing to report

• Valves/Hydrant Inspection/Leak Detection:

- Higher than normal flow in Zone 1, leak detection conducted

• Capital Projects WD:

- Pre-planning completed for Bartholomew Street project

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 7****B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM**

The 2016 WPCC Annual Summary Report for Council was approved by Council and submitted to the MOECC in March 2017. A copy was also posted on the City's website.

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

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

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

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

2. Main Pumping Station:

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

3. Pumping Stations:

- WPCC Staff responded to two (2) mechanical problems
- New communication equipment installed at West End, Central and Georgina Pumping Stations has eliminated our chronic communication failures
- New Flygt pumps for Bayview and Elizabeth Street Pumping Stations have been installed and commissioned (Capital)

2017-037-04

Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2017)**Page 8**

- Leachate Pumping Station Pump #4 is worn out beyond repair, a new pump has been ordered (Capital)
- New Flygt pumps have been ordered for Riverview, Georgina and Oxford Pumping Stations (Capital)
- Refrigerated Leachate Sampler was replaced (Capital)

4. Power Outages:

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

5. Wastewater Collection System:

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

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

CONCLUSION

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



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



E. Malcomson
Supervisor – Wastewater Systems



D. Richards
Supervisor - Water Systems



B. Casselman
City Manager

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

Month 2017	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
JAN	299.15	9.65	0.62	1.58	3.26	0.11	EC	TC	HPC
FEB	291.82	10.42	0.56	1.59	2.88	0.10	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe
MAR	329.24	10.62	0.52	1.52	3.15	0.10	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
							36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe

FCR - Free Chlorine Residual

WDS - Water Distribution System

EC - E. coli

TC - Total Coliform

HPC - Heterotrophic Plate Count

ML - Million Litres



NSF International Strategic Registrations Audit Report

The Corporation of the City of Brockville

1 King Street West
Brockville, Ontario K6V 7A5 CAN

C0120910

Audit Type

DWQMS System Audit

Auditor

Subhash Chander

Standard

Ontario's Drinking Water Quality Management Standard
(Exp Date: 11-FEB-2019)

Recommendation

Ontario's Drinking Water Quality Management Standard : DWQMS System Audit Complete No Change to Certificate

Attachment #2

**Executive Summary**

Ontario's Drinking Water Quality Management Standard	Good maintenance program and followup on Infrastructure maintenance & improvements is implemented.
--	--

Opportunities

Ontario's Drinking Water Quality Management Standard	Good data on trending; customers complaints handling; loss of water (leakages & Back flow preventing valves (in progress) -program is maintained.
--	---

Corrective Action Requests

There is NO Corrective Action Request in this audit.

Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard : Brockville Drinking Water System, 152-OA1, Entire Full Scope Accreditation



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI 5. Document and Records Control;</p> <p>Discussed With Don Richards, DWQMSR;</p> <p>Description Could include, Internal audit reports and Minutes of the management review meetings - in the referenced documents.;</p>
Opportunities for Improvements (DWQMS)-02	<p>Location of OFI 9. Organizational Structure, Roles, Responsibilities and Authorities;</p> <p>Discussed With Don Richards, DWQMS;</p> <p>Description Responsibility for the Calibration of the hand-held & Fixed instrumentation could be articulated in the job description.;</p>
Opportunities for Improvements (DWQMS)-03	<p>Location of OFI 19. Internal Audits;</p> <p>Discussed With Don Richards, DWQMSR;</p> <p>Description Checklist on SOP's could also be used during the internal audits.;</p>

General Information

Operating Authority: Legal Name & Address	The Corporation of the City of Brockville, 1 King Street West, Brockville, Ont. K6V 7A5 , Canada
Language Preference: Correspondence	English
Language Preference: Audit	English
Owner: Legal Name and Address	The Corporation of the City of Brockville, 1 King Street West, Brockville, Ont. K6V 7A5 , Canada
Owner Language Preference: Correspondence	English
Owner Language Preference: Audit	English
Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website	Don Richards, DWQMSR, 613-342-8772 X 5510, drichards@Brockville, Ont.
Accreditation Option	Full Scope - Entire DWQMS
Date of Previous Systems Audit:	Jan.22 &23, 2015
Date of Previous On-Site Verification Audit:	13 & 14 Jan. 2016

Processes

Ontario's Drinking Water Quality Management Standard

Attachment #2



Process Name	Observations / Auditor Notes
Processes or Activities (DWQMS)-01	<p>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths & weaknesses of process:</p> <p>Process is effective and the strength is the diligence of DWQMSR;</p>



Summary of Findings

Requirement	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	OFI
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	C
18. Emergency Management	C
19. Internal Audits	OFI
20. Management Review	C
21. Continual Improvement	C
Mj	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Mn	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
C	Conforms to requirement.
N/A	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.

Attachment #2



Audit Summary Matrix



Verification of CARs For Ontario's Drinking Water Quality Management Standard

Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)

N/A.

Discuss your evaluation in detail.

The DWS system is well operated, maintained and implemented by the personnel of the City of Brockville..



NSF International Strategic Registrations Audit Report

The Corporation of the City of Brockville

1 King Street West
Brockville, Ontario K6V 7A5 CAN

C0120932

Audit Type

DWQMS System Audit

Auditor

Subhash Chander

Standard

Ontario's Drinking Water Quality Management Standard
(Exp Date: 11-FEB-2019)

Recommendation

Ontario's Drinking Water Quality Management Standard : DWQMS System Audit Complete No Change to Certificate

Attachment #3



NSF

Executive Summary

Ontario's Drinking Water Quality Management Standard

Dedication of employees and diligence of DWQMSR are the strength of the system.

Opportunities

Ontario's Drinking Water Quality Management Standard

Please see the element on Continual Improvements.

Corrective Action Requests

There is NO Corrective Action Request in this audit.

Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard : Elizabethtown-Kitley Distribution System, 257-OA1, Entire Full Scope Accreditation

Attachment #3



NSF

Opportunities for Improvements**Ontario's Drinking Water Quality Management Standard**

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI 5. Document and Records Control;</p> <p>Discussed With Don Richards, DWQMSR;</p> <p>Description In Appendix A- Minutes of the management review meetings and the Internal audit reports could be added in the list of referenced documents.;</p>
Opportunities for Improvements (DWQMS)-02	<p>Location of OFI 9.Organizational Structure, Roles, Responsibilities and Authorities;</p> <p>Discussed With Don Richards, DWQMSR;</p> <p>Description The task of calibrating the handheld and fixed meters could be added in the job requirements under the responsibilities.;</p>
Opportunities for Improvements (DWQMS)-04	<p>Location of OFI 19. Internal Audits;</p> <p>Discussed With Don Richards, DWQMSR;</p> <p>Description In the list of audit questions; Questions on SOP's could be added and asked.;</p>

General Information

Operating Authority: Legal Name & Address	The Corporation of the City of Brockville, 1 King Street West Brockville, Ont. K6V 7A5 Canada
Language Preference: Correspondence	English
Language Preference: Audit	English
Owner: Legal Name and Address	Township of Elizabethtown-Kitley, 6544 New Dublin Road, RR# 2, Addison, Ont. K1E 1A0, Canada
Owner Language Preference: Correspondence	English
Owner Language Preference: Audit	English
Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website	Don Richards, DWQMSR, 613-342-8751 X 5510; drichards@brockville.com
Accreditation Option	Full Scope - Entire DWQMS
Date of Previous Systems Audit:	Jan. 22 & 23, 2015
Date of Previous On-Site Verification Audit:	Jan.13 & 14, 2016

Processes**Ontario's Drinking Water Quality Management Standard**

Process Name	Observations / Auditor Notes
Processes or Activities	Describe whether the process is effective or not (effectiveness should be

Attachment #3



Process Name	Observations / Auditor Notes
(DWQMS)-01	<p>supported with specific data/records/results). Include strengths & weaknesses of process:</p> <p>Process is effective and robust. With the efforts of DWQMSR, the presentation on management review covers the DWQMS requirements, data on all other aspects of DWQMS is included.;</p>

Attachment #3

**Summary of Findings**

Requirement	Finding
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	OFI
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	OFI
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	C
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	C
18. Emergency Management	C
19. Internal Audits	OFI
20. Management Review	C
21. Continual Improvement	C
Mj	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Mn	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
C	Conforms to requirement.
N	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.

Attachment #3



Audit Summary Matrix

Attachment #3



Verification of CARs For Ontario's Drinking Water Quality Management Standard

Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)

N/A.

Discuss your evaluation in detail.

The system is maintained effectively & efficiently due to the diligence of operators & DWQMSR.

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

MUNICIPALITY:	BROCKVILLE	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: 2016/2017
PROJECT:	BROCKVILLE	WATER COURSE: ST. LAWRENCE RIVER	
WORKS NUMBER:	120000122	DESIGN CAPACITY: 21,800 x 1000m ³ /day	
		PEAK DESIGN CAPACITY: 62,500 X 1000m ³ /day	

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				TOTAL AMMONIA NITROGEN		E. COLI	
	TOTAL FLOW 1000M3	Avg Day Flow 1000M3	Max Day Flow 1000M3	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading EFF CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	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)	(Org./100 mL) (GEOMEAN)	
MAR 17	610.09	19,680	29,577	189.90	3.44	67.70	214.60	6.11	120.24	97.2	2.43	0.32	6.30	86.8	6.29	123.79	1	
FEB 17	524.05	18,716	34,169	172.14	4.25	79.54	194.43	4.88	91.33	97.5	2.46	0.37	6.92	85.0	5.78	108.18	1	
JAN 17	575.46	18,563	28,792	201.50	5.30	98.38	179.20	7.27	134.95	95.9	2.52	0.31	5.75	87.7	4.48	83.16	2	
DEC 16	492.22	15,878	22,589	241.00	5.57	88.44	270.29	8.57	136.07	96.8	3.24	0.36	5.72	88.9	7.94	126.07	2	
NOV 16	402.28	13,409	21,555	306.50	4.20	56.32	357.20	8.50	113.98	97.6	4.22	0.53	7.11	87.4	3.23	43.31	2	
OCT 16	413.66	13,344	24,917	299.33	4.25	56.71	384.89	10.00	133.44	97.4	4.36	0.61	8.15	86.0	3.85	51.37	2	
SEP 16	335.41	11,180	13,315	333.20	3.11	34.77	447.30	6.00	67.08	98.7	4.44	0.39	4.36	91.2	1.63	18.22	1	
AUG 16	365.87	11,802	14,966	313.62	4.54	53.58	410.38	6.08	71.76	98.5	4.59	0.59	6.96	87.1	1.86	21.95	1	
JUL 16	390.99	12,613	21,592	214.10	3.80	47.93	271.10	6.90	87.03	97.5	3.64	0.64	8.07	82.4	1.94	24.47	1	
JUN 16	408.71	13,624	20,156	218.89	5.56	75.75	269.22	8.78	119.62	96.7	3.56	0.64	8.72	82.0	1.96	26.70	1	
MAY 16	450.37	14,528	16,674	156.00	3.44	49.98	205.17	6.89	100.10	96.6	3.01	0.61	8.86	79.7	7.57	109.98	6	
APR 16	602.14	20,071	30,321	124.50	5.29	106.18	145.63	8.63	173.21	94.1	2.24	0.60	12.04	73.2	1.84	36.93	15	
AVG		15,284		230.89	4.40	67.94	279.12	7.38	112.40	97.04	3.39	0.50	7.41	84.80	4.03	64.51	3	
MAX			34.169	333.20	5.57	106.18	447.30	10.00	173.21	98.66	4.59	0.64	12.04		7.94	126.07		
Objective Limit						15.00									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)
MAR 17	3,737	4,223	48
FEB 17	3,222	3,639	46
JAN 17	3,740	3,326	47
DEC 16	3,827	4,292	51
NOV 16	4,110	4,790	57
OCT 16	3,994	5,136	58
SEP 16	3,725	5,001	50
AUG 16	3,701	4,843	54
JUL 16	2,700	3,419	46
JUN 16	2,982	3,668	49
MAY 16	2,266	2,981	44
APR 16	2,499	2,923	45
AVG	3,375	4,020	49
MAX	4,110	5,136	58

COMMENTS:

April 10, 2017

REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – APRIL 18, 2017

**2017-042-04
MAIN PUMP STATION
FORCEMAIN CONDITION
ASSESSMENT**

**PETER RAABE, P.ENG.
DIRECTOR OF ENVIRONMENTAL SERVICES
ED MALCOMMSON
SUPERVISOR WASTEWATER SYSTEMS**

RECOMMENDED

THAT Council authorize staff to enter into an agreement with Pure Technologies to complete a condition assessment on the City's 600mm diameter main pump station forcemain in the amount of Two Hundred Thousand, Seven Hundred and Eleven Dollars and Forty-two Cents (\$200,711.42) including net HST; and

THAT the funds be allocated from account 9406000-9174001.

PURPOSE

City staff has received a sole source proposal from Pure Technologies to complete the required condition assessment and are requesting Council authorization to proceed.

BACKGROUND

The City's main pumping station and its associated forcemain were originally constructed in 1962 and commissioned in 1963. The forcemain is a 600 mm diameter, Class 150 psi, bar wrapped cylinder pipe that runs easterly through Centeen Park and along Ford Street and King Street for approximately 1.1 kms. It discharges to a manhole on King Street approximately 400 meters upstream of the City's Water Pollution Control Centre where the wastewater then flows by gravity to the plant. Approximately 90-95% of the wastewater treated at the City's Water Pollution Control Centre goes through the forcemain (16,500 m³/day). With no redundancy in place, the forcemain is not able to be taken out of service for routine maintenance operations or to inspect it without bypassing to the river. As a result, City staff does not know the condition the forcemain is in. A risk analysis assessment completed on the City's wastewater system identified the failure of the forcemain as the greatest risk to the City. As such, it is necessary for staff to know the condition of the pipe, 50 or so years into its life, to be able to make informed, knowledgeable decisions.

ANALYSIS/OPTIONS

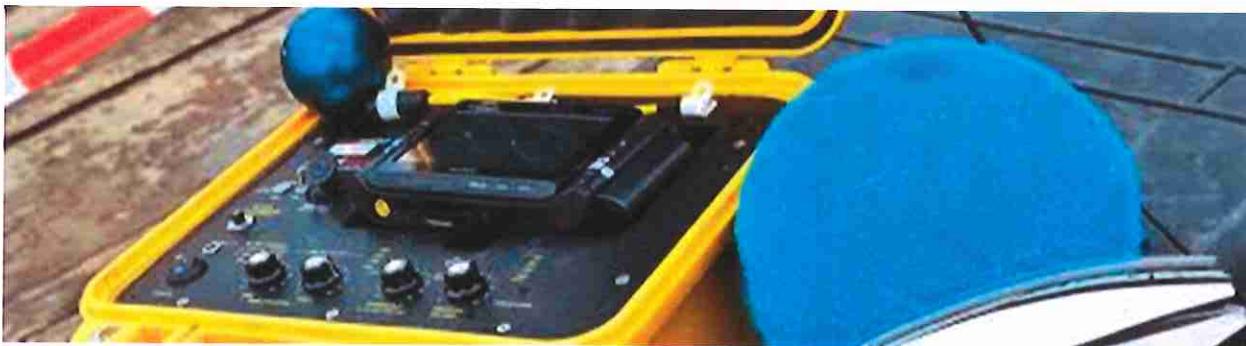
Over the last few years, Pure Technologies have developed and refined a technique that is now able to complete a condition assessment on sewage forcemain while, for the most part, keeping it operational. This technique originated in the oil and gas industry and has been adapted to now include the wastewater industry. Pure Technologies is proposing to complete two separate operations. The first operation makes use of their

**Report 2014-042-04
Main Pump Station Force main
Condition Assessment**

Page 2

"SmartBall" technology for the detection of leaks and gas pockets. The second operation uses the "PipeDiver" tool for the condition assessment component of the proposal.

The SmartBall is an internal free-swimming acoustic air pocket and leak detection tool ideally suited for large diameter pipes. SmartBall is composed of a water-tight, aluminum core that contains the power source, electronic components and instrumentation. The inner core is encapsulated inside a protective outer foam sphere which protects it from being damaged while helping propel the device along the pipeline. The SmartBall is inserted into the wastewater flow and simply travels along the pipeline, propelled by the hydraulic flow. The device records acoustic activity and positional data along the way which is evaluated to report the presence, size and location of leaks.



PipeDiver is a free-swimming condition assessment platform used for water and wastewater pipelines that operates while the lines remain in service. The PipeDiver uses electromagnetic technology to identify and locate broken prestressing wires wraps which are the main indication that this type of pipe will eventually fail. It is inserted into a live pipeline through an access point and travels with the wastewater hydraulic flow until it is retrieved at a point downstream. Data is recorded and interpreted by an experienced analyst to pinpoint and quantify locations of distress.



At the conclusion of the project, Pure Technologies will prepare and submit a report documenting the results of the inspections. The report will discuss the implication of the results and provide any recommendations for the continued use of the force main or if measures should be taken to minimize the risk of failure.

The field work is scheduled to be completed in mid-August when flows at the station are at their lowest. The final report will follow 8 to 10 weeks after the completion of the inspection.

POLICY IMPLICATIONS

As per the City's Purchasing By-Law, approval of a sole source bidder is required by Council before the work can proceed.

FINANCIAL CONSIDERATIONS

In the City's 2017 Capital Budget the City's Main Pumping Station Force main Condition Assessment was listed under Capital Budget item 4.2 at a total cost \$350,000.00. Included in this budget is the work to be completed by Pure Technologies as well as some additional work required to be completed by City staff prior to Pure Technologies starting their work. There are sufficient funds to cover the proposed work.

CONCLUSION

It is recommended that Pure Technologies be approved to proceed with the condition assessment of the City's main pump station force main.



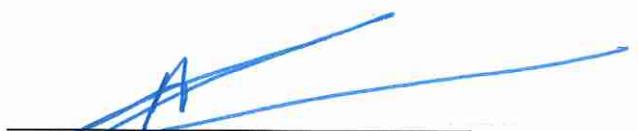
P.E. Raabe, P. Eng.
Director of Environmental Services



E. Malcommson
Supervisor Wastewater Systems



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

APRIL 7, 2017

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE

**2017-038-04
TENDER FOR CONTRACT 2017-02
SUPPLY OF PAINT AND PAINTING OF
CENTRE, LANE AND EDGE LINE
PAVEMENT MARKINGS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
M. LOCKE,
SUPERVISOR OF
TRANSPORTATION SERVICES**

RECOMMENDED

THAT the tender from R&N Maintenance in the amount of twenty-six thousand, six hundred and fifty dollars (\$26,650.00) excluding HST for Contract 2017-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings, be accepted and;

THAT the project be funded from account 01-5-245435-3010.

PURPOSE

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2017-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings.

BACKGROUND

The Operations Department tenders for this work annually. This contract is limited to centre, lane and edge line pavement markings only as the City does not have the necessary equipment to complete this work. Public Works are responsible for turning arrows, stop lines and other miscellaneous hand work painting. Pavement markings are required to ensure safe driving conditions and proper traffic operations.

ANALYSIS/OPTIONS

Two companies picked up tender packages and one submitted a bid. The Transportation Services Division opened tenders on Monday April 3, 2017 with the following results:

R&N Maintenance.....\$26,650.00

2017-038-04

Tender for Contract 2017-02

Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

The bid price for this work is \$26,650.00 excluding HST. Funds in the amount of \$32,205.00 were budgeted in the Public Works 2017 Operating Budget for this expense. Sufficient funds are available to cover the costs associated with this contract.

CONCLUSION

It is recommended that Council accept the tender from R&N Maintenance in the amount of \$26,650.00.

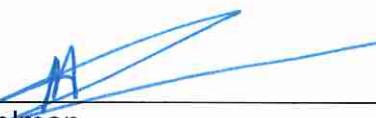


C.J. Cosgrove, P.Eng
Director of Operations



D. Dick, CA, CPA
Director of Corporate Services

M. Locke
Supervisor of Transportation Services



B. Casselman
City Manager

APRIL 7, 2017

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE

**2017-039-04
TENDER FOR CONTRACT 2017-04
CONCRETE SIDEWALK AND CURB
RECONSTRUCTION ON
CITY STREETS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
M. LOCKE,
SUPERVISOR OF
TRANSPORTATION SERVICES**

RECOMMENDED

THAT the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of one hundred and fifty-four thousand, three hundred and seventy-four dollars (\$154,374.00) excluding HST for Contract 2017-04, Concrete Sidewalk and Curb Reconstruction on City Streets, be accepted and;

THAT the project be funded from the ACPM capital account # 9301110-9905000-3010.

PURPOSE

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2017-04, Concrete Sidewalk and Curb Reconstruction on City Streets.

BACKGROUND

The Operations Department tenders for this work annually. This contract is for the replacement of deteriorated sections of curbs and sidewalks on various streets.

ANALYSIS/OPTIONS

Three companies picked up tender packages and two companies submitted a bid. The Transportation Services Division opened tenders on Monday April 3, 2016 with the following results:

Adria Concrete & Paving Ltd.....	\$139,177.00
W.J. Sherwood & Sons Construction Co. Ltd.....	\$154,374.00

The tender provided by Adria Concrete & Paving Ltd. was disqualified for failing to provide a tender deposit or bid bond as specified in the tender requirements.

2017-039-04
Tender for Contract 2017-04
Concrete Sidewalk and Curb Reconstruction on City Streets

The work will be carried out on First Avenue (Keefer Street to King Street), Bramshot Avenue (Salisbury Avenue to Ormond Street), Ann Street (Jessie Street to Hartley Street), Central Avenue (St. Mary School to rail crossing) and Stewart Boulevard at Central Avenue. The work will be completed by July 31, 2017.

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

In the 2017 Capital Budget, Council authorized an expenditure of \$725,000 under the ACPM program, of which \$161,175.19 was allocated for this contract. Sufficient funds are available to cover the costs associated with this contract.

CONCLUSION

It is recommended that Council accept the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of \$154,374.00 to complete this project.

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

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

M. Locke
Supervisor of Transportation Services

B. Casselman
B. Casselman
City Manager

April 7, 2017

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE

2017-040-04

**TENDER FOR CONTRACT 2017-01
ROUTING, CLEANING & SEALING
RANDOM CRACKS IN ASPHALT
PAVEMENTS**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
M. LOCKE,
SUPERVISOR OF
TRANSPORTATION SERVICES**

RECOMMENDED

THAT the tender from Pavetech Ottawa Ltd. in the amount of sixteen thousand four hundred and eighty-eight dollars (\$16,488.00) excluding HST for Contract 2017-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements, be accepted; and

THAT this project be funded from the ACPM capital account # 9301110-9905012-3010.

PURPOSE

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2017-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements.

BACKGROUND

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

ANALYSIS/OPTIONS

Two companies picked up tender packages and two companies submitted a bid. The Transportation Services Division opened tenders on Monday, April 3, 2017 with the following results:

L.A. Knapp Inc.....	\$19,982.00
Pavetech Ottawa Ltd.....	\$16,488.00

2017-040-04
Tender for Contract 2017-01
Routing, Cleaning & Sealing Random Cracks in Asphalt Pavements

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

In the 2017 Capital Budget, Council authorized an expenditure of \$725,000 under the ACPM program, of which \$20,000.00 was allocated for this contract. Sufficient funds are available to cover the costs associated with this contract.

CONCLUSION

It is recommended that Council accept the tender from Pavetech Ottawa Ltd.. in the amount of \$16,488.00 to complete this project.



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



D. Dick, CA, CPA
Director of Corporate Services

M. Locke
Supervisor of Transportation Services

B. Casselman
City Manager

March 14, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAR. 21, 2017

2017-028-03

**PEDESTRIAN CROSSOVERS ON
THE BROCK TRAIL**

**MATTHEW LOCKE
TRANSPORTATION SERVICES
C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT the attached report titled "Brock Trail Pedestrian Crossings/Crossovers (PXO's)" produced on behalf of the Brock Trail Committee be approved for identifying locations for the installation of Pedestrian Crossovers; and

THAT the following Brock Trail pedestrian crossings to be implemented in 2017: Henry Street at Brockville Museum, St. Paul Street at Butler's Creek bridge, Cedar Street at Church Street, Ormond Street at Bramshot Avenue, Laurier Boulevard at Bridlewood Drive and Centennial Road at Buell's Creek bridge; and

THAT By-Law 21-93 be amended accordingly

PURPOSE

The purpose of the report is to present the recommended locations and pedestrian crossing types set out in the Brock Trail Pedestrian Crossings/Crossovers report, as well as to establish the by-law implications.

BACKGROUND

A Pedestrian Crossover is designed and installed using Provincial standards and be supported by municipal By-Law. When flashing lights area activated by a pedestrian using the Pedestrian Crossover, vehicles must stop and remain stopped until the lights cease flashing and the crosswalk is clear.

A report title "Brock Trail Pedestrian Crossings/Crossovers (PXO's)" was drafted by Alan Medcalf on behalf of the Brock Trail Committee (Attachment 1). This report describes the types of PXO's permitted in Ontario, inventories the Brock Trail road crossings, and provides a recommendation for implementation. This report has been reviewed by Operations staff and discussed with the Brock Trail Committee.

Report 2015-127-12 issued to the Finance, Admin & Operations Committee on December 2, 2015 (Attachment 2) discussed a pedestrian crossing on King Street West at Rivers Avenue and proposed to amend By-Law 21-93 accordingly.

2017-028-03
Amendment to Traffic By-law 21-93
Segway Tours

Page 2

ANALYSIS

- The report issued on behalf of the Brock Trail Committee details all necessary pedestrian crossovers to be implemented as part of the Brock Trail.
- All proposed crossings have been designed to the standards for pedestrian crossovers set out in Ontario Traffic Manual Book 15 – Pedestrian Crossing Facilities.
- Operations staff has reviewed the locations and crossing types described in the report and recommend their implementation.
- A Level 1 type Pedestrian Crossover was installed in December 2015 on King Street West at Rivers Avenue as described in attached report 2015-127-12.
- All future pedestrian crossovers are to be designed and installed as part of corresponding phase of the Brock Trail project.

POLICY IMPLICATIONS

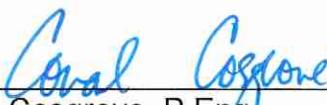
An amendment to the City's Traffic By-Law 21-93 requires Council's authorization.

FINANCIAL CONSIDERATIONS

The financial impact of a pedestrian crossing varies depending on the type of PXO being installed. Electronic signage and lights installed for Level 1, Level 2B and Level 2C crossings require an electrical contractor to be hired. The cost to supply and install electronic components is approximately \$35,000 for Level 1 and \$15,000 for Level 2B and 2C. This cost is to be funded as part of the Brock Trail capital cost for each phase. There is also a financial impact for line painting and sign installation done by Public Works for all pedestrian crossing types. However this cost is to be funded through the operational budgets for Public Works.

CONCLUSION

It is recommended that the Traffic By-Law 21-93 be amended as detailed. It is recommended that the Pedestrian Crossings in the Brock Trail report (Attachment 1) be accepted for future use.


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


D. Dick, CA, CPA
Director of Corporate Services


Matthew Locke
Supervisor of Transportation
Services


B. Casselman
City Manager

ATTACHMENT 1

**BROCK TRAIL PEDESTRIAN CROSSINGS/CROSSOVERS
(PXO'S) REPORT**

Brock Trail Pedestrian Crossings/Crossovers (PXO's)

This document describes the types of PXO's permitted in Ontario, inventories the Brock Trail road crossings, and provides a recommendation for implementation.

This document was updated following MTO's revisions to The Ontario Traffic Manual – Book 15 – Pedestrian Crossings. See excerpt of Book 15 at the end for details.

The nature of traffic is described in terms relative to Brockville traffic loads, width of road, context of sightlines, and observed driving behaviour:

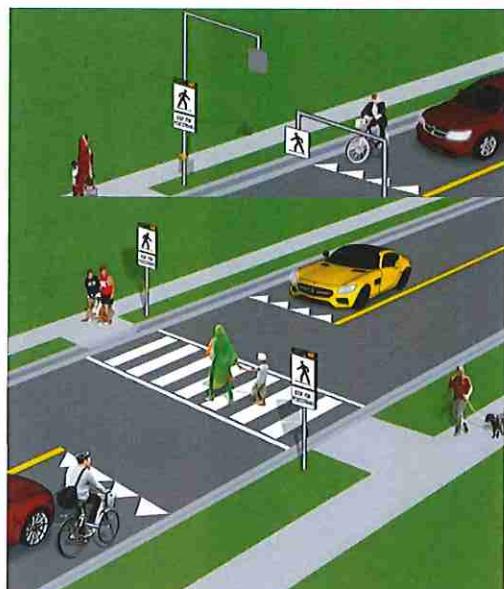
- “**light**” would generally mean a quieter residential neighbourhood road with sightlines that are fair or better, and generally well-behaved traffic. E.g. Ferguson Dr, St. Paul St.
- “**medium/moderate**” would generally mean a busier residential road or moderately busy through road with sightlines that are fair or better, and traffic that might be faster and/or heavy during the school rush hours or during occasional events/festivals. E.g. Brock St or Church Street crossings
- “**heavy**” would generally mean a busier through road or arterial corridor with heavier traffic loads and excessive speeds observed frequently. E.g. King St W, Ormond at Bramshot.

The type of PXO to be initially considered would match the traffic load and behaviour at the (say) 80th percentile of estimated risk. For example, Cedar St is “light” for long periods of the day, yet becomes decidedly “medium” around school rush hours – the PXO would address the “medium” situation. The types of PXOs are shown below, using MTO’s terminology.

1. Level 1, Type A (1A): This type of PXO features button-activated overhead flashing amber lights, approach signs, and specific road markings. It must be used when the road is more than two lanes, and is appropriate for busier roads, higher speed traffic situations, or potentially-compromised sightlines.



2. Level 2, Type B (2B): This type of PXO features button-activated flashing amber lights incorporated into the streetside crossing signs, approach signs, overhead mid-lane signs and specific road markings. This is different from 2C below only in the addition of the overhead signs which are helpful when other approach signage or crossing sightlines may be obscured by road topology or background distractions (e.g. retail signage). This is appropriate for medium traffic two-lane roads.



3. Level 2, Type C (2C): Similar to 2B above, yet without

the overhead signs. This type is appropriate for medium traffic two-lane roads, with clear sightlines.

4. Level 2 Type D (2D) The simplest PXO, this type features no lights (requires no electrical connection), but does have crossing signs and specific road markings. This is appropriate for light traffic two lane roads.



NOTES:

1. There are many places in Brockville where the newly-designated types of PXO's are likely warranted. They are NOT considered in this document; only Brock Trail crossings are considered.
2. Installation of a PXO must be authorized by Council in a By-Law.
3. These will be new traffic directions to many Brockville motorists, and an education/awareness campaign is recommended.

Brock Trail Road Crossings

Crossings are listed and numbered geographically, starting at Centeen Park and moving west and north.

	Location	Traffic	PXO type
1	Blockhouse Island Parkway at crossing to the Tunnel near entrance to Water St parking lot	Medium (slow)	Level 2 Type D
2	Blockhouse Island Parkway at crossing near old boat ramp	Medium (slow)	Level 2 Type D
3	Home St at Apple St (boat ramp)	Medium (light + boat trailers)	Level 2 Type D
4	Henry St at Museum, in future Henry St at boat ramp	Medium (Light + boat trailers)	Level 2 Type D
5	St. Paul St beside Butlers Creek bridge	Medium	Level 2 Type D
6	Beecher St between George St and Butlers Creek bridge	Light	Level 2 Type D
7	Church St at east side of Butlers Creek bridge	Light	Level 2 Type D
8	Cedar St at Church St (new trail segment)	Medium	Level 2 Type C
9	King St W at Rivers Ave	Heavy	Level 1 Type A (DONE!)
10	Abbot St between Butlers Creek and Elm St	Light	Level 2 Type D
11	Elm St (road bridge closed)	None	None
12	Brock St near Butlers Creek bridge	Medium (school traffic and kids)	Level 2 Type B or C
14	Perth St (trailheads diagonally across bridge)	Heavy (at times)	Level 1 Type A
15	Stewart Blvd at Front St	Heavy (four lanes, fast)	Use existing crosswalks at traffic lights
16	Central Ave W adjacent to Westminster schoolyard	Heavy	Existing school crossing – convert to Level 1 Type A ?

	Location	Traffic	PXO type
17	Ferguson Dr north of Central Ave	Light	Level 2 Type D or none?
18	Central Ave at Park St (future)	Heavy	Use existing crosswalks at traffic lights
19	Central Ave at Ormond (SW corner to NE corner) (future)	Heavy	Use existing crosswalks at traffic lights
20	Ormond St at Bramshot (future)	Heavy	Level 1 Type A (with additional flashing amber south of the crossing on the curve in the road, facing south for northbound traffic?)
21	Parkedale – Ormond crossing to north side of Parkedale (future)	Heavy, plus heavy right turning traffic from Parkedale to Ormond	Existing traffic lights and ped crossing lights. Examine conflict between peds and traffic turning left from Ormond onto Parkedale.
22	Parkedale at St. Lawrence College Drive (future – dependent on VIA route under 401)	Heavy	Level 1 Type A
23	Laurier Blvd at Bridlewood	Heavy	Level 1 Type A or Level 2 Type B?
24	Centennial Rd at Buells Creek bridge (future)	Heavy/faster	Level 1 Type A
25	Park St, Ormond St & Bartholomew St, for eastern Trail extension (future)	Moderate	Level 2 with Type t.b.d.

Brock Trail Road Crossing Priorities

Pedestrian crossovers (PXO) have been grouped based on a combination of road traffic behaviour and Trail activity, into a few tranches. Crossings using existing crosswalks at intersections are omitted (assumed already in place):

- 1) Current projects to be completed
- 2) Higher priority
- 3) Medium priority
- 4) Future projects

Current Projects (to be completed)

4	Henry St at Museum, in future Henry St at boat ramp	Medium (Light + boat trailers)	Level 2 Type D
5	St. Paul St beside Butlers Creek bridge	Medium	Level 2 Type D
8	Cedar St at Church St (new trail segment)	Medium	Level 2 Type C
20	Ormond St at Bramshot	Heavy	Level 1 Type A (with additional flashing amber south of the crossing on the curve in the road, facing south for northbound traffic?)
23	Laurier Blvd at Bridlewood	Heavy	Level 1 Type A or Level 2 Type B?
24	Centennial Rd at Buells Creek bridge	Heavy/faster	Level 1 Type A

Higher Priority

7	Church St at east side of Butlers Creek bridge	Light	Level 2 Type D
10	Abbot St between Butlers Creek and Elm St	Light	Level 2 Type D
12	Brock St near Butlers Creek bridge	Medium (school traffic and kids)	Level 2 Type B or C
14	Perth St (trailheads diagonally across bridge)	Heavy (at times)	Level 1 Type A

Medium Priority

1	Blockhouse Island Parkway at crossing to the Tunnel near entrance to Water St parking lot	Medium (slow)	Level 2 Type D
2	Blockhouse Island Parkway at crossing near old boat ramp	Medium (slow)	Level 2 Type D
3	Home St at Apple St (boat ramp)	Medium (light + boat trailers)	Level 2 Type D
6	Beecher St between George St and Butlers Creek bridge	Light	Level 2 Type D

Future Projects

For VIA tunnel routing under 401)

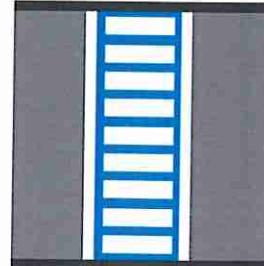
16	Central Ave W adjacent to Westminster schoolyard	Heavy	Existing school crossing – convert to Level 1 Type A?
17	Ferguson Dr north of Central Ave	Light	Level 2 Type D or none?
22	Parkedale at St. Lawrence College Drive (future – dependent on VIA route under 401)	Heavy	Level 1 Type A

For eastern Trail extension

25	Park St, Ormond St & Bartholomew St, for eastern Trail extension (future)	Medium	Level 2 with Type t.b.d..
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PXO Design

MTO regulations prescribe the road markings, signage and placement of signs to be used for PXO's. However, other than prescribing lateral white lines across the road to delineate the pedestrian pathway, the space between the lines has some design latitude. It may be left blank, filled with zebra stripes, or colour may be used. The design proposed would feature a "traffic blue" background with overlaid white zebra stripes, and this colouration would remain unique to Brock Trail crossings.



The following pages contain an excerpt from The Ontario Traffic Manual – Book 15, Pedestrian Crossings, as amended and republished with material on PXO's in June 2016. The reader is referred to the volume in its entirety for a more complete understanding of pedestrian crossing requirements at other types of road structures. The following excerpt deals with "mid-block crossovers" only, and includes:

Cover page

Pp 32-34:

- Table 6 shows the types of pedestrian controls, including the PXOs which in our case are for midblock application.
- Section 5.2.2 which details the selection criteria for type of PXO (see Table 7)

Pg 63-99: Section 6.3.2 which details the various types of PXO's and the implementation requirements for each.

ATTACHMENT 2

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE
2015-127-12**

November 20, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – December 2, 2015

2015-127-12

**PEDESTRIAN CROSSOVER
KING STREET WEST AT RIVERS AVENUE**

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

RECOMMENDED

THAT the Traffic By-Law 21-93, Part II, Section 7 – Pedestrian Rights and Duties, be amended to include a Subsection for the addition of Pedestrian Crossovers and;

THAT a Schedule be added to By-Law 21-93 for Pedestrian Crossovers; and

THAT the pedestrian crossing on King Street West at Rivers Avenue be designated in the Traffic By-Law as a Pedestrian Crossover.

PURPOSE/BACKGROUND

A Pedestrian Crossover is currently being installed, crossing King Street West immediately west of Rivers Avenue connecting the newly constructed Brock Trail extension adjacent to the former Phillips Cables to St. Lawrence Park.

ANALYSIS

- In the province of Ontario, a Pedestrian Crossover is designed and installed using Provincial standards which are set out within the regulations of the Highway Traffic Act and the Manual of Uniform Traffic Control Devices of Ontario.
- The installation of a Pedestrian Crossover in the Province of Ontario must be supported by municipal By-Law.
- When the flashing lights are activated by the pedestrian using the Pedestrian Crossover, vehicles must stop and remain stopped until the lights cease flashing and the crosswalk is clear.
- Appendix 1 (attached) illustrates a typical Pedestrian Crossover.
- Appendix 2 (attached) illustrates the location of the installation on King Street West at Rivers Avenue.

2015-127-12
Pedestrian Crossover
King Street West at Rivers Avenue

Page 2

POLICY IMPLICATIONS

An amendment to the City's Traffic By-Law 21-93 requires Council's authorization.

FINANCIAL CONSIDERATIONS

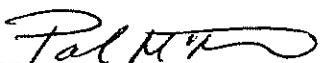
This project has been previously approved and funds allocated. There is no financial impact to amend the Traffic By-Law.

CONCLUSION

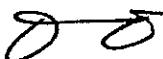
It is recommended that the Traffic By-Law 21-93 be amended as detailed.



C.J. Cosgrove, R.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

April 11, 2017

Report To Finance Administration Operations – April 18, 2017

2017-041-04

**2017 Departmental Work Plans
First Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2017 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2017-041-04.

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 First Quarter Report are outlined in Schedule 1 attached hereto.

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

1) Financial Matters

- Significant time spent on preparation of 2016 year-end statements

2) Economic Development Initiatives

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

2017-041-04 Departmental Work Plans
First Quarter Report

Page 2

3) Aquatarium Project

- Staff focus on downtown parking needs, including enforcement, signage, creation of alternative parking lots and demolition of Beer Store.
- Significant staff resources/legal costs association with preparation for arbitration

4) Fire Master Plan

- Consultant retained to assist in completion of Fire Master Plan
- Stakeholder meetings underway
- To be completed second quarter, 2017

CONCLUSION

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

B. Casselman, City Manager



2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<u>Work plan : 2017</u>					
<u>1. Economy</u>					
Investment Attraction/Economic Diversification-(Econ Dev Strategy/2015-4.1/pg. 18)					
<ul style="list-style-type: none"> • Assist/Facilitate assistance with EDAT on execution of the regional corridor economic development agency and provide advocacy when required • Complete solely, or with partners, a Share Shift analysis with local industry sector changes and related employment • Facilitate the execution of the Community Hub and coordinate both transition and promotion to community. Target 6 to 8 agencies • Sales Target on absorption/sale of city industrial property at 10 acres or 100,000 square feet of building footprint with employment generation of 80 positions in for area manufacturing sector • Continue supply chain linkages between area businesses with focus on capacity in metal fabrication, plastics and water filtration, and water bottling. Culligan, Newterra, Douglas Barwick, Hewitts, Newterra and 	<p>Regional Economic Development Corridor – completion of draft intermunicipal agreement/terms of reference</p> <p>Community Hub RFP completed. Agency venue selected.</p>				

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>Camalor are target firms</p> <ul style="list-style-type: none"> • Attraction of German membrane facility to community per 2016 file • Secure MTO commitment towards LCV(long trailer vehicle) capacity and advocate for implementation of interchange modification within next 3 to 5 years • 					
<p><u>Entrepreneurship Development-(4.2/pg21)</u></p> <ul style="list-style-type: none"> • Re-branding Enterprise Centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency • Grant distribution under new Starter Company Plus Program at a target of \$____ and generating ____ new firms and related employment of ____ through Enterprise Centre work planning 					
<p><u>Retail Commercial Attraction-</u></p> <ul style="list-style-type: none"> • Secure funding for updated Commercial market demand analysis and complete product mix development opportunity inventory for community • Advocacy on 1000 Island Mall issue on required MTO approvals necessary to complete anchor tenant occupancy 					

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>Business Retention & Expansion/Aftercare-(4.2/pg. 21)</p> <ul style="list-style-type: none"> • Aftercare with P&G on 2016 financial packages and outreach for completion by 3rd quarter 2017 • Ensure Canadian Milk Manufacturing expansion continues to third phase introducing infant formula and assist financial growth packaging. Employment target of 50 positions by 4th quarter 2017 <p>2. People</p>	Ongoing				
<p>Immigration-(Sec 4.5 Fig 11 page 31-34)</p> <ul style="list-style-type: none"> • With new grant funding complete research towards a population strategy and identified in 2016 immigrant attraction report • Re-branding immigration centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency • Age Friendly Certification- 	Council adoption of recommendation to seek 'Age friendly designation'				

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>3. Amenities</p> <p>Employment Lands-(4.3/pg24)</p> <ul style="list-style-type: none"> Following rezoning of subject lands initiate a provincial certification process and complete marketing and public relations program for new park <p>Waterfront-(4.4/pg27)</p> <ul style="list-style-type: none"> 1000 Island International Passenger/Cycling Ferry Service- Pending favourable outcome of the feasibility study on reestablishing this service, assist with the process on compliance with Homeland Security and Customs including liaison with private sector cruise operator Brockville Arts Centre-under development <p>Community Signage</p> <ul style="list-style-type: none"> Refurbishing of the three blue historic gateway signage 		Feasibility study completed			
<p>4. Sustainability-</p> <p>UNESCO International Centre for Sustainable Rural Communities-(Sec 4.1-pag.79)</p> <ul style="list-style-type: none"> Provide supportive role on the necessary grant writing and advocacy for the business planning of centre pending 					

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
designation by UNESCO. Approval and designation by 2018 with construction target pending viability by 2020					
Succession <ul style="list-style-type: none"> • Complete with City Manager by February, a succession plan for the department and successor including file/project reviews/introductions 	File/project review completed Orientation program for new EDO completed				

2017 ADMINISTRATION DEPARTMENT GOALS/OBJECTIVES

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
a) Define recommendations to Council &/or options				
b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan				
c) Quarterly status reporting to Council of corporate work plans and activity	April 18/17			
a) Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	Weekly SMT meetings. Recognition events.			
a) Annual Operating Budget preparation & Oversight	2017 operating budget approved Dec 13/16			
b) Annual Capital Budget preparation & Oversight	2017 Capital Budget approve Dec 13/16			
c) Direct development of long-term financial forecasts	2017 operating/capital budget approved Dec 13/16			
d) Direct implementation of Asset Management Plan	Phase 2 of Asset Management Plan report to Committee, 2 nd quarter			
Leadership				
a) Eastern Ontario Mayor's Committee participation	Quarterly meeting/teleconferences with EOMC members			

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
b) Joint Services Budget, cooperation discussions	2017 budget vetted Recommendation provided to mayor			
a) Fire Operations Model change - Shift from Full time to Hybrid	Master Plan commenced, annual report 2 nd quarter, Insurance Bureau of Canada contacted Fire association negotiations commences			
b) Facilitate OPP Costing acquisition and disposition	OPP Costing proposal submitted to Council and turned down. Process complete.			
a) Docking	Pending arbitration hearing scheduled for second quarter			
b) Parking	Pending arbitration hearing scheduled for second quarter			
c) Marina Lease	Pending arbitration hearing scheduled for second quarter			
d) Harbour Ownership	Pending arbitration hearing scheduled for second quarter			
e) Outstanding Agreements	Pending arbitration hearing scheduled for second quarter Significant staff resources dedicated to arbitration			
a) Facilitation of goals re active transportation / waterfront / downtown / increased density	W/A/C attendance In-camera recommendations to April 25/17 meeting			

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Strategic Plan				
a) Window Replacement Program	No activity			
b) Water Meter Replacement Program	6,450 meters replaced			
c) Employment lands certification - facilitation	Draft secondary plan, official plan. ZBL presented to Council Dec/2016 Environmental peer review report to Council Jan/2017 Open House, scheduled for April 5/17			

2017 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
<p>1. People</p> <ul style="list-style-type: none"> a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Waterfront Action Plan b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest, hydroplane regatta, Rails to Trails/Canada 150, Poker Run, Red, Hot & Blue Rockabilly festival, Octoberfest, Winter Classic (linkage to Economy objectives) c. Complete review of Non-resident User Fee 	<ul style="list-style-type: none"> a. Planning for, or executing, projects for all of the facilities listed. b. Ongoing for 2017 events. c. Deferred pending Elizabethtown-Kitley agreement 				
<p>2. Economy</p> <ul style="list-style-type: none"> a. Facilitate/monitor brownfield remediation projects (Wedgewood Phase 2, etc.) and linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly initiative c. LCV's – interchanges, City routes d. Encourage/support next steps of Reticle development (airport) 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. Determining MTO requirements d. Gun range noise study being finalized 				

2017 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
3. Amenities a. Brock Trail expansion/upgrades b. 2017 Capital Projects – roads, bridges, fleet, parkland, facilities c. Completion of Reynolds Park Risk Assessment d. Rotary Park ice pad roof e. Cycling network (link to Sustainability) f. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee g. New Arena facility – staff resource to Twin Pad Committee h. Railway Tunnel restoration project i. Rotary Fieldhouse/Playground	a. Design of 2017 projects underway b. 2017 projects initiated c. Preparing response to MOECC comments d. Evaluating options to support footings e. Ongoing, with Cycling Advisory Committee f. Ongoing. Design of Hardy park restrooms. g. Preferred location confirmed by Council h. Phase 1 construction ongoing i. 3 rd quarter project				
4. Sustainability a. WPCC Secondary Treatment - close file b. Asset Management – complete expanded/updated report	a. Final documentation submitted b. Ongoing. Final report to be completed in 2 nd quarter				

2017 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Departmental Objectives</u>					
1. Assist City Manager in completion of: - Implementation/monitoring of 2017 Budget - Preparations for 2018 Budget - Implement next steps of succession planning as necessary	- Ongoing - 3 rd quarter - Ongoing				
<u>Personal Development</u> Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	Attended Parks and Recreation Ontario annual conference				

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal review of the risk assessment matrix was completed and updated accordingly. The first Management Review meeting is scheduled for June.				
2. Completion of a Cross Connection By-law.	On-going. A draft by-law has been completed. It is anticipated to come to Council in the second quarter.				
3. Assist in the implementation of the Source Water Protection Plan policies.	Staff is actively in the process of implementing a number of policies which will continue through 2017. In December 2016, the MOECC extended the deadline for municipalities to spend funding money until the end of March 2018.				
4. Development/implementation of a solid waste/recycling curriculum for elementary students.	On-going. The Solid Waste Officer has had some initial discussions with a couple of public schools. It is anticipated				

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	that presentations will be done later this year.				
<p>5. Completion of 2017 Environmental Services Department's Capital Projects</p> <ul style="list-style-type: none"> 1. Bartholomew Street Reconstruction 2. Main Pumping Station Force main Condition Assessment 3. North End Trunk Sanitary Sewer Oversizing – Shearer Drive 4. Pre-Engineering Services 5. Fire Hydrant Replacement Program 6. Schofield Avenue Water Service Replacement 	<p>Tender drawings and documents are in draft. Tender to be advertised in May with construction scheduled to start in late June.</p> <p>The City has received a proposal from Pure Technologies to complete the assessment. Staff will be asking for Council's approval to accept the proposal. It is anticipated that the assessment will be completed in August.</p> <p>Developer has decided not to proceed with work on Shearer Drive in 2017.</p> <p>On-going.</p> <p>Work to be completed throughout the summer by Water Systems staff.</p> <p>Work is anticipated to be completed in the 4th quarter.</p>				

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
7. Pacific Avenue Watermain Construction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in late May.				
8. Home Street Watermain Reconstruction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in early May.				
9. WPCC Main Pump Station Engineering Design	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.				
10. WTP Capital projects	On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.				
11. WPCC Capital projects	On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.				
6. Provide technical assistance with the development of employment lands.	On-going.				
7. Participate in the annual update of the City's Asset Management Plan.	On-going.				

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
8. Participate in the Implementation of a Geographic Information System (GIS)	The City's GIS system is up and running but access is limited to a select few staff until the bugs are worked out. ES Staff have access to a number of base layers including water, sanitary sewer, storm sewer and solid waste.				
9. Participate in the review of private subdivisions for their assumption.	Staff is working on the assumption of a number of subdivision developments in the Millwood, Cuthbertson, Regency, Liston, Loyalist area.				
10. Continued Monitoring of Brownfields Remediation Projects.	On-going.				
11. Amendment of Landfill Certificate of Approval – Employment Lands	City staff submitted the proposed amendment to the MOECC in early December 2016. The amendment is to have the lagoon area removed from the official landfill property.				
12. Administration of Provincial and Federal Funding Programs	On-going. Staff is continuously submitting reports to OCIF, SCF, and CWWF for projects that				

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	received funding.				
<u>Department Objectives</u>					
<p>1. Assist City Manager in completion/implementation of:</p> <ul style="list-style-type: none"> → Performance Reviews on Supervisory Staff → Implementation/Monitoring of 2017 Budget → Preparation of 2018 Budget <p>2. On-going monitoring/implementing of departmental succession planning.</p>	<p>On-going.</p> <p>Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets.</p> <p>Preparation of the 2018 budget is anticipated to start in the 3rd quarter.</p> <p>On-going. There are a couple of staff in the ES Department eligible to retire in 2017 but have not officially done so.</p>				

2017 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Comments/ Barriers
1. People					
a. Accessibility compliance; review and update policies, programs, procedures and training programs in accordance with provincial legislation and to file compliance report by December 31, 2017	Policy and file review underway				
b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and process	No action				
2. Sustainability					
a. Records management					
i. Records retention policy staff training	Draft reference doc underway				
ii. develop project plan for electronic document records management system (EDRMS)					
b. 2018 Election					
i. Council Decisions:					
• Ranked ballots	Complete				
• Alternative voting	Complete				
• Language policy					
• Recount policy					
• Contribution rebates					
ii. Clerks responsibilities:	Working with UCLG Clerks				
• E-filing of financial					

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/ Barriers
statement <ul style="list-style-type: none"> • Hours of voting at institutions • Establish procedures and forms 					
c. MFIPPA					
i. develop routine disclosure (RD) policy to lessen staff time processing MFIPPA requests and ease the public's process to request records without the need to submit an MFIPPA request	RD policy drafted and sent to departments for review				
ii. train staff on MFIPPA and routine disclosure policy					
d. Council, Standing Committees, Boards and Committees:					
i. Council Procedural By-law	Underway				
ii. Review of board and committee establishing bylaws <ul style="list-style-type: none"> • Board and committee training 	Cemetery Board bylaw updated				
e. 2017 Budget monitoring	On-going				
f. 2018 Budget preparation	No action				

2017 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BAR RIERS
1. People					
- Investigate option for contracting out pet licensing	Implemented in 2016/17				
- Continue training of CBO and Inspection Officers to ensure full compliance with Ontario Building Code Act, and to provide for cross-training	Ongoing				
- Ensure opportunities for Continuous Professional Learning for planners to comply with OPPI membership requirements.	Continuing Professional Development				
- Continue subdivision file closure and assumption	Ongoing				
2. Economy					
<i>Community Improvement Plans (Downtown & Brownfields)</i>					
- Continue administration of applications for program assistance under Downtown and Brownfields CIP's.	Ongoing				
- Promote and implement all programs with particular attention to Façade and RCCR Grant Programs using 2016 budget allocation	Ongoing Program to terminate in 2018				
<i>Planning & Building Review / Approvals (Ongoing & as needed)</i>					
- TSL	Ongoing				
- Junic Subdivision	Ongoing				
- Centre Street Subdivision	Ongoing				
- Aspen Drive Subdivision	Ongoing				

2017 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BAR RIERS
<ul style="list-style-type: none"> - Develop a Municipal Housing Strategy to establish appropriate targets and encouragement for affordable housing 					
<i>New Comprehensive Zoning By-law</i>					
<ul style="list-style-type: none"> - Monitor implementation of new zoning by-law, and if needed, prepare housekeeping amendment. 	To council in June				
<i>Amendments to Development Charges Act and Planning Act</i>					
<ul style="list-style-type: none"> - Monitor proposed legislative amendments in Bill 73 and its implications for Brockville 	Ongoing				
<u>Personal Development</u>					
Continuous Professional Learning (OPPI/CIP)					

Issued By:

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. Fire Prevention				
- Home Inspection Program – this is a multi year project that identifies areas of concern for fire prevention education and enforcement. We will be increasing the number of inspections to attain 2,000 visits per year. Every home of a five year period, this will be a gradual increase from our present status.	Program set to start in late April, and generally concludes in the fall for the current year.			
- Vulnerable Occupancy program, mandated by Province, involves educating and enforcement of Provincial regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.	Compliance was achieved for 2016. Fire Prevention staff working with these occupancies within the City to achieve 2017 compliance.			
- Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.	Staff to continue to report issues to Fire Prevention.			
- Sightline to Safety Program – continue participation and guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf and hard of hearing.	Fire Prevention continues collaboration with CHS.			
- Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.	Suppression staff will work with Fire prevention to visit schools to provide public education.			
- Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	Ongoing education and enforcement.			
- Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.	Monitor the system and continue training.			

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Generate supplementary revenues from fire prevention, training divisions.	Met with each division to discuss goals.			
2. Suppression				
- Initiate strategy re: composite Fire Department	Discussion of the process with Bob, and the team.			
- Completion of Fire Master Plan	Final draft anticipated by the end of May.			
- Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.	Determine insurance grading with the Underwriters.			
- Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities.	Ongoing in conjunction with FMP			
- Establish response protocols that ensure adequate staffing and resources	Mutual aid and callback of fulltime staff during emergencies is established.			
- Take delivery of new vehicles, provide training on these and continue on fleet plan reduction and renewal project	Anticipated delivery date is early June.			
- Initiate training opportunities with our Mutual Aid partners	Began training with Elizabethtown/Kitley last fall.			
3. Administration				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Staff already committed to several events in Q2			
- Prepare 2016 Annual Report	Compiling data and anticipated draft by end of Q2			

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Monitor the 2016 Budget and Variance – report concerns as required	Variance reported and justified.			
- Work with HR on outstanding contract bargaining and negotiation issues	Negotiations at impasse awaiting Arbitration date.			
- Development of the 2018 budget	Begin budget deliberations in Q2.			
- Switch over from provincial to NFPA training standards. We will be receiving an audit of our record for compliance early in 2016. One completed, we will provide direction to staff training requirements for future years. Some provincial testing may be required. Enrollment of qualified staff in OFM office training programs, through Ontario Fire College.	Directed the Training Officer to post Fire Prevention course training opportunities for interested staff.			
- Develop a centralized filing system: physical/electronic	Filing system underway.			
- Review/update the outdated Fire Dept. by-laws	Bylaw update on hold for now, closely linked to FMP and Arbi.			
4. Communication Division				
- Secure existing clientele, 5 year contract renewal	L&G contract to be approved by Council.			
- Promote and develop sustainable strategy for fire dispatch system	Attract new clients.			
- Streamline workload through interfacing systems	Working with all stakeholders.			
- Reorganize proper response protocols and boundaries	Collaboration with Crisys and Area Chiefs			
- Address deficiencies NFPA, etc.	Reviewing NFPA standards			
- Identify new revenue streams	Ongoing			
5. Emergency Planning				
- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Compliance to be achieved by Fire Prevention and Public education initiatives.			

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
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- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.	Schedule training with the MECG and invite the OFMEM representative to attend. Revise and update the plan			
- Organize annual training sessions	Continue working with the all stakeholders			
- Hold meetings of the committee, as required	SMT meetings include emergency management topics if necessary			
- Review HIRA in conjunction with FMP	Meeting with Chris Powers to discuss HIRA			
- Provide training as required	Revised HIRA will be discussed with MECG			
- Update plan to include a new primary EOC	Meeting to improve communications at WPCC			