



Finance, Administration and Operations Committee

Tuesday, October 17, 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 Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

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

Page

AGENDA

Disclosure of Interest

Delegations and Presentations

- 4 - 26 1. Brockville Railway Tunnel Update
(Councillor LeSueur)

- 27 - 34 2. Brockville Municipal Accessibility Advisory Committee
(Ryan Billing)

Ryan Billing will provide an outline of BMAAC's current initiatives, completed projects and an overview of the committee.

Correspondence & Communications

- 35 - 44 1. Expert Panel Report on Public Health
Leeds, Grenville and Lanark District Health Unit

THAT Council direct that a letter be sent to Minister Eric Hoskins, Ministry of Health and Long-Term Care requesting that the Expert Panel Report on Public Health not be implemented until a full assessment of the feasibility and cost benefit of the proposed Regional Public Health Entity be conducted, along with in depth discussions with the Association of Municipalities of Ontario, on the possible negative impacts of the proposed changes on municipalities and how they could be mitigated.

Reports from Boards and Committees

Nil.

Staff Reports

- 45 - 107 1. 2017-103-10
Water & Wastewater Systems
Quarterly Report (Jul-Sept 2017)

THAT Report 2017-103-10 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017) be received for information purposes.

- 108 - 116 2. 2017-104-10
Records Retention By-law Update

THAT Council receive Staff Report No. 2017-104-10, Records Retention By-law update for information purposes; and

THAT Council permit staff to update the Records Retention By-law, 026-2016, annually to reflect the changes in legislation and to duplicate adjustments suggested by "The Information Professionals" Annual reports.

Finance, Administration and Operations Committee
October 17, 2017

- 117 - 144 3. 2017-105-10
2017 Departmental Work Plans
Third Quarter Report

THAT Council approve the 2017 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2017-105-10.

- 145 - 149 4. 2017-106-10
Authorization to Utilize Island Breakfast Reserve Fund
Island Breakfast Committee

THAT the Island Breakfast Committee be authorized to proceed with construction of the Refuge Island Picnic Pavilion as funding through the Island Breakfast Reserve Fund permits.

- 150 - 159 5. 2017-107-10
2017 Interim Variance Report
September 15, 2017

THAT Council receives the Interim Variance Report for the period ended September 15, 2017 for information purposes.

New Business - Reports from Members of Council

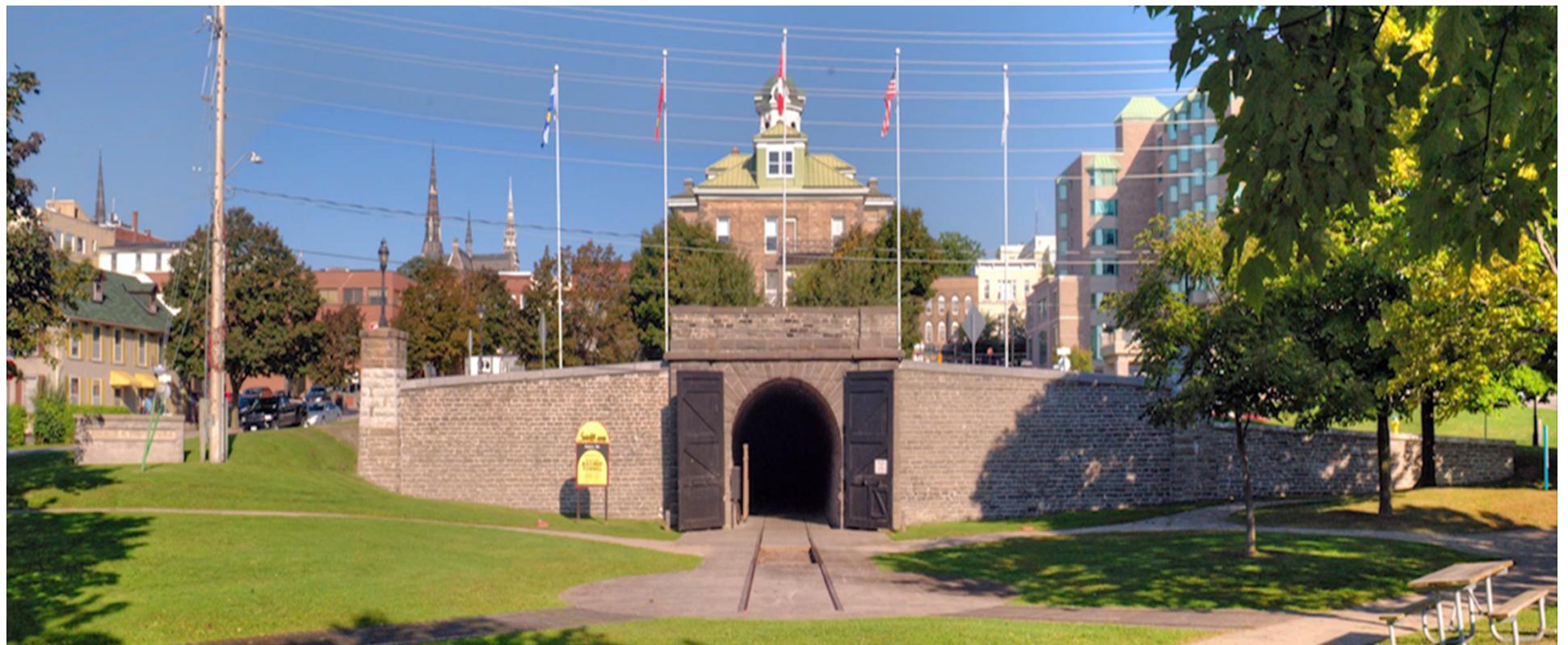
Nil.

FAO - Consent Agenda

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for November 21, 2017.

Brockville Tunnel Restoration



❖ Canada's 1st Railway Tunnel

❖ Started in 1854 ..Finished 1860

❖ Serviced Industry and shipping

❖ .5 km long

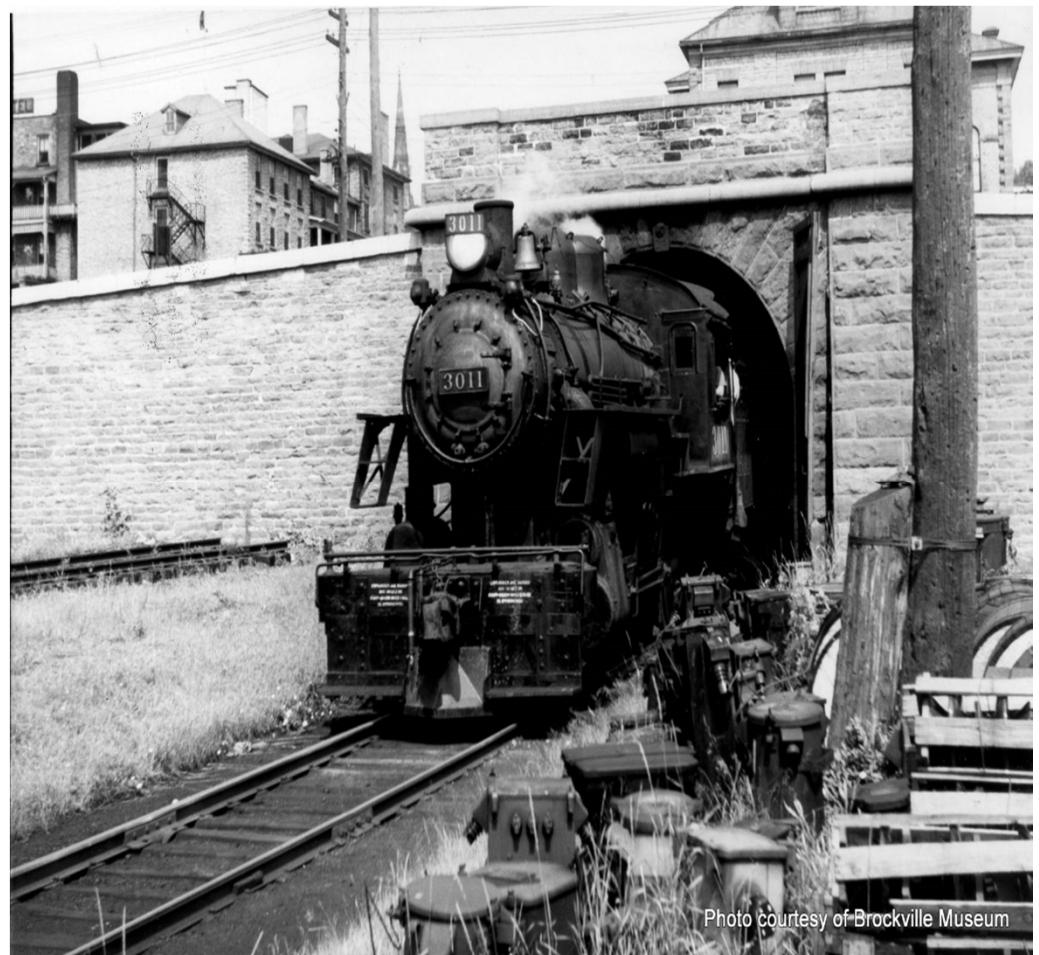
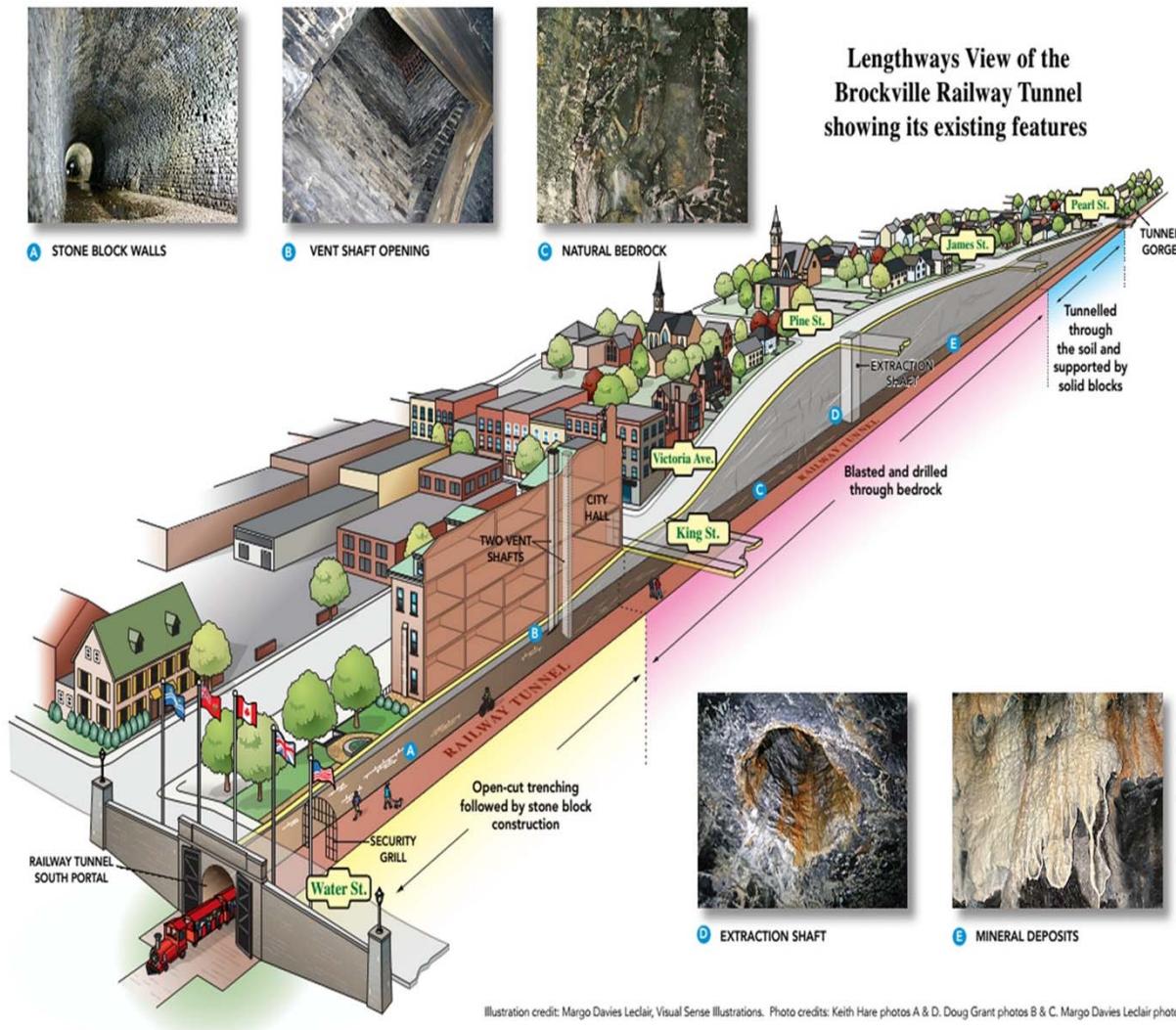


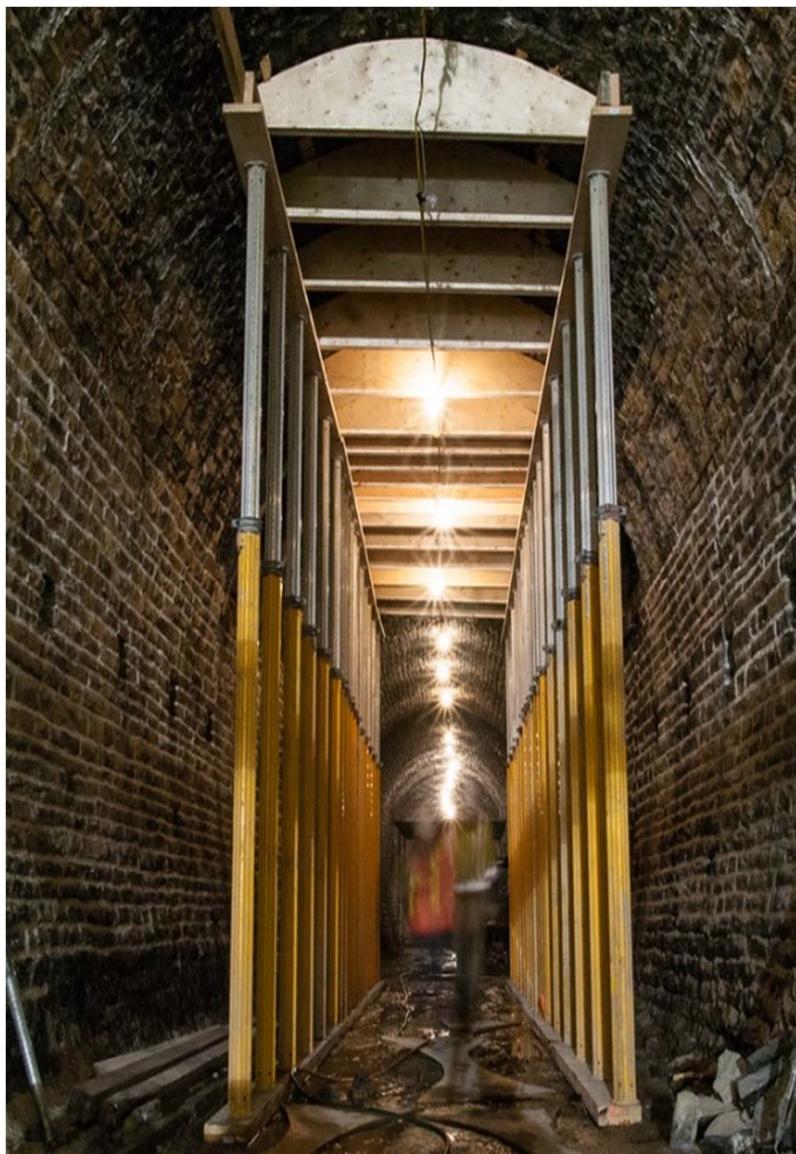
Photo courtesy of Brockville Museum

- ❖ Last Train in 1969
- ❖ First Study 1974
- ❖ Purchased from CP 1983















Tunnel Volunteers (L to R) Rebecca Phillips, Carol Palko, Gillian Jackson,
Linda Sawyer, Margaret Fancy, Leah Wales, Gail Abrams

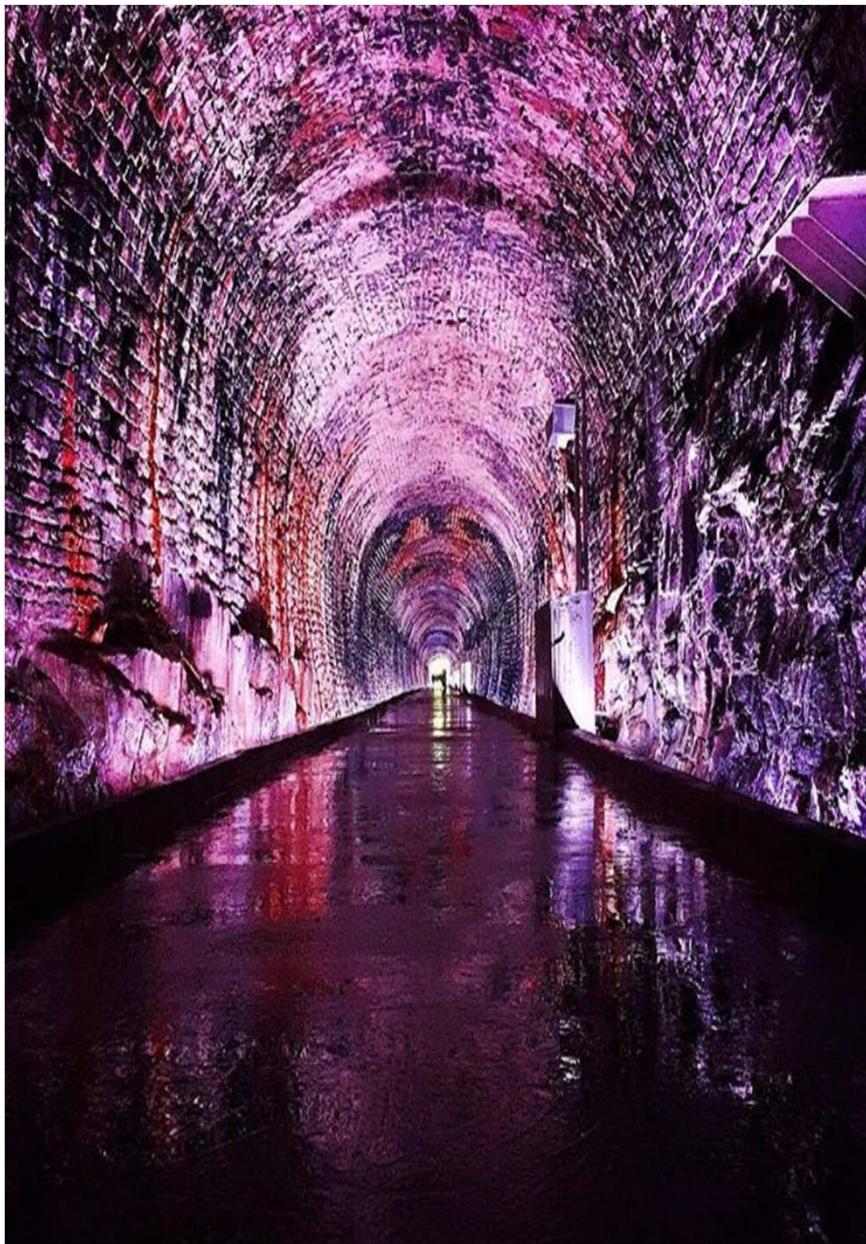






- ❖ 25,000 1st weekend
- ❖ Over 50,000 visits
- ❖ #1 on TripAdvisor in 3 weeks
- ❖ 5 Star ratings on FaceBook
- ❖ Donation Boxes avg. \$800/wk.
- ❖ Community Pride very high





**This is
what they
saw
...complete
with music**











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

Something
for everyone



PHILIPS

Case Study

Connected LED lighting system

Tunnel architectural lighting

Brockville Railway Tunnel,

Brockville, Ontario, Canada

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

Photography provided by Keith Hare
City of Brockville, Canada



Phase II

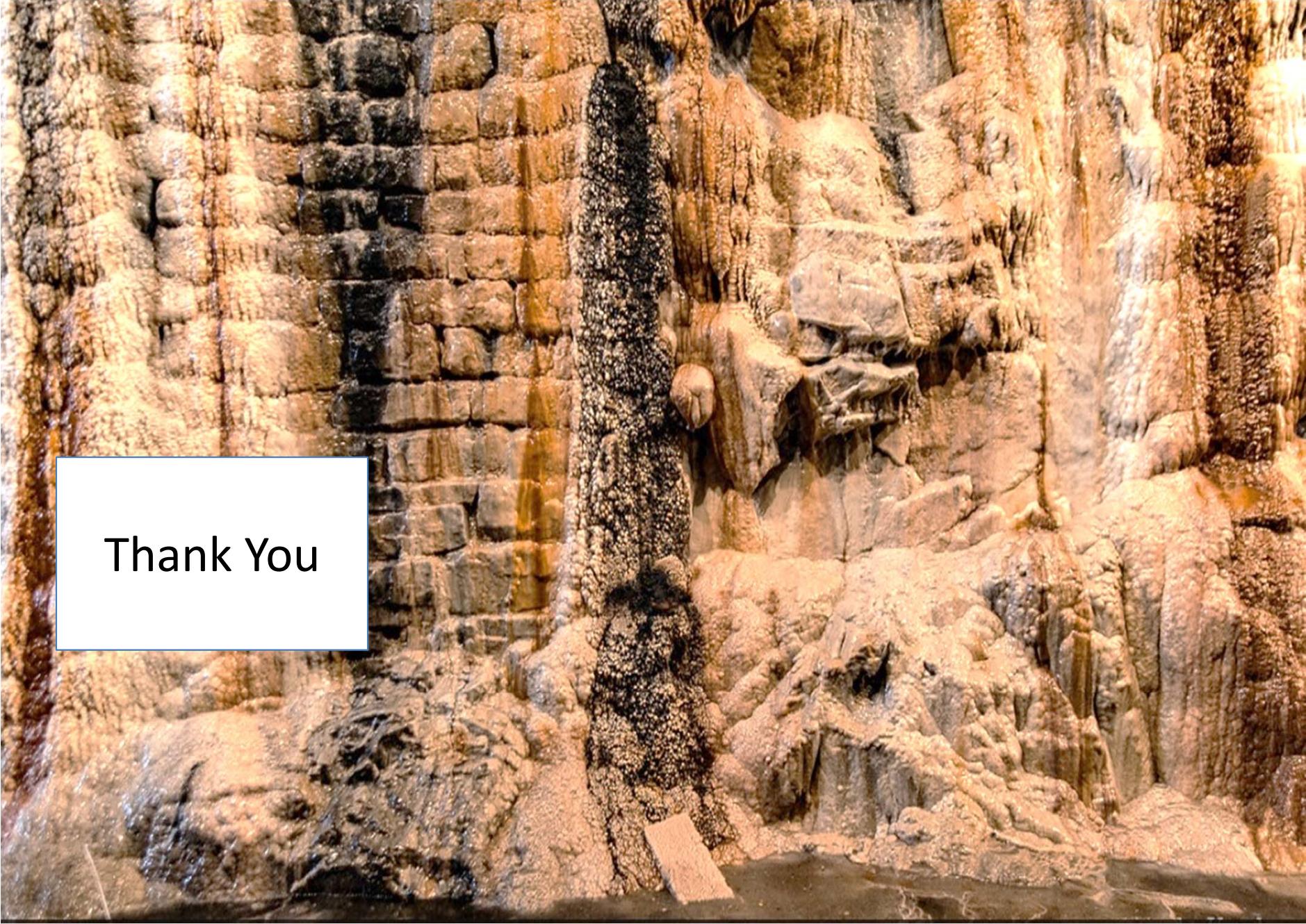


MTBA ASSOCIATES INC.

* Architecture * Urbanism * Conservation *







Thank You



Accessibility a Reality

BMAAC (Brockville Municipal Accessibility Advisory Committee)

OUR MANDATE

- To advise Council in the preparation of accessibility plans, monitor effectiveness of the implementation
- Review site plans and audit the accessibility related issues with buildings in the city
- Initially had a five year commitment from City Council. Looking to the future

Accessibility Achievements

- Developed Building Audits to evaluate the overall accessibility of city buildings
- Worked with City staff to create patio policy and recommendations for the structure of patios
- Advocated for Fare Parity for Conventional/Para Transit Systems, ahead of AODA regulation
- Updated council chamber/Memorial Centre Hall audio system
- Review Site Plans for new buildings
- Brock Monument accessibility
- recognize businesses/individuals who are champions in breaking down barriers

Accessibility Achievements

- Band Shell Accessibility @ Hardy Park
- Accessible Playground Projects: Hardy Park, Rotary Park, potential Rotary Filed House project-collaborative partnerships
- Developed Brock Trail Audit
- Act as a liaison for individuals to voice concerns related to existing barriers etc.

BROCKVILLE ARTS CENTRE



- Accessible washrooms and doors were installed in 2005
- BMAAC allocated over \$30,000 to ensure both the stage and orchestra pit are accessible
- The combination of all of the work means a facility that meets the needs of the public

BROCKVILLE MEMORIAL CENTRE



- Accessible doors to the facility
- Upgrades to the washrooms facilities
- Improved signage throughout the facility
- Increased accessible seating areas
- Improvements to the walkways and exits
- Improvements to the designated parking spaces

Accessible Playgrounds

- Worked with City Staff, Community Partners (May Court Club) to develop barrier free playground facility
- Allow for access and safety for all children
- Continued to develop area into family oriented park with partnership with St. Lawrence College



ACCESSIBLE CITY PARK FACILITIES

- Accessible Doors to the washrooms @ Hardy Park and St. Lawrence Park
- Retrofitting of entrances to ensure access
- Upgrades to walkways to eliminate barriers



Creation/Review of Curb Cut Plan

- Ensure that our city streets are barrier free and allow for travel for all pedestrians
- Continue to add/monitor plan as areas are identified
- Audible Crosswalks installed for the hard of hearing @ Parkedale Ave. & King St.
- Hoping to develop crosswalk plan for the coming years
- Example of AODA development (tactile curbs)

Public Awareness

- Hold Public Forums to discuss a variety of barriers that exist within the community
- Partner with community agencies, service clubs etc. to encourage and foster communication
- Developed promotional materials and display to assist in reaching/informing the citizens of Brockville
- Encourage membership to committee from individuals within the community



BMAAC Brock Trail Audit

- Completed accessibility audit of entire brock trail along with connection through Blockhouse Island
- Findings assisted Brock Trail Committee in project development, BMAAC allocated funds for modifications of Stewart to Perth St. section
- Overall the trail system meets the majority of AODA built environment codes
- Accessibility and safety concerns exist at Blockhouse Island

Accessibility Standards

- By 2025 major changes will be made in regards to:
 - Customer Service
 - Built Environment
 - Transportation
 - Employment

Upcoming Projects/Areas of Focus

- Rotary Field House Project
- Accessible taxis
- Accessible Eating areas within Parks
- Audible signals project
- Advocating AODA into operational planning and city projects and facilities

ANY QUESTIONS?



The following document was prepared by members of the Brockville Municipal Accessibility Advisory Committee (BMAAC) whose mandate is to assess, advocate, and advise our city council for making the City of Brockville accessible in its services and operations. In early September 2015 BMAAC representatives met with city staff and members of the Brock Trail Committee to discuss the upgrades currently being completed to the Brock Trail, future plans and vision for the trails and examine the accessibility of the trail. BMAAC members were asked to audit the current state of the trail and develop a report outlining the improvements needed to make the Brock Trail fully accessible. The following report is a summary of these findings.

Using the guidelines set under the AODA Design of Public Spaces regulation(2016 regulation for public sector) related to Recreational Trails and Beach Access Routes and supported further using the City of London's Facility Accessibility Design Standards our committee set forth to assess and obtain information on the current state of the trail. It is our hope along with the Brock Trail committee that we continue to strive for a fully accessible, connected trail system that will further benefit the citizens of Brockville for recreation and mobility

The audit was created to identify issues related to the general safety of the trail and its safety to all users of the system. We also wanted to examine items that were maintenance issues related to the trail system and finally any capital items that require changes to the existing design of the trail. It is BMAAC's recommendation that this document can address the current accessibility of the trail and be implemented into future capital planning for any future projects. Ideally, a multi-year plan to identify and implement these findings would be an effective strategy to seek funding opportunities and build capital projects over the same period.

Here is a summary of some key findings from the audit conducted:

- Disconnected portions of the trail in the waterfront area with numerous maintenance issues and general safety concerns about lack of railings throughout Blockhouse Island
- Slope issues were less than anticipated and we suggest a focus of our downtown portion of the trail be a focal point to eradicate the majority of areas that exceed the mandate
- Two areas of interest in future planning:
 - 1) Examine the installation of lighting (Brock to Perth, stretch as two key areas for safety and visibility
 - 2) Signage throughout the trail system that is informative, makes note of accessibility highlights and concerns and conforms to all AODA regulations and best practises across the province.

BMAAC would be happy to participate in the planning and development of future projects related to the items identified within this audit. It is our hope that this document can support and further develop upon the initiative to upgrade our beautiful asset. We hope that these observations can be used as a tool for both the Brock Trail Committee and the City of Brockville moving forward. The document has locations labelled and referenced on maps along with relevant pictures highlighting the accessibility concern. Any questions please don't hesitate to contact any of the members of the following BMAAC Members:

Ryan Billing

Doug Hone

613-246-5146

613-342-6639



October 3, 2017

VIA EMAIL

Mayor and Councillors
 City of Brockville
 1 King St. W.
 Brockville, ON K6V 7A5

Dear Mayor Henderson and Brockville Councillors:

In January 2017, Minister Eric Hoskins, Ministry of Health and Long-Term Care, established an Expert Panel on Public Health to provide advice on structural, organizational, and governance changes for Ontario's public health sector within a transformed health system. The Expert Panel's Report was released earlier this summer. (http://www.health.gov.on.ca/en/common/ministry/publications/reports/public_health_panel_17/expert_panel_report.pdf)

The report, if accepted and acted upon by Minister Hoskins, would set local public health on a new and untested path with 14 Regional Public Health Entities (RPHE), set up in parallel to the 14 LHIN's, which would then replace the current 36 Ontario Health Units. The local municipal role in governance would be very limited, and it is not clear how the current local municipal public health funding would be managed in this wide geographic entity.

The report lacks important implementation information leaving questions about whether the proposed governance and organizational structure would be cost beneficial and would improve programs and services to our community, or, if it would simply add another costly administrative layer with a reduction in funds available for local programs and services.

The Board of Health reviewed the appended briefing note about the Expert Panel Report on Public Health at the Board meeting on September 21, 2017. They passed a motion that the briefing note be sent to all obligated municipalities encouraging each one to send a letter to Minister Hoskins by October 31, 2017 requesting:

- That the Expert Panel Report on Public Health not be implemented until a full assessment of the feasibility and cost benefit of the proposed Regional Public Health Entity be conducted, along with in depth discussions with the Association of Municipalities of Ontario, on the possible negative impacts of the proposed changes on municipalities and how they could be mitigated.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Warren".

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

AW/hb

Encl.

cc: Mr. Bob Casselman, City Manager



Board of Health Briefing Note

Expert Panel on Public Health

SUBJECT

Possible implications of the Expert Panel on Public Health's report "Public Health within an Integrated Health System."

SUMMARY AND RECOMMENDATION

The report of the Expert Panel on Public Health would set local public health on a new and untested path. These changes and their impacts need to be considered when reviewing the Expert Panel recommendations.

The report lacks important implementation information and the critical aspects outlined below must be clarified before the Board can determine if the proposed governance and organizational structure would be cost beneficial, and improve programs and services to our community.

- The Health Protection and Promotion Act obligates municipalities in a health unit region to contribute to public health funding and to oversee public health services via a Board of Health. This grounds public health programs and services in the local context. Municipal leadership in collaboration with provincial appointees on the Board of Health works very effectively. The proposed Regional Public Health Entity would lose this fundamental grounding of public health in local municipalities and it is not clear how municipal funding will be managed.
- The Leeds, Grenville and Lanark District Health Unit is a sufficient size that it is able to fund and staff all the administrative functions required and fill all the specialty positions such as epidemiologist, planner and evaluator, communications coordinator, webmaster, and IT to support the programs and services outlined in the provincial standards. The Regional Public Health Entity would take these away with the possible loss of jobs to our community and with no guarantee that service would be as effective, efficient or relevant to the rural/urban reality of smaller health unit areas of jurisdiction. There would also be the disruptions associated with employees leaving their jobs in times of uncertainty, synchronization with union contracts, and the learning curve of the new Regional Entity.

- The Expert Panel recommends dividing the Health Unit between the Champlain LHIN and the South-East LHIN regions. This will have a negative effect on the current partnerships that include all of Leeds, Grenville and Lanark.
- The Health Unit programs and services currently collaborate effectively with other Health Units in our region and more broadly. The Regional Public Health Entity will not add to this and may provide a different direction for our programs and services without intimate knowledge of our area and its needs and complexities.
- The Regional Public Health Entity will add another layer of infrastructure including a new CEO position in addition to a Medical Officer of Health. This will mean added costs and likely the removal of senior leadership from the community to staff regional positions resulting in less leadership in the local community. If additional funding is not provided to meet these costs, then the funding would have to come from existing local programs and services.
- The Health Unit is already actively working with the South-East LHIN to identify how to integrate public health into the health care system – the purpose of the Expert Panel’s work. Based on work with the South-East LHIN to date this approach will work quite well. The Health Unit will be involved in the Lanark, Leeds, Grenville Sub-Region, and health service areas will benefit from public health input and collaboration. A comparable process will be developed for the Champlain LHIN. This approach, previously proposed by the MOHLTC, should be tried and assessed before an alternate governance and organizational structure is imposed by the MOHLTC.
- The Report does not include a clear vision of a resulting improved, efficient, effective public health service with enhanced community health or regional health.

Recommendations

- That the Board of Health send a letter to Minister Hoskins outlining the concerns listed above about the recommendations for public health organization and governance listed in the Expert Panel Report, with a copy to the three MPP’s of our region.
- That the Board of Health send this briefing note to all obligated municipalities and encourage them to write a letter to Minister Hoskins about the Expert Panel Report.
- That the Board of Health send the answers to alPHA’s questions for inclusion in the alPHA response to the recommendations of the Expert Panel’s Report.

BACKGROUND

Expert Panel

"In January 2017, the Minister of Health and Long-Term Care established an Expert Panel on Public Health to provide advice on structural, organizational and governance changes for Ontario's public health sector within a transformed health system."¹ The proposed benefits of the changes include²:

- Public health will use its relationships outside the health system to broker relationships between health care, social services, municipal governments and other sectors to create healthier communities;
- Public health will bring a greater focus on the social determinant's of health and health equity by embedding a population health approach into health service planning and delivery;
- Public health can identify high risk communities and assist in developing comprehensive targeted interventions to prevent chronic diseases by addressing identifiable risk factors;
- Public health can help the health system develop care pathways for patients that incorporate social factors (e.g. food security, precarious housing) that affect population outcomes;
- Public health will enjoy greater public recognition and the importance of investing in health protection and promotion across the life course, and its role in the sustainability of the universal health care system will be more fully understood.

Summary of the Panel's Recommendations

- **Create a Regional Public Health Entity (RPHE) linked to LHIN boundaries with Local Public Health Service Delivery Areas (LPHSDA).** A new Regional Public Health Entity would provide administrative services (HR, finance), communications, IT, surveillance and monitoring, information management, performance and evaluation, research, strategic planning, annual service plan, resource allocation planning, and Chief Nursing Officer services for the Local Public Health Service Delivery Areas (LPHSDA). The number and size of the local service delivery areas would be decided by the Regional Public Health Entity.
- **Divide the Leeds, Grenville and Lanark District Health Unit Group into two Regional Public Health Entities.** The report recommends putting most Lanark, Leeds and Grenville municipalities into the Champlain LHIN, and putting Lanark Highlands into the Southeast LHIN.
- **Create new positions for the Regional Public Health Entity (RPHE).** The RPHE would have a single leader, a CEO, who would report to the Board. The Medical Officer of Health would report to the CEO for most matters, and would report to the Board directly on matters of public health safety. Four new Directors (Corporate Services, Public Health Practice, Performance, Quality and Analytics

¹ From Public Health within an Integrated Health System, Report of the Ministers Expert Panel on Public Health, June 9, 2017 p. 4.

² Page

and Strategic Engagement) with associated staff would be created to provide direction and oversight to the Local Public Health Service Delivery Areas. The Local Public Health Service Delivery Areas would have managers and multidisciplinary teams and would provide local public health programs and services in collaboration with the partners they work with now including municipalities.

- **Dismantle all the current local Boards of Health and create one Regional Board of Health** - All local Boards of Health would be dissolved and there would be one new Regional Board with 12 to 14 members. A formula would be developed to identify how the several municipalities within the Regional Entity would be represented on the Board. The report recommends that the Regional Chair, Vice Chair and Committee Chairs be provincial appointees through an Order in Council.
- **Re-visit municipal funding** - Currently municipalities are obligated under the Health Protection and Promotion Act to provide funding to the Board of Health at a minimum ratio of 25% of the Provincial general public health funding. The report recognizes that there will be concerns about the “The proposed shift from local health units, whose costs are shared by local municipalities, to a regional public health entity will likely raise questions about the funding obligations of each municipality of the region. As part of implementation planning, the ministry will need to re-visit funding constructs in order to implement the recommendations.”

Feedback on the Report

The MOHLTC has asked for comments on the report by October 31, 2017. Minister Hoskins, the Minister of Health and Long-Term Care will review the feedback, and then respond to the recommendations of the Expert Panel.

alPHA has suggested that Boards of Health group their feedback into responses to the four questions below, and send these responses to alPHA. The Association of Local Public Health agencies (alPHA) will then compile the feedback from all the Boards of Health into a summary report for Minister Hoskins.

The Association of Municipalities of Ontario (AMO) has asked all municipalities to provide their feedback on the report to the Minister.

COMMENTS

The four questions below, recommended by alPHA, are useful to frame the comments raised by the Board and management at a meeting on August 30, 2017 where the recommendations of the Expert Panel were reviewed.

1. What questions do you have about the Expert Panel report and its recommendations?

- What is the guarantee the municipal funding would be allocated to fund programs and services in the community from which it came? How would local municipalities influence programs, the municipal levy, and the allocation of funding?
- What will be the costs of moving to a Regional Public Health Entity with an additional layer of infrastructure with senior leaders and their associated staff? How will these costs be funded?

- What is the evidence that a Regional Public Health Entity will be more effective to meet the desired impacts listed above (on page 8 of the report) rather than the current public health system with local public health units linked to LHIN Sub-Regions?
- What will be the cost effectiveness of moving to a Regional Public Health Entity?
- Why are the Public Health Work Stream options for how local Public Health could work effectively with the LHIN and LHIN Sub-Regions not being tried, before moving to a total restructuring of the Ontario Public Health System which will disrupt public health services and programs in the short run and potentially for the long-term?
- Why is the majority of the Leeds, Grenville and Lanark District Health Unit being moved to the Champlain LHIN when most of Leeds-Grenville and half of Lanark are with the South East LHIN? Why is Lanark Highlands being moved to the South East LHIN when it is currently in the Champlain LHIN?

2. What in the report and its recommendations is helpful for Ontario's public health sector? Why?

- **Sharing resources** regionally might be more efficient for specialized administrative functions that would be generic to all health units e.g. financial analysis or human resources policy development.
- Support for **business continuity** for solo positions in smaller health units, such as Communications Coordinator and Epidemiologist, while new individuals are recruited to these positions.

3. What concerns you in the report and its recommendations? Why?

- **Decreased role of local municipalities in public health unit governance.** Not all obligated municipalities would have a seat on the Board which will result in less communication with and involvement of municipalities in directing public health work for their communities. The Board Chair, Vice Chair and Finance Chair would be provincial appointments, limiting these roles for municipal representatives.
- **Uncertain how local municipal funding would be ascertained or allocated.** The risk is that municipal funding of Board of Health public health programs, which is obligated under the Health Protection and Promotion Act, will be decided by, and go to, the Regional Public Health Entity and their Board will decide how it is to be allocated.
- **Loss of current internal services:** Local internal service provision is important to employee productivity and satisfaction. The ability to respond effectively to employee needs in a timely way may be compromised e.g. IT. The relationships of people in central services with employees make a difference.
- **Cost-benefit of the CEO position in the RPHE -** Five of the six Health Units in the Champlain or South-East LHIN currently has a Medical Officer of Health who also functions in the CEO position. This works very well and ensures that administrative services and other central resources meet the needs of the programs and services provided by the Health Unit. Ottawa

Public Health is part of the Region and, while the structure is a little different, the Medical Officer of Health still runs the Health Unit. The proposed RPHE will have a CEO leading the organization and reporting to the Board and a Medical Officer of Health reporting to the Board only for matters of public health and safety. This is an expensive approach with the cost of a MOH and a CEO, and is not necessary given the success of the current MOH/CEO approach in the Eastern Ontario Health Units. Separating the functions takes away from the innate strength of the combined role and effectively side-lines the MOH function which is essential for effective public health effectiveness.

- **Increased costs associated with the Regional Public Health Entity.** A CEO and several new senior positions will need to be created. Mileage costs will increase as employees have to travel to meetings with RPHE management or vice versa.
- **Potential loss in local public health resources** for the community - The report does not say how the increased costs associated with new regional infrastructure will be funded. The concern is that they will come from existing health units, in effect, decreasing local programs and services.
- **Adequate local oversight and support of managers**- A concern is whether a regionally located Director can provide the support for managers from several Local Public Health Service Delivery Areas across a wide geographic area and what access employees would have to the Director.
- **Health Unit will be split and allocated to two different Regional Health Entities.** While the current split doesn't make sense given current LHIN boundaries, it does suggest that the plan is to split the Health Unit between the Champlain and the SE LHIN areas. This will affect current working relationships with other LGL agencies including School Boards, Family and Children's Services, Mental Health and Addictions, children planning tables, and more. Current initiatives may be stalled as the Regional Entity assesses current local activities and whether they will be supported.
- **Surveillance, monitoring, analytics work** – The proposed Regional Public Health Entity will do all the epidemiological analyses. The current data analysis work that the Health Unit's epidemiologist does for community organizations, for example, the health data for the Perth and District Community Foundation Vital Signs Report, may not get done.
- **Loss of Directors community service time** - The Directors would be at the regional level. This means a loss of the time, energy and expertise of the Directors and CNO in direct community work.
- **Public Health workforce stress** - This new proposed direction for the future of public health creates anxiety and uncertainty in the people providing the services at the grassroots level, especially without consultation. This comes at a time when health units are adjusting to new Ontario Public Health Programs and Services.

4. What do you believe it is absolutely essential for alPHa to be communicating to the government regarding the report of the Expert Panel on Public Health? Why?

- The report is very high level and lacks information on how the model would be implemented and funded. This work must be done and judged by the field to be acceptable from a cost/benefit perspective before the recommendations of the report are implemented.
- While this report was based on the premise that a Regional Public Health Entity would help smaller health units, there was no consultation with the rural/smaller health units or local municipalities, such as ours, as the report was being developed. An analysis of the benefits and risks of the proposed governance and organizational structure to smaller health units is essential before the report is implemented.
- The report outlines one possible approach to meet the Principles (page 6), the benefits of close collaboration between the LHIN and Public Health (page 7), the expected impact of public health within an integrated system (page 8), and the Organizational Criteria (page 10). What is the evidence that the Regional Public Health Entity approach is the best one? There are others. The proposal from the Public Health/LHIN Work Stream should have an opportunity to be implemented to see if the existing public health organization and governance would work to support effective integration of public health into the health system.
- The MOHLTC must work with AMO and alPHa to see if an acceptable role for local municipalities in the governance and funding of the Regional Public Health Entity, as noted on page 25 of the report, can be identified before the report is implemented.

Submitted by:

Paula Stewart, MOH/CEO

September 21, 2017



October 3, 2017

VIA EMAIL

The Honourable Eric Hoskins
 Minister – Minister’s Office
 Ministry of Health and Long-Term Care
 Hepburn Block, 10th Floor
 80 Grosvenor St
 Toronto, ON M7A 2C4

Dear Minister Hoskins:

RE: Expert Panel Report on Public Health

The Leeds, Grenville and Lanark District Board of Health met on September 21, 2017 to review the report of the Expert Panel on Public Health. The Board agreed with your vision outlined in your letter accompanying the report “for all health programs and services – hospitals, home and community care, primary care and public health – to have strong connections and to work together to enhance Ontarians’ health and well-being at all ages and stages of life.”

If the Expert Panel Report on Public Health is implemented as is, it would dramatically change how public health is organized and governed in Ontario. Given the magnitude of the change, the Board recommends that further work be done to assess if the proposed governance and organizational structure would be cost beneficial, and would improve public health programs and services to our community.

The Patients’ First Act clearly identifies that the Medical Officer of Health and the LHIN CEO must work together to bring a population health approach to health system planning. The Health Unit is already actively working with the South-East LHIN to identify how to integrate public health into the health care system – the purpose of the Expert Panel’s work. The Health Unit will be involved in the Lanark, Leeds, Grenville Sub-Region of the South-East LHIN, and health service areas in the region will benefit from public health input and collaboration. If this proves to be effective, then there may not be a need to do a major restructuring of the public health system to integrate public health within the health system.

The Board of Health has the following concerns, and would appreciate it if they could be addressed before a decision is made about implementation of the Expert Panel Report.

- Diminished Role of Municipalities - The Health Protection and Promotion Act obligates municipalities in a health unit region to contribute to public health funding and to oversee public health services via a Board of Health. This grounds public health programs and services in the local context. Municipal leadership in collaboration with provincial appointees on the Board of Health works very effectively.

The Honourable Eric Hoskins
 Page 2
 October 3, 2017

The proposed Regional Public Health Entity would lose this fundamental grounding of public health in local municipalities and it is not clear how municipal funding will be managed.

- Loss of local jobs and unknown cost effectiveness - The Leeds, Grenville and Lanark District Health Unit is a sufficient size that it is able to fund and staff all the administrative functions required and fill all the specialty positions outlined in the provincial standards. The Regional Public Health Entity would take these away with the possible loss of jobs to our community and with no guarantee that service would be as cost effective, efficient, or relevant to the rural/urban reality of smaller health unit areas of jurisdiction. There would also be the disruptions associated with employees leaving their jobs in times of uncertainty, synchronization with union contracts, and the learning curve of the new Regional Entity.
- Cost of CEO and additional administrative layer - The Regional Public Health Entity will add another layer of infrastructure including a new CEO position in addition to a Medical Officer of Health. This will mean added costs and likely the removal of senior leadership from the community to staff regional positions resulting in less leadership in the local community. If additional funding is not provided to meet these costs, then the funding would have to come from existing local programs and services. The Medical Officer of Health has the training and experience to provide both management and program leadership oversight, so a separate CEO position is not required.
- Leeds, Grenville and Lanark Health Unit area split into two - The Expert Panel recommends dividing the Health Unit between the Champlain LHIN and the South-East LHIN regions. This will have a negative effect on programs and services that work with current partnerships that include all of Leeds, Grenville and Lanark. Internal collaboration on programs across the region will be lost as two separate Regional Public Health Entities will guide their work.
- Eastern Ontario Health Units collaboration – In eastern Ontario, all six Health Units currently collaborate effectively on programs and services and more broadly. The Regional Public Health Entity may not add to this and may detract because there will be two large Regional Entity's that will have to collaborate together bringing it down to the local level.

The Board of Health looks forward to hearing from you regarding this important matter.

Sincerely,

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

AW/hb

cc: Steve Clark, MPP Leeds-Grenville
 Randy Hillier, MPP Lanark-Frontenac-Lennox and Addington
 Jack MacLaren, MPP Carleton-Mississippi Mills

October 11, 2017

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – OCTOBER
17, 2017**

**2017-103-10
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(JUL. – SEP. 2017)**

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

RECOMMENDED

THAT Report 2017-103-10 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017) be received for information purposes.

PURPOSE

This report covers the months of July, August and September 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 third quarter of 2017.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

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

Adverse Water Quality Incidents: No incidents to report

2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)

Page 2

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

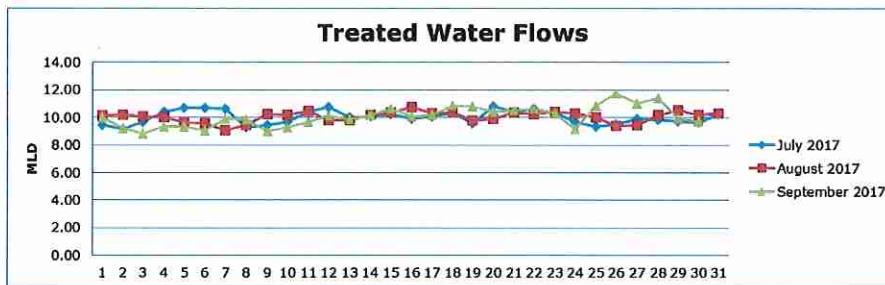
Total Volume Treated: 301.573 ML
 Average Daily Flow: 10.018 ML/d
 Average F12 Residuals: 0.56 mg/l
 Distribution Free Cl2 Res: Min 0.55, Max 2.07, Avg 1.36 mg/l

August

Total Volume Treated: 311.516 ML
 Average Daily Flow: 10.049 ML/d
 Average F12 Residuals: 0.54 mg/l
 Distribution Free Cl2 Res: Min 0.59, Max 1.91, Avg 1.35 mg/l

September

Total Volume Treated: 301.933 ML
 Average Daily Flow: 10.064 ML/d
 Average F12 Residuals: 0.57 mg/l
 Distribution Free Cl2 Res: Min 0.54, Max 2.06, Avg 1.42 mg/l

**2. Main Treatment Plant**

- Electrical Safety Association (ESA) Inspection completed, all non-compliance electrical deficiencies corrected
- Annual flow meter calibrations completed
- Annual inspection of intake pipe completed - no issues to report
- Problem with UV Reactor 201 PLC - ISI Controls solved issue, reactor back in service
- Engineering contract for the upgrades to the backwash residual management system awarded to EVB Engineering
- Main plant diesel #2 overheated causing damage to packing, pump removed from service inspected and repacked

3. Booster Stations & Parkedale Reservoir:

- Annual flow meter calibrations completed
- Reservoir mixer failure, new unit ordered

2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)**Page 3****Flows - Parkedale Reservoir**July

Total Flow Zone 2: 173.593 ML

Average Daily Flow: 5.600 ML/d

August

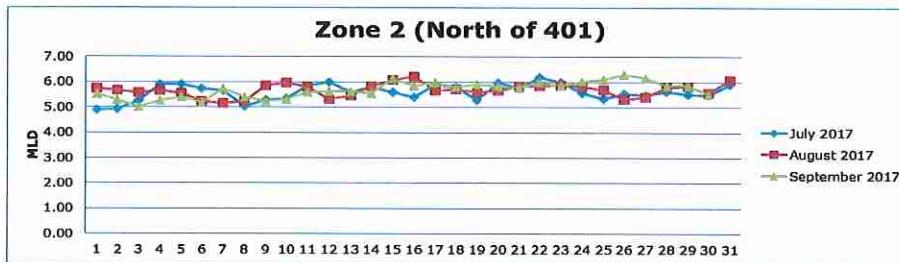
Total Flow Zone 2: 175.986 ML

Average Daily Flow: 5.677 ML/d

September

Total Flow Zone 2: 170.716 ML

Average Daily Flow: 5.691 ML/d

**Flows – First Avenue Booster Station**July

Total Flow Zone 3: 0.717 ML

Average Daily Flow: 0.030 ML/d

August

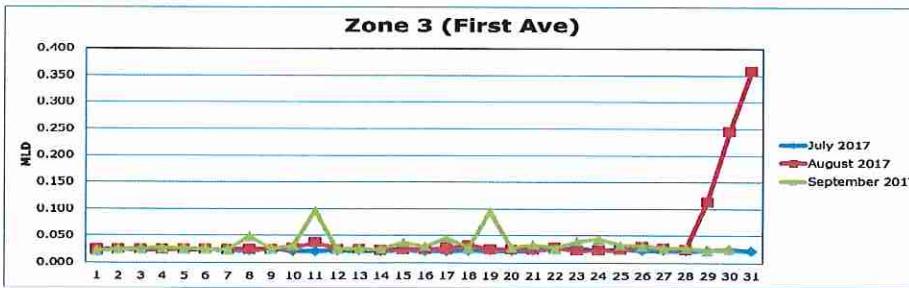
Total Flow Zone 3: 1.416 ML

Average Daily Flow: 0.045 ML/d

September

Total Flow Zone 3: 1.018 ML

Average Daily Flow: 0.034 ML/d



2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)**Page 4****4. Filters:**

- Surface wash agitator valve and actuators installed and commissioned (Capital)
- Filter effluent valve actuator installed and commissioned (Capital)

5. Overhead Tank:

- Safety upgrades completed (Capital)

6. Low Lift Pump Station:

- Annual inspection of intake well completed, no issues to report
- New fiber optic communications line installed from main plant to low lift building (Capital)

7. Drinking Water Quality Management System:

- Revisions made to essential supply service agreements to conform with NSF 372 requirements

8. MOECC Inspections:

- Annual inspection conducted on June 27th, 2017 for Brockville - waiting on report

9. Regulatory Updates:

- No updates to report

10. Regulatory Sampling:

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

11. Trunk Water Distribution:

- No updates to report

12. Elizabethtown-Kitley Distribution:

- Lead sampling completed and report submitted to MOECC
- Pribusin communications equipment damaged during lightning storm was replaced
- MOECC Inspection completed on June 27th, 2017 (see Attachment # 2)

2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)**Page 5****Flows - Elizabethtown-Kitley****July**

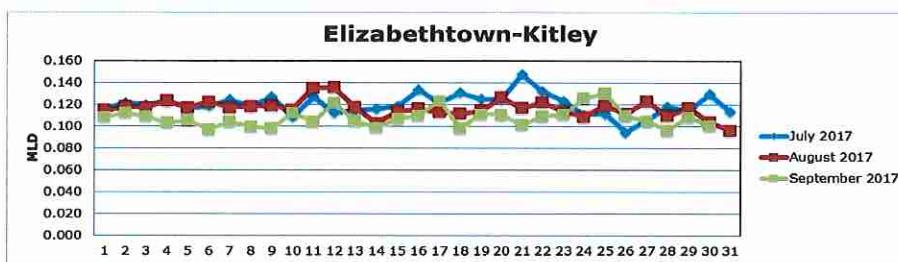
Total flow: 3.72 ML
 Average daily flow: 0.120 ML/d

August

Total flow: 3.610 ML
 Average daily flow: 0.116 ML/d

September

Total flow: 3.240 ML
 Average daily flow: 0.108 ML/d

**13. Local Water Distribution:****• Service Calls**

July (total 43 service calls)

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

August (total 45 service calls)

- 0 bleed valve
- 19 curb stop repairs
- 1 Fire Dispatch
- 1 general inquiry
- 5 hydrant repairs
- 3 other inquiries
- 4 valve repairs
- 0 water main breaks
- 2 water meter/inside valve leaks
- 10 water quality complaint (dirty water/low pressure/no water)

2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)**Page 6**

September (total 40 service calls)

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

- **Water Main Breaks:**

July

- No breaks to report

August

- No breaks to report

September

- No breaks to report

- **Flushing Program:**

- Annual distribution flushing program commenced

- **Service Repairs/Replacement:**

- 20 Apple Street – Service Repair
- 7 Emma Street – Service Repair
- 10 Bartholomew Street – Service Repair
- 29/33 Byng Avenue – Service Repair
- 24 St. Andrew Street – Service Repair

- **Valves/Hydrant Inspection/Leak Detection:**

- Annual hydrant inspection program commenced
- Valve repairs completed on Broome Road and Ernie Fox Quay

- **Capital Projects WD:**

- Bartholomew Street project commenced
- Schofield Avenue project commenced
- Home Street to Ernie Fox Quay project completed

2017-103-10

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

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

2. Main Pumping Station:

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

2017-103-10

Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2017)**Page 8****3. Pumping Stations:**

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

4. Power Outages:

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

5. Wastewater Collection System:

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

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

CONCLUSION

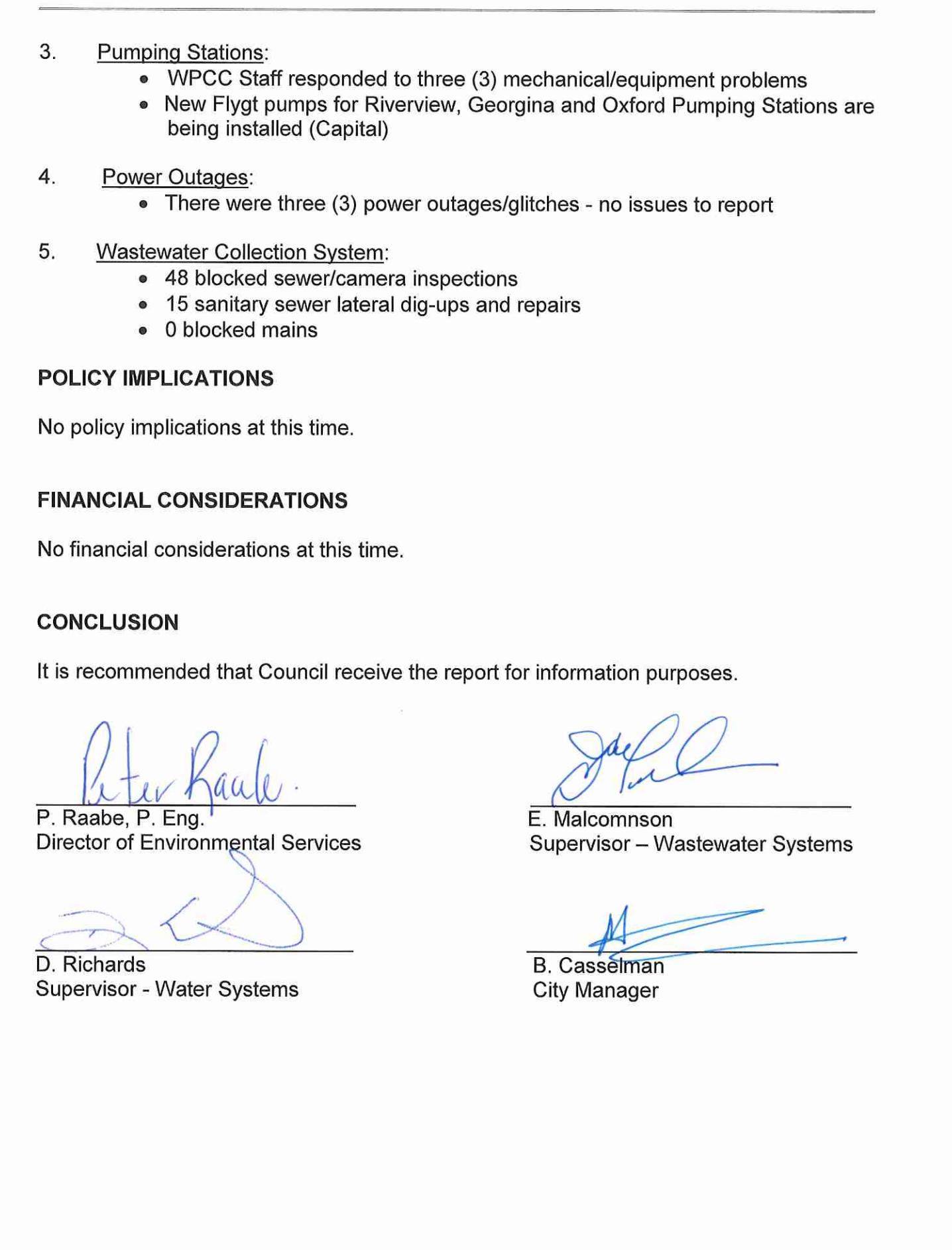
It is recommended that Council receive the report for information purposes.



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


D. Richards
Supervisor - Water Systems

E. Malcomnson
Supervisor – Wastewater Systems


B. Casselman
City Manager

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

CITY OF BROCKVILLE					ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
Month	Total Volume	Avg. Daily	Avg. F12	WDS Avg. FCR	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
	Treated (ML)	Flow (ML/d)	Residual (mg/L)	(mg/L)			EC	TC	HPC
JUL	310.57	10.02	0.56	1.36	3.72	0.12	36	36	16
							36 out of 36 safe	36 out of 36 safe	16 out of 16 safe
AUG	311.52	10.05	0.54	1.35	3.61	0.12	45	45	20
							45 out of 45 safe	45 out of 45 safe	20 out of 20 safe
SEP	301.93	10.06	0.57	1.42	3.24	0.11	36	36	16
							36 out of 36 safe	36 out of 36 safe	16 out of 16 safe

FCR - Free Chlorine Residual

WDS - Water Distribution System

EC - E. coli

TC - Total Coliform

HPC - Heterotrophic Plate Count

ML - Million Litres

ATTACHMENT #2

**Ministry of the Environment
and Climate Change**

Safe Drinking Water
Branch

Kingston District Office
1259 Gardiners Road, Unit 3
PO Box 22032
Kingston ON K7M 8S5

**Ministère de l'Environnement et
de l'Action en matière de
changement climatique**

Direction du contrôle de la qualité de
l'eau potable

Bureau du district de Kingston
1259, route Gardiners, unité 3
C. P. 22032
Kingston (Ontario) K7M 8S5



September 1, 2017

Email: yrobert@elizabethtown-kitley.on.ca

The Corporation of the Township of Elizabethtown-Kitley
6544 New Dublin Road, RR2
Addison, ON P2A 1B4

Attention: Yvonne L. Robert, Administrator-Clerk

Dear Ms. Robert:

Re: 2017 / 2018 Inspection Report (REVISED)

The enclosed report documents findings of the detailed inspection that was performed of the Elizabethtown-Kitley Distribution System on Tuesday, June 27, 2017.

Two sections of the report, namely "Actions Required" and "Recommended Actions" cite due dates for the submission of information or plans to my attention.

Please note that "Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an Act, a Regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations could result in the issuance of mandatory abatement instruments including orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch. ***There are no "Actions Required" linked to non-compliance with regulatory requirements coming out of this report.***

"Recommended Actions" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. ***There are no "Actions Required" coming out of this report.***

In order to measure individual inspection results, the ministry continues to adhere to an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (I&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), appended to the inspection report, provides the ministry, the system owner and the local Public Health Unit with a summarized quantitative measure of the drinking water system's annual inspection and

ATTACHMENT #2

regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our inspection reports. IRR ratings are published in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Jim Mahoney, Water Supervisor, at 613-548-6902.

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councilors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me at 613 540-6871.

Yours truly,



Suzanne Smith
SS

Enclosure

cc: Peter Raabe, Director, Environmental Services Department, City of Brockville,
PO Box
5000, 1 King Street West, Brockville, ON, K6V 7A5, Email:
praabe@brockville.com

- Don Richards, Supervisor, Water Systems, Water Systems Division,
Environmental
Services Department, City of Brockville, PO Box 5000, 1 King Street West,
Brockville,
ON, K6V 7A5, Email: drichards@brockville.com

- Jason Barlow, Chief Operator, Water Systems, Water Systems Division,
Environmental
Services Department, City of Brockville, PO Box 5000, 1 King Street West,
Brockville,
ON, K6V 7A5, Email: jbarlow@brockville.com

- Joan Mays, Manager of Community Health Protection, Leeds, Grenville & Lanark
District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail:
joan.mays@healthunit.org

- Jane Lyster, Director of Health Protection, Leeds, Grenville & Lanark District
Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail:
jane.lyster@healthunit.org

- Rob McRae, Watershed Planning Coordinator, Cataraqui Region Conservation
Authority, P.O. Box 160, Glenburnie, ON K0H 1S0, E-mail:
rmcrae@cataraquiregion.on.ca

c: File SI LG EK NE 540 (2017 /2018) DWS # 260007777



Ministry of the Environment and Climate Change

ELIZABETHTOWN - KITLEY DISTRIBUTION SYSTEM

Inspection Report

Site Number:	260007777
Inspection Number:	1-FMA3E
Date of Inspection:	Jun 27, 2017
Inspected By:	Suzanne Smith



**Ministry of the Environment and Climate Change
Drinking Water System Inspection Report**

Table of Contents:

OWNER INFORMATION	2
CONTACT INFORMATION	2
INSPECTION DETAILS	3
DRINKING WATER SYSTEM COMPONENTS DESCRIPTION	3
INSPECTION SUMMARY	
Introduction	5
Source	6
Capacity Assessment	6
Treatment Processes	6
Treatment Process Monitoring	6
Distribution System	6
Operations Manuals	8
Logbooks	9
Security	9
Consumer Relations	9
Certification and Training	10
Water Quality Monitoring	10
Water Quality Assessment	12
Reporting & Corrective Actions	12
NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED	13
SUMMARY OF BEST PRACTICE ISSUES AND RECOMMENDATIONS	14
SIGNATURES	15
APPENDIX A - MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER WORKS PERMIT, AND CERTIFICATES OF APPROVAL	
APPENDIX B - INSPECTION RATING RECORD	
APPENDIX C - INSPECTION RATING RECORD METHODOLOGY	



**Ministry of the Environment and Climate Change
Inspection Report**

OWNER INFORMATION:

Company Name:	ELIZABETHTOWN - KITLEY, THE CORPORATION OF THE TOWNSHIP OF		
Street Number:	6544	Unit Identifier:	
Street Name:	NEW DUBLIN Rd		
City:	ADDISON		
Province:	ON	Postal Code:	K0E 1A0

CONTACT INFORMATION

Type:	Owner	Name:	Yvonne Robert
Phone:	(613) 345-7480	Fax:	(613) 345-7235
Email:	yrobert@elizabethtown-kitley.on.ca		
Title:	Clerk-Administrator		
Type:	Operating Authority	Name:	Peter Raabe
Phone:	(613) 342-8772	Fax:	(613) 342-5035
Email:	praabe@brockville.com		
Title:	P. Eng., Director of Environmental Services City of Brockville		
Type:	Operating Authority	Name:	Don Richards
Phone:	(613) 342-7819	Fax:	(613) 345-6163
Email:	drichards@brockville.com		
Title:	Supervisor, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville		
Type:	Operating Authority	Name:	Jason Barlow
Phone:	(613) 342-7819	Fax:	(613) 342-6163
Email:	jbarlow@brockville.com		
Title:	Chief Operator, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville		
Type:	Public Health	Name:	Jane Lyster
Phone:	(613) 345-5685	Fax:	(613) 345-2879
Email:	jane.lyster@healthunit.org		
Title:	Director, Health Protection Leeds, Grenville & Lanark District Health Unit		
Type:	Public Health	Name:	Joan Mays
Phone:	(613) 345-5685	Fax:	(613) 345-2879
Email:	joan.mays@healthunit.org		
Title:	Manager of Community Health Protection Leeds, Grenville and Lanark District Health Unit		
Type:	Conservation Authority	Name:	Rob McRae
Phone:	(613) 546-4228	Fax:	(613) 547-6474
Email:	rmcrea@cataraquieregion.on.ca		
Title:	Watershed Planning Coordinator, Cataraqui Region Conservation Authority		



**Ministry of the Environment and Climate Change
Inspection Report**

INSPECTION DETAILS:

Site Name:	ELIZABETHTOWN - KITLEY DISTRIBUTION SYSTEM
Site Address:	ELIZABETHTOWN-KITLEY
County/District:	Elizabethtown-Kitley
MOECC District/Area Office:	Kingston District
Health Unit:	LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	260007777
Inspection Type:	Announced
Inspection Number:	1-FMA3E
Date of Inspection:	Jun 27, 2017
Date of Previous Inspection:	Jun 28, 2016

COMPONENTS DESCRIPTION

Site (Name):	Water Meter Chamber
Type:	Other
Comments:	

Sub Type: Other

The Township of Elizabethtown-Kitley obtains its drinking water from the City of Brockville. The City of Brockville treats water drawn from the St. Lawrence River and distributes it to the Township of Elizabethtown-Kitley through a connection between the two distribution systems. This connection is located south of County Road 2 (King Street) at the west boundary limit of the City of Brockville (between Fairhaven Road and William Henry Road). At this location a meter chamber is installed to monitor the volume of water supplied by the City of Brockville. The meter chamber is located beneath the ground surface and is equipped with a sump pit, a vandal proof watertight access hatchway and gravity venting. Although the original approval (Certificate of Approval) indicated that the water meter chamber was equipped with an inlet check valve, the chamber was constructed with gate valves and a butterfly valve, in accordance with a design brief submitted with the original application for approval.

The water supplied to the Township travels through a 250 mm diameter water main for approximately 10 kilometres. The City of Brockville's Engineer's Report, identifies that as a result of low water demand, the retention time within the water main is approximately 100 hours, until the split point at the junction of Highway 401 and County Road 2 (old Highway 2), with even greater retention time beyond this location.

Secondary disinfection is provided in the distribution system using free chlorination, and is dependent on the chlorine dosage applied at the Brockville WTP, as there are no additional disinfection facilities designed in the Township's distribution system.

Site (Name):	Lily Bay Water Booster Pumping Station
Type:	Other
Comments:	

Sub Type: Booster Station

An in-ground water booster pumping station is located on the north side of County Road 2, approximately 65 metres west of Lily Bay Drive North. The booster pumping station houses two in-line water booster pumps (one duty and one stand-by) each having a capacity of 14.5 L/s, internal and external piping and valves, pressure gauges, by-pass piping and valves (including a pressure reducing valve), a sump pit, a vandal proof and watertight access hatchway, forced air venting, and an above-ground electrical and controls cabinet.

Based on a review of the Township of Elizabethtown Water Supply System Design Brief Certificate of Approval Application (and a supporting addendum), prepared by Ainley Graham and Associates Limited, and BFC Utilities in



**Ministry of the Environment and Climate Change
Inspection Report**

April and May 1998, the booster pumping station was designed to boost the water pressure at a location where the system pressure would no longer be adequately maintained by the Brockville Drinking Water System. According to design documents, it was originally intended that one of the booster pumps would run continuously; however, it was reported that the normal static pressures within the distribution system have been adequate, and the booster pumping station is placed into service for water main flushing, and to exercise the pumps on a daily basis. The Ainley Graham report also identified that the pressure boosting system was required to supply adequate pressure, and water volume, to allow efficient proactive flushing of the system mains.

Site (Name): Butternut Bay Sampling Station

Type: Other

Sub Type: Other

Comments:

A sampling station is situated at this location for routine microbiological sampling and chlorine residual operational checks.

Site (Name): Ackerman Road Sampling Station

Type: Other

Sub Type: Other

Comments:

A sampling station is situated at this location for routine microbiological sampling and chlorine residual operational checks. This sampling location is at a point furthest from the Brockville Water Treatment Plant, where the treated water enters the distribution system, and has been historically used as a location for the collection of water samples for trihalomethane (THMs) testing. An agreement exists pursuant to section 5(4) to Ontario Regulation 170/03 Drinking Water Systems, as amended, (O. Reg. 170/03), enabling the City of Brockville Water Systems Division to treat the Elizabethtown-Kitley Distribution System as part of the Brockville Distribution System. As a result, routine samples for THM testing are no longer routinely collected from this sampling location.

Site (Name): MOE DWS Mapping

Type: DWS Mapping Point

Sub Type:



Ministry of the Environment and Climate Change Inspection Report

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on an inspection of a "stand alone connected distribution system". This type of system receives treated water from a separately owned "donor" system. This report contains elements required to assess key compliance and conformance issues associated with a "receiver" system. This report does not contain items associated with the inspection of the donor system, such as source waters, intakes/wells and treatment facilities.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

The Elizabethtown-Kitley Distribution System, herein also referred to in this report as the "distribution system", the "DS", the "drinking water system" or the "system", is owned by the Corporation of the Township of Elizabethtown-Kitley. The Elizabethtown-Kitley Distribution System is supplied drinking water by the Brockville Drinking Water System (DWS), owned by the Corporation of the City of Brockville. The Brockville DWS is operated by the City of Brockville's Environmental Services Department (ESD) Water Systems Division, also herein referred to as the "Water Systems Division" or the "operating authority".

An announced detailed inspection of the Elizabethtown-Kitley Distribution System was conducted on June 27, 2017, under the authority of Section 81 of the Safe Drinking Water Act, by Suzanne Smith, Water Inspector / Provincial Officer Badge # 1511, herein also referred to as the "Inspector".

The Inspector was accompanied and assisted during the inspection by Jason Barlow, Chief Operator, with the Water Systems Division.

The scope of the inspection included a physical inspection of the accessible components of the Elizabethtown-Kitley Distribution System, including: the water meter chamber, Lily Bay Water Booster Pumping Station and sampling stations, and a document review to assess compliance with the: Safe Drinking Water Act (SDWA) and its regulations including Ontario Regulation 170/03 Drinking Water Systems (O. Reg. 170/03); Ontario Regulation 169/03 Ontario Drinking Water Standards (O. Reg. 169/03), and Ontario Regulation 128/04 Certification of Drinking Water System Operators and Water Quality Analysts (O. Reg. 128/04); DWWP # 257-201(Issue Number 2, dated August 2, 2016); and MDWL # 257-101 (Issue Number 3 dated August 2, 2016).

The following documents were also reviewed as part of the compliance assessment: Drinking Water Quality Management System (DWQMS), including the Operational Plan and Emergency Plans for the Township of Elizabethtown-Kitley Distribution System; The Brockville WTP Operations Manual and associated SOPs relevant to the Elizabethtown-Kitley Distribution System; the Brockville Water Systems Emergency Procedures (WSEP) Manual; the Township of Elizabethtown-Kitley Water Supply System Operations and Maintenance Manual, prepared by the Ainley Group, dated December, 1999; logbooks and other record keeping mechanisms; reports/certificates of analysis for drinking water samples; and other records for the period June 27, 2016 to June



Ministry of the Environment and Climate Change Inspection Report

Introduction

27, 2017, inclusive, also herein referred to as the "inspection period".

Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

DWWP # 257-201 describes the system as including a water meter installed in an in-ground chamber on County Road No. 2 at the west boundary limit of the City of Brockville.

Neither DWWP# 257-201 nor MDWL # 257-101 prescribe maintenance and/or calibration requirements for this water meter. The water meter is installed primarily to measure water usage by the system and for billing purposes, based on the water supply agreement struck between the two municipalities.

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

The Owner / Operating Authority has ensured that all equipment (an in-ground booster pumping station, which includes a water meter) is installed in accordance with Schedule A of Drinking Water Works Permit Number 257-201, Issue Number 2 dated August 2, 2016.

- **Up-to-date plans for the drinking-water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Elizabethtown- Kitley Water Distribution System has an up-to-date operational plan (revised April 10, 2017) and is made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

Treatment Process Monitoring

- **The secondary disinfectant residual was measured as required for the distribution system.**

An agreement exists pursuant to section 5(4) to O. Reg. 170/03, enabling the City of Brockville Water Systems Division to sample and test the water in the Elizabethtown-Kitley Distribution System as if it were part of the Brockville Distribution System. As a result, one sample is taken from the Elizabethtown-Kitley Distribution System each week, and tested for free chlorine residual.

- **Samples for chlorine residual analysis were tested using an acceptable portable device.**

Grab samples for chlorine residual testing are tested using HACH Pocket Colorimeter II instruments. The HACH Pocket Colorimeter II provides a direct digital readout on the sample result.

Distribution System

- **Existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).**

The operating authority will ensure that where existing parts of the distribution system that are taken out of service for inspection, repair or other activities that may lead to contamination, and all new parts of the distribution system that come in contact with drinking water, disinfected in accordance with Schedule B, Condition 2.3 of the Drinking



Ministry of the Environment and Climate Change Inspection Report

Distribution System

Water Works Permit, or an equivalent procedure (i.e. the Watermain Disinfection Procedure).

- **The owner had implemented a program for the flushing of watermains as per industry standards.**
- **Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.**

The disinfected residuals are routinely checked at the extremities and dead ends of the distribution system are checked weekly; the Ackerman Road sampling station is at a point furthest where the treated water enters the distribution system.

- **A program was in place for inspecting and exercising valves.**

Inspecting and exercising valves are conducted when the watermains are flushed. There are fourteen flushing hydrants installed in this distribution system for this maintenance activity.

- **There was a program in place for inspecting and operating hydrants.**

The operating authority, on behalf of the owner, has a program in place for inspecting and operating hydrants on regular basis; annually scheduled maintenance.

It should be noted that the hydrants within the Elizabethtown-Kitley DS is for flushing purposes and not for maintaining fire flows when necessary.

- **There was a by-law or policy in place limiting access to hydrants.**

Although a formal by-law does not exist to limit access to hydrants, the water supply agreement between the Township of Elizabethtown-Kitley and the City of Brockville appears to limit access to the hydrants within the Elizabethtown-Kitley Distribution System, and requires that written consent to use hydrants be obtained from the City of Brockville prior to their use.

- **The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate.**

The Inspector reviewed system pressure data recorded in the Brockville Water Systems Monthly Reports, for the Elizabethtown-Kitley Distribution System, and found that the owner / operations had been able to maintain proper pressures across the distribution system during the inspection period.

- **The receiving system was claiming exemptions to O. Reg. 170/03 available under subsection 5(4), and the agreement with the donor satisfied the requirements prescribed by subsection 5(4).**

A water supply agreement was signed between the Brockville Public Utilities Commission and the Corporation of the Township of Elizabethtown on January 14, 2000.

Since the signing of the original water supply agreement, the City of Brockville agreed in writing in a letter dated October 20, 2005 (Re: Confirmation of Operating Standards Elizabethtown-Kitley Water Distribution System), addressed to Yvonne Robert, Administrator-Clerk Township of Elizabethtown Kitley and signed by Conal Cosgrove, P. Eng., then Director of Operations for the City of Brockville, to ensure that treatment equipment is provided and operated so that, at all times and at all locations within the Corporation of the Township of Elizabethtown-Kitley Distribution System, the free chlorine residual is never less than 0.05 milligrams per litre; and to sample and test the water in the Corporation of the Township of Elizabethtown-Kitley Water Distribution System as if it were part of the Corporation of the City of Brockville Water Distribution System.



Ministry of the Environment and Climate Change Inspection Report

Distribution System

The above noted letter was prepared as an addendum to the original water supply agreement to satisfy subsection 5(4) of O. Reg. 170/03. On July 6, 2010, a subsequent letter (Re: Confirmation of Operating Standards Elizabethtown- Kitley Water Distribution System) was issued by the City of Brockville, signed by Peter Raabe, P. Eng., Director of Environmental Services for the City of Brockville, to the Township of Elizabethtown- Kitley, reaffirming its commitment to comply with subsection 5(4), and specifically sub-paragraph (iii)(A), clause (b) of subsection 5(4) O. Reg. 170/03, as a result of the community lead sampling requirements of Schedule 15.1 being introduced into O. Reg. 170/03 in 2007.

- **The donor had provided an Annual Report to the receiver drinking water system.**

The City of Brockville prepares one report (Brockville Drinking Water System Annual Water Quality Report) that meets the requirements of section 11 (Annual Reports) of O. Reg. 170/03, and Schedule 22 (Municipal Summary Reports) to O. Reg. 170/03. The report discusses both the Brockville DWS and the Elizabethtown-Kitley Distribution System.

The Inspector was provided with a copy of Resolution 063-17, passed by the Township of Elizabethtown-Kitley Council on March 13th, 2017, indicating that a copy of the Brockville Drinking Water System 2013 Annual Water Quality Report, dated February 2, 2017, was received by the Council.

Operations Manuals

- **Operators and maintenance personnel had ready access to operations and maintenance manuals.**

An Operations and Maintenance Manual (O&M Manual) entitled, "Township of Elizabethtown Water Supply System Operations and Maintenance Manual", prepared by the Ainley Group December 1999 has been prepared for the system.

The O&M Manual includes sections and narratives on: the system hydraulics and hydraulic calculations, water demand, the totalizer water meter, Brockville supply pressure, in-line booster pumping, head loss calculations, pressure reducing valve settings, system components, water main and service lateral piping material; basis for design, the booster pumping station, disinfection and travel times or hydraulic residence times in the water main, chlorine residual monitoring, flushing and maintenance.

As a result of the commonality between the systems, the Brockville Water Systems Division has prepared a series of Standard Operating Procedures that apply to the Elizabethtown-Kitley Distribution System.

During the physical inspection of the DWS, the Inspector noted that the Operational Plan (Document Number: 257-OA1) and Emergency Plans included in the DWQMS for the system, O&M Manual, SOPs Manual and the Water System Emergency Procedures Manual are readily available to all operational staff.

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

The requirements for Operations and Maintenance Manuals for the DWS are prescribed in Section 16.0 - "Operations and Maintenance Manual" of Schedule B to MDWL # 257-101. A copy of MDWL # 257-101 is included in Appendix D to this inspection report for reference purposes.



Ministry of the Environment and Climate Change Inspection Report

Operations Manuals

The Inspector reviewed the Operational Plan and Emergency Plans included in the DWQMS for the system, O&M Manual, and applicable SOPs, and found these documents to include the requirements prescribed in Section 16.0 of Schedule B to MDWL # 257-101.

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**
- **For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.**

The Inspector reviewed the main logbook, and sample submission and chain of custody forms, and found that the date, time and location for each sample taken, the name/initials of the operator who conducted the test and the test result was recorded.

- **Logs or other record keeping mechanisms were available for at least five (5) years.**

The Inspector found that the logbooks, electronic logs and loose-leaf forms used to record operational information for the DWS are maintained for at least the minimum retention period of five (5) years required by O. Reg. 128/04.

The DWQMS for the Elizabethtown-Kitley Distribution System includes a "Records Control Procedure" (Procedure No.: 1002EK), which prescribes in subsection 4.2, that minimum retention times for all Ministry of the Environment (and Climate Change) required records shall be as per the relevant regulations.

Security

- **The owner had provided security measures to protect components of the drinking water system.**

The Elizabethtown-Kitley DS does not have a reservoir or a storage facility, however, the operating authority has taken the precaution of providing security measures for the Lily bay Booster Pumping Station and the meter chamber; secured with padlocks.

Consumer Relations

- **The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.**

The Township of Elizabethtown-Kitley itself, does not have a formal water conservation program, and, does not have a water restriction/water conservation by-law; however, section 17 the water supply agreement between the two municipalities allows the City of Brockville to impose restrictions on the use of water in the Elizabethtown-Kitley Water Service Area, which it may at any time impose on its customers in the City of Brockville.

However, since the installation of the automatic flushing hydrant at the end of the distribution system, the operating authority confirms less water is required to flush the distribution system.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

Section 11.1 of The Township of Elizabethtown-Kitley Distribution System Operational Plan (DWQMS Document No. 257-401), identifies that Chief Operator, Water Systems is designated as the overall responsible operator (ORO) for the Elizabethtown-Kitley Distribution System and the donor system (Brockville DWS), including the Brockville WTP, the local water distribution system and the trunk water distribution system. The Operational Plan



Ministry of the Environment and Climate Change Inspection Report

Certification and Training

also identifies that the Supervisor, Water Systems is designated as the ORO when the Chief Operator is absent. Should both the Chief Operator and the Supervisor be absent, a qualified, licensed operator (from the unionized workforce) is assigned responsibility of ORO in writing by email or internal memo.

Currently the Chief Operator position is held by Jason Barlow and the Supervisor position is held by Don Richards. Both Mr. Barlow and Mr. Richards hold valid and appropriate certification to serve as the ORO for the Elizabethtown-Kitley Distribution System.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**
Section 9 of The Township of Elizabethtown-Kitley Distribution System Operational Plan (DWQMS Document No. 257-401), identifies/designates a number of positions (Operator, Water Systems, Operator / Instrumentation Technician, Water Systems and Maintenance Technician, Water Systems), as operators in charge (OIC) for the Elizabethtown-Kitley Distribution System Brockville DWS.
- **All activities that were undertaken by uncertified persons in the DW subsystems were overseen by persons having the prescribed qualifications.**

The Brockville Water Systems Division employs summer students in the Brockville DWS and Elizabethtown-Kitley Distribution System, to assist primarily with distribution system flushing. The summer students are encouraged to obtain temporary operator-in-training (OIT) certification, and are paired with/directly supervised by a certified operator when conducting activities within the distribution system.

- **All operators possessed the required certification.**

The Inspector examined copies or original certificates for all City of Brockville Water Systems Division personnel involved with the day-to-day operation of the Brockville DWS and the Elizabethtown-Kitley Distribution System, and verified the information against an operator certification database maintained by the Ontario Water Wastewater Certification Office (OWWCO).

This verification found that all Water Systems Division operators, including the Supervisor Water Systems and the Chief Operator Water Systems, hold water treatment subsystem and/or water distribution and supply subsystem, or water distribution subsystem operator certificates.

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

Standalone distribution systems such as the Elizabethtown-Kitley system are required to sample and test the distribution system in accordance with Section 10-2 Schedule 10 to O. Reg. 170/03, unless an agreement is in place in accordance with subsection 5(4) of O. Reg. 170/03.

It has previously been established that an agreement was signed between the two municipalities, and, the agreement satisfies the requirements of subsection 5(4) of O. Reg. 170/03. The agreement allows the Brockville Water Systems Division to treat the Elizabethtown-Kitley Distribution System as part of the Brockville Distribution System, and incorporate the Elizabethtown-Kitley Distribution System sampling into the regular sampling program for Brockville.

Weekly samples are taken from the distribution system at the Ackerman Road sampling station and submitted to a licensed laboratory for testing for microbiological parameters, including total coliform (TC), Escherichia coli (E. coli or EC), and general bacteria population expressed as heterotrophic plate count (HPC).

- **The owner ensured that water samples were taken at the prescribed location.**



Ministry of the Environment and Climate Change Inspection Report

Water Quality Monitoring

A review of DWQMS procedures concerning sampling, testing and monitoring of the drinking water system, sample submission and chain of custody forms, sampling and testing data, and designated sampling locations within the system indicates that the direction provided, and practices in place have ensured that samples are been collected from the locations prescribed by O. Reg. 170/03.

Neither DWWP # 257-201, nor MDWL # 257-101 prescribe any sampling and testing requirements.

- **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

Schedule D: Conditions for Relief from Regulatory Requirements of Municipal Drinking Water Licence - Number 257-101, Issue Number 3 dated August 2, 2016 outlined that regulatory relief condition expired October 15, 2016 at which time the system reverts back to sampling as per O. Reg. 170/03.

Further clarification was provided by the Manager of Approvals and Licencing Section and the number of sample points requirement is 5 residential, 1 non-residential and 2 distribution in each period (Summer & Winter) in 2017.

If the samples are compliance with the regulation, Elizabethtown-Kitley DS will qualify for exemption from 2018 onwards with the following requirments:

- alkalinity and pH during each of the periods (Winter & Summer) in every 12 month period
- lead during each of the periods (Winter & Summer) in every third 12-month period

Lead sampling for Elizabethtown-Kitley was conducted for the Winter period on April 4, 2017.

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

The Inspector observed that free chlorine residual test results, for water samples taken at the same time and location where microbiological samples were obtained, were recorded on laboratory sample submission and chain of custody forms.

The chlorine residual test results were also transposed to the certificates/reports of analysis for the microbiological samples.

- **The drinking water system owner submitted written notices to the Director that identified the laboratories that were conducting tests for parameters required by legislation, Order, Drinking Water Works Permit or Municipal Drinking Water Licence.**

Notices of Laboratory Services were reviewed by the Inspector, and it was confirmed that the Director had been notified of the laboratories used by the Brockville Water Systems Division for the provision of drinking water testing services, and the tests the laboratories perform.

Caduceon Environmental Laboratories is the primary licensed laboratory utilized by Brockville Water Systems Division to provide drinking water testing services.

- **The owner indicated that the required records are kept and will be kept for the required time period.**

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Reporting & Corrective Actions



Ministry of the Environment and Climate Change Inspection Report

- All reporting requirements for lead sampling were complied with as per schedule 15.1-9 of O. Reg. 170/03.
- The Annual Report containing the required information was prepared by February 28th of the following year.

The Brockville Water Systems Division prepares an "Annual Water Quality Report for the Brockville Drinking Water System" for each calendar year. This report incorporates the required information for both the Brockville Drinking Water System (the donor) and the Elizabethtown-Kitley Distribution System.

The 2016 Annual Water Quality Report for the Brockville Drinking Water System was released on February 2, 2017.

The City of Brockville announces the availability of annual reports on its municipal website. In addition, the Township of Elizabethtown-Kitley announces the availability of the annual reports on its municipal website as well.

- Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements.

The Brockville Water Systems Division prepares one common report to satisfy the annual reporting and the municipal summary reporting requirements for Brockville DWS. The report is entitled, "Annual Water Quality Report for the Brockville Drinking Water System". Details concerning the Elizabethtown-Kitley Distribution System are also contained in the same report.

The 2016 Annual Water Quality Report for the Brockville Drinking Water System was released on February 2, 2014, and was presented to the Elizabethtown-Kitley Council at a meeting held on Monday, March 13, 2017.

- All changes to the system registration information were provided within ten (10) days of the change.

A review of the DWS Profile Report by the Inspector, accessible via the Ministry's Drinking Water System Information System (DWIS), found that the DWS contact information for the Elizabethtown-Kitley Distribution System was up-to-date.

- The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.



**Ministry of the Environment and Climate Change
Inspection Report**

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable



**Ministry of the Environment and Climate Change
Inspection Report**

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable



**Ministry of the Environment and Climate Change
Inspection Report**

SIGNATURES

Inspected By:

Suzanne Smith

Signature: (Provincial Officer)

A handwritten signature in black ink that appears to read "S. Smith".

Reviewed & Approved By:

Jim Mahoney

Signature: (Supervisor)

A handwritten signature in black ink that appears to read "J. Mahoney".

Review & Approval Date:

01/09/2017

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



**Ministry of the Environment and Climate Change
Drinking Water System Inspection Report**

APPENDIX A

**MUNICIPAL DRINKING WATER LICENCE, DRINKING WATER
WORKS PERMIT AND CERTIFICATES OF APPROVAL**



MUNICIPAL DRINKING WATER LICENCE

Licence Number: 257-101
Issue Number: 3

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

The Corporation of the Township of Elizabethtown-Kitley

6544 New Dublin Road, RR 2
Addison, ON
K0E 1A0

For the following municipal residential drinking water system:

Elizabethtown-Kitley Distribution System

This municipal drinking water licence includes the following:

Schedule	Description
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements

DATED at TORONTO this 2nd day of August, 2016

Signature

A handwritten signature in black ink, appearing to read "Aziz Ahmed", followed by a horizontal line.

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act, 2002*

Schedule A: Drinking Water System Information

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Licence Number	257-101
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule A Issue Date	August 2nd, 2016

The following information is applicable to the above drinking water system and forms part of this licence:

Licence

Licence Issue Date	August 2, 2016
Licence Expiry Date	August 1, 2021
Application for Licence Renewal Date	February 1, 2021

Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Elizabethtown-Kitley Distribution System	257-201	August 2, 2016

Permit To Take Water

Water Taking Locations	Permit Number	Issue Date
Not Applicable	Not Applicable	Not Applicable

Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	257-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	257-301A

Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan No.	Operating Authority No.
Elizabethtown-Kitley Distribution System	City of Brockville	257-401	257-OA1

Schedule B: General Conditions

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Licence Number	257-101
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule B Issue Date	August 2nd, 2016

1.0 Definitions

1.1 Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

1.2 In this licence and the associated drinking water works permit:

"**adverse effect**", "**contaminant**" and "**natural environment**" shall have the same meanings as in the EPA;

"**alteration**" may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

"**compound of concern**" means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

"**Director**" means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

"**drinking water works permit**" means the drinking water works permit for the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"**emission summary table**" means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

"**EPA**" means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

"**financial plan**" means the financial plan required by O. Reg. 453/07;

257-101

Schedule BAugust 2nd, 2016

"licence" means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

"operational plan" means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

"owner" means the owner of the drinking water system as identified in Schedule A of this licence;

"permit to take water" means the permit to take water that is associated with the taking of water for purposes of the operation of the drinking water system, as identified in Schedule A of this licence and as amended from time to time;

"point of impingement" means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

"point of impingement limit" means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment and Climate Change publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

"procedure document" means the Ministry of the Environment and Climate Change procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

"Professional Engineer" means a Professional Engineer who has been licenced to practice in the Province of Ontario;

"provincial officer" means a provincial officer appointed pursuant to section 8 of the SDWA;

"publication NPC-300" means the Ministry of the Environment and Climate Change publication titled "Environmental Noise Guideline: Stationary and Transportation Sources – Approval and Planning" dated August 2013, as amended;

"SDWA" means the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32;

257-101

Schedule B

August 2nd, 2016

"sensitive populations" means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generators shall be considered using the point of impingement limit instead of the Ministry of the Environment and Climate Change screening level for emergency generators:

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

"subsystem" has the same meaning as in Ontario Regulation 128/04 (Certification of Drinking Water System Operators and Water Quality Analysts);

"surface water" means water bodies (lakes, wetlands, ponds - including dug-outs), water courses (rivers, streams, water-filled drainage ditches), infiltration trenches, and areas of seasonal wetlands;

2.0 Applicability

- 2.1** In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

3.0 Licence Expiry

- 3.1** This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

4.0 Licence Renewal

- 4.1** Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

5.0 Compliance

- 5.1** The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

6.0 Licence and Drinking Water Works Permit Availability

- 6.1** At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

257-101

Schedule BAugust 2nd, 2016

7.0 Drinking Water Works Permit

- 7.1 A drinking water works permit identified in Schedule A of this licence is the applicable permit on the date identified as the Schedule A Issue Date.

8.0 Financial Plan

- 8.1 For every financial plan prepared in accordance with subsections 2(1) and 3(1) of O. Reg. 453/07, the owner of the drinking water system shall:
- 8.1.1 Ensure that the financial plan contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence; and
 - 8.1.2 Submit a copy of the financial plan to the Ministry of Municipal Affairs and Housing within three (3) months of receiving approval by a resolution of municipal council or the governing body of the owner.

9.0 Interpretation

- 9.1 Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
- 9.1.1 The SDWA;
 - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
 - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
 - 9.1.4 Any regulation made under the SDWA;
 - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
 - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
 - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
 - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.2 If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.

257-101

Schedule B

August 2nd, 2016

- 9.3 The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
- 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and
 - 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment and Climate Change to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

10.0 Adverse Effects

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
 - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

11.0 Change of Owner or Operating Authority

- 11.1 This licence is not transferable without the prior written consent of the Director.
- 11.2 The owner shall notify the Director in writing at least 30 days prior to a change of any operating authority identified in Schedule A of this licence.
- 11.2.1 Where the change of operating authority is the result of an emergency situation, the owner shall notify the Director in writing of the change as soon as practicable.

257-101

Schedule B

August 2nd, 2016

12.0 Information to be Provided

- 12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

13.0 Records Retention

- 13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

14.0 Chemicals and Materials

- 14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60, NSF/61 and NSF 372.

- 14.1.1 In the event that the standards are updated, the owner may request authorization from the Director to use any on hand chemicals and materials that previously met the applicable standards.

- 14.1.2 The requirement for the owner to comply with NSF 372 shall come into force no later than August 2, 2018.

- 14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.

- 14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:

- 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);

- 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;

- 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;

- 14.3.4 Gaskets that are made from NSF approved materials;

- 14.3.5 Food grade oils and lubricants, food grade anti-freeze, and other food grade chemicals and materials that are compatible for drinking water use; or

257-101

Schedule B

August 2nd, 2016

-
- 14.3.6 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment and Climate Change is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

15.0 Drawings

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

16.0 Operations and Maintenance Manual

- 16.1 An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2 The operations and maintenance manual or manuals, shall include at a minimum:
- 16.2.1 The requirements of this licence and associated procedures;
- 16.2.2 The requirements of the drinking water works permit for the drinking water system;
- 16.2.3 A description of the processes used to maintain secondary disinfection within the drinking water system;
- 16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
- 16.2.5 Procedures for the operation and maintenance of monitoring equipment;
- 16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
- 16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;

257-101

Schedule BAugust 2nd, 2016

- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.

Schedule C: System-Specific Conditions

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Licence Number	257-101
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule C Issue Date	August 2nd, 2016

1.0 Additional Sampling, Testing and Monitoring

Drinking Water Health and Non-Health Related Parameters

- 1.1 For a drinking water system or drinking water subsystem identified in column 1 of Tables 1 and 2 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

Table 1: Drinking Water Health Related Parameters

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Table 2: Drinking Water Non-Health Related Parameters

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

Environmental Discharge Parameters

- 1.2 Pursuant to Condition 10 of Schedule B of this licence, the owner may undertake the following environmental discharges associated with the maintenance and/or repair of the drinking water system:

- 1.2.1 The discharge of potable water from a watermain to a road or storm sewer;
- 1.2.2 The discharge of potable water from a water storage facility or pumping station:
 - 1.2.2.1 To a road or storm sewer; or

257-101

Schedule CAugust 2nd, 2016

- 1.2.2.2 To a watercourse where the discharge has been dechlorinated and if necessary, sediment and erosion control measures have been implemented.
- 1.2.3 The discharge of dechlorinated non-potable water from a watermain, water storage facility or pumping station to a road or storm sewer; and
- 1.2.4 The discharge of potable water or non-potable water from a treatment subsystem to the environment where if necessary, the discharge has been dechlorinated and sediment and erosion control measures have been implemented.

2.0 Studies Required

- 2.1 Not Applicable.

3.0 Source Protection

- 3.1 Not Applicable.

Schedule D: Conditions for Relief from Regulatory Requirements

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Licence Number	257-101
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule D Issue Date	August 2nd, 2016

1.0 Lead Regulatory Relief

- 1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.
- 1.2 In addition to condition 1.1, for a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 1 and notwithstanding the provisions of Schedule 15.1 of O. Reg. 170/03, the owner is not required to comply with the sampling requirements of columns 3, 4 and 5 of the same row.

Table 1: Number of Sampling Points Required for Compliance with Schedule 15.1 of O. Reg. 170/03

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 DWS Number	Column 3 Number of Sampling Points in Plumbing that Serves Private Residences	Column 4 Number of Sampling Points in Plumbing that Does Not Serve Private Residences	Column 5 Number of Sampling Points in Distribution System
Elizabethtown-Kitley Distribution System	260007777	10	1	2

- 1.3 For a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 2 and in exchange for any relief from regulatory requirements granted in condition 1.2 and subject to any other applicable conditions of this licence and drinking water works permit, the owner is required to comply with the sampling requirements of columns 3, 4 and 5 of the same row.

257-101

Schedule D

August 2nd, 2016

Table 2: Number of Sampling Points Required for Relief from Regulatory Requirements

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 DWS Number	Column 3 Number of Sampling Points in Plumbing that Serves Private Residences	Column 4 Number of Sampling Points in Plumbing that Does Not Serve Private Residences	Column 5 Number of Sampling Points in Distribution System
Elizabethtown-Kitley Distribution System	260007777	0	0	2

- 1.4 For a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 3, the relief from regulatory requirements granted in condition 1.2 is in effect for the sampling period identified in column 3 of the same row.

Table 3: Sampling Periods

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 DWS Number	Column 3 Sampling Period
Elizabethtown-Kitley Distribution System	260007777	June 15, 2016 to October 15, 2016

- 1.5 The relief from regulatory requirements granted in condition 1.2 is conditional upon the owner submitting to the Director the following documentation prior to the end of each sampling period:

- 1.5.1 A copy of the documents sent to each residential and non-residential building within the area of service of the drinking water system or drinking water subsystem, requesting volunteers to provide sampling locations as required under Schedule 15.1 of O. Reg. 170/03;
- 1.5.2 A copy of newspaper or other media advertisements requesting volunteers;
- 1.5.3 Logs of direct contacts made with occupants of residential and non-residential buildings requesting volunteers, including phone calls or home visits. For greater certainty, this clause does not impose a requirement to contact each private residence within the area of service, but the owner shall make reasonable efforts to directly contact private residences to request volunteers;
- 1.5.4 Documentation of any other steps taken to secure volunteers to provide sampling locations as required under Schedule 15.1 of O. Reg. 170/03;
- 1.5.5 A statement from the owner confirming that reasonable efforts were made to contact occupants of all residential and non-residential buildings within the service area to secure volunteers; and
- 1.5.6 A statement from the owner confirming the number of volunteers for both residential and non-residential locations.

257-101

Schedule D

August 2nd, 2016

-
- 1.6 The relief from regulatory requirements granted in accordance with condition 1.2 will not apply to a sampling periods identified in Table 3 if the owner does not comply with condition 1.5.
 - 1.7 In the event that the owner secures a larger number of volunteers for sampling in any one sampling period than is required in Table 2, the owner shall increase the number of samples collected during any sampling period identified in Tables 2 and 3 to include the additional volunteers, up to the minimum required under Schedule 15.1 of O. Reg. 170/03. Regardless of the number of additional samples collected during that sampling period, the relief granted in accordance with condition 1.2 will remain in effect for the other sampling periods listed in Table 3.
 - 1.8 In the event O. Reg. 170/03 is amended to require fewer sampling locations than specified under the relief granted in accordance with condition 1.2, then the regulation shall prevail.
 - 1.9 Subsection 15.1 – 5 (Reduced Sampling) of O. Reg. 170/03 does not apply to the drinking water system or drinking water subsystems identified in this licence as long as the relief from regulatory requirements granted in accordance with condition 1.2 remains in effect.

2.0 Other Regulatory Relief

- 2.1 Not Applicable.



DRINKING WATER WORKS PERMIT

**Permit Number: 257-201
Issue Number: 2**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

The Corporation of the Township of Elizabethtown-Kitley

**6544 New Dublin Road, RR 2
Addison, ON
K0E 1A0**

For the following municipal residential drinking water system:

Elizabethtown-Kitley Distribution System

This drinking water works permit includes the following:

Schedule	Description
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system

DATED at TORONTO this 2nd day of August, 2016

Signature

Aziz Ahmed, P.Eng.
Director
Part V, *Safe Drinking Water Act, 2002*

Schedule A: Drinking Water System Description

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Permit Number	257-201
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule A Issue Date	August 2nd, 2016

1.0 System Description

- 1.1 The following is a summary description of the works comprising the above drinking water system:

Overview

The **Elizabethtown-Kitley Distribution System** is a small municipal residential drinking water system, which is connected to and receives all water from the City of Brockville Drinking Water System. The Elizabethtown-Kitley Distribution System consists of an in-ground water booster pumping station and approximately 12 Km of distribution watermains.

In-ground Booster Pumping Station

Description	An in-ground booster pumping station
Location	North side of County Road No. 2 approximately 65 m west of Lily Bay Drive North
Pumps	Two (2) inline water booster pumps (one duty one standby), each rated at 14.5 L/s at 12 m TDH
Notes	A water meter installed in an in-ground chamber on County Road No. 2 at the West boundary limit of City of Brockville

257-201

Schedule A

August 2nd, 2016

Watermains

1.2 Watermains within the distribution system comprise:

1.2.1 Watermains that have been set out in each document or file identified in column 1 of Table 1.

Table 1: Watermains

Column 1 Document or File Name	Column 2 Date
CNTY ROAD No2 - KEY PLAN 11X17.pdf	January 28, 2016

1.2.2 Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

1.2.3 Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

Schedule B: General

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Permit Number	257-201
Drinking Water System Name	Elizabethtown-Kitley Distribution System
Schedule B Issue Date	August 2nd, 2016

1.0 Applicability

- 1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- 1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- 2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water which are:
 - 2.3.1 Added, modified, replaced, extended; or
 - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,
 shall be disinfected before being put into service in accordance with a procedure approved by the Director or in accordance with the applicable provisions of the following documents:
 - a) The ministry's Watermain Disinfection Procedure, effective February 2, 2017;
 - b) AWWA C652 – Standard for Disinfection of Water-Storage Facilities;
 - c) AWWA C653 – Standard for Disinfection of Water Treatment Plants; and
 - d) AWWA C654 – Standard for Disinfection of Wells.
- 2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
 - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;

257-201

Schedule B

August 2nd, 2016

- 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or
- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5** For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
 - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
 - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.6** The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7** For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act, 2001* and *Greenbelt Act, 2005*.

3.0 Watermain Additions, Modifications, Replacements and Extensions

- 3.1** The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
 - a) Has been prepared by a Professional Engineer;
 - b) Has been designed only to transmit water and has not been designed to treat water;
 - c) Satisfies the design criteria set out in the Ministry of the Environment and Climate Change publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – June 2012", as amended from time to time; and
 - d) Is consistent with or otherwise addresses the design objectives contained within the Ministry of the Environment and Climate Change publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.

257-201

Schedule B

August 2nd, 2016

- 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.
- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
- 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
- 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
- 3.1.6 The owner of the drinking water system consents in writing to the watermain addition, modification, replacement or extension.
- 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
- 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
 - 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
 - 3.2.2 Has a nominal diameter greater than 750 mm;
 - 3.2.3 Results in the fragmentation of the drinking water system; or
 - 3.2.4 Connects to another drinking water system, unless:
 - a) Prior to construction, the owner of the drinking water system seeking the connection obtains written consent from the owner or owner's delegate of the drinking water system being connected to; and
 - b) The owner of the drinking water system seeking the connection retains a copy of the written consent from the owner or owner's delegate of the drinking water system being connected to as part of the record that is recorded and retained under condition 3.3.

257-201

Schedule B

August 2nd, 2016

- 3.3** The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1** Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration", as published by the Ministry of the Environment and Climate Change, prior to the watermain addition, modification, replacement or extension being placed into service; and
 - 3.3.2** Retained for a period of ten (10) years by the owner.
- 3.4** For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1** Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 3.4.2** Constitutes maintenance or repair of the drinking water system.
- 3.5** The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6** The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

4.0 Minor Modifications to the Drinking Water System

- 4.1** The drinking water system may be altered by adding, modifying or replacing the following components in the drinking water system:
- 4.1.1** Raw water pumps and treatment process pumps in the treatment system;
 - 4.1.2** Coagulant feed systems in the treatment system, including the location and number of dosing points;
 - 4.1.3** Valves;
 - 4.1.4** Instrumentation and controls, including SCADA systems, and software associated with these devices;
 - 4.1.5** Filter media, backwashing equipment and under-drains in the treatment system; or,
 - 4.1.6** Spill containment works.
- 4.2** The drinking water system may be altered by adding, modifying, replacing or removing the following components in the drinking water system:
- 4.2.1** Treated water pumps and associated equipment;
 - 4.2.2** Re-circulation devices within distribution system storage facilities;

257-201

Schedule BAugust 2nd, 2016

- 4.2.3 In-line mixing equipment;
 - 4.2.4 Chemical metering pumps and chemical handling pumps;
 - 4.2.5 Chemical storage tanks (excluding fuel storage tanks) and associated equipment; or,
 - 4.2.6 Measuring and monitoring devices that are not required by regulation, by a condition in the Drinking Water Works Permit, or by a condition otherwise imposed by the Ministry of the Environment and Climate Change.
- 4.3** The drinking water system may be altered by replacing the following:
- 4.3.1 Raw water piping, treatment process piping or treated water piping within the treatment subsystem;
 - 4.3.2 Fuel storage tanks and spill containment works, and associated equipment; or
 - 4.3.3 Coagulants and pH adjustment chemicals, where the replacement chemicals perform the same function;
 - a) Prior to making any alteration to the drinking water system under condition 4.3.3, the owner shall undertake a review of the impacts that the alteration might have on corrosion control or other treatment processes; and
 - b) The owner shall notify the Director in writing within thirty (30) days of any alteration made under condition 4.3.3 and shall provide the Director with a copy of the review.
- 4.4** Any alteration of the drinking water system made under conditions 4.1, 4.2 or 4.3 shall not result in:
- 4.4.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
 - 4.4.2 The bypassing of any unit process within a treatment subsystem;
 - 4.4.3 A deterioration in the quality of drinking water provided to consumers;
 - 4.4.4 A reduction in the reliability or redundancy of any component of the drinking water system;
 - 4.4.5 A negative impact on the ability to undertake compliance and other monitoring necessary for the operation of the drinking water system; or
 - 4.4.6 An adverse effect on the environment.
- 4.5** The owner shall verify in writing that any addition, modification, replacement or removal of drinking water system components in accordance with conditions 4.1, 4.2 or 4.3 has met the requirements of the conditions listed in condition 4.4.

257-201

Schedule B

August 2nd, 2016

- 4.6** The verifications and documentation required in condition 4.5 shall be:
- 4.6.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System", as published by the Ministry of the Environment and Climate Change, prior to the modified or replaced components being placed into service; and
 - 4.6.2 Retained for a period of ten (10) years by the owner.
- 4.7** For greater certainty, the verification requirements set out in conditions 4.5 and 4.6 do not apply to any addition, modification, replacement or removal in respect of the drinking water system which:
- 4.7.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 4.7.2 Constitutes maintenance or repair of the drinking water system.
- 4.8** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

5.0 Equipment with Emissions to the Air

- 5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
 - 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
 - 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
 - 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
 - 5.1.5 Maintenance welding stations;
 - 5.1.6 Minor painting operations used for maintenance purposes;
 - 5.1.7 Parts washers for maintenance shops;
 - 5.1.8 Emergency chlorine and ammonia gas scrubbers and absorbers;
 - 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
 - 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
 - 5.1.11 Venting for an ozone treatment unit;

257-201

Schedule B

August 2nd, 2016

- 5.1.12 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; or
- 5.1.13 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2** The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and/or distribution of drinking water.
- 5.3** The emergency generators identified in condition 5.1.13 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4** The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.13.

Performance Limits

- 5.5** The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.13 is operated at all times to comply with the following limits:
- 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
- 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment and Climate Change half-hourly screening level of 1880 ug/m³ as amended; and
- 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-300, as applicable.
- 5.6** The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7** The owner shall document how compliance with the performance limits outlined in condition 5.5.3 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8** The verifications and documentation required in conditions 5.6 and 5.7 shall be:
- 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere", as published by the Ministry of the Environment and Climate Change, prior to the additional, modified or replacement equipment being placed into service; and

257-201

Schedule BAugust 2nd, 2016

- 5.8.2 Retained for a period of ten (10) years by the owner.
- 5.9 For greater certainty, the verification and documentation requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
 - 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10 The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

6.0 Previously Approved Works

- 6.1 The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification, replacement or extension and operation of that part of the municipal drinking water system;
 - 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
 - 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

7.0 System-Specific Conditions

- 7.1 Not applicable.

8.0 Source Protection

- 8.1 Not applicable.



**Ministry of the Environment and Climate Change
Drinking Water System Inspection Report**

APPENDIX B

INSPECTION RATING RECORD

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2017-2018)

DWS Name: ELIZABETHTOWN - KITLEY DISTRIBUTION SYSTEM
DWS Number: 260007777
DWS Owner: Elizabethtown - Kitley, The Corporation Of The Township Of
Municipal Location: Elizabethtown-Kitley

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Standalone
Inspection Date: June 27, 2017
Ministry Office: Kingston District

Maximum Question Rating: 265

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 14
Treatment Processes	0 / 18
Distribution System	0 / 21
Operations Manuals	0 / 42
Logbooks	0 / 22
Certification and Training	0 / 36
Water Quality Monitoring	0 / 59
Reporting & Corrective Actions	0 / 24
Treatment Process Monitoring	0 / 29
TOTAL	0 / 265

Inspection Risk Rating: 0.00%**FINAL INSPECTION RATING:** 100.00%

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2017-2018)**DWS Name:** ELIZABETHTOWN - KITLEY DISTRIBUTION SYSTEM**DWS Number:** 260007777**DWS Owner:** Elizabethtown - Kitley, The Corporation Of The Township Of**Municipal Location:** Elizabethtown-Kitley**Regulation:** O.REG 170/03**Category:** Large Municipal Residential System**Type Of Inspection:** Standalone**Inspection Date:** June 27, 2017**Ministry Office:** Kingston District**Maximum Question Rating:** 265**Inspection Risk Rating** **0.00%****FINAL INSPECTION RATING:** **100.00%**



**Ministry of the Environment and Climate Change
Drinking Water System Inspection Report**

APPENDIX C

INSPECTION RATING RECORD METHODOLOGY

APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system's operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

$$\text{RISK} = \text{LIKELIHOOD} \times \text{CONSEQUENCE}$$

(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

TABLE 1:

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 – 10% (Unlikely)	L = 1
11 – 49% (Possible)	L = 2
50 – 89% (Likely)	L = 3
90 – 100% (Almost Certain)	L = 4

TABLE 2:

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2
Minor Environmental Consequence	C = 3
Minor Health Consequence	C = 4
Medium Environmental Consequence	C = 5
Major Environmental Consequence	C = 6
Medium Health Consequence	C = 7
Major Health Consequence	C = 8

ATTACHMENT #2

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

TABLE 3:

Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?

Risk = Likelihood × Consequence							
C=1	C=2	C=3	C=4	C=5	C=6	C=7	C=8
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 (Almost Certain)	L=1 (Unlikely)	L=2 (Possible)	L=3 (Likely)	L=3 (Likely)	L=1 (Unlikely)	L=3 (Likely)	L=2 (Possible)
R=4	R=2	R=6	R=12	R=15	R=6	R=21	R=16

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

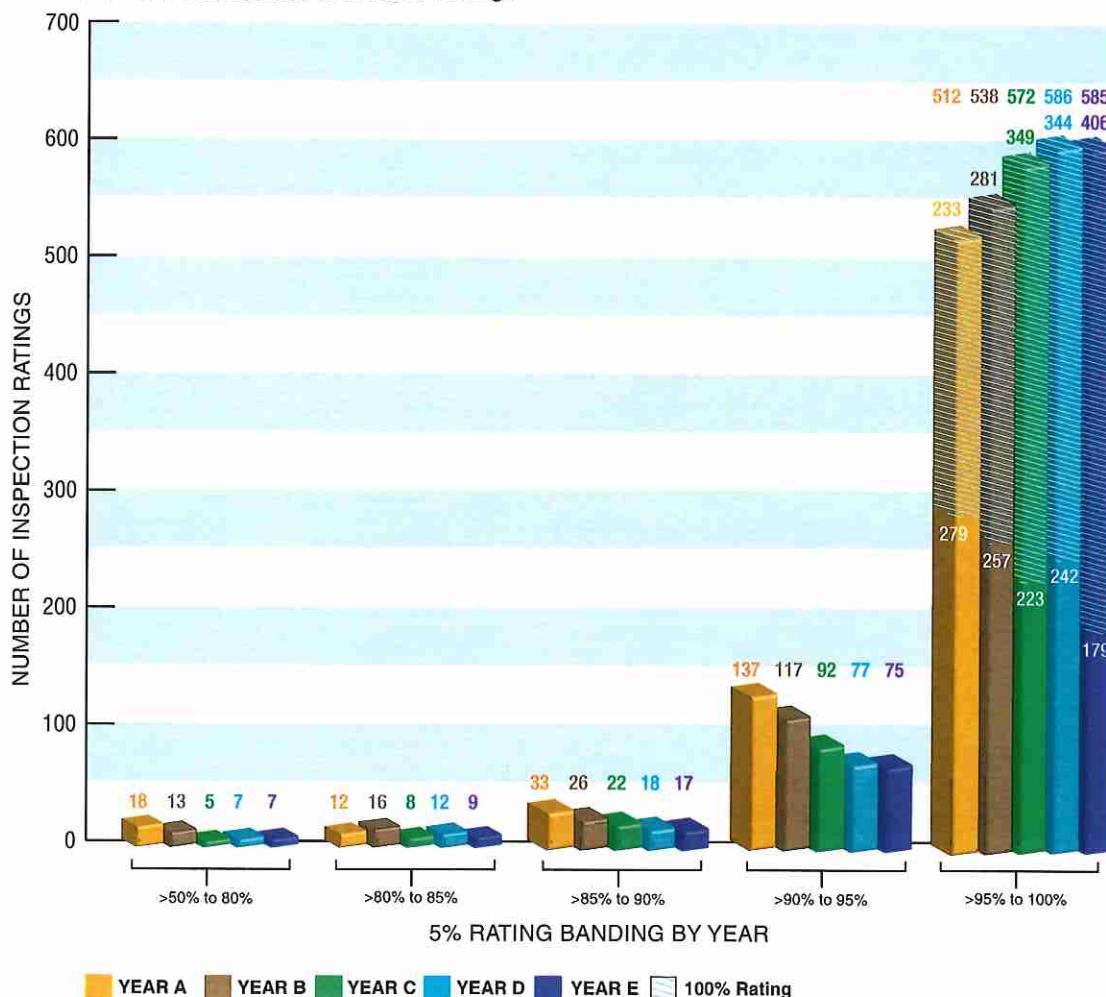
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

1. Source
2. Permit to Take Water
3. Capacity Assessment
4. Treatment Processes
5. Treatment Process Monitoring
6. Process Wastewater
7. Distribution System
8. Operations Manuals
9. Logbooks
10. Contingency and Emergency Planning
11. Consumer Relations
12. Certification and Training
13. Water Quality Monitoring
14. Reporting, Notification and Corrective Actions
15. Other Inspection Findings

For further information, please visit www.ontario.ca/drinkingwater

ATTACHMENT #3

**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 1000M ³	AVG DAY FLOW 1000M ³	MAX DAY FLOW 1000M ³	AVG RAW BOD (mg/L)	AVG EFF CBOD (mg/L)	TOTAL LOADING EFF CBOD (kg/day)	AVG RAW SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF SS (kg/day)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF PHOS. (kg/day)	PERCENT REMOVAL	AVG EFF TAN (mg/L)	TOTAL LOADING EFF TAN (kg/day)	(E.Coli (Org/100 ml) (GEOMEAN))	
SEP 17	422.15	14.072	17.586	309.00	4.00	56.29	410.00	8.00	112.58	98.0	3.68	0.52	7.32	85.9	2.67	37.57	1	
AUG 17	564.61	18.213	23.393	244.44	3.78	68.85	290.33	8.11	147.71	97.2	3.01	0.54	9.84	82.1	1.84	33.51	1	
JUL 17	678.60	21.890	47.039	154.50	4.22	92.38	176.40	7.56	165.49	95.7	2.28	0.57	12.48	75.0	4.56	99.82	4	
JUN 17	595.82	19.861	26.400	187.44	3.56	70.71	217.56	5.78	114.80	97.3	3.00	0.47	9.33	84.3	5.83	115.79	4	
MAY 17	864.87	27.899	51.513	165.00	3.27	91.23	206.45	8.00	223.19	96.1	2.17	0.32	8.93	85.3	3.10	86.49	5	
APR 17	798.39	26.613	47.588	289.71	3.50	93.15	344.43	7.88	209.71	97.7	2.89	0.44	11.71	84.8	2.20	58.55	2	
MAR 17	610.09	19.680	29.577	189.90	3.44	67.70	214.60	6.11	120.24	97.2	2.43	0.32	6.30	86.8	6.29	123.79	1	
FEB 17	524.05	18.716	34.169	172.14	4.25	79.54	194.43	4.88	91.33	97.5	2.46	0.37	6.92	85.0	5.78	108.18	1	
JAN 17	575.46	18.563	28.792	201.50	5.30	98.38	179.20	7.27	134.95	95.9	2.52	0.31	5.75	87.7	4.48	83.16	2	
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	
AVG		19.012		230.04	4.11	76.64	270.48	7.56	141.96	97.05	3.02	0.45	8.30	84.92	4.31	80.63	2	
MAX				51.513	309.00	5.57	98.38	410.00	10.00	223.19	98.05	4.36	0.61	12.48		7.94	126.07	
Objective Limit						15.00			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					18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200	

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
SEP 17	4,348	5,770	52
AUG 17	4,452	5,288	55
JUL 17	3,382	3,861	50
JUN 17	3,723	4,321	60
MAY 17	4,603	5,760	61
APR 17	7,710	9,166	77
MAR 17	3,737	4,223	48
FEB 17	3,222	3,639	46
IAN 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
AVG	4,237	4,964	55
MAX	7,710	9,166	77

COMMENTS:

**Report to Finance, Administration and Operations Committee –
October 17, 2017**

**2017-104-10
Records Retention
By-law Update**

**Sandra MacDonald
City Clerk
Lynn Murray
Deputy City Clerk**

RECOMMENDED

THAT Council receive Staff Report No. 2017-104-10, Records Retention By-law update for information purposes; and

THAT Council permit staff to update the Records Retention By-law, 026-2016, annually to reflect the changes in legislation and to duplicate adjustments suggested by "The Information Professionals" Annual reports.

PURPOSE

To obtain approval from Council to make changes to the Retention By-law in order to adhere to the changes to Provincial and Federal legislation.

BACKGROUND

Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof.

ANALYSIS/OPTIONS

In April 2016, Council passed an updated "Records Retention By-law" and Schedule A formed the retention periods.

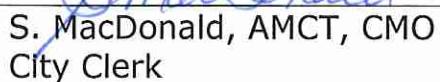
The Clerk's department receives annual updates of these schedules from the Information Professionals and wishes to implement these changes annually without having to report to Council.

POLICY IMPLICATIONS

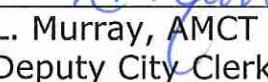
No policies are being considered at this time. All recommendations and actions are as set out in the *Municipal Act, 2001*.

FINANCIAL CONSIDERATIONS

There are no direct financial considerations to this report.



S. MacDonald, AMCT, CMO
City Clerk



L. Murray, AMCT
Deputy City Clerk


D. Dick, CA, CPA
Director of Corporate Services
B. Casselman
City Manager

The Information Professionals

Managing Today, Preparing for Tomorrow

A Division of 1350327 Ontario Inc.

1 Fitzroy Terrace; Barrie, ON, L4N 2Z2;
(416) 917-2078, (705) 728-1651
www.the-infopros.com

2017 Updates

Classification Structure Updates

Periodically we make adjustments or additions to the classification scheme to accommodate new recordkeeping requirements. This year we have added 2 new record series

The following record series have been added

D27 - PART LOT CONTROL

Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision

M11 - PUBLIC RELATIONS AND PUBLIC AWARENESS CAMPAIGNS

Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness.

We have also added the following sentence to the scope notes for M04 – “May also include compliance letters issued in response to a lawyer’s request.”

Both of these are reflected in the 2017 retention schedule which you are receiving with this letter. I suggest that you make these additions to your classification scheme if you have not already done so. Remember to also update the Alphabetic Cross Reference to include the new record series

The Retention Schedule

Release 2 of FileLaw 2017 was used to research the statutes and regulations listed in the citation tables. FileLaw™ is the electronic edition of Carswell's product Records Retention, Statutes & Regulations. With this release the Federal contents of FileLaw™ have been updated to March 1, 2017 for the Statutes of Canada and March 8, 2017 for the regulations. Ontario contents have been updated to March 30, 2017 for the Statutes of Ontario and April 1, 2017 for the regulations.

Citations may have been added or removed from the Citation Groups identified in "03-01-05 Citation Groups Legislation 2017". Where these updates have affected the classification code retention requirement, this has been noted and summarized in the table provided below.

In order to apply the 2017 TOMRMS retention update, you will need to:

1. Add any citations or retention criteria such as non-legislative, professional or association guidelines that you may have created specifically for your Municipality to the citation table and to each applicable classification code.
2. Revise your records destruction cycle for those categories where the retention group application has resulted in a change in the retention timeframe for the classification code.

Classification Codes Requiring Retention Changes		
Code	2016 Total Retention	2017 Retention update
A24	2	S
D03	E = later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5	E = expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5
D27	new code	E + 5: E=Final decision
E07	10 or cease to apply + 10**	P if national guidelines for the Canadian Environmental Act apply.
E13	15	E + 15: E = created, approved or plan no longer in force
E14	15	E + 15: E = created, approved or plan no longer in force
E15	15	E + 15: E = created, approved or plan no longer in force
E19	50	E = created, approved or facility no longer in force
E20	15	E + 15: E = created, approved or plan no longer in force
F24	E = closure of account	E= fiscal year or last day of residence
H14	E + 7	E + 10
L07	E + 10**	added "energy projects agreements terms may not be

Classification Codes Requiring Retention Changes		
Code	2016 Total Retention	2017 Retention update
		more than 50 years"
M07	S**	S** S+3 if publication is subject to copyright or trademark
M11	new code	5**
P03	S**	expiry of plan + 5 if Canadian Environmental Protection Act applies
P04	S + 3	S+5 7 years or tank removal + 7 years if Canadian Environmental Protection Act applies
T06	Project completed + 1, specification permanent	Project completed + 1, specification permanent Road salt usage = 7 years if Canadian Environmental Protection Act applies

The following group changes were made and are provided for your information. Any specific changes required to your retention schedule as a result of these group changes are included in the "Classification Codes Requiring Changes" provided above. Please note that although the Canadian Environmental Protection Act and the National Code of Practice developed by the Canadian Council of Ministers of the Environment have been added, the Act and Code may apply only if the Ontario Environmental Protection Act does not address the records identified. The Code of Practice may only apply if adopted by the jurisdiction of authority (Ontario).

Group Code	2017 Provincial Group Changes
g10	<ul style="list-style-type: none"> Changed group retention from "shall keep" to 5 Years Deleted OPM-AOD-6, OPM-AOD-8, OPM-AOD-9 from group (regulation revoked). Updated legislation text for OMUN-AOD-10. Added citations OMUN-AOD-13, OMUN-AOD-14, OMUN-AOD-15, OPM-AOD-12, OPM-AOD-13, OPM-AOD-14, OPM-AOD-15, OPM-AOD-17, OPM-AOD-18
g011	<ul style="list-style-type: none"> No change in group retention Changed group title to Ambulance Services Added Ambulance Act recordkeeping citations OHC-Ambu.-18, OHC-Ambu.-20, OHC-Ambu.-21
g013	<ul style="list-style-type: none"> Changed group retention from "event + 2 years" to "event + 10 years" Updated legislation text for OLA-Arbi.-1
g037	<ul style="list-style-type: none"> No change in group retention Added citation OENV-Ev.Pr.-197

Group Code	2017 Provincial Group Changes
g045	<ul style="list-style-type: none"> • No change in group retention • Added citation OS-Fir.PP-86
g049	<ul style="list-style-type: none"> • No change in group retention • Added citation OMUN-HPP-3
g050	<ul style="list-style-type: none"> • No change in group retention • Added citations OMV-Hi.Tr.-7, OMV-Hi.Tr.-41, OMV-Hi.Tr.-68, OMV-Hi.Tr.-90
g052	<ul style="list-style-type: none"> • No change in group retention • Added citation OSS-Hs.Sr.-8
g062	<ul style="list-style-type: none"> • No change in group retention • Added citation OSS-LTCH-34
g067	<ul style="list-style-type: none"> • No change in group retention • Added citations OMUN-Muni01, OMUN-Muni01-24
g069	<ul style="list-style-type: none"> • No change in group retention • Removed citations OMUN-Mn.EI96-1, OMUN-Mn.EI96-2, OMUN-Mn.EI96-4, OMUN-Mn.EI96-23, OMUN-Mn.EI96-29, OMUN-Mn.EI96-30, OMUN-Mn.EI96-32, OMUN-Mn.EI96-33, OMUN-Mn.EI96-34 (section repealed or amended with no retention designated in substitution) • Removed OMUN-Mn.EI96-26 (privacy & recordkeeping related) • Changed legislative text for citations OMUN-Mn.EI96-3, OMUN-Mn.EI96-13, OMUN-Mn.EI96-16, OMUN-Mn.EI96-17, OMUN-Mn.EI96-31, • Added citations OMUN-Mn.EI96-48, OMUN-Mn.EI96-49, OMUN-Mn.EI96-50, OMUN-Mn.EI96-54, OMUN-Mn.EI96-55, OMUN-Mn.EI96-58, OMUN-Mn.EI96-59
g073	<ul style="list-style-type: none"> • No change in group retention • Moved citation OCON-OHS-9 to g073 from g074 • Changed group title and legislative text for citation OCON-OHS-18 • Added citation OCON-OHS-43, OCON-OHS-44, OCON-OHS-48
g074	<ul style="list-style-type: none"> • No change in group retention • Moved citation OCON-OHS-9 from g074 to g073
g076	<ul style="list-style-type: none"> • No change in group retention • Changed retention and legislative text for citation OS-OHS-182 • Added citation OS-OHS-91
g078	<ul style="list-style-type: none"> • No change in group retention • Added citation OCON-OHS-32 , OENV-Wt.Rs.-51
g082	<ul style="list-style-type: none"> • No change in group retention • Added citation
g083	<ul style="list-style-type: none"> • Changed group retention from "not specified" to "5 years"

Group Code	2017 Provincial Group Changes
	<ul style="list-style-type: none"> • Added citation Ontario Public Works Directive
g090	<ul style="list-style-type: none"> • No change in group retention • Removed citation OMUN-Plan.-13 (regulation repealed) • Added citation OMUN-Plan.-9, OMUN-Plan.-15, OMUN-Plan.-17, OMUN-Plan.-18, OMUN-Plan.-19, OMUN-Plan.-24
g095	<ul style="list-style-type: none"> • Change to retention at Municipal discretion • Added citation pertains to the ultimate limitation period for action against a person under disability. The Municipality may wish to take this into consideration • Added citation OLA-RPL-30
g097	<ul style="list-style-type: none"> • Retention refined to indicate 7 years for financial records and 7 years after last day of residence for personal records • Added citations OSS-Rt.Hm.-9, OSS-Rt.Hm.-23
g098	<ul style="list-style-type: none"> • No change in group retention • Added citations OSS-Rt.Hm.-31, OSS-Rt.Hm.-32, OSS-Rt.Hm.-33, OSS-Rt.Hm.-35, OSS-Rt.Hm.-36, OSS-Rt.Hm.-43
g101	<ul style="list-style-type: none"> • No change in group retention • Added citation OBS-Vt.St.-4
g104	<ul style="list-style-type: none"> • No change in group retention • Added citation OHR-WSI-2
g109	<ul style="list-style-type: none"> • No change in group retention • Changed citation to reflect amendment for OED-SDW-1, OED-SDW-2, OED-SDW-3, OED-SDW-4, OED-SDW-5, OED-SDW-6, OED-SDW-8, , OED-SDW-9, OED-SDW-10
g110	<ul style="list-style-type: none"> • No change in group retention • Changed citation to reflect amendment for OED-SDW-26 • Removed citations OENV-SDW-33 (revoked) • Added citation OENV-SDW-57
g111	<ul style="list-style-type: none"> • No change in group retention • Changed citation to reflect amendment for OENV-SDW-34, OENV-SDW-36
g118	<ul style="list-style-type: none"> • No change in group retention • Added citations OMUN-Muni01-25, OMUN-Muni01-50
g120	<ul style="list-style-type: none"> • No change in group retention • Changed legislative text for citation to reflect amendment OLA-Limi02-8
g125	<ul style="list-style-type: none"> • No change in group retention • Removed citations OSS-CCEY-23, OSS-CCEY-24 (section revoked) • Added citations OSS-CCEY-34, OSS-CCEY-36, • Changed legislative text for citation OSS-CCEY-18

Group Code	2017 Provincial Group Changes
g129	New group related to Nutrient Management
g145	New group related to agreements beyond perpetuity (Planning Act)
g146	New group related to the Canadian Environmental Protection Act Waste Audit or Reduction
g147	New group related to the Canadian Environmental Protection Act Alternative Low-Carbon Fuels
g148	New group related to Occupational Health and Safety Act – Construction Training Citation OCON-OHS-31 moved from g073
g149	New group related to Pesticides
g150	New group relating to air testing
g151	New group relating to air emissions assessments and operations for prescribed activities
g152	New group relating to Courts of justice statements of defence not set to trial

Group Code	2017 Federal Group Changes
g002	<ul style="list-style-type: none"> • Changed Retention from “should be maintained” to “Permanent” • Corrected citation code from FENV-EV.Pr.-112 to FENV-EV.Pr.-114 • Corrected citation code from FENV-EV.Pr.-113 to FENV-EV.Pr.-115 • Corrected citation code from FENV-EV.Pr.-115 to FENV-EV.Pr.-117 • Added citations FENV-Ev.Pr.-118, FENV-Ev.Pr.-119, FENV-Ev.Pr.-120, FENV-Ev.Pr.-122
g003	<ul style="list-style-type: none"> • No change in group retention • Update Citation source for FHC-CDS-20
g007	<ul style="list-style-type: none"> • No change in group retention • Added citation FF-IN.Tx.-44. This citation is a limitations act that explains the “potential exceptions” indicated in the existing retention period that may apply
g009	<ul style="list-style-type: none"> • No change in group retention • Added citation FENV-Ev.Pr.-123
g134	New group related to copyright and copyright infringement
g135	New group related to patents and patent infringement
g136	New group related to trademarks and trademark infringement
g137	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Hazardous Waste Landfill Facility Personnel Training. This included changing code for FEN-EV.Pr.-114 to FEN-EV.Pr.-116 and moving it from group code g002

Group Code	2017 Federal Group Changes
g138	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Solid Waste Incinerators Inspections
g139	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Road Salt Usage
g140	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Petroleum Storage Tank Systems use and maintenance
g141	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Petroleum Storage Tanks Installation, Inspection and Removal
g142	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Halocarbon and Fluorocarbon Use and Storage
g143	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - PCB Use and Storage
g144	New group related to the Canadian Environmental Protection Act and the National Ministers code of conduct - Environmental Protection Plans

If you have any questions please contact me directly.

Michael O'Shea
 President
 416-917-2078
mikeo@the-infopros.com

October 11, 2017

Report To Finance Administration Operations – October 17, 2017

2017-105-10

**2017 Departmental Work Plans
Third Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2017 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2017-105-10.

BACKGROUND

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

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

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

1) Financial Matters

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

2) Economic Development Initiatives

- Staff focused on planning process associated with development of new employment lands
- 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 adopted by partner municipalities. Not for profit incorporation documents finalized.

3) **Aquarium Project**

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

4) **Fire Master Plan**

- Consultant retained to assist in completion of Fire Master Plan
- Stakeholder meetings completed
- Draft Fire Master Plan review underway

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

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

2017 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Committee participation	teleconferences with EOMC members	teleconferences with EOMC members	teleconferences with EOMC members		
b. Joint Services Budget, cooperation discussions	2017 budget vetted Recommendation provided to mayor	Ongoing agenda review – Mayor's Briefing	Ongoing agenda review – Mayor's Briefing		
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	Draft Master Plan under review	Fire Master Plan completed Council Presentation 4 th Quarter		
b. Facilitating 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	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
b. Parking	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
c. Marina Lease	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
d. Harbour Ownership	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
e. Outstanding Agreements	Pending arbitration hearing scheduled for second quarter Significant staff resources dedicated to arbitration	Mediation Session June 26 th / June 28th	Arbitration rescheduled to 2 nd Quarter 2018		
a. Facilitation of goals re active transportation / waterfront / downtown / increased density	W/AC attendance In-camera recommendations to April 25/17 meeting	In camera recommendations June 27 th	Architect retained to assist with redesign of 1 st floor of City Hall to accommodate Tourism Office needs		
Strategic plan					

2017 DEPARTMENT GOALS/OBJECTIVES

Administration Department	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
a. Window Replacement Program	No activity	No activity	Window replacement plan deferred to 2018		
b. Water Meter Replacement Program	6,450 meters replaced	6,755 meters replaced	7,048 meters replaced		
c. Employment Lands certification - facilitation	Draft secondary plan, official plan, ZBL presented to Council Dec/2016 Environmental peer review report to Council Jan/2017 Open House, scheduled for April 5/17	Statutory Public Meeting Held on May 2, 2017 Will seek council approval early 3 rd Quarter	Council approval September 26 th , 2017 pending 20 day appeal period		

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. Fire Prevention				
- Home Inspection Program – this is a multi year project that identifies areas of concern for fire prevention education and enforcement. We will be increasing the number of inspections to attain 2,000 visits per year. Every home of a five year period, this will be a gradual increase from our present status.	Program set to start in late April, and generally concludes in the fall for the current year.	Crews conducted approximately 500 home inspections. The program is well received by the public.	Crews working towards 500 home inspections as per the annual goal.	
- Vulnerable Occupancy program, mandated by Province, involves educating and enforcement of Provincial regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.	Compliance was achieved for 2016. Fire Prevention staff working with these occupancies within the City to achieve 2017 compliance.	Fire prevention will continue to work with these occupancies, in order that they achieve compliance.	Vulnerable occupancy program ongoing with various stakeholders.	
- Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.	Staff to continue to report issues to Fire Prevention.	Fire Suppression staff collaboration with Fire Prevention is ongoing.	Fire prevention focusing on King St. inspections.	
- Sightline to Safety Program – continue participation and guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf and hard of hearing.	Fire Prevention continues collaboration with CHS.	Sightline to Safety Program continues. New information is entered into the CAD.	On going	
- Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.	Suppression staff will work with Fire prevention to visit schools to provide public education.	"Swing into Summer" public education campaign continues with support from the Toronto Blue Jays.	Fire Prevention week school fire drills scheduled. Education opportunities will continue.	
- Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	Ongoing education and enforcement.	Suppression and Fire Prevention working the public.	Education and enforcement proceeding	
- Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.	Monitor the system and continue training.	T911 system in place and operating.	System operating. No calls for service to date.	

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.	Ongoing.	On going	
2. Suppression				
- Initiate strategy re: composite Fire Department	Discussion of the process with Bob, and the team.	Working with Edmond Harnden law firm to achieve the City strategy of a composite force.	Negotiating process has been scheduled for arbitration.	
- Completion of Fire Master Plan	Final draft anticipated by the end of May.	Final stages of the MFP process, anticipate early Q3 draft.	Master fire plan to be presented to council in November.	
- Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.	Determine insurance grading with the Underwriters.	Ongoing.	Included in MFP recommendations.	
- Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities.	Ongoing in conjunction with FMP	Ongoing.	Ongoing	
- Establish response protocols that ensure adequate staffing and resources	Mutual aid and callback of fulltime staff during emergencies is established.	Process established and working as expected.	Mutual aid grievance proceeding to Arbitration	
- Take delivery of new vehicles, provide training on these and continue on fleet plan reduction and renewal project	Anticipated delivery date is early June.	Two new apparatus in service on July 11, 2017.	New apparatus performing as expected.	
- Initiate training opportunities with our Mutual Aid partners	Began training with Elizabethtown/Kitley last fall.	Continue to work with Elizabethtown/Kitley.	Tanker training scheduled in October/November.	
3. Administration				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Staff already committed to several events in Q2	Several events were attended by staff	Tourism events winding down for the year.	
- Prepare 2016 Annual Report	Compiling data and anticipated draft by end of Q2	Report to be in draft form in early Q3.	Annual report to be presented to Council.	

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.	Variance reported and justified.	Variance reported and justified.	
- Work with HR on outstanding contract bargaining and negotiation issues	Negotiations at impasse awaiting Arbitration date.	Still awaiting an Arbitration date.	Ongoing, coordinating with Emond Harnden	
- Development of the 2018 budget	Begin budget deliberations in Q2.	Budget guidelines received from Council.	Budget process ongoing.	
- Switch over from provincial to NFPA training standards. We will be receiving an audit of our record for compliance early in 2016. One completed, we will provide direction to staff training requirements for future years. Some provincial testing may be required. Enrollment of qualified staff in OFM office training programs, through Ontario Fire College.	Directed the Training Officer to post Fire Prevention course training opportunities for interested staff.	Several staff members attending NFPA courses at the OFC.	NFPA course attendance will continue into the New Year.	
- Develop a centralized filing system: physical/electronic	Filing system underway.	Filing system in place.	Records management transition complete.	
- Review/update the outdated Fire Dept. by-laws	Bylaw update on hold for now, closely linked to FMP and Arbi.	No status change of the E&R as the MFP isn't completed at this time.	Discussion to follow MFP.	
4. Communication Division				
- Secure existing clientele, 5 year contract renewal	L&G contract to be approved by Council.	South Dundas contract to be approved by Council.	Prescott to sign 5 year extension in October.	
- Promote and develop sustainable strategy for fire dispatch system	Attract new clients.	Submit RFP as opportunities arise.	Ongoing	
- Streamline workload through interfacing systems	Working with all stakeholders.	Ongoing	Crisys to provide status update.	
- Reorganize proper response protocols and boundaries	Collaboration with Crisys and Area Chiefs	Continue to work with all stakeholders	Consultation with Chiefs to be addressed.	
- Address deficiencies NFPA, etc.	Reviewing NFPA standards	Working to achieve NFPA compliance in Dispatch	A few remaining items to address.	
- Identify new revenue streams	Ongoing	Ongoing	Ongoing	

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
----------------------	----------------------	----------------------	----------------------	----------------------

5. Emergency Planning

- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Compliance to be achieved by Fire Prevention and Public education initiatives.	Staff continues to educate the public via attendance at events.	Fire Prevention week presentations scheduled for Walmart and Home Depot.	
- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.	Schedule training with the MECG and invite the OFMEM representative to attend. Revise and update the plan	Will achieve in late Q3 or early Q4.	Compliance to be completed prior to year-end.	
- Organize annual training sessions	Continue working with the all stakeholders	Conduct sessions in conjunction with OFMEM.	OFMEM Field Officer to attend session.	
- Hold meetings of the committee, as required	SMT meetings include emergency management topics if necessary	Meetings continue at the SMT level.	Meetings continue at the SMT level.	
- Review HIRA in conjunction with FMP	Meeting with Chris Powers to discuss HIRA	HIRA to be revised as part of annual compliance	Reviewing HIRA and several changes forthcoming	
- Provide training as required	Revised HIRA will be discussed with MECG	Completed in Q3 or early Q4.	Completed prior to end of Q4	
- Update plan to include a new primary EOC	Meeting to improve communications at WPCC	Cellular coverage improved at WPCC.	Upgrade complete and functioning as required.	

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
<p>1. People</p> <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 	<ul style="list-style-type: none"> a. 2017 projects for Rotary Park, Brock Trail and Railway Tunnel underway. Planning for new arena ongoing. b. Preparation and planning ongoing for 2017 events, which start on July 1 weekend c. Deferred pending Elizabethtown-Kitley agreement 	<ul style="list-style-type: none"> a. 2017 projects for Rotary Park, Brock Trail and Railway Tunnel underway. Planning for new arena ongoing. b. Support for 2017 summer events successfully completed 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 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. Determining MTO requirements 	<ul style="list-style-type: none"> a. Ongoing b. MTO comments regarding the Traffic Impact Study received c. Coordinating with MTO 	<ul style="list-style-type: none"> a. Ongoing b. MTO comments regarding the Traffic Impact Study resolved c. Coordination with MTO ongoing 		

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
	with a couple of public schools. It is anticipated that presentations will be done later this year.	presentations to elementary school children regarding solid waste and recycling.			
5. Completion of 2017 Environmental Services Department's Capital Projects <ol style="list-style-type: none"> 1. Bartholomew Street Reconstruction 2. Main Pumping Station Force main Condition Assessment 3. North End Trunk Sanitary Sewer Oversizing – Shearer Drive 4. Pre-Engineering Services 5. Fire Hydrant Replacement Program 	<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>Tenders are to be advertised in July with construction scheduled to start in mid-August.</p> <p>The proposal from Pure Technologies was accepted by Council. Assessment is to be completed in August-September at low flow conditions.</p> <p>Developer has deferred until 2018 or later.</p> <p>On-going.</p> <p>On-going.</p>	<p>Tender was awarded to Miller Construction. Work started in August and is to be completed by the middle of November.</p> <p>Issues at the MPS have delayed the assessment until November. Staff is looking at alternative solutions so the project can be completed.</p> <p>Developer has deferred until 2018 or later.</p> <p>On-going.</p> <p>On-going.</p>		

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
6. Schofield Avenue Water Service Replacement	Work is anticipated to be completed in the 4 th quarter.	Tender to be advertised in July with construction to start in late July.	Tender has been awarded to Knapp's Paving. Work is scheduled to start in October.		
7. Pacific Avenue Watermain Construction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in late May.	Completed.	Completed.		
8. Home Street Watermain Reconstruction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in early May.	Completed.	Completed.		
9. WPCC Main Pump Station Engineering Design	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.	Confirmation of funding through the CWWF program was received by the City. RFP to be issued later this year.		
10. WTP Capital projects	On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.	On-going.	On-going.		
11. WPCC Capital projects	On-going. Outstanding projects from 2016 are being completed with work	On-going.	On-going.		

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	on 2017 having started.				
6. Provide technical assistance with the development of employment lands.	On-going.	On-going.	On-going.		
7. Participate in the annual update of the City's Asset Management Plan.	On-going.	On-going.	The AMP is expected to be completed in the fourth quarter.		
8. Participate in the Implementation of a Geographic Information System (GIS)	The City's GIS system is up and running but access is limited to a select few staff until the bugs are worked out. ES Staff have access to a number of base layers including water, sanitary sewer, storm sewer and solid waste.	On-going.	On-going.		
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.	On-going.	On-going.		
10. Continued Monitoring of Brownfields Remediation Projects.	On-going.	On-going.	On-going.		
11. Amendment of Landfill Certificate of Approval – Employment Lands	City staff submitted the proposed amendment to	Waiting to hear back from the MOECC on	Waiting to hear back from the MOECC on		

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
	the MOECC in early December 2016. The amendment is to have the lagoon area removed from the official landfill property.	their decision.	their decision.		
12. Administration of Provincial and Federal Funding Programs	On-going. Staff is continuously submitting reports to OCIF, SCF, and CWWF for projects that received funding.	CWWF have approved 2 of the 3 projects submitted for funding. The 3 rd project is still under review.	CWWF have now approved all 3 projects submitted by the City.		
<u>Department Objectives</u>					
1. Assist City Manager in completion/implementation of: → Performance Reviews on Supervisory Staff	On-going.	On-going.	On-going.		
→ Implementation/Monitoring of 2017 Budget	Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets.	On-going.	On-going.		
→ Preparation of 2018 Budget	Preparation of the 2018 budget is anticipated to start in the 3 rd quarter.	Staff has started preparing the 2018 capital and operating budgets.	On-going.		
2. On-going monitoring/implementing	On-going. There is a	On-going.	On-going.		

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
of departmental succession planning.	couple of staff in the ES Department eligible to retire in 2017 but have not officially done so.				

2017 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1. People					
a. Accessibility compliance; review and update policies, programs, procedures and training programs in accordance with provincial legislation and to file compliance report by December 31, 2017	Policy and file review underway	Changes identified and preparing to implement changes	Received input from departments to finalize report for submission.		
b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and process	No action	No action	Working with e-Services (staff) committee for processes		
2. Sustainability					
a. Records management					
i. Records retention policy staff training	Draft reference doc underway		Final review of reference plan.		
ii. develop project plan for electronic document records management system (EDRMS)		Research underway	No action		
b. 2018 Election					
i. Council Decisions:					
• Ranked ballots	Complete		Attended training session		
• Alternative voting	Complete				
• Language policy					
• Recount policy					
• Contribution rebates					
ii. Clerks responsibilities:					
• E-filing of financial	Working with UCLG Clerks	UCLG working groups established	Meeting with UCLG working group in Q4;		

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
<ul style="list-style-type: none"> statement • Hours of voting at institutions • Establish procedures and forms 			deadlines of Dec 31 st /17	
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	Policy adopted by Council. Complete		
ii. train staff on MFIPPA and routine disclosure policy		Training material being developed	No action	
d. Council, Standing Committees, Boards and Committees:				
i. Council Procedural By-law	Underway	No action	Draft By-law almost complete; draft Code of Conduct complete; to Governance in Q4 or 2018 Q1	
ii. Review of board and committee establishing bylaws • Board and committee training	Cemetery Board bylaw updated	No action	Museum Board bylaw drafted and reviewed by Museum; still under review	
e. 2017 Budget monitoring	On-going	On-going	On-going	
f. 2018 Budget preparation	No action	On-going	Complete	

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<p>1. Economy</p> <p>Investment Attraction/Economic Diversification</p> <ul style="list-style-type: none"> • Assist/Facilitate assistance with EDAT on execution of the regional corridor economic development agency and provide advocacy when required • Complete solely, or with partners, a Share Shift analysis with local industry sector changes and related employment • Facilitate the execution of the Community Hub and coordinate both transition and promotion to community. Target 6 to 8 agencies • Sales Target on absorption/sale of city industrial property at 10 acres or 100,000 square feet of building footprint with employment generation of 80 positions in for area manufacturing sector • Continue supply chain linkages between area businesses with focus on capacity in metal fabrication, plastics and water filtration, and water bottling. Culligan, Newterra, Douglas Barwick, Hewitts, Newterra and Camalor are target firms • Attraction of German membrane facility to community per 2016 file 	<p>Regional Economic Development Corridor – completion of draft inter-municipal agreement/terms of reference</p> <p>Community Hub RFP completed. Agency venue selected.</p>	<p>All partners have approved and new Board met for first time on June 30th</p> <p>Venue selected and plans are underway for construction of the office space</p>	<p>Commission is officially formed and Board Chair/President appointed. Plans for appointing a Commissioner are underway.</p> <p>Awaiting a lead agency to be identified.</p>		

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<ul style="list-style-type: none"> Secure MTO commitment towards LCV(long trailer vehicle) capacity and advocate for implementation of interchange modification within next 3 to 5 years 		Discussion with Province under way as part of their support for Community Economic development following P&G closure	Continuing to work with Province on expansion of interchange. Will require Environmental Assessment.		
Entrepreneurship Development <ul style="list-style-type: none"> Re-branding Enterprise Centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency Grant distribution under new Starter Company Plus Program 			<p>14 companies through Starter Company in summer 2017</p> <p>7 people finishing up the first round of Starter Co Plus. With 9 participants in the Business Plan Bootcamp</p> <p>There is \$30K in grant money available (not yet distributed)</p> <p>The target for 2017 is 30 people trained and 21 grants issued</p>		
Business Retention & Expansion/Aftercare Aftercare with P&G on 2016 financial packages and outreach for completion		P&G announced closure of plant in 2020/21. Working with company	Continuing to work with P&G regarding their employee		

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>by 3rd quarter 2017</p> <ul style="list-style-type: none"> • Ensure Canadian Milk Manufacturing expansion continues to third phase introducing infant formula and assist financial growth packaging. Employment target of 50 positions by 4th quarter 2017 	Ongoing	<p>and other community stakeholders to support affected employees and local businesses</p> <p>CMM working with Canadian Food Inspection Agency to allow export of products. Foreign owners of CMM are looking at opening a water bottling plant, expected to be up and running in August 2017.</p>	<p>placements. Marketing of the site is expected to commence in October / November</p> <p>CMM are in the final stages of getting all of their Federal and Provincial approvals in place. They have made a couple of test runs and are close to their first commercial batches being produced.</p>		
<p>Retail Commercial Attraction</p> <ul style="list-style-type: none"> • Secure funding for updated Commercial market demand analysis and complete product mix development opportunity inventory for community • Advocacy on 1000 Island Mall issue on required MTO approvals necessary to complete anchor tenant occupancy 	Ongoing				
<p>2. People</p> <p>Immigration</p> <ul style="list-style-type: none"> • With new grant funding complete research towards a population strategy and identified in 2016 	Re-branding immigration centre alignment to St.Lawrence-1000				

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
immigrant attraction report <u>Age Friendly Certification</u>	Islands corridor consistent with focus of new econ dev corridor agency Council adoption of recommendation to seek 'Age Friendly Designation'			Continuing work on strategic priorities. Funding received to improve City age friendly portal	
<u>3. Amenities</u> <u>Employment Lands</u> <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 <u>Waterfront</u> <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• <u>Brockville Arts Centre</u> under development		Still awaiting Province's comments on the subject lands. Discussions with Province regarding Certification are underway as part of their support for Community Economic development following P&G closure Feasibility study completed Assist with	Secondary Plan, Zoning By-law and Official plan amendment passed by Council. Appeal period will end Oct 18.		

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
Community Signage <ul style="list-style-type: none">• Refurbishing of the three blue historic gateway signage	supervision of BAC during absence of Arts Centre manager.				
4. Sustainability UNESCO International Centre for Sustainable Rural Communities <ul style="list-style-type: none">• Provide supportive role on the necessary grant writing and advocacy for the business planning of centre pending designation by UNESCO. Approval and designation by 2018 with construction target pending viability by 2020		Continuing to support where needed. Have written to Canadian Biosphere Reserves Association requesting they consider Brockville as the location for their National head office	Supported ICSRC in application for OMAFRA RED funding to undertake a feasibility plan		
Succession <ul style="list-style-type: none">• Complete with City Manager by Feb, a succession plan for the dept & successor including file/project reviews/introductions	File/project review completed Orientation program for new EDO completed		Economic Development Coordinator hired. Orientation completed.		

OCTOBER 11, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – OCTOBER 17, 2017

**2017-106-10
AUTHORIZATION TO UTILIZE
ISLAND BREAKFAST RESERVE
FUND**

**ISLAND BREAKFAST COMMITTEE
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT the Island Breakfast Committee be authorized to proceed with construction of the Refugee Island Picnic Pavilion as funding through the Island Breakfast Reserve Fund permits.

PURPOSE

The purpose of this report is to authorize the commencement of the Refugee Island Picnic Pavilion project.

BACKGROUND

The funds raised through the Island Breakfast events have been set aside in the Island Breakfast Reserve Fund for the purpose of constructing a picnic pavilion on Refugee Island.

ANALYSIS

The 2017 Island Breakfast event resulted in net fundraising of \$11,051. The total fundraising to date is \$35,726.

The Island Breakfast Committee, through the donated services of Mapleview Homes, have finalized the design of the proposed picnic pavilion (Attachment 1). The estimated cost of the pavilion is \$50,000 - \$60,000 with the main variables being the cost of transporting materials and equipment to the island. Any donation of materials or services will reduce the overall cost.

Clearing and excavation of the proposed location, as authorized by Council in August, has confirmed the suitability of the location.

2017-106-10

Authorization to Utilize Island Breakfast Reserve Fund

Page 2

The Island Breakfast Committee would like to continue to build upon the momentum and interest generated to date by constructing the pavilion in phases, as fundraising permits. The first step would be to complete the concrete base/floor prior to the 2018 Island Breakfast.

POLICY IMPLICATIONS

Council authorization is required to use the funds in the Island Breakfast Reserve Fund.

FINANCIAL ANALYSIS

The current balance of the Island Breakfast Reserve Fund is \$23,148. The 2017 event fundraising of \$11,051 will be deposited to the Reserve Fund in the coming weeks.

The project would be phased to match the funds available.

CONCLUSION

Construction of the Refugee Island Picnic Pavilion should proceed as fundraising through the Island Breakfast permits.



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

D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager



**MAPLEVIEW
HOMES**

Proudly Building a Greener Community

MAPLEVIEW HOMES
PRESCOTT, ONTARIO

mapleviewhomes.com
613-925-3772

REFUGEE ISLAND PAVILION



PROJECT DETAILS:

SITE ADDRESS: Refugee Island, Brockville, ON

REVISION NOTES:

BUILDING REQUIREMENTS:

NA



DRAWINGS PROVIDED BY:

Mapleview Homes
300 Fischi Road
Prescott, ON
613-925-3772
mapleviewhomes.com

PROJECT DESCRIPTION:

Project Title: RI. Pavilion
Location: Refugee Island
Subdivision: NA
Phase: NA
Lot: NA
GAC: NA

SheET TItLE:

COVER PAGE

PROJECT DETAILS:

PLANS:

ENERGY DETAILS:

REVISIONS:

DATE: DESCRIPTION:

SCALE: 10'-0"

DATE: 9/11/2011

PLANS SET:

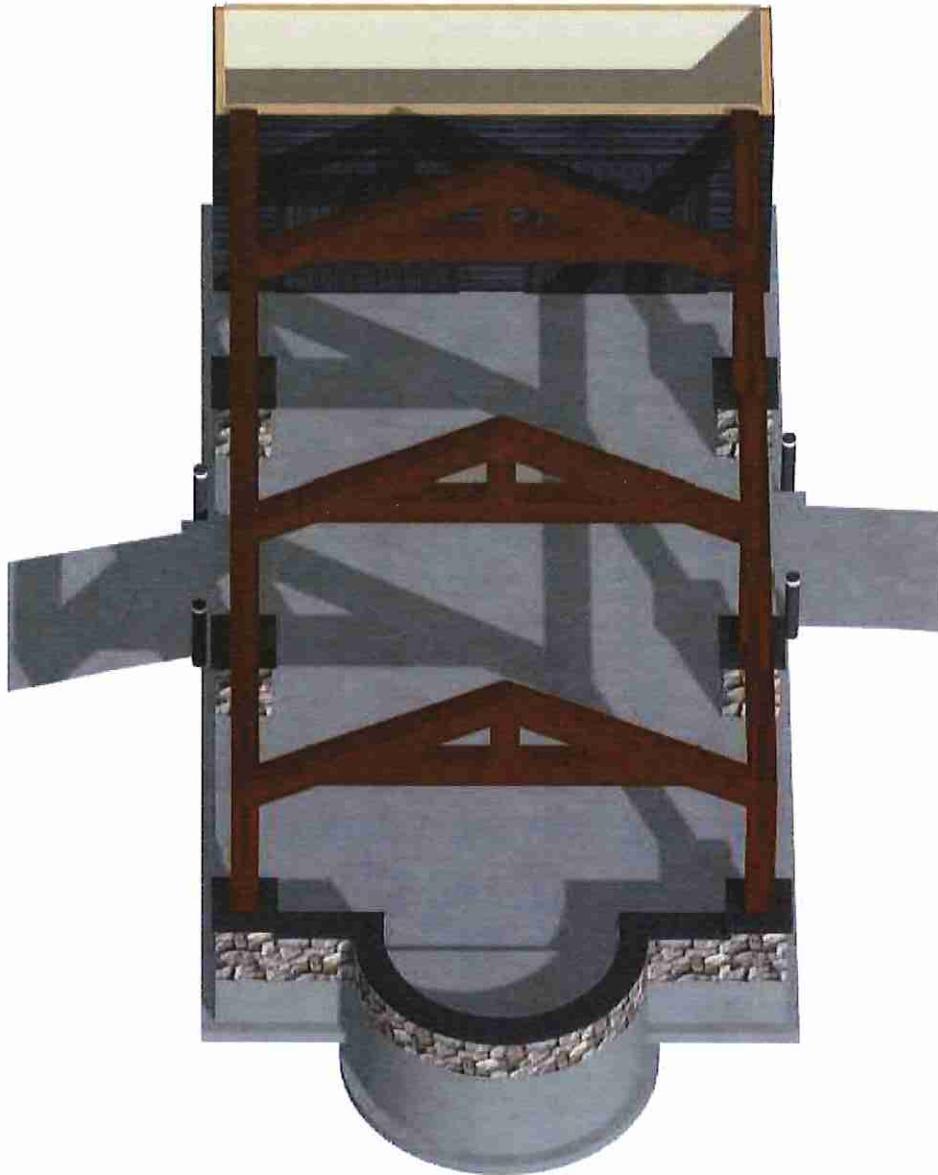
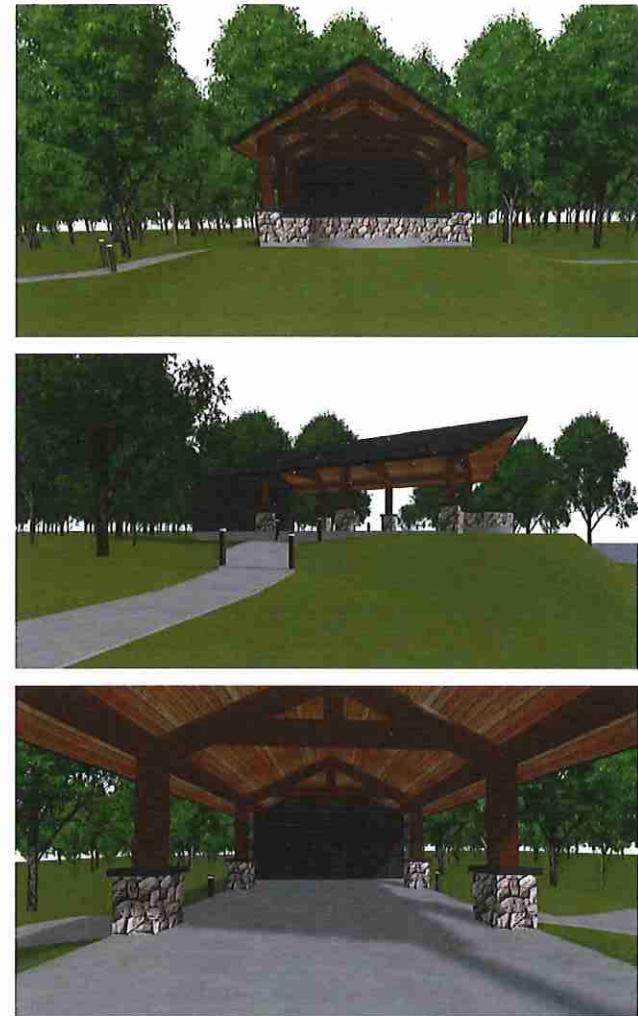
ARCHITECTURAL:

- A1 COVER PAGE
- A2 FLOOR PLAN
- A3 EXTERIOR RENDERINGS
- A4 EXTERIOR 3D RENDERINGS
- A5 INTERIOR RENDERINGS

ENGINEERING:

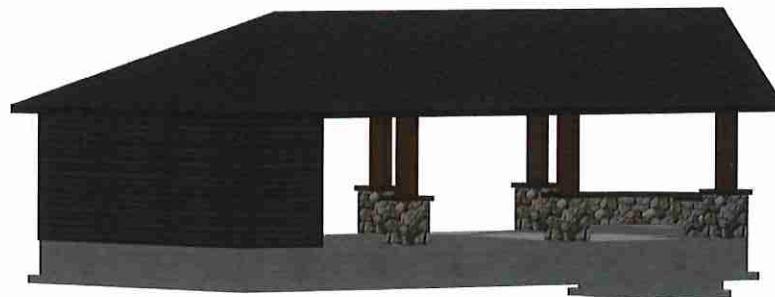
NA

A1



MAPLEVIEW HOMES Proudly Building a Greater Community	
DRAWINGS PROVIDED BY:	
Mapleview Homes 300 Fischl Road Prescott, ON 613-423-3112 mapleviewhomes.com	
PROJECT DESCRIPTION:	
Project Title: RI Pavilion	
Location: Refugee Island	
Subdivision: NA	
Phase: NA	
Lot: NA	
Civic: NA	
SHEET TITLE:	
EXTERIOR RENDERINGS	
PROJECT DETAILS:	
BY-LAWS:	
ENERGY DETAILS:	
REVISIONS:	
DATE:	DESCRIPTION:
SCALE: 10' = 1'-0"	
DATE: 9/11/2011	

A3



Our commitment to you is to build

DRAWINGS PROVIDED BY:

Mapleview Homes
300 Fischi Road
Prescott, ON
613-429-3112
mapleviewhomes.com

PROJECT DESCRIPTION:

Project Title: R.I. Pavilion
Location: Refugee Island
Subdivision: NA
Phase: NA
Lot#: NA
Civic: NA

SHEET TITLE:
EXTERIOR 3D RENDERINGS

PROJECT DETAILS:

BYLAW:

ENERGY DETAILS:

REVISIONS:

DATE	DESCRIPTION

SCALE: 110' x 10'
DATE: 9/11/2011

A4

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –
October 12, 2017**

2017-107-10

**2017 INTERIM
VARIANCE REPORT
SEPTEMBER15, 2017**

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

RECOMMENDATION

THAT Council receives the Interim Variance Report for the period ended September 15, 2017 for information purposes.

PURPOSE

To report to Council the City of Brockville's projected financial position as of September 15, 2017 for General Operations, Water and Wastewater Operating Systems.

BACKGROUND

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

ANALYSIS/FINANCIAL IMPLICATIONS

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

Operating Budget

City departments have reviewed their respective financial information to September 15, 2017 and are projecting operating results for the year ended December 31, 2107 based on results to date and expected results to year end. Although these variances have been prepared based on the best information available, it is expected to change when all financial information is finalized. Based on our review to date, a deficit of approximately \$185,000 is projected.

Report 2017-107-10

Page 2

Variance Report at September 15, 2017

Significant variances from budget are described below:

- Delay in the issuing of debt for capital acquisitions has resulted in a surplus from budget of \$100,000 for 2017
- Interest and penalties on outstanding taxes are expected to generate an additional \$40,000 in revenues. This will be offset by revenues on cash balances being less than budgeted by approximately \$20,000.
- The summer festival resulted in a deficit of \$185,000.
- Overall City hydro charges are expected to exceed budget by approximately \$75,000.
- The introduction of the projection system at the Brockville Art Centre is generating additional revenues of \$30,000.
- Health and safety issues at Fire Station 1 resulted in additional repairs and maintenance costs of \$45,000.
- Building permit fees associated with the redevelopment of BGH provided additional fees of \$133,000.
- The vacant position of Director of Planning has not yet been replaced resulting in salary and benefit savings.
- Additional wages and benefits charged to the Operations department to cover long and short term absences.
- St. Lawrence Lodge is again expected to exceed budget.
- Overall projected savings from tax funded capital projects is projected to be \$85,000.

Water Rate Administration Budget

The projected results for the water department are to break even.

- Overall consumption is down from previous years resulting in a revenue shortfall of \$50,000.
- A surplus of capital financed through water rates is providing a surplus of \$45,000

Wastewater Rate Administration

A deficit of \$45,000 is expected for the wastewater department

- Revenues are expected to decrease by \$100,000 due in part to the new rate structure introduced in 2016 as well as lower consumption
- Training savings from budget provide savings of \$20,000.

Report 2017-107-10

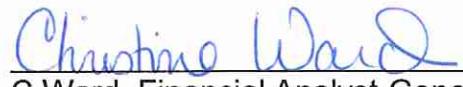
Page 3

Variance Report at September 15, 2017

- Use of internal staff has provided savings of \$10,000.
- \$20,000 savings in debt charges due to timing of debt issuance

CONCLUSION

This variance report is being provided to provide council with staff's estimate of our financial projections to December 31, 2017.


C.Ward, Financial Analyst-General

L. Ferguson, CPA, CGA
Manager of Finance

B. Casselman, City Manager

D Dick, CPA, CA, Director of Corporate Services

Corporation of the City of Brockville
Capital Variance Report
as at September 15, 2017

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2017 Budget	Total funds available (carry-forward + budget)	Project Balance at September 15, 2017	Projected Variance	Notes / Comments
BMAAC	69,287	0	69,287	69,287	0	
50 years of Our Flag	1,227	0	1,227	1,227	0	
Retrofit/Replacement of Windows - Victoria Building	-114,405	100,000	-14,405	-14,817	0	
Building Maintenance	155,631	556,000	711,631	548,678	-19,549	See Schedules A, B, C and D, Work in Progress.
Fleet	222,540	2,382,210	2,604,750	-622,566	61,182	See Schedules E, F and G, Work in Progress.
Corporate Systems Upgrade	11,000	155,000	166,000	51,784	0	On Going
Computer Replacement Program	71,483	74,500	145,983	39,929	25,000	On Going
2017 Minor Capital	0	34,750		17,548	0	See Schedule H, Work in Progress.
Asphalt/Concrete Program	36,578	725,000	761,578	419,064	0	On Going, Invoices still to be Received.
Bridge Inspection Services	8,863	20,000	28,863	27,947	0	On Going.
Fencing - CN Railways	2,411		2,411	2,411	0	On Going.
Perth St. Bridge Repairs	0	0	0	-94,025	0	On Going, Funding from FGT/OCIF
Kingston Bridge Repairs	-21,996		-21,996	-136,168	0	On Going, Funding from FGT/OCIF
Traffic Signal Controllers	0	67,000	67,000	43,262	0	On Going, One more Installation to Occur.
Airport Fuel & Tank replacement	154,876		154,876	154,876	0	On Going, In Design Phase.
Parkdale Avenue Realignment	107,084		107,084	107,084	0	To be used for Traffic Signals @ North Augusta and Waverly.
Parking Meters	62,678		62,678	50,391	0	



Corporation of the City of Brockville
Capital Variance Report
as at September 15, 2017

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2017 Budget	Total funds available (carry-forward + budget)	Project Balance at September 15, 2017	Projected Variance	Notes / Comments
Pre-Engineering Services	8,557	15,000	23,557	20,856	0	On Going.
North Trunk Sanitary Sewer	110,000		110,000	110,000	0	On Going.
Sewer Inflow/Infiltration Analysis	115,942		115,942	115,942	0	On Going.
Water Service Upgrades	5,080		5,080	5,080	0	On Going.
Stewart Blvd. Storm Sewer	77,546		77,546	77,546	0	On Going.
Water/Wastewater Meter replacement	-46,232	325,000	278,768	-36,966		
Water Pollution Control Plant Equipment	251,930	351,500	603,430	182,189	5,580	See Schedule I, J and K. Work in Progress.
Water Treatment Plant Work	107,528	240,900	348,428	227,839	40,438	See Schedule L, M and N. Work in Progress.
Expansion of the Zone 3 pressure area	40,452		40,452	40,452	0	On Going.
Waste management study ED-19	24,102		24,102	22,861	0	On Going.
Brock Trail Linkage	11,977	360,000	348,023	198,879	0	On Going.
Parkland Equipment Management Program	72,461	317,066	389,527	291,141	14,957	See Schedule O, P, Q, R & S. Spent \$212,466 From January 1 to September 15, 2017. Work in Progress.
Rotary Park Splash-Pad	188,520	50,000	238,520	17,222	0	On Going.
St. Lawrence Park Design	16,951		16,951	16,951	0	On Going.
Railway Tunnel Tourism	81,726	75,000	156,726	-3,575,403	0	On Going.
Waterfront Public Use Study	5,459		5,459	5,459	0	On Going.
Reynolds Park	-11,511		-11,511	-11,511	0	On Going.

Corporation of the City of Brockville
Capital Variance Report
as at September 15, 2017

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2017 Budget	Total funds available (carry-forward + budget)	Project Balance at September 15, 2017	Projected Variance	Notes / Comments
Bridlewood Subdivision	99,365		99,365	99,365	0	
Storm water Management - Brockwoods	3,536		3,536	3,536	0	
Sidewalk contributions	45,615		45,615	45,615	0	
SCBA Cylinder Replacement	43,914	36,000	79,914	79,914	0	
Cycling Network	15,000	30,000	45,000	45,000	0	On Going.
Fire Dispatch Upgrades	135,000		135,000	135,000	0	
Airport Runway Extension	-100,320		-100,320	-100,320	0	
Beecher Street - Directional Bore	30,000		30,000	30,000	0	On Going.
Lead Service Replacement Program	26,568		26,568	26,568	0	On Going.
Cemetery Drainage & Paving	-1,856		-1,856	-1,856	-1,856	Completed.
William St. CNR Overpass Repairs	5,134	625,000	630,134	617,439	0	Part of 3 Year Funding. To be Completed 2018.
Stewart Blvd. Sewer Extension	50,000		50,000	50,000	0	On Going.
Twin Pad Arena	-25,000		-25,000	-25,000	0	On Going.
Brock Street - William to Wall	-1,361		-1,361	-1,361	-1,361	Close Account.
Hydrant Replacement (7 Hydrants)	39,655	10,000	49,655	49,655	0	On Going.
Stewart Blvd. Reline	222,669		222,669	222,669	0	On Going.
Schofield Avenue Services		225,000	225,000	223,794	0	On Going.
Pacific Ave - Cowan to Hislop		100,000	100,000	19,334	0	On Going.



**Corporation of the City of Brockville
Capital Variance Report
as at September 15, 2017**

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2017 Budget	Total funds available (carry-forward + budget)	Project Balance at September 15, 2017	Projected Variance	Notes / Comments
Home Street - Water to Ernie Fox Quay		105,000	105,000	5,458	0	On Going.
Stewart Blvd. Road Interchange		75,000	75,000	73,281	0	On Going.
North End Trunk Sanitary Sewer		75,000	75,000	75,000	0	On Going.
Main Pumping Station - Force main Condition Assessment		350,000	350,000	316,945	0	On Going.
Bartholomew Street - Pearl to Charles		845,000	845,000	821,775	0	On Going.
Hardy Park Washrooms		100,000	100,000	100,000	0	On Going.
Rotary Field house / Playground		200,000	200,000	200,000		
Sewer Later Repairs		250,000	250,000	155,112	0	On Going.
CN Rail Crossing		155,000	155,000	6,331	6,331	Completed.
	2,391,713	9,029,926	11,386,889	1,647,705	130,722	

City of Brockville
General Variance Analysis
for period ending September 15, 2017

Row Labels	Balance at September 15, 2017	2017 Budget	Projected Balance - December 31, 2017	Anticipated
				Surplus / (Deficit)
City Management & Services				
Animal Control	61,507	84,305	84,605	(300)
Aquarium	312,631	195,000	195,000	0
Arts Centre	37,692	159,292	122,292	37,000
City Council/Mayor	157,817	215,361	215,361	0
City Manager	449,377	468,713	504,213	(35,500)
Clerk	216,788	269,539	270,039	(500)
Corporate Finance	(33,039,846)	2,930,630	3,041,630	(111,000)
Cultural Services	4,516	23,463	23,463	0
Economic Development	364,139	395,200	580,300	(185,100)
Finance	520,052	654,500	653,700	800
Fire Department	3,544,868	4,958,798	5,005,348	(46,550)
GIS	125,042	138,586	138,886	(300)
Human Resources	286,764	330,528	356,028	(25,500)
Information Services	402,856	433,011	458,711	(25,700)
Parking	(127,419)	(115,818)	(115,018)	(800)
Parking Rental	2,930	13,036	13,036	0
Planning	262,353	673,077	448,297	224,780
Tourism	192,820	195,805	197,405	(1,600)
City Management & Services Total	(26,225,114)	12,023,026	12,193,296	(170,270)
Operations				
Facilities	347,389	402,391	428,022	(25,631)
Fleet	292,568	365,910	428,378	(62,468)
Operations/Parks Administration	219,319	271,727	272,327	(600)
Parks	808,601	1,164,084	1,169,027	(4,943)
Pedestrian Vehicle Infrastructure	443,218	650,231	667,458	(17,227)
Transit	582,497	589,447	589,747	(300)
Public Works/Parks	1,874,695	2,639,326	2,571,659	67,667
Operations Total	4,568,288	6,083,116	6,126,618	(43,502)
Environmental Services				
Engineering	53,144	98,270	98,770	(500)
Solid Waste	730,254	1,113,553	1,099,153	14,400
Environmental Services Total	783,398	1,211,823	1,197,923	13,900
Joint Services				
Joint Services	2,411,805	3,590,070	3,590,070	0
Joint Services Total	2,411,805	3,590,070	3,590,070	0
City Boards & Committees				
Airport	83,893	78,742	89,042	(10,300)
Cemetery	96,678	103,154	103,154	0
Committee Of Adjustment	(1,499)	(185)	(185)	0
Heritage Brockville	4,102	9,327	9,327	0
Library	15,497	685,134	685,134	0
Museum	219,038	260,928	263,328	(2,400)
Police	5,238,110	7,111,796	7,111,796	0
City Boards & Committees Total	5,655,819	8,248,896	8,261,596	(12,700)
Outside Boards				
Cataraqui Reg. Conserv. Authority	188,891	188,891	188,891	0
Downtown Business Improvement Ass.	(127,806)	0	0	0
Long Term Care	825,909	943,776	1,101,212	(157,436)
Public Health Grants	314,695	416,215	416,215	0
Outside Boards Total	1,201,689	1,548,882	1,706,318	(157,436)
Social Services				
Hub	(16,767)	2,200	2,200	0
Special Program	9,488	0	0	0
Social Services Total	(7,279)	2,200	2,200	0
Debt Charges				
Debt Charges	1,005,231	1,910,146	1,810,146	100,000
Debt Charges Total	1,005,231	1,910,146	1,810,146	100,000
Grand Total	(10,606,164)	34,618,159	34,888,167	(270,008)



City of Brockville
Water Fund Variance Analysis
for period ending September 15, 2017

	Balance at September 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Anticipated Surplus / (Deficit)
ADMINISTRATION	116,229	149,881	149,881	0
DEBT CHARGES	123,330	229,032	227,032	2,000
ELIZABETHTOWN	(58,327)	(3,794)	(3,794)	0
ENGINEERING	124,215	178,527	178,527	0
FINANCE - WATER	(1,701,586)	(2,704,225)	(2,654,225)	(50,000)
FLEET	31,974	46,336	46,036	300
WATER DISTRIBUTION MAINTENANCE	526,607	837,017	827,017	10,000
WATER TREATMENT	957,581	1,267,226	1,272,226	(5,000)
Grand Total	120,022	0	42,700	(42,700)



City of Brockville
Wastewater Fund Variance Analysis
for period ending September 15, 2017

	Balance at September 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Anticipated Surplus / (Deficit)
ADMINISTRATION	106,773	145,750	145,750	0
DEBT CHARGES	178,526	366,492	346,492	20,000
ENGINEERING	115,662	155,822	155,822	0
FINANCE - WASTEWATER	(2,238,057)	(3,910,701)	(3,810,701)	(100,000)
WASTEWATER COLLECTION	203,431	334,781	304,781	30,000
WATER POLLUTION CONTROL	1,882,806	2,907,856	2,902,856	5,000
Grand Total	249,142	0	45,000	(45,000)