



City of Brockville Finance, Administration and Operations Committee

Tuesday, January 15, 2013, 4:15 pm.
City Hall, Council Chambers

Committee Members

Councillor D. LeSueur, Chair
Councillor D. Beatty
Councillor L. Bursey
Councillor J. Earle
Councillor J. Fullarton
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

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

CRCA
Cemetery
Health Unit
Joint Services Committee
PLMG
Police Services Board
Safe Communities
Coalition
St. Lawrence Lodge
Management Board
Volunteer Awards

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

AGENDA

Page

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

1. Rotary Park Revitalization Project Update
Mr. Brent Collett

Mr. Collett will present an update to the Committee.

4 - 18

2. 50 Years of Our Flag
Mr. Bob Harper

Mr. Harper will speak to the Committee outlining the project and seek Council support.

19 - 32

3. Comprehensive Economic and Trade Agreement
Edwina Lee Fort, Council of Canadians Brockville

Ms. Fort will make a presentation to the Committee outlining the Council of Canadians position on CETA.

4. Brockville Municipal Accessibility Advisory Committee (BMAAC)
Mr. Ryan Billing, Chair

Mr. Billing will provide BMAAC's comments concerning the 2012-2017 Accessibility Plan.

CORRESPONDENCE

- 33 1. Correspondence from Heritage Brockville
John Ross Matheson Circle Proposal

THAT correspondence from Heritage Brockville dated December 19, 2012 regarding the John Ross Matheson Circle Proposal be received.

REPORTS FROM ADHOC BOARDS AND COMMITTEES

- 34 - 42 1. Brockville and Area Youth Survey Report
(Youth Advisory Committee)

THAT the Brockville and Area Youth Survey report dated January 2013 from the Youth Advisory Committee be received.

STAFF REPORTS

- 43 - 48 1. 2013-004-01
School Travel Planning Committee

THAT Operations Department staff participate on the Westminster Public School Travel Planning Committee.

- 49 - 64 2. 2013-005-01
Brockville Public Library
Transfer of Funds

THAT Council authorize the transfer of \$12,670.02 (\$3,167.50 in 2012 and \$9,502.52 in 2013) to the Brockville Public Library from their Reserve Fund (02-5-191955-6436) to be used for a community needs assessment and organizational review as part of a strategic planning process. (Attachment #3 to the Report); and

THAT it be expensed from 01-5-760635-6460.

- 65 - 74 3. 2013-006-01
Water and Wastewater Systems Quarterly Report
(Oct-Dec 2012)

THAT Report 2013-006-01 Water & Wastewater Systems Quarterly Report (Oct.-Dec. 2012) be received for information purposes.

75 - 93

4. 2013-012-01
Agreement for Provision of Accredited Operating Authority
Water Services to the Township of Elizabethtown-Kitley

THAT Council authorize the Mayor and City Clerk to enter into an agreement for Provision of Accredited Operating Authority Water Services between the Corporation of the Township of Elizabethtown-Kitley and the Corporation of the City of Brockville as presented and shown in Attachment #1.

94 - 97

5. 2013-013-01
Municipal Council Support for Feed-in
Tariff Project located at 1972 Parkedale Avenue

THAT Council of the City of Brockville supports the construction and operation of a 425 kW rooftop solar project to be located at 1972 Parkedale Avenue in the City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

NEW BUSINESS

FAO - CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

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

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

REPORT OF THE COMMITTEE FROM CLOSED SESSION

THAT the FAO Committee rise from Closed Session and the Chairman report that all recommendations adopted in the Closed Session, be adopted.

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for February 19, 2013.

Request to Make a Presentation to Brockville City Council Finance, Administration and Operations
Committee at the January 15, 2013 Meeting

Group – 50 Years of Our Flag Committee

Members – Bob Harper (Chair), Martin Noe, Phil Chadwick, Pam Buell, Ron Hungerford

A small local committee being championed by Robert Harper is being organized to provide a fitting tribute on the 50th Anniversary of our Canadian flag coming up in 2015. Our own Brockville citizen, the Honorable John Ross Matheson, was the individual most responsible for the design and Parliamentary proceedings and debate towards fruition back in 1965.

The committee has several phases planned over the course of the next two years to celebrate this historic event and to have Brockville officially recognized as the birthplace of the Canadian flag.

The phases of project include;

1. Name the street surrounding the new flagpole/ship mast at the foot of Broad Street **“John Ross Matheson Circle”** to honour the individual who was most influential in establishing the new official Canada flag in 1965.
2. Have Brockville designated as “The Birthplace of Our Canadian Flag” by the Federal Government.
3. **Distribute digital copies** of Canada Flag Mural Print and a reprint of Chapter 5 of Alistair Fraser’s “Flags of Canada” to schools across Canada.
4. **Petition Canada Post to commission a commemorative stamp with the Canada Flag Mural to recognize the 50th anniversary of our flag becoming official.**
5. **Erect a flagpole in front of the courthouse in the courthouse green, along with a commemorative plaque to recognize the contributions of John Ross Matheson towards Canada’s Flag becoming official in 1965. We are not asking the city to pay for this project.**
6. Organize and conduct an appropriate ceremony in Brockville on Feb. 15, 2015 to celebrate the 50th anniversary of Canada’s flag and recognize the contributions of John Ross Matheson.

Mr. Bob Harper will speak, on behalf of our committee, to Brockville City Council Finance, Administration and Operations Committee on January 15, 2013 to outline our progress to date and seek the support of Council. We anticipate that 15 minutes should be allotted to Mr. Harper on the meeting agenda.

Supporting Documents

1. Canada Flag mural painted by Phil Chadwick
2. Excerpts from Chapter 5 of Alistair Fraser’s “Flags of Canada” that refer to J.R. Matheson
3. Recent correspondence from the office of the Governor General

3. Excerpts from Alistair Fraser's "Flags of Canada"
4. email correspondence with Heritage Canada

Our spokesperson will be;

Bob Harper

Cell 613-498-4373

bob.harper@theexecutivecondo.ca

Thank you very much.

Respectfully submitted by,

Ron Hungerford

phone 613-498-2554

cell 613-246-4554

ron_hungerford@hotmail.com



1965-2015 CANADA CELEBRATES

PARLIAMENTARY

**Lester B. Pearson
John Ross Matheson
Herman Maxwell Batten
Reid Scott
Leo Cadieux
Grant Deachman
Hugh John Flemming
Waldo Monteith
Jean-Eudes Dube'
Margaret Konantz
Raymond Langlois
Marcel Lessard
Joseph Macaluso
Reynold Rapp
Theogene Ricard
David Vaughan Pugh**



CONTRIBUTORS

**Sir Eugene Fiset
Jacque Saint Cyr
Dr. Gunter Wyszcki
Bruce Beatty
George Beley
Lucien Lamoureux
Fortescue Duguid
Paul Martin Sr.
George Bist
Edward M. Chadwick
Leon Balcer
Real Caouette
Bob Thompson
Paul Martineau
George Stanley
Allan Beddoe**

50 Years of our Flag

The Honourable John Ross Matheson Father of Our Canadian Flag Brockville Citizen of The Year 1967

Presented by “50 Years of Our Flag” Committee

With the utmost of pride and integrity we would like to bring forward 2 distinct issues which relate to the City of Brockville's history and future in one concerted effort.

The 50th anniversary of our Canadian Flag first being raised on Parliament Hill in Ottawa is February 15th 2015. That 1965 event changed our country forever in many, many positive ways.

The “individual most responsible” for the final design and the Parliamentary workings which produced our very own Canadian Flag is John Ross Matheson. The statement in quotation was directly from Prime Minister Lester B. Pearson and hundreds of thousands of people over the 48 years since the Great Flag Debate of 1964.

Although recorded in history books, the fact is, that a very large percentage of the general public is not aware that Mr Matheson was a resident of Brockville Ontario and was our Member of Parliament during this time when our Flag was created as well as the Order of Canada.

We have spent many hours with Mr. Matheson over the past year discussing details of a project created by Bob Harper & Phil Chadwick. We intend to produce a piece of art which will provide the most appropriate combination of images, historical verbiage, list of individuals, and scenery of Canada, which will allow every Canadian a visual experience of “1965-2015 Canada Celebrates 50 Years of our Flag”. The final design for the painting was presented to John Ross Matheson on November 16th 2012. He endorsed the project with enthusiasm and asked that we extend his heartfelt desire to always be remembered as a citizen of Brockville, Ontario

Now we will move forward with all of the other parts of our project. When the painting is completed by Phil Chadwick it will be 4 feet x 6 feet in size. We intend to produce at least 7,500 copies (all numbered and signed by the artist) and send many of these copies to schools across Canada. Along with copies of the painting we are also going to produce at least 7,500 copies of Chapter 5 of Alistair Fraser's book entitled Flags of Canada so school children can learn about what it took for us as a Nation, to acquire our very own Canadian Flag.

The next 2 parts of our project concern far more complex and diverse involvement with the City of Brockville, Federal Government, The Senate of Canada and Heritage Canada.

Knowing these next 2 parts will take many hours and dedication to achieve we have asked Brockville's current Citizen of The Year Mr. Ron Hungerford to join our project committee, Ron has graciously agreed to our request. We will seek support of others as our project moves forward

The 2 parts of our project are:

1. We would like to honour Mr. John Ross Matheson by having City Officials agree to name the "New turn about Circle" at the end of Broad St. "JR Matheson Circle" This small but prominent city addition would be the perfect location for several reasons. There are no actual addresses that would be required to change their physical mailing address, the Ships Mast could fly a large Canadian Flag .We would also like to see a 70 to 80 foot flag pole with a 6ftx12ft Canadian Flag flying proudly on Court House Avenue behind the cenotaph with a plaque of dedication at its base.
2. We would propose that The City of Brockville begin immediately the process to be recognized and promoted as The Birth Place of Our Canadian Flag. John Matheson was living on North Augusta Rd when he was our MP and member of the Flag Committee. He is recognized by the majority of historians as the Father of Our Flag and was the driving force behind all of the Parliamentary workings of the Flag Committee. In John Matheson's own words " the study in my home was where a lot of the work on the flag was done". A celebration should be planned for Brockville on Feb 15 2015 for this very special occasion.

Our city could benefit enormously from these projects, we require help and support to succeed .

Thank you,

Robert J. Harper
Phil Chadwick
Martin Noe
Ron Hungerford

50 Years of Our Flag Committee

The 50th Anniversary of The Canadian Flag

I have always had a fascination with Our Canadian Flag and the fact that a Brockville citizen, The Honourable John Ross Matheson, was the individual most responsible for its design and the Parliamentary workings to bring the sometimes very contentious flag debate to fruition.

I first remember meeting John Matheson when I was 6 years old, although I now know I may have met him as young as 2 or 3 years old when my Father was involved with the Brockville Pipe Band.

I was 10 years old when the First Canadian Maple Leaf Flag was raised on Parliament Hill in Ottawa, I remember seeing the ceremony on television and asking my Mother if we could get a flag to fly in our back yard, I felt so proud when we got our very own flag.

Over the years since 1965 I have probably told thousands of people as much as I know about our flag and John Matheson (Brockville Ontario's Citizen of the Year 1967).

I must admit I did not do a very good job of staying in touch with Mr. Matheson, but after returning home to Brockville in 2008 a mutual friend told me that John would be at a special celebration of the Brockville Branch of the Saint John's Ambulance Brigade, so I contacted him by phone and arranged to talk with him prior to the event. He told me if I were to bring him a flag (government issue) he would sign it for me. For me it was an honour I could have never imagined.

With the 50th Anniversary of the Canadian Flag coming up in 2015 I thought it would be appropriate to Commemorate the flag's beginnings with a work of art which would capture the history, individuals and the Canadian Scenery from coast to coast to coast.

I met with Phil Chadwick,esteemed local artist and history buff and asked him to work with me to create a Commemorative Painting that could capture the history and imagery of our flag,our country and how this flag became our very own CANADIAN FLAG.

In the past year I have had the honour of sitting with John Matheson on several occasions to discuss in detail his input regarding this Commemorative Painting. Phil Chadwick and I have produced a first draft of the painting in the form of a glossy 24x 36 inch poster. I met with John Matheson on Friday November 2/12 and showed him the poster, he was very excited and gave his total support to the design.

We discussed several name changes on the first draft as to reflect a clearer understanding of Parliamentary people who were involved in the Great Flag Debate and Contributors who helped in many different ways to bring the final design and historical values to the new Canadian Maple Leaf Flag, which was raised for the first time on February 15th 1965.

The project as a whole has many components and we are working diligently to get all aspects together in the time line from now until September 2013, when the painting will be unveiled .

Upon completion of the painting by Phil Chadwick we will be producing approximately 7,500 lithographed prints of the painting all signed and numbered. We will also be printing approximately 7,500 copies of Alistair Fraser's Chapter 5 of his online book entitled Flags of Canada. This chapter details the historical events leading to and explanation of The Great Flag Debate in Canada.

It is our intention to send a print with attached document to Elementary and High School in Canada so Canadian students can have the opportunity to see the Commemorative Painting first hand, as well as read the history of how we got our Canadian Flag.

The second draft of the art was completed on November 6th which included all of changes requested by John Matheson and reviewed by myself, Martin Noe in discussion with Phil Chadwick. There were several very minor changes in the overall layout suggested.

On November 9th we held a meeting with all 3 individuals involved in the Flag Painting project Bob Harper, Phil Chadwick & Martin Noe, we decided we would pursue a Corporate partner to bring this project to the Canadian citizens. Also late in the day Phil Chadwick produced the final draft of the proposed painting. We will be taking a copy to the next meeting with Mr. Matheson on Tuesday November 13 or Wednesday November 14 (his 95th birthday).

With all of the legal & government requirements met, we are now ready to move this project forward and have every single Canadian enjoy a work of art worthy of such a celebration in 2015.

Phil Chadwick and I met with John Matheson on November 16th and presented John with a framed copy of the final artistic draft of the proposed painting. He was also shown the large 24x36 inch poster and initialed the poster as his endorsement. We are now ready to move forward as Phil prepares his 4x6 foot canvas to beginning painting.

November 18th/2012



City of Brockville

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POLICY

This policy is to encompass the naming or renaming of streets within the City of Brockville.

Naming or renaming of streets shall be consistent with the City of Brockville's vision and will not contravene or contradict any policy of the City nor reflect negatively on the City's public image.

The City of Brockville Street or Naming or Renaming Policy was adopted by the Council of the City of Brockville at its meeting held on the 10th of March 2009, Report No. 2009-033-03 and consists of the following elements:

Street Naming Policy

- Naming or Renaming of Streets
- Criteria For Name Selection
- Names To Be Avoided
- Street Type Designations

Cost Recovery

- Cost Recovery For Requests to Rename Streets Using a Corporate or Business Name
- Cost Recovery for Requests to Rename Streets Initiated By The Public
- Cost Recovery for Requests to Name Streets within a Draft Plan of Subdivision
- Cost Recovery for Requests to Name Streets Within an Approved Plan of Subdivision, Prior to Occupancy of any Dwelling Unit, Commercial or Non-Commercial Property

Application Review and Approval Process

- Contact Information
- Application Content
- Application Review and Processing



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PROCEDURE:

Street Naming Policy

Naming or Renaming of Streets:

1. The general policy is that the name of a street should not be changed.
2. The renaming of a specific street should only be considered when duplication of the name occurs within the limits of the City of Brockville or within the surrounding municipalities and when renaming would generally improve the City's administration of essential services and would be in the public's best interest. Duplication of the name may only occur when there are two or more unconnected portions of a street with the same name.
3. Municipal Act statutory compliance must be carried out, including advertising the proposed name change and giving affected parties an opportunity to be heard by Council.
4. Applicants may be required to pay the costs incurred as a result of their request to name a street, including notification in a newspaper of general circulation. (See Cost Recovery section of this policy for details).

Criteria For Street Name Selection:

1. Streets should generally be named after people, places, natural or geographic features, events and things related to the City and citizens of Brockville. Where possible, consent for the use of the name shall be obtained from the individual or next of kin. Proposed names should meet one or more of the following criteria:
 - a) to honour and commemorate noteworthy persons associated with the City of Brockville;
 - b) to commemorate local history, places, events, settlers or culture;
 - c) to strengthen neighbourhood identity;
 - d) to recognize native wildlife, flora, fauna or natural features related to the community and the City; and
 - e) to provide recognition of gifts, sponsorships, joint ventures and the like.



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2. Primary consideration shall be given to names of local areas or historic significance. In addition, names which would serve to fill gaps in previous naming practices shall be given preference (e.g. veterans of any branch of the military, merchant marine, City Police Department, City Fire Department, First Nations, women, noteworthy politicians, etc.)

A list of such names shall be prepared and maintained by Heritage Brockville Local Architectural Conservation Advisory Committee and made available by the City Clerk.

3. Names of living persons should be used only in exceptional circumstances.
4. Only a person's last name should be used as a street name unless additional identification is necessary to provide clarification or to prevent duplication of an existing street name in Brockville and surrounding municipalities or to honour a specific individual.

Names To Be Avoided:

The following street names shall be avoided:

1. Street names being a duplicate of an existing street in the City of Brockville or in Leeds and Grenville;
2. Similar sounding names such as Beach Avenue and Peach Avenue, or Apple Hill Road and Apple Road should be avoided;
3. Cumbersome, corrupted or modified names, discriminatory or derogatory names, from the point of view of race, sex, colour, creed, religion, political affiliation or other social factors shall be avoided;
4. Names that lend themselves to inappropriate short forms or modifications;
5. Names that consist of two (2) or more words, unless the prefix or suffix refers to an official title;
6. Names for public streets that could be construed as advertising a particular business;
7. The re-use of former street names to avoid potential confusion in property records management; and

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8. Names that recognize the birth, death, marriage, anniversary of specific individuals (this can be done through individual dedications such as plaques, benches, trees and the like.).

Street Type Designations:

1. Street type designations, depending on roadway function, length and configuration exist to define the character of a street. The following designations should be consulted:
 - a) Street, Avenue, Road, Boulevard - for major thoroughfares or streets of several blocks in length;
 - b) Drive, Trail, Way - for streets which are winding or curved;
 - c) Terrace, Gardens, Grove, Pathway, Heights - for minor or short streets;
 - d) Lane, Mews, Close - for narrow streets generally used for service or private access purposes;
 - e) Crescent - for streets which form a crescent;
 - f) Court, Place - for cul-de-sacs;
 - g) Circle - for streets that are circular;
 - h) Gate - for a short street that provides an entrance to a subdivision; and
 - i) Square - for streets that form part of a square.
2. Qualifying words may be used when a newly created street is an extension of an existing street which cannot be renumbered or for which no municipal numbers are available. North, South, East, West and Upper or Lower are examples of appropriate qualifying words.

Cost Recovery:**Cost Recovery for Requests to Rename Streets Using a Corporate or Business Name:**

Applicants who request to rename a street after a business may be required to pay full costs incidental thereto, including, but not limited to, the publishing of notices, sign fabrication and installation, registration of by-law and all staff costs associated with the preparation and circulation of related correspondence and the updating of City databases. In addition, the following costs are the responsibility of the Applicant:

1. The Applicant be required to compensate the residents and businesses affected by the street name change proposal; and



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2. The introduction of a by-law renaming a street after a business be conditional upon the receipt of funds referred to in item 1.

Cost Recovery for Requests to Rename Streets Initiated by the Public:

Applicants who request to rename a street are exempt from costs incidental thereto, including, but not limited to, the publishing of notices, sign fabrication and installation, registration of by-law and all staff costs associated with the preparation and circulation of related correspondence and the updating of City databases.

Cost Recovery for Requests to Name Streets within a Draft Plan of Subdivision:

A developer who requests to name a street within a Draft Plan of Subdivision is exempt from costs incidental thereto, including, but not limited to, the publishing of notices, registration of by-law and all staff costs associated with the preparation and circulation of related correspondence and the updating of City databases. However, sign fabrication and installation costs shall be borne by the developer.

Cost Recovery for Requests to Rename Streets within an Approved Plan of Subdivision, Prior to Occupancy of any Dwelling Unit, Commercial or Non-Commercial Property:

1. A developer who requests to rename a street within his/her approved Plan of Subdivision, prior to occupancy of any dwelling unit, commercial or non-commercial property is required to pay full costs incidental thereto, including, but not limited to, the publishing of notices, sign fabrication and installation, registration of by-law and all staff costs associated with the preparation and circulation of related correspondence and the updating of City databases.
2. An Applicant who requests to rename a street within an approved Plan of Subdivision, prior to occupancy of any dwelling unit, commercial or non-commercial property is exempt from costs incidental thereto, including, but not limited to, the publishing of notices, sign fabrication and installation, registration of by-law and all staff costs associated with the preparation and circulation of related correspondence and the updating of City databases.



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Application Review and Approval Process

Contact Information:

Report 2009-033-03 City Street Naming or Renaming Policy, City Clerk

Application Content

1. The Applicant shall submit a written request for naming or renaming of a street to the City Clerk. The written request shall include the following details:
 - Background information concerning the rationale for consideration of the request;
 - Biographical information if the proposed name is based on an individual or organization;
 - Documentation, including letters from organizations, sponsors, individuals and the like, providing substantial support for the request;
 - Written endorsement from the closest relative or next of kin if the proposed name is based on an individual unless the individual is a national or international figure; and
 - In the case of a name change, the application should also include a petition (signed endorsement from not less than seventy five percent (75%) of property owners (one per landowner), representing a clear majority of stakeholders identifying the name, address and signatures of the person(s) who own property that front on or is adjacent to the subject street.
2. The application for naming or renaming of a street shall be reviewed as follows:
 - Reviewed by the Clerks Department for completeness and conformity with this policy;
 - Circulate the request to applicable internal and external Departments and Agencies for comment with a ten (10) day turn-around period, unless such time line is extended due to extenuating circumstances related to the nature of the request;



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Circulation for Comment

Publication in the Recorder and Times Newspaper

By prepaid first class mail to the owner of every separately assessed property abutting or immediately adjacent to the subject road allowance.

By prepaid first class mail to any person or agency which has made a specific request for notification of street naming or renaming within the limits of the City of Brockville.

By prepaid first class mail to:

- Municipal Property Assessment Corporation (MPAC)
- All City of Brockville Departments
- 911
- Canada Post
- Land Registry Office
- School Boards (Public and Separate)
- Cataraqui Region Conservation Authority (C.R.C.A.)
- Enbridge Consumers Gas
- Hydro One Networks Inc.
- TransCanada Pipelines
- TransNorthern Pipelines Inc.
- Enbridge Pipelines Inc.
- Heritage Brockville
- United Counties of Leeds and Grenville

- Advertised as per regulations under the Municipal Act, 2001, as amended;
 - Once all comments have been obtained, the suitability of the proposed names will be reported on to the Economic Development Planning (EDP) Committee for review and recommendation to Council;
2. The results of the application for naming or renaming of a street shall be reviewed as follows:
- The final decision in naming or renaming of streets, including opportunities as a result of gifts, sponsorship, special requests, bequests and the like shall lie with Council for the Corporation of the City of Brockville.



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- Applicant is notified of the results of the decision of Council for the Corporation of the City of Brockville.
- All applicable internal and external Departments and Agencies shall be notified of the decision of Council for the Corporation of the City of Brockville.

Circulation for Notice of Final Decision

Publication in the Recorder and Times Newspaper

By prepaid first class mail to the owner of every separately assessed property abutting or immediately adjacent to the subject road allowance.

By prepaid first class mail to any person or agency which has made a specific request for notification of street naming or renaming within the limits of the City of Brockville.

By prepaid first class mail to:

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- Enbridge Consumers Gas
- Hydro One Networks Inc.
- TransCanada Pipelines
- TransNorthern Pipelines Inc.
- Enbridge Pipelines Inc.
- Heritage Brockville
- United Counties of Leeds and Grenville

Sandra Seale

From: Edwina Lee Fort <a_mixed_bag@hotmail.com>
Sent: December-06-12 12:58 PM
To: Dave Henderson; tndhard@brockville.com; Jason Baker; David Beatty; Leigh Bursey; Jeff Earle; Jane Fullarton; Councillor Mike Kalivas; David LeSueur; Mary Jean McFall
Cc: Sandra Seale
Attachments: CUPE CETA Legal Opinion (Shrybman).pdf; [Organize This!] NEW CETA Lobbying Kit + Update on Merkel visit toCanada.zip

CETA RESOLUTION

In September of 2011, the Council of Canadians made a presentation to Brockville's city council to bring to their attention details of the CETA (Comprehensive Economic and Trade Agreement). We asked that the Brockville council consider opting out of this international trade agreement, which is your right under the negative list approach. At that time, council requested:

- a briefing from the Province of Ontario on the scope and content of trade negotiations with the European Union;
- the Federation of Canadian Municipalities to provide sector-by-sector analysis of the potential impacts on municipal functions and powers of the procurement regime that the European Union is seeking;
- and further obtain more information from Gord Brown, MP

It has come to my attention that both Gord Brown and the provincial government have forwarded reports on this matter. In turn, Sandy Seale informed me that this information has been turned over to a standing committee. As far as I know, this item has not been put on the Agenda for December 11, 2012 but ask that it be put on Tuesday as we have waited for over a year for your answer.

If passed, CETA would allow Europe to bid on contracts to provide public goods or services in Canada, including to provinces, municipalities, crown corporations, schools and hospitals.

We do not know when the Conservative government will reveal CETA to the public. It currently lacks transparency. Because CETA does not include any protections for local economies, since last year, approximately 45 municipalities, including Toronto and Ottawa, have chosen to opt out of CETA.

I urge you to return this item to council and after reviewing relevant facts, give consideration to opting out of the complex trade agreement with Europe.

In order to assist city council in better understanding this potential agreement, related material is related to this letter. As well, I would like the

opportunity to make a power point presentation on December 11th to council.

Thank you for your consideration.

Edwina Lee Fort
Chairperson
Council of Canadians

Should CETA or any other comprehensive trade agreement matter to the City of Brockville?



CETA, RATED The #1 UNDERREPORTED
STORY OF 2010-2011 Impacting
Canadians

“CETA puts municipal public service contracts
up for grabs to foreign multinational
corporations.”

NEWSWATCH CANADA

**The small committee of 12 who wrote CETA, boast it to be
The range of possible sectors is *Comprehensive* for sure...**

Water

Universities & Schools

Hospitals

Canada Post

Transit

Hydro

Agriculture

Garbage Collection

Buy Local Initiatives

and other city services...

CETA is a completely different version of
trade contract then we have seen. Its
contents is the business of city hall.

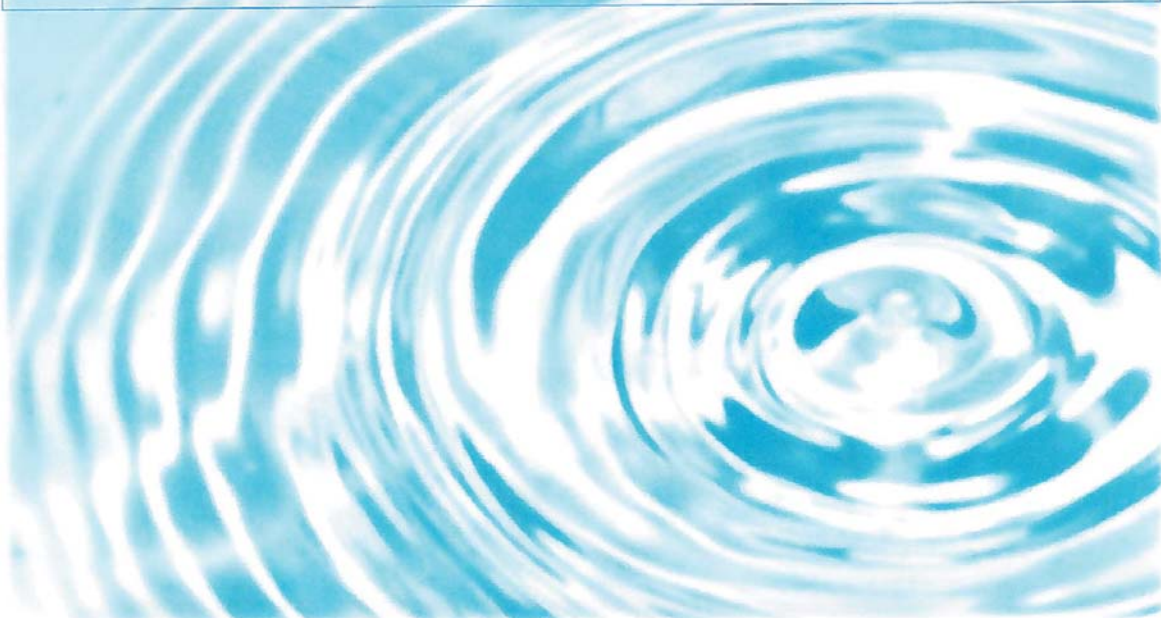


CETA is a **Negative List Agreement**

Any sector which is not specifically mentioned on the exemption list is on the agreement, including those which could have been forgotten or even those which did not exist at the time of the agreement.

Civil Society Declaration

Documents from March 2012 indicate water is **not on the list of items across the public sectors that are protected. But, the EU is protecting theirs from foreign control.**





We understand from experience with the MAI that if Canadians knew that our water is being sold to foreign corporations, we would be leaping all over the place to fight this thing.



The MAI

- The only trade contract that has been attempted that resembles the breadth of scope of CETA.
- It was rejected by the OECD countries and the world community in 1997.

Brockville's Local Decisions

“Corporations will have the right to challenge any local laws that promote fair trade or reflect the environmental concerns of the community, such as bottled water bans.”



CETA on Farmers

Farmers will have less control. They will have to buy patented seeds every year instead of saving from their own crops. Ontario farmers competing with European agribusiness will struggle from increased costs and be at risk for more take-over.



How will this effect the growing farmer's market movement?

CETA includes municipal services such as transit, hydro, wastewater.



This is called “Investor State”:

CETA gives transnational corporations the power to sue our government, and potentially the municipal level, for enforcing Canadian law if it decreases their expected profits.



Since NAFTA, our government has paid out \$157 million to US corporations for their “Investor Rights”.

- \$16 million to Ethyl Chemical Corp. when we tried to ban its carcinogenic gasoline additive.
- \$20 million to SD Myers Corp. when we tried to ban its toxic PCB wastes.
- \$130 million to Abitibi Bowater Corp. for their “right” to Canadian water after they left.

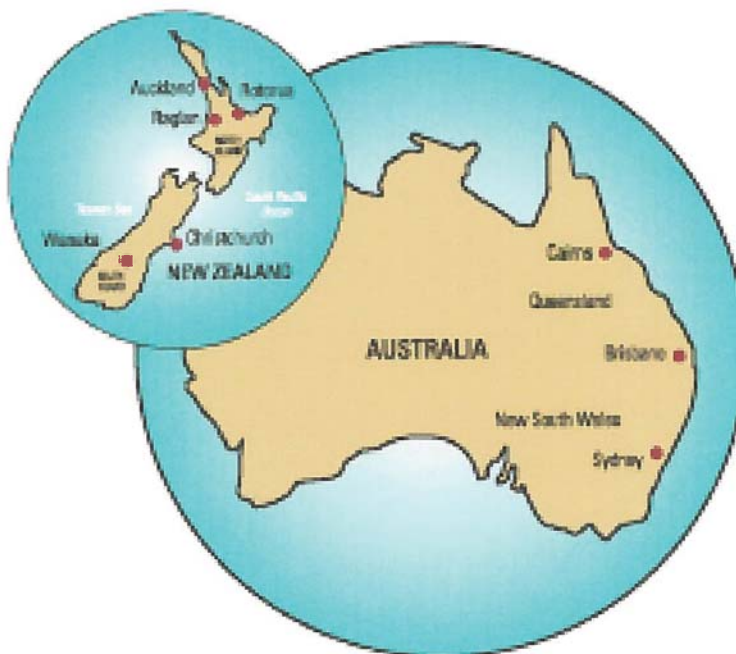
This is the bottom line on why this style of free trade is *unacceptable* to a democratic country.





Trade Agreements with *Investor State* create super-national laws that dilute the power of country law.

Other countries are rejecting “Investor State” like Australia and New Zealand.



What's the deal for the Canadian economy?

A projected loss of 150 000 jobs across broad sectors
from health to agriculture from CETA.

And only a .9% increase in the GDP. Other studies
show less than a third of a percent increase (.3%)



The Civil Society Declaration

CORPORATIONS MUST NOT MAKE THE LAW



October 2011

The Declaration whereby 80 Organizations Signed to Protest CETA's Extreme Risks:

Canadian Federation of Students, Canadian
Public Service Alliance of Canada, Canadian
Environmental Law Association, Sierra Club,
Registered Nurses' Association of Ontario,
Canadian Health Coalition, Ontario Council of
Hospital Unions, Indigenous Environmental
Network, Council of Canadians, Ontario
Secondary Schools Teachers Federation,
United Steelworkers, Canadian Union of Public
Employees, Canadian Union of Postal
Workers, etc.

The letter of Stephen Lewis (and others) on the danger of CETA and need for safer, smarter trade:

“Other models of commercial trade are not only possible, but desirable and urgently needed. They must be based on respect for democratic laws and the needs of populations (which are not merely equivalent to those of transnational corporations), cooperation, respect for human rights, the rights of workers and indigenous peoples, the protection and development of public services, and the inalienable right of states to make laws in the public interest and to safeguard ecosystems.”



THE **Federation of Canadian Municipalities (FCM)** has asked for a number of requests for cities including disclosure of specific contents. Negotiated since May 2009, CETA is down to its final details and still, the information no specific details have been given.



80+ cities have asked for exemption.
And many a full exemption:

Toronto
Victoria
Mississauga
Thunder Bay
Stratford
Hamilton
London
Ottawa...



**THINK:
CATERPILLAR**



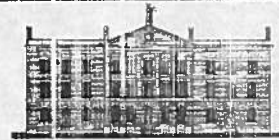
STOP CETA

C

RECEIVED DEC 20 2012

HERITAGE BROCKVILLE

Brockville's Municipal Heritage Advisory Committee



Brockville City Hall, P.O. Box 5000, 1 King St. West, Brockville, ON, Canada K6V 7A5

December 19, 2012

Ms. S. Seale,
City Clerk,
City of Brockville,
1 King St. West,
Brockville, ON
K6V 7A5

Dear Ms. Seale

SUBJECT: John Ross Matheson Circle Proposal.

It is our understanding that the request from the 50 Years of Our Flag committee to name the circular drive in front of the Aquatarium comes before the Finance, Administration and Operations Committee on January 15, 2013. The members of Heritage Brockville have discussed this proposal and would like to offer our endorsement. We feel that naming the circular drive, *John Ross Matheson Circle*, is a fitting method of honouring this individual who played such an important part in bringing our flag into existence.

Sincerely yours,

Paul Bullock
Paul Bullock

Chair, Heritage Brockville

cc: File

Brockville and Area Youth Survey Report
Final Report By: Leigh Bursey
Brockville Youth Advisory Committee

In the spring of 2012, the Brockville Youth Advisory Committee began circulating an area youth questionnaire, focusing on demographic issues, viewpoints and local lifestyle trends of our area's young people. In an effort to make the report as comprehensive as possible, the committee (made up of interested citizens, school-aged youth, young mothers, health care professionals, and a council representative) meticulously crafted, selected, and voted on just what questions we would ask the public, and what areas we wanted to cover.

The questions were entirely anonymous, but would focus on some specifics such as where the participating youth live, their age, if they vote, and what gender they identify as, while also asking broader based, open ended questions based on volunteerism, shopping trends, youth engagement, and what can be improved. Some questions were based on discussions we had taken part in previously as a committee, or based on hot-button issues relevant at the time the survey was being drafted. Ideally, once we outlined specifics, our goal was to encourage youth to go above and beyond the simple question/answer format and share their opinions in their own words. In some aspects this was successfully executed, however like any other form of analysis, it is only utilized by those who feel engaged within the process. Therefore, some of our data is very much made up of standardized "yes/no" answers.

The three page questionnaire was then circulated by hand and by email to various youth groups and interested parties (such as the Chamber of Commerce Young Professionals group, the Brockville-wide GSA, and others), and made available to high schools through civics classes, often accompanied by presentations on youth engagement by Councillor Bursey. Questionnaires were made available to the general public at the Brockville Public Library, and through the City Clerk's office at Brockville City Hall. This information was made public through various media appeals to area youth to take part, including articles in the Brockville Recorder and Times, Brocknews.ca, and the St. Lawrence EMC.

The questionnaire data was initially planned to be quantified and made available by June 2012, but being that this was a first attempt for our committee at collecting this type of information, we decided to extend the deadline until at least October 2012 to allow for more youth to participate.

In total, 118 surveys were examined, with another handful arriving following our cut-off deadline for delivery. The Leeds, Grenville and Lanark Health Unit volunteered to enter and transcribe the data on our behalf, thanks to some efforts by Health Unit Youth Engagement Advisor and current Youth Advisory Committee Vice President, David Patterson.

Councillor Leigh Bursey made numerous class presentations at various times at Thousand Islands Secondary School, Brockville Collegiate Institute, the St. Lawrence College, and T.R. Leger alternative education schools. Many surveys were collected through the Brockville Public Library. And a handful were also collected through the Young Professionals group of the Chamber of Commerce. Upon reflection, we would have wished to see more area youth from faith-based groups take part. But we do

believe this data to be telling and comprehensive, and we do stand by these results which we believe to be telling and eye-opening in many ways. No one was intentionally left out or neglected, however some did choose not to participate. Each committee member was also given multiple opportunities to craft questions, and include their own personal thoughts and opinions.

All in all, we had youth and young professionals take part from every age between thirteen and thirty years old. Over 77.6% respondents (90) live in Brockville, while the others live close by and commute to Brockville frequently for school or work. The highest percentage of participants ranged between the ages of fourteen and eighteen, with 78 respondents (or 66.2%) falling between those ages, making this analysis very representative of teenage adolescence, even considering that 38 responses came from mature youth nineteen or older. 46.8% of our participants were male, while 48.9% were female, offering almost a completely even gender-bias. 56.9% of those who identified themselves as eighteen years of age or older, do vote or plan to at their first opportunity.

In an effort to paint a clear picture of the feedback we received when orchestrating this exercise, we will include a number of quotes from participants that we feel best reflect general themes, ideas, and attitudes. Please keep in mind that participants were encouraged to be honest and focus on needs and improvement. Many answers were positive in context, but come across critical.

When asked "What community activities are you currently involved in?" the overwhelming majority of this question's respondents choose physical activities and sports. The number of youth highlighting physical recreation was greater than the combined total for volunteering, arts-based recreation, clubs, and other less common choices. And when asked what other community activities would they elect to be involved in if their choices were made available, again physical activity and sports were the dominant choices by those who chose to respond. Activities highlighted included YMCA summer camps, relays for life, youth dances, and shopping.

Question three in the first section asked "Do you believe there are enough services available to youth in need? If not, provide examples of which ones you'd like to see made available." Two-thirds of our respondents to this question said yes, they did believe that enough services were available to youth in need. Some disclosed utilizing resources that they did not even know were locally available until the time came where they were in personal need, and most seemed fairly enthusiastic. That said, for those that did not feel that our community offered enough services to at risk youth, a variety of items were highlighted including jobs, shopping choices, a youth shelter, free or low-cost entertainment options, more counseling for teens, arts opportunities, and overwhelmingly recreation options or physical activities. Others highlighted more specific items, like more snow clearing on non-priority sidewalks with higher density of apartment dwellers, more housing and affordable housing options, a desire to see more hobby fairs as opposed to just job fairs, and more accessible public transportation options.

"There are great employment resources like the Employment Education Centre, but the 'old boys' town does lack career options for youth." – male, 27 years.

“There are definitely lots of services available for youth. People just choose not to seek them. Most people in this town smile and say hello to me.” – female, 16 years.

“I see myself here long-term, or starting life in Brockville in the future because everything I need is here.” – male, 13 years.

“We need more activities to promote healthy lifestyles, and get youth more involved with helping the community.” – female, 22 years.

When asked if youth "feel welcome in this city," nearly three quarters of our respondents said yes, which can be seen as very positive when you consider how often adolescent youth feel isolated, socially awkward, or challenged in any rural or urban setting. The one concurrent theme that seemed to dominate this question's many responses was that even though our youth do feel welcome, they did find that this city tends to focus much of its attention on older adults, which does create cultural challenges. Several comments included statements such as "I grew up in Brockville," that people are "kind and helpful", and that feeling welcome "depends on the time of day and location." We as a committee feel that this question was showcase to some highly positive and promising numbers and responses, but the theme of youth disengagement continues to be a predominant worry, and a noticeable stress throughout the remainder of the survey's answers.

“Most people in this town smile and say hello to me.” – female, 16 years.

“As a youth who has disabilities, people judge very quickly in this town. I want to be passionate, but there are so many roadblocks that it frustrates me.” – female, 23 years.

“A lot of people here are great and they do what they can.” – male, 14 years.

Next, participants were asked "what are three challenges that you feel are facing youth in this community," with the most popular answers predictably being drugs and alcohol, lack of jobs, and lack of things to do. However, bullying was highlighted as a growing concern coupled with social acceptance issues, and youth crime was also highlighted. These answers came up quite a bit in last fall's youth roundtable discussions, as did transportation in a mixed urban/rural setting.

“Bullying is a huge concern. There is a lot that happens here, and I know from experience that is one of the biggest problems facing youth. And it is not just a lack of jobs, but the types of jobs we have available.” – male, 19 years.

"Bullying is a big problem in this town. Many of my friends and myself have been bullied. Another big one is drugs. I have never done drugs, but I have lost friends to drugs that would later ruin their lives. It's also hard to get a job, and whenever one opens up, they get snatched up too quickly." - male, 15 years.

"Most resources are widely available at my current age, but when I was younger, it was much easier to find drugs and sneak out at night than it was to find a place to hang out with kids my age." – male, 20 years.

"Too many kids are in desperate need of guidance, especially to do with addiction. – female, 21 years.

"The biggest challenge is that kids don't believe in themselves." – male, 13 years.

"A Challenge is feeling comfortable in networking events when most attendees have already been doing business together for years." - female, 30 years.

"People are afraid of change and anyone new, though they tend to seem welcoming." – female, 26 years.

"We need more art education for youth (we can't all be sports stars), for those who fall through the cracks. I feel too old to be a kid, and too young to be taken seriously. There is a lack of non-minimum wage jobs (retaining educated youth). – female, 26 years.

When asked if youth were attending events within the community, and if so, which events were they attending, most highlighted festivals like Ribfest and Riverfest. With Riverfest no longer being an option for youth, there were concerns expressed that youth will feel that there is even less to do. Sports games were an easy second choice, followed by farmer's markets, carnivals and sidewalk sales. As for why youth may not be attending more events, challenges included money, transportation, and an unawareness of event details.

"What are your favourite stores to shop at downtown?" was our next posed question, and of the 69 responses we received to this survey question, 13 individuals made it clear that they don't shop downtown, while others listed mega-mall department stores such as Wal-Mart or the 1000 Islands Mall as their shopping destination of choice, and did not comment further on why downtown merchants aren't attracting their business. Refreshingly, stores like Limestone and Ivy, Echo, Revolution Skate Shop, Sequence Cyber Cafe and Pete's Music Exchange seemed to snag a fair amount of attention, with an obvious caveat for youth demographics. Clothing stores were the predominant favourites, with the skate shop being the single favourite destination. Book stores, restaurants, and 'every day needs' locations such as pet stores and drug marts would make-up the remainder of responses.

In one of the more unfortunate responses we received, more than half of our participants indicated that they are not currently volunteering in our community, and others made it clear that they don't intend to continue volunteering once completing their mandatory community service hours in high school, or securing more permanent employment. This speaks most tellingly to the old conundrum of needing experience to secure the job, but not being able to get the experience without the job. A common paradox amongst young people, volunteerism is a definitive anecdote to this dilemma, but many times this solution still continues to be ignored. As well, when responses such as "there's nothing to do," or "we need more free entertainment options" continue to crop up in our results, this question

exposes a certain level of apathy. It is not that there are no organizations needing help or quality activities to participate in, just apparently they aren't being sought out or enjoyed. Organizations like Loaves and Fishes, CPHC, the YMCA, retirement homes, Operation Harvest Sharing, the Volunteer Centre of St. Lawrence-Rideau, and even TVCogeco were all listed as popular choices for youth volunteers, as were sports teams and religious groups. However, this slim majority may be indicative of a larger problem, in that there are many worthwhile activities to take part in, but they are not being advertised as effectively as may be required, or are simply not reaching their desired audiences.

When this question was followed up with a similarly based question asking what types of volunteer opportunities would youth be interested in, a plethora of examples and answers were offered, such as activities including children, animals, community agencies, and more sporting events. These volunteer opportunities may already exist in our community, but something is being lost in translation along the way.

“Opportunities to get involved exist, but many residents themselves seem indifferent to many causes.” – male, 27 years.

Hitting on a more common theme for us in the Brockville Youth Advisory Committee, participants were asked if they used Brockville public transit. Of the 102 respondents who answered this question, an overwhelming majority of 82 (or 80.4%) said they did not use city buses. On average the city bus line costs our city well over \$200,000.00 annually, so knowing that youth who have already outlined transportation and financials as primary issues that hinder their involvement in community events and civic life are not utilizing a service that is intended to be economical and accessible raises a few concerns. There is a segment of the population that depends on this service, so we must do all that we can to enhance it, and encourage its consistent use.

When asked "what changes could be made to better improve Brockville Public Transit?" as a follow-up question, a variety of responses were obtained, ranging from improving the aesthetic quality of the buses to the flexibility of routes. More tangible suggestions included schedule changes, clearer signage on residential streets, enhanced holiday availability, and more suitable hours. Many of these same concerns have been brought forward to and discussed by this committee in the past, and have even made it to the council floor in conversation segments. Hopefully, this data will provide more substantive commentary to these concerns.

“Buses need to run longer hours. It’s a pain walking home at 8pm in the pouring rain in the winter six days week because I have a job. It offers me nothing to be passionate about.” – female, 20 years.

“I would make public transit look less like the para-transit and more like a distinct city bus.” – female, 26 years.

We need more buses, more frequency, easier to access bus passes, more hours to accommodate kids at school and/or work.” - female, 20 years.

"Can you see yourself living in Brockville long term and/or starting a life here in the future?" was the next question on the docket for our survey-takers. A slim majority said that yes they could,

already are, or are planning to. With a ratio of 60 yes to 44 no, and 14 maybe, this is good news for a small urban centre, but does provide serious room for improvement. As we continue to push to make Brockville a more recognizably "Youth Friendly Community" through a designation process, trumpet our safe community status, and highlight sustainability plans and a focus on attracting and retaining young professionals and families as a strategic focus, there has never been a more important time in our mind than now to make this community as inviting as possible to our youth. We are aware that our Economic Development department's lifestyle sub-committee and satellite university campus committee are attempting to do just that, and it can be seen as obvious by our survey results for this question that we are on the right track. The key will be staying on track.

"I cannot currently see myself living here. The city has been built around older citizens for a while now. I'm very passionate about my community. And I know that nothing will ever be done, or get better just sitting around complaining or talking about it. Action needs to be taken to help the city grow." – male, 19 years.

"I want to explore, but I do want to come back. Getting meaningful employment is ridiculously hard here right now. Limited events, places and projects that I feel are targeted at mature youth." – female, 22 years.

Some of the most common questions that come up at our committee meetings focus on the need for more area jobs. However, when asked to identify what types of employment opportunities our youth would like to see here, many of the desired outcomes are already in play. Trades job topped the list, as did the food industry, clothing and retail. There was also a desire to see more social services jobs and business sales jobs made available, especially considering how many of our area college students are working towards jobs in the public sector or towards business diplomas, and are fearful that they may have to relocate after graduation.

As an interesting sidebar to this question, some answers clearly indicated a certain level of frustration in that they didn't know what types of jobs they might want to find in their community. And once again, a small number of participants even left this question blank.

"I'm not sure about what types of employment opportunities, but I would like to see more. Brockville is a beautiful place to live and work." – female, 25 years.

"We need more jobs to help youth consider career choices, and not just retail." – female, 14 years.

"We need more business opportunities, like public relations and management placements. I'm stuck working dead-end jobs." - female, 20 years.

I thought I could see myself here and I have been trying, but I have to leave to get a good paying job. I hope to be able to return one day. We need to hire local. - female, 26 years.

In an attempt to be more pointed with our analysis, we asked if participants feel that

homelessness is an issue in our community and asked them to explain why. 57.5% of our respondents said firmly that they do not believe this to be a concern locally, leaving the remaining 42.5% to be unsure, or to believe that it is. Many respondents identified being or knowing youth who move from place to place frequently, or couch-surf commonly, but don't see homelessness on our streets and therefore are not sure how to classify it if it remains unseen. The "hidden homeless" are a concern amongst many area youth, keeping in mind that students of different ideological and sexual backgrounds did take part in this questionnaire.

A variety of reasons for youth homelessness are unfortunately commonplace in our western culture, and our marginalized youth are most vulnerable. Despite a majority saying that this is not an issue which we believe is a positive finding, we would caution our community leaders to remain vigilant on this issue, and be aware that couch-surfing is a growing trend, and a youth shelter has already been identified earlier in this report as one of the services that some area youth feel our community currently lacks.

"I know teens that are moving out at an early age and having nowhere to go." –female, 15 years.

"I feel hunger is more an issue but I do know homelessness is a reality. People go hungry every day." - female, 20 years.

Finally, we asked our youth if they consider themselves to be passionate about our community, and rate Brockville as a place to live and go to school or work on a scale of one to ten. Of 118 respondents, 57 firmly believed themselves to be passionate about our community, with 40 saying no, and 21 still unsure. Of the 112 participants in our rating scale analysis, 52.7% rated Brockville as a six or higher. These final answers are very much reflective of some of the more important themes already clearly present throughout these survey results. We appear to be on the right track in youth retention and engagement, but we still have a long way to go.

"This city has a high rate of kindness." – male, 15 years.

"We have stagnant growth versus the direct conflict that the interests of youth have with the louder interests of any older demographic looking to create a retirement community. I would like to be passionate, but I'm not yet." – male, 22 years.

"This is a great, safe city." – male, 27 years.

"I don't feel the community is passionate about me." – female, 26 years.

"I am passionate about how my community views and treats its members." – female, 16 years.

"Because of Brockville's close proximity to rural areas, some youth in need may not be properly addressed. The Brockville Arts Centre consistently hits above its weight as in theater and performance productions. I would like to see more creative industries such as high-tech and cultural industries. Many people in Brockville are passionate about the city and its future. However, the

competition of visions has put meaningful initiatives at a crossroads that could threaten Brockville's future capacity to draw young newcomers and industries." - male, 22 years.

"It would be nice if there were better help for the working youth instead of so much for the unemployed youth. I'm not really informed about activities that are to be involved in throughout the community. I have nothing bad to ever say about Brockville but I'm not passionate for this place." - female, 24 years.

Many of these findings probably accurately depict life throughout small urban and rural eastern Ontario. But regardless of how common some of these feelings tend to be, there are certain action item suggestions that could make way for improvements in many of these areas. Simple and worthwhile changes, such as better public transit signage on residential streets and making bus passes available at other key destinations outside of Brockville City Hall and the Gord Watts Municipal Centre. Local non-profit organizations have to be open to new and more effective ways of advertising volunteer positions, with more emphasis being placed on maximizing volunteer potential for building employable job skills, as opposed to focusing only on the minimum forty-hour commitment. Remind our youth that there is plenty to do in our community, but opportunities need to be sought out and explored.

"I do believe there are many different activities and groups within this community for youth. I also believe there could be more made available to those who are less fortunate financially. Like many other communities youth face the challenge of simply being young and the stigma that goes along with that. I don't believe that Brockville specifically has any more challenges than any other community in Ontario or Canada. Brockville simply needs to continue to look at how to get their youth involved through volunteering and engaging them with sports, clubs, and social events targeted towards letting youth have their own voice. I have lived in Brockville for the past 5 years, and plan on living here for some time." - male, 30 years.

As a community, we need to become more aware of the struggles facing marginalized youth who have to leave home for whatever reason, and may be unprepared. Sometimes, these reasons are not always by choice. It is not uncommon for a youth to leave home after an unexpected pregnancy, or coming out to their family about their sexual identity (ie. four of our respondents chose not to identify a gender when asked), or for problems with the law or domestic disputes. As a community, we do have a number of services available to these youth, but we need to ensure as not just civic leaders, but as a society that these youth have options available to them moving forward. The lack of non-denominational youth groups in our community is a concern that has been outlined heavily, not only in these surveys but also at the youth roundtable discussions in October. Preventative measures can be put into place by providing community supported safe spaces, recognizing organizations such as the Youth Volunteer Crew, Girls Inc., or more prominently the Brockville Public Library youth programming. Desperation can lead to a whole list of other moral, ethical, health and criminal challenges, so we must be aware that this problem does exist, even if we don't see it first-hand every day.

"We have a lack of free community-use space that is not religiously affiliated. We have a lack of organized recreational activities. The mall is not a destination to meet up with other youth." – female, 14 years.

"I would like to see a bigger and well-maintained youth centre and shelters for youth. There's not a lot to do for youth. We need more programs and centres for youth to go and be involved in. I am passionate about my community. I just wish there was more for our teens and youth." - male, 21 years.

It is fundamentally important to our local economy that niche' market entrepreneurs are encouraged to invest in our city. Having youth-focused retailers will provide more balance to our downtown business improvement strategies, as we have already seen through retailers who have been successful in catering to a youthful demographic, either entirely or by including youthful marketing or advertising. As well, it is clear by many answers early on that sports tourism and physical recreation is a powerful economic driver, which we should continue to focus on and be excited about.

Overall, this exercise was eye-opening, thought-provoking, and a progressive first-step for our committee. Many thanks to the Leeds, Grenville and Lanark Health Unit who helped us to quantify this information, to our committee members who collected responses and were integral in helping to craft questions, to the Brockville Public Library and our clerk's office for being a pick-up/drop-off point for these surveys, and to all of the youth who participated for their willingness to contribute and their spectacular feedback.

"I think what you're doing with this survey is great. This is great community activism. I do consider myself passionate about the community." - female, 16 years.

21DEC2012

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – January 15, 2013

**2013-004-01
SCHOOL TRAVEL PLANNING
COMMITTEE**

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

RECOMMENDATION

THAT Operations Department staff participate on the Westminster Public School Travel Planning Committee.

PURPOSE

To recommend to Council a response to the request from the School Travel Planning Committee.

BACKGROUND

At the October 16, 2012 Finance, Administration and Operations Committee meeting, the School Travel Planning Committee made a presentation and requested that the City of Brockville confirm its participation on the committee for Westminster Public School (Attachment 1).

The Committee passed the following resolution:

THAT staff are directed to review the request by the School Travel Planning Committee and make a recommendation to FAO. The report should also consider the request for staff participation.

CARRIED

ANALYSIS

Attachment 2 is the proposed Terms of Reference for the Westminster Public School Committee.


Based on the Terms of Reference, Operations Department staff are able to participate on the School Travel Planning Committee without compromising other critical elements of the Department's 2013 Work Plan.

FINANCIAL CONSIDERATIONS

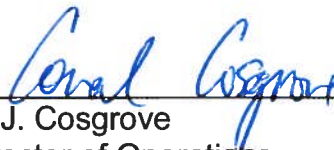
None.

CONCLUSION

Operations Department staff are able to support this community project.



L. Ferguson
Acting Director of Finance



C. J. Cosgrove
Director of Operations



B. Casselman
City Manager



Healthy Communities Partnership: Lanark Leeds & Grenville

Working together to make the healthy choice, the easy choice

City of Brockville
Finance, Administration and Operations Committee
P.O. Box 5000
Brockville, ON K6V 7A5

October 9, 2012

Dear Mr. Beatty:

The School Travel Planning (STP) Committee appreciates the opportunity to share our project with you on October 16, 2012. We look forward to establishing a partnership with the City of Brockville to support our work towards reversing the current school transportation trends by making it safer for students to use active transportation to and from school; and to promote policy changes that make the benefits of active school travel sustainable.

The STP Committee is a subgroup of the Lanark, Leeds and Grenville Healthy Communities Partnership. This Partnership is a group of organizations, networks and individuals promoting health in six priority areas: physical activity sport and recreation, healthy eating, mental well-being and resiliency, tobacco use/exposure prevention, substance/alcohol misuse prevention, and injury prevention. In March of this year, physical activity sport and recreation (including STP) was identified by the Partnership as a priority in our region. As a result, our STP Committee was formed.

The STP Committee is currently in the “program set-up” phase which involves identifying appropriate partners and securing their commitment. To date, we have commitment from: Upper Canada District School Board, Leeds, Grenville and Lanark District Health Unit, Brockville Police Services, Safe Communities of Leeds & Grenville, and Brockville Cycling Advisory Committee.

In hopes of securing commitment from the City of Brockville, the STP roles and responsibilities are outlined for your consideration:

- Participate in STP Steering Committee and School level STP meetings to provide traffic engineering expertise.
- Participate in school data collection such as Site Visits & Walkabouts.
- Provide relevant historical data (e.g. major arterial road statistics).
- Help to develop Action Plans, regarding engineering requirements.
- Report and make recommendations to Council as needed about STP requirements and policy changes.
- Recommend that the engineering improvements in the School Travel Plans are included in master municipal plans and budgets (e.g. sidewalk/curb repairs or upgrades, pedestrian crossings, signage, road painting).

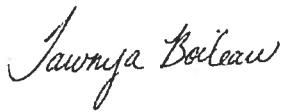
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By working together on STP, we have the potential to improve the health and well-being, academic performance, and safety of our children and youth, as well as strengthen our community connectedness.

Thank you for your time in reviewing our school travel planning package. We look forward to our conversation on the 16th!



Suzanne Rivard
Health Promotion Specialist
Chair of LLG School Travel Planning Committee



Tawnya Boileau, RN, BScN
School Health Coordinator, Leeds, Grenville and Lanark District Health Unit
School Travel Planning Committee

TB/le

Lanark, Leeds and Grenville School Travel Planning

Municipal (Regional) STP Steering Committee Terms of Reference

Purpose:

The Regional STP Steering Committee (the Committee) shall participate in the development and implementation of School Travel Plan(s) in Upper Canada District School Board region, specifically in the City of Brockville, Township of Mississippi Mills and the City of Cornwall in an effort to increase the number of children using active modes of transportation to and from school.

Structure:

1. The Committee shall consist of at least one representative from each of the following critically important community stakeholder groups:
 - a. Community Health/Public Health
 - b. Municipal Government – Planner, Transportation engineering
 - c. School Boards
 - d. Lanark Leeds and Grenville Healthy Communities Partnership
 - e. Police and By-Law services
 - f. Safe Communities Coalition
 - g. Active Transportation Advocacy Groups
 - h. Elected Officials – Councillors, Mayor, School Board Trustees
– These stakeholders will be key to the success of STP. These other Stakeholders may be interested in joining the STP Steering Committee as well
 - i. Local Environmental Groups
 - j. Parks and Recreation
 - k. Any other interested Group or Organization
2. Each meeting will be organized and chaired by the STP Facilitator.
3. Minutes will be taken by a designated minute-taker and distributed after each meeting.
4. The Committee shall meet on a regular basis no less than 4 times each year. The members shall receive reasonable notice of meetings.
5. The Committee shall make decisions based on consensus. Each representative will be entitled to one vote and decisions will be made on majority vote, in absence of consensus.

Duties of the Committee:

1. The Committee shall be a collaborative community steering committee and will develop the School Travel Plan that will include strategies, programs and activities to promote healthy, safe, sustainable and environmentally-friendly modes of transportation to and from schools.
2. The Committee shall assist in all five phases of the School Travel Planning process (set-up, data collection, action planning, implementation and ongoing monitoring) by providing expert advice and guidance, suggesting funding sources for needed infrastructure and other changes, and recommending policy changes to facilitate sustainable active travel needs for children and youth.
3. The Committee will encourage support from students, staff, parents, and the community for school travel planning.
4. Members shall send a representative if they are not able to attend the meeting.
5. The Committee members shall provide feedback about the School Travel Planning process each year by completing a survey.

Main Tasks	Who's Responsible
Create school map(s) for family survey, create best routes to school map, and possibly plot students' residences on map	School Transportation of Eastern Ontario (STEO), United Counties
Provide school site plan, bus details, dot map of students' residences and/or crossing guard details	School Board/District, Municipality
Provide relevant historical data two year time frame, e.g. crash statistics, injury data, reports of suspicious strangers in neighbourhood, crime statistics, areas of concern, location of crossing guards, major arterial road statistics	Municipal Staff, Police, STP Steering Committee Members
Conduct and/or help coordinate Traffic/Pedestrian/Cyclist counts around schools	Municipal Staff, Parents, STP Steering Committee Members
Enter and tabulate data from family surveys	STP Facilitator
Participate in School Site Visit and Walkabout	Every member of the Committee
Assist in development of Action Plan	Each Stakeholder to provide advice on areas relevant to their expertise
Communicate Action Plan items to relevant parties, e.g. municipal council, and ensure Action Plan items are included in master plans and budgets	STP Facilitator and each stakeholder responsible for areas relevant to their expertise

December 7, 2012

**REPORT TO THE FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE –
JANUARY 15, 2013**

**2013-005-01
BROCKVILLE PUBLIC LIBRARY
TRANSFER OF FUNDS**

**L. CHADWICK
LIBRARY CEO
L. FERGUSON
ACTING DIRECTOR OF FINANCE**

RECOMMENDATION

THAT Council authorize the transfer of \$12,670.02 (\$3,167.50 in 2012 and \$9,502.52 in 2013) to the Brockville Public Library from their *Reserve Fund* (02-5-191955-6436) to be used for a community needs assessment and organizational review as part of a strategic planning process. (Attachment #3 to the Report)

That it be expensed from 01-5-760635-6460.

PURPOSE

The purpose of this report is to have Council consider the approval and transfer of funds from the Brockville Public Library Reserve Fund.

BACKGROUND

Council established the Brockville Public Library Reserve Fund (By-Law-87) as per the Municipal Act for the purpose of providing funds to the Brockville Public Library.

Council is required to authorize the transfer of monies from this Reserve Fund.

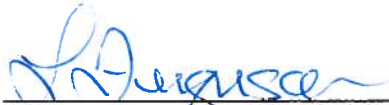
Attachment #1 to Report 2013-005-01 is a letter from the CEO of the Brockville Public Library Board requesting such a transfer.

FINANCIAL CONSIDERATIONS

This is an expense for a project that will form the strategic and financial planning basis for future library service delivery. The Brockville Public Library has a balance, as of December 31, 2012 of about \$31,425, sufficient funds to cover this transfer.

By-Law 67-87 (Attachment #2 to Report 2013-005-01) states the following:

"That such funds be provided for purposes designated by the Brockville Public Library".



L. Ferguson, Acting director of Finance



B. Casselman, City Manager



BROCKVILLE PUBLIC LIBRARY

23 Buell Street, P.O. Box 100, Brockville, Ontario K6V 5T7
Phone: 613-342-3936 • Fax: 613-342-9598 • www.brockvillelibrary.ca

November 28, 2012

The City of Brockville
Lynda Ferguson, Acting Director of Finance
1 King Street West
P.O. Box 5000
Brockville, ON K6V 7A5

Dear Ms. Ferguson:

RE: Request for Allocation and Transfer from the Library Reserve, 2012 & 2013 Fiscal Years

The Brockville Public Library Board is conducting a community needs assessment and organizational review as part of the creation of a new strategic planning document. Please see the contract including project details attached.

At the October 15, 2012 Library Board meeting the Board passed the following motion #BPLM-031-2012: "That the (*Brockville Public Library*) Board engage Bizxcel to move forward with the strategic planning process. Details of the extent of community engagement to be determined through further dialogue. Minimum cost of \$9,750 plus taxes. Maximum cost of \$14,250 plus taxes. To be funded from reserves."

At the November 26, 2012 meeting of the Library Board a contract including a total financial commitment of \$12,670.02 (includes non-recoverable HST) was finalized.

We are writing to officially request for a transfer of \$3,167.50 to the Brockville Public Library operating account for the 2012 portion of the contract.

Thank you in advance. If you require additional information or paperwork, please let us know.

Yours sincerely,

Margaret Wicklum
Library Board Chair

Linda Chadwick
Library CEO

Attachment #2 to Report 2007-024-02

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THE CORPORATION OF THE CITY OF BROCKVILLE

BY-LAW NUMBER 67-87

BY-LAW TO ESTABLISH A RESERVE FUND
TO BE KNOWN AS
THE BROCKVILLE PUBLIC LIBRARY RESERVE FUND

WHEREAS Section 165 sub-section (1) of The Municipal Act, R.S.O. 1960, Chapter 302, and amendments thereto, permits a municipality to establish and maintain a Reserve Fund for any purpose for which it has authority to spend funds

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF
THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

1. That a Reserve Fund to be maintained by the Corporation of the City of Brockville be established for the purpose of providing funds to the Brockville Public Library
2. That such funds be provided for purposes as designated by the Brockville Public Library
3. That moneys raised for said Reserve Fund shall be paid into a special bank account to be known as ~~"The Brockville Public Library Reserve Fund"~~ ^{"BOARDS AND COMMITTEES' ACCOUNT"} ^(AMENDING BY-LAW 196-89), and may be invested in such securities as a trustee may invest in under the Trustee Act, and the earnings derived from the investment of such moneys form a part of the reserve fund
4. That the Corporation auditor report on the activities and position of said Reserve Fund in his annual report.

GIVEN UNDER THE SEAL OF THE CORPORATION
OF THE CITY OF BROCKVILLE AND PASSED THIS
24th DAY OF March A.D. 1907

25.1.08.2
MAYOR

W. J. J. J. J. J.
CITY CLERK

Contract for Community Needs Assessment and Organizational Review

Prepared For:

Brockville Public Library Board
23 Buell St.; Box 100
Brockville, ON
K6V 5T7



**BROCKVILLE
PUBLIC LIBRARY**

Prepared By:

BizXcel Inc.
51 King Street West
Suite 201
Brockville, Ontario K6V 3P8



Contact:

Gary Gzik
CEO
Phone: 613-342-2200 ext 108
Email: ggzik@bizxcel.com
Web: www.bizxcel.com

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Statement of Work

2. Project Objectives

- To solicit feedback from community members, library members, partners, and funders on the quality of BPL programs and services.
- To engage stakeholders and the community in the needs assessment process through surveys, focus groups and interviews.
- To conduct organizational review through SWOT and gap analyses using documents and interview with staff that will investigate at a high level some or all of the following:
 - Organizational structure and goals
 - Work processes, workflow, gaps in job descriptions and fit, reporting lines
 - Effectiveness, efficiency, and morale
 - Performance management processes
- To gather contextual information for use during the strategic planning process and to begin to engage Staff and Board in strategic activities.

2.1. Needs Assessment Outputs

- This project will result in a report that includes:
 - Executive Summary
 - Context, Objectives, Methodology, Limitations, etc.
 - Active Client Information
 - Catchment-wide Demographic Information
 - Report on Findings from Focus Groups and Consultations
 - Report on Findings from Surveys
 - Overall Findings
 - Recommendations and Considerations
 - Conclusion
 - Appendices:
 - Survey results including comments

2.2. Organizational Review Outputs

- This project will result in a report that includes:
 - Executive Summary
 - Context, Objectives, Methodology, Limitations, etc.
 - Organization Chart
 - Internal SWOT Analysis
 - Including employee and management feedback on workflow, work processes, job descriptions and fit, reporting lines, effectiveness, efficiency, morale, performance management processes
 - Using results of Employee Climate Survey

- Internal Gap Analysis
- Overall Findings
- Recommendations and Considerations
- Conclusion

3. Anticipated Project Outcomes

- Community Needs Assessment
 - A better understanding of the needs of the community, both of current members and of non-members, leading to improved services, increased membership, more opportunities for advocacy and partnership.
 - Information that will contribute overall to the development and fulfillment of the Library's strategic objectives.
- Organizational Review
 - A better understanding of how well the organization is functioning internally, in terms of efficiency, effectiveness, and morale.
 - Information that can contribute to targeted staff professional development opportunities, and internal process and organizational improvements.

4. Process Overview

4.1. Process: Community Needs Assessment and Organizational Review

- Phase 1: Project Launch
- Phase 2: Survey and Instrument Design
- Phase 3: Information Collection and Community Engagement
- Phase 4: Analysis and Report Development
- Phase 5: Presentation of Results

4.2. Phase 1: Project Launch

- Define objectives and scope of project
- Validate the process
- Define timelines
- Define responsibilities
- Identify documents for review
- Create key stakeholder list
- Agree on contract

4.3. Phase 2: Survey and Instrument Design and Distribution

- Validate information targets with Board
- Build interview and focus group guides; validate

- Draft and validate survey
- Define survey targets and strategy
- Distribute surveys

In scope for survey distribution:

- Distribution of survey online (website, social platforms, cross-promotion with partners, free promotions)
- Distribution of hardcopy or online survey to library users
- Support for mass distribution of hard copy surveys to the community (i.e. drafting and formatting of survey document). Responsibility for coordination and cost of mass distribution would lie with BPL.

4.4. Option A: Targeted Survey and Micro-Focus Groups

- Attending and facilitating brief discussion with targeted non-clients in ten (10) organized settings.
- Collecting verbal feedback and asking pointed questions to fill in information gaps.
- Distributing survey in these settings and collecting results on the spot.
- Inputting survey responses into survey analysis tool.
- Groups could include: youth groups, parents at early learning centres, high schools, seniors groups, students at St. Lawrence College, Rotary Club, Brockville Women in Business Network, a local employer, Diners Club, etc.

4.5. Phase 3: Information Collection and Community Engagement

4.5.1. Part 1: Document Review

- Obtain and review existing documentation including:
 - Previous Employee Climate Surveys or Customer Service Surveys
 - Former Annual Reports and previous Strategic Plans
 - Programming reports, usage reports, product and inventory reports
 - Client Satisfaction/Feedback reports
 - Library research
 - Demographic details of current clients

4.5.2. Part 2: Focus Groups and Interviews

- Schedule and conduct three (3) interviews with key stakeholders
- Schedule and conduct one (1) targeted focus group with key stakeholders including custom approaches to community engagement
- Analyse responses for report

4.5.3. Part 3: Organizational Review

- Define scope of organizational review and acquire relevant documentation
 - Measuring effectiveness, efficiency and morale
- Conduct session/interviews with Staff; obtain or draft org chart
- Employee Climate Survey
- Using documents, survey results and interview results create:
 - Internal SWOT Analysis
 - Workflow, work processes, job descriptions and fit, reporting lines, performance management processes
 - Internal Gap Analysis
- Draft report and review with Board and Staff

4.5.4. Part 4: Survey Collection and Analysis

- Collection of completed surveys (hard copies) and entry into analysis system
- Processing of quantitative/measurable responses
- Analysis and synthesis of qualitative comments into themes
- Presentation of result in report format

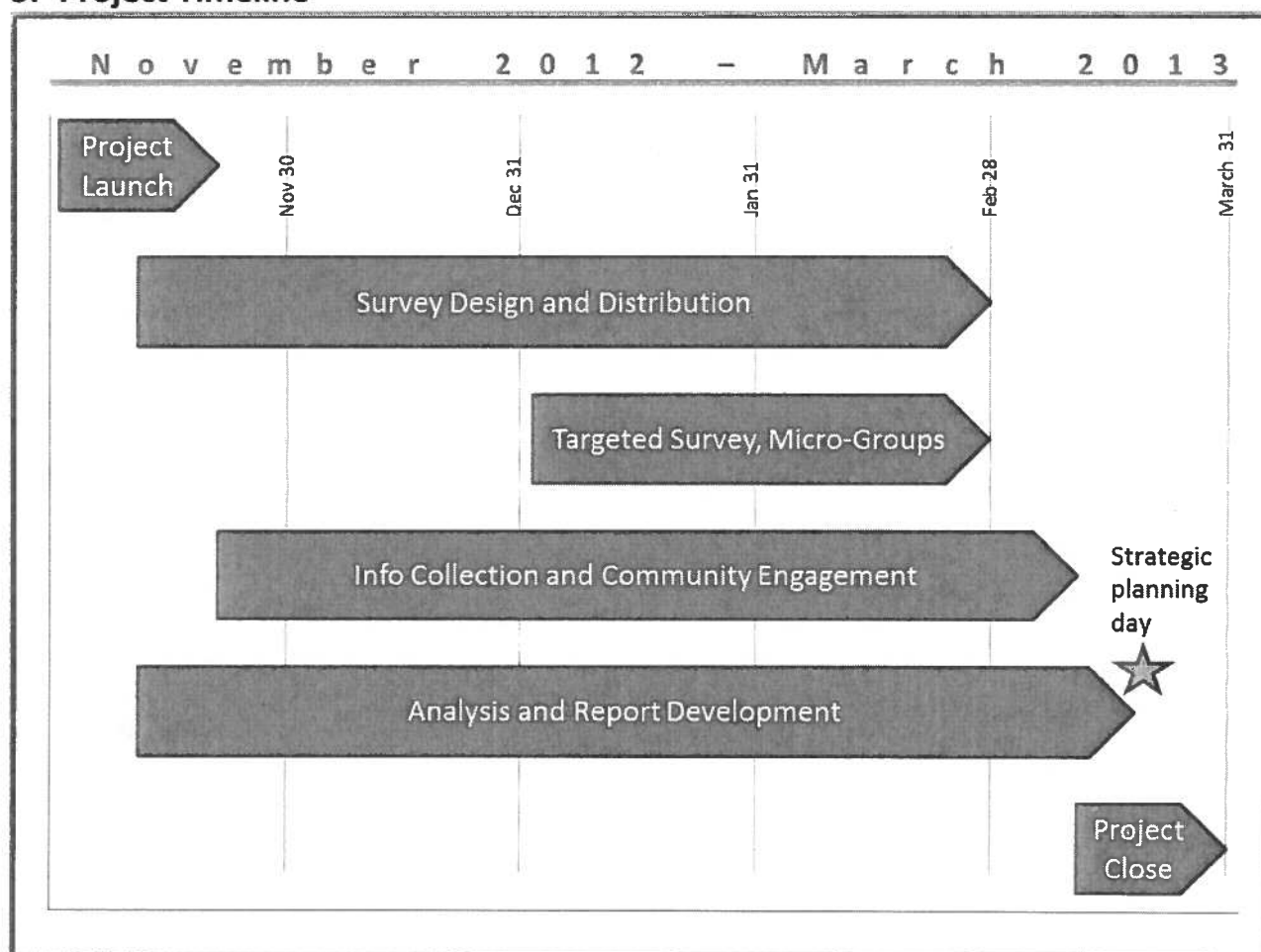
4.6. Phase 4: Analysis and Report Development

- Analysis and synthesis of all responses and information in key themes and outcomes
- Development of recommendations

4.7. Phase 5: Presentation of Results

- Presentation of Draft Final Report to Board and Staff.
- Complete any required edits.
- Presentation and Validation of Final Report.
- Project Close.

5. Project Timeline



6. Responsibilities

BizXcel

- ☐ Overall Delivery and Management of Project
- ☐ Ongoing communication with Staff and Board

Library Staff and Board

- ☐ Provision of support services including: documentation gathering, scheduling, advertising, partnership management, survey distribution and collection (to Library users), and other supports as necessary
- ☐ Participation in discussions and planning
- ☐ Review reports to prepare for meetings and provide feedback

7. Scope of the Project

Project Components	Cost
Needs Assessment and Organizational Review	\$9,750.00
Highly Targeted Surveying	\$2,500.00
Total Range	\$12,250.00

8. Payment Schedule

Deliverable	Payment %	Payment Amount
Project Launch	25%	\$3,062.50
Completion of Engagement Activities; Progress Report with Preliminary Findings	45%	\$5,512.50
Final Report, Project Close	30%	\$3,675.00

9. Terms and Conditions

Between BizXcel Inc., 51 King Street West, Brockville, Ontario K6V 3P8

(Hereinafter referred to as “**CONTRACTOR**”)

And Brockville Public Library Board, Brockville, Ontario

(Hereinafter referred to as the “**BOARD**”)

WHEREAS the **BOARD** wishes to obtain from **CONTRACTOR**, professional services in the form of consulting (hereinafter referred to as “Services”);

AND WHEREAS the **CONTRACTOR** has presented the **BOARD** with a Proposal for a Community Needs Assessment and Organizational Review dated October 1, 2012 in connection with the proposed provision of the Services (the “Proposal”), of which these terms and conditions are Section 9;

AND WHEREAS Section 7 of the Proposal sets out the pricing for the Services;

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties hereto have agreed as follows

1. Sections 5 and 7 of the Proposal as well as the recitals to this Agreement contained in this Section 9 of the Proposal are hereby incorporated by reference into this Agreement and form an integral part of this Agreement.

2. Confidentiality

The **CONTRACTOR** or its employees and sub-contractors will not disclose to anyone outside the employ of the **BOARD**, without written permission of the **BOARD**, any aspect of the **BOARD**’s business or that of the **BOARD**’s clients, except as required in the course of providing the agreed upon services. The **CONTRACTOR** and its employees and sub-contractors will continue to be bound by this clause after the termination of the agreement.

3. Disclaimer of Warranties

Except as expressly provided herein, BizXcel Inc. and its owners, employees, affiliates, agents, vendors, and the like, make no warranty in connection with BizXcel Inc.’s hardware or services, whether written or oral, statutory, express or implied, including without limitation the warranties of title, non-infringement, merchantability, and fitness for a particular purpose.

4. Limitation of Liability

The **BOARD** agrees that neither the **CONTRACTOR** nor any of its members, shareholders, directors, officers, employees, or representatives of the **CONTRACTOR** will at any time be held liable for any loss of business or injuries or losses to persons or property from willful, accidental, or mistaken suspension or deletion of **BOARD** information or data.

4.1. The **BOARD** acknowledges and agrees that in no event will BizXcel Inc. or any of its members, shareholders, directors, officers, employees or representatives be liable for any special, indirect, consequential, punitive or exemplary damages, or economic damages (including but not limited to damages for loss of profits or revenues, loss of data, or loss of use) in connection with this Agreement, even if BizXcel Inc. has been advised of the possibility of such damages.

4.2. If, despite the foregoing limitations, BizXcel Inc. or any BizXcel Inc. representative or partner should become liable to the **BOARD** in connection with this Agreement for any reason, then in no event will the aggregate liability of BizXcel Inc. or any of the BizXcel Inc. representative or partner exceed the amount payable by the **BOARD** to BizXcel Inc. for Services under this Agreement.

5. **BOARD** Indemnity.

The **BOARD** will defend BizXcel Inc. against any third party claim, action, suit or proceeding arising as a result of the **BOARD's** use of BizXcel Inc. hardware or services and indemnify BizXcel Inc. for all losses, damages, expenses, and costs incurred by BizXcel Inc. as a result of a final judgment entered against BizXcel Inc. in any such claim, action, suit or proceeding.

5.1 Hold Harmless / Indemnification.

The **BOARD** further agrees to indemnify BizXcel Inc. for any costs or damages that may be brought against BizXcel Inc. as a result of providing the services.

The **BOARD** will indemnify and save harmless BizXcel Inc., its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by BizXcel Inc. at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the **CONTRACTOR** pursuant to the Contract.

6. Termination.

Unless terminated sooner, this engagement will end on the date our services are completed. Either party may terminate the contract by providing 30 days' notice to the other party. Should the contract be terminated prior to the completion of the services, BizXcel Inc. will be compensated for our time and expenses incurred up to the termination date, as well as for reasonable time and expenses incurred to bring our services to a close in a prompt and orderly manner. Without limiting our rights or remedies, BizXcel Inc. has the right to suspend or terminate our services until payment is received for late invoices.

7. Working Papers.

BizXcel Inc. retains ownership of the copyright and all other intellectual property rights in our advice and working papers. We are entitled to use or develop the knowledge, experience and skills of general application gained through performing this engagement.

8. Internet Communications.

The client recognizes and accepts the risks associated with communicating by Internet e-mail, including, without limitations, the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless we receive a written request from the client requesting that communications not be sent via e-mail, e-mail may be used and the client accepts the risks.

9. Contractor.

It is understood that each party is an independent contractor and that neither party is, nor will be considered to be an agent, distributor or representative of the other. Neither party will act or represent themselves, directly or by implication, as an agent of the other. Neither party will assume or create any obligation on behalf of, or in the name of, the other party.

10. Assignment.

Except as provided below, neither party may assign, transfer or delegate any of its rights or obligations under this agreement without the other's prior written permission.

11. Force Majeure

Neither of the parties to this Agreement will be considered to be in default in the performance of their respective obligations hereunder to the extent that fulfillment of said obligations is delayed, impeded or prevented by an unforeseen or unavoidable cause beyond the control of the parties and which is in the nature of a Force Majeure provided that the party prevented from rendering performance will promptly notify the other of the existence, nature and expected duration thereof, and the estimated effect thereof upon its ability to perform its obligations hereunder and provided further that such party uses its best efforts to render performance in a timely manner using to such end all resources reasonably required in the circumstances.

12. Severability and Waiver.

If any provision or portion of any provision in this Agreement will be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provisions or such portion of the provision will be severable and will be deemed to be completed and the remaining portions will remain valid and binding. The waiver by either party of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

13. Entire Agreement.

These Standard Terms and the attached Statement of Work constitute the entire agreement between the parties and supersedes all other oral and written representation, understandings or agreements relating to the subject matter and/or project. In the event of a conflict or

inconsistency between the Standard Terms and the attached Statement of Work, the Standard Terms will prevail.

14. Governing Law.

This Agreement will be construed in accordance and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.

IN WITNESS WHEREOF, the parties have executed this Agreement and acceptance of the Statement of Work this ____ day of _____, 20__.

Signatures

BizXcel Inc:

Brockville Public Library Board

Signature

Signature

Name

Name

Title

Title

January 8, 2013

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
JANUARY 15, 2013**

2013-006-01

**WATER & WASTEWATER SYSTEMS
QUARTERLY REPORT
(OCT. – DEC. 2012)**

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

RECOMMENDED

THAT Report 2013-006-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2012) be received for information purposes.

PURPOSE

This report covers the months of October, November and December 2012. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOE inspections and adverse conditions.

BACKGROUND

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

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.

Items of Note:

1. Main Treatment Plant

- Electrical MCC replacement/arc flash completed.
- Annual maintenance completed on UV Reactors, units placed in service for winter season.
- New level transmitter for coagulant chemical bulk storage tank installed.
- New coagulant chemical flow meter installed.

-
- Backpressure valve installed on fluoride injection line in north meter chamber to prevent chemical from syphoning into suction header pipe during plant shutdowns.
 - Backflow preventer rebuild completed.
 - Zebra mussel control system shutdown and drained for season.
 - Annual maintenance completed on fluoride chemical feed system.
 - Main plant diesel engine controllers replaced.
2. Booster Stations & Parkedale Reservoir:
 - Annual maintenance completed on sodium chemical feed system.
 3. Filters:
 - Inspection completed on filter #1 GAC media. Section of filter excavated to inspect media GAC and sand uniformity, levels and mud balling.
 4. Overhead Tank:
 - Annual cleaning, inspection and disinfection completed.
 5. Low Lift Pump Station:
 - Vacuum priming system repairs completed.
 - Backflow preventer rebuild completed.
 6. Drinking Water Quality Management System:
 - 2nd annual Management/Infrastructure Review Meeting completed for the Brockville Drinking Water System (see Attachment #2).
 7. MOE Inspections:
 - No MOE inspections scheduled.
 8. 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 summer sampling for the Brockville Drinking Water System completed, reports submitted to MOE. Lead sampling program no longer qualifies for reduced sampling.
 - Maintaining eligibility for reduced lead sampling program; If in any sampling period, >10% of all samples taken from plumbing (both standing and flushed) and tested for Pb exceeded the standard prescribed for lead (10 ug/L), the system is no longer eligible for reduced sampling. The 2012 summer reduced lead sampling program results indicated 14.7 % of samples taken exceeded the standard; therefore, the City of Brockville Drinking Water System no longer qualifies for the reduced lead sampling program.

9. Trunk Water Distribution:

- Trunk feeder main valve chambers inspected and pumped out.

10. Elizabethtown-Kitley Distribution:

- Service line shutoff valves replaced at Butternut Bay.
- Seasonal meters removed from residences in Butternut Bay area.
- Replaced sump pump in Country Club meter chamber.

11. Local Water Distribution:

- Water Main Breaks:

- Oct 2012

- Flanders and Hillcrest 100 mm cast Iron “shear”
 - Dales Avenue 150 mm cast iron “hole”.

- Nov 2012

- McCready Street 100 mm cast iron “repaired old clamp”.
 - Parkedale Avenue 300 mm cast iron “shear”

- Dec 2012

- No breaks to report.

- Flushing Program:

- Annual flushing program completed.

- Service Repairs / Replacement:

- New service connection for CPHC Parkedale Avenue, chlorination and pressure testing of new main completed.
 - New service connection for Tall Ships Landing, chlorination and pressure testing of new main completed.
 - Service repair completed on Tupper Street.
 - New service installed on Schofield Avenue.

- Valve/Hydrant Inspection/Leak Detection:

- No leak detection conducted during this period.
 - Hydrant maintenance program completed.
 - Hydrant fill stations removed for bulk water users.
 - Valve box repairs completed.
 - Hydrant valve replaced at Ravina Place.

- Capital Projects WD:

- Ormond Street completed.

12. Adverse Water Quality Incidents:

- November 17, 2012 AWQI #109345: Fluoride residual spike (1.52 mg/L) during main plant startup, residual returned to normal after plant flow stabilized.

- November 23, 2012 AWQI #109401: Total Coliform (2). Sample taken after hydrant valve replacement, resampled November 23rd & 24th – resamples clean.

B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

November 2nd, 2012 was the official grand opening ceremony for the new plant which included the funding partners. On December 10th, 2012 Wastewater Systems Staff moved into the new Operations Centre.

The plant is currently meeting or exceeding all MOE effluent discharge requirements and the second Effluent Acute Toxicity test was completed with zero (0) mortality.

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 #1, #2 and #3 are currently offline due to extreme low flow conditions and the new process. A sampler was permanently installed at the end of the Primary Clarifiers.
- New Boiler #505 is in service but still has outstanding deficiencies.
- Semi-Annual gas meter calibrations were completed.
- Semi-Annual Electrical Safety Authority (ESA) Inspection completed. No deficiencies to report.
- Annual fire extinguisher inspections were completed.
- Air scrubber filter media in Dewatering was replaced.

2. Main Pumping Station:

- Bypasses: no bypasses to report.
- Old water meter was removed and a new water meter was installed.

3. Pumping Stations:

- WPCC staff responded to seven (7) mechanical pump calls. No issues to report.
- Central Pump #2 – new pump installed and put in service.
- Wet wells at West End, Thomas Street, Central Avenue and Oxford Avenue Pumping Stations were cleaned.
- A new Bell circuit was installed from Central Avenue to the Main Pumping Station. This seems to have resolved the communication issue.

4. Power Outages:

- There was one planned power outage at Thomas Street Pumping Station. No issues to report.

5. Wastewater Collection System:

- 59 blocked sewer/camera inspections.
- 4 blocked main responses.
- 1 sanitary sewer lateral dig-up and repair.
- Wastewater Systems Staff worked with Enbridge Gas in the removal of a gas line that had been bored through the sanitary and storm mains at King Street and Victoria Avenue.

POLICY IMPLICATIONS

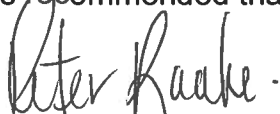
No policy implications at this time.

FINANCIAL CONSIDERATIONS

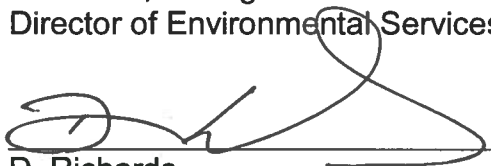
No financial considerations at this time.

CONCLUSION


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



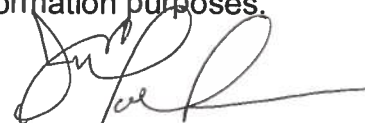
P. Raabe, P. Eng.
Director of Environmental Services



D. Richards
Supervisor - Water Systems



B. Casselman
City Manager



E. Malcomson
Supervisor – Wastewater Systems



L. Ferguson
Acting Director of Finance

BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month 2012	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
							EC	TC	HPC
OCT	334.46	10.79	0.52	1.02	5.98	0.19	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe
NOV	317.05	10.57	0.45	1.04	5.43	0.18	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
DEC	313.19	10.10	0.38	1.18	5.67	0.18	35 35 out of 35 safe	35 35 out of 35 safe	15 15 out of 15 safe

FCR - Free Chlorine Residual
 WDS - Water Distribution System
 EC - E. coli
 TC - Total Coliform
 HPC - Heterotrophic Plate Count
 ML - Million Litres

ATTACHMENT #2



Minutes
DWQMS Management/Infrastructure Review Meeting
Brockville Drinking Water System
December 10, 2012

Present: *Dave Henderson, Mayor*
Bob Casselman, City Manager
Peter Raabe, Director of Environmental Services
Don Richards, Supervisor Water Systems

Absent: *Jeff Earl, Councilor*

Location: *Water Treatment Plant Boardroom*

- Meeting commenced at 10:00hrs.
- June 27, 2012 Management Review Meeting Minutes; minutes were approved as distributed.
- D. Richards provided a brief overview of the Drinking Water Licensing Program, Drinking Water Quality Management Standard (DWQMS) and the Operational Plans for the Brockville Drinking Water System. This meeting is the second DWQMS Management Review meeting for 2012 as requested by the committee. Review meeting will mainly focused on treatment process/distribution and capital project review.
- D. Richards provided a descriptive process overview of the water treatment plant, distribution system and booster stations (see attached process diagram).
- D. Henderson inquired about the Statutory Standard of Care requirements. D. Richards provided brief overview of the regulatory changes which come into effect December 31, 2012. All City of Brockville Council members including Elizabethtown-Kitley attended the training in May 2012.
- D. Henderson questioned emergency response personnel for Source Water Protection areas; P. Raabe provided overview of the SWP program.
- **Old Business:**
 - Agreement with accredited Operating Authority is currently under development and will be presented to Council for approval January 2013.
 - Financial plan submission Elizabethtown-Kitley Distribution System is still outstanding. P. Raabe indicated the financial plan submission is a responsibility of the Owner of the system and will need to be completed by the Township. All financial information has been forwarded to the Township to complete the report. The New Corporate Services Director will need to revisit the issue with Elizabethtown-Kitley.

ATTACHMENT #2

DWQMS Management/Infrastructure Review Meeting
December 10, 2012

Page | 2

- D. Richards provided update on the phone system communication problem. This issue has been resolved. When customers call City Hall with water inquiries they can now be transferred to the Water Treatment Plant.
- D. Richards provide a brief overview of the draft Water Use By-Law. By-law is currently under development and is projected for completion February 2013.
- D. Richards provided update on promoting City Tap water as requested from Mayor Henderson at last DWQMS Meeting. Contact was made to the Wine and Food Festival committee regarding the supply of City water at the event, City water is already provided at the event. Other tap water promoting, the new installation a refillable water fountain installed at the water treatment plant, and promotional water bottles for plant tours. Division is currently looking at fabricating a portable water bottle filling station/fountain that could be setup at City events such as; Ribfest, Sidewalk sales, St Lawrence picnic, Car shows, Poker Run etc. Water Systems Division will be working with other City Departments to install refillable water bottle filling stations/fountains at City owned facilities such as Arenas, Arts Centre, City Hall, GWMC, Blockhouse Island and public parks.

- **New Business:**

- **Non-Compliance:** No incidences to report.
- **AWQI:** D. Richards provided details on Adverse Water Quality Incidents since last management review meeting.
 - November 17, 2012 Fluoride exceedance during main plant startup.
 - November 23, 2012 TC (2) sample result after hydrant valve replacement.
- **2012 Capital Projects:** D. Richards reviewed the 2012 Capital projects. (See attached). B. Cassleman questioned the deciding factors for replacing aging watermain. D. Richards indicated watermain scheduled for replacement are prioritized on meeting fire flow requirements – 100 mm watermain with very little flow to meet standards, main breaks and the number of failures. P. Raabe also explained the review for replacement is also combined with other full reconstruction projects.
- **2013 Capital Projects:** D. Richards reviewed the proposed 2013 Capital project for the Water Systems Division (see attached).
- P. Raabe provided a brief overview of the changes in the DWQMS accreditation body, NSF International is the City's Accreditation Body. D. Richards indicated the NSF audit will be scheduled sometime in January 2013 - Full Scope audit for Elizabethtown-Kitley Distribution System and Surveillance audit for the Brockville Drinking Water System. NSF auditor

ATTACHMENT #2

DWQMS Management/Infrastructure Review Meeting
December 10, 2012

Page | 3

may contact City manager or Council members for audit interviews.

- D. Richards stated the DWQMS Operational Plan will be revised January 2013.
- D. Richards provided and updated Municipal Drinking Water Licensing Program Bulletin (see attached).

- **Action Items:**

- ✓ P. Raabe to review with new Corporate Services Director and Elizabethtown-Kitley the completion and the submission of the Financial Plan.
- ✓ D. Richards to continue with the development of the City of Brockville Water Use By-Law.
- ✓ P. Raabe seek Council approval of the Accredited Operating Authority Agreement in January 2013.

- Meeting adjourned at 11:45 hrs.

Prepared by: D. Richards, Water Systems Supervisor

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

ATTACHMENT #3

BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: BROCKVILLE
PROJECT: BROCKVILLE
WORKS NUMBER: 120000122

DESCRIPTION: As of August 1, 2012 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: 2012
WATER COURSE: ST. LAWRENCE RIVER
DESIGN CAPACITY: 22.500 x 1000m3/day
PEAK DESIGN CAPACITY: 62.500 X 1000m3/day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				TOTAL AMMONIA NITROGEN				E. COLI (Org/100 ml) (GEOMEAN)
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG RAW BOD (mg/L)	AVG EFF CBOD (mg/L)	TOTAL LOADING EFF CBOD (kg/day)	AVG RAW SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF SS (kg/day)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF PHOS. (kg/day)	PERCENT REMOVAL	AVG RAW TAN (mg/L)	AVG EFF TAN (mg/L)	TOTAL LOADING EFF TAN (kg/day)	PERCENT REMOVAL	
DEC 12	412.25	13.298	27.413	171.33	4.50	59.84	155.00	9.43	125.40	93.9	2.94	0.56	7.45	81.0	18.90	1.65	21.94	91.3	1
NOV 12	329.79	10.993	11.961	200.83	2.94	32.32	168.17	6.44	70.79	96.2	3.60	0.60	6.60	83.3	18.50	0.64	7.06	96.5	1
OCT 12	381.52	12.307	17.176	165.57	2.83	34.83	163.17	7.35	90.46	95.5	3.39	0.61	7.51	82.0	15.05	0.53	6.56	96.5	1
SEP 12	358.96	11.965	18.239	170.00	2.43	29.07	164.13	5.37	64.25	96.7	3.34	0.40	4.79	88.0	16.07	0.09	1.08	99.4	1
AUG 12	404.12	13.036	17.045	166.08	2.38	31.03	169.41	4.06	52.93	97.6	3.43	0.39	5.08	88.6	13.08	0.17	2.27	98.7	1
JUL 12	394.19	12.716	17.809	176.73	41.00	521.36	202.18	30.92	393.18	84.7	3.84	0.63	8.01	83.6					9
JUN 12	449.67	14.989	18.109	165.17	45.67	684.55	174.46	38.09	570.93	78.2	3.59	0.79	11.84	78.0					
MAY 12	536.42	17.304	21.651	147.82	51.46	890.46	165.09	36.09	624.50	78.1	3.01	0.74	12.80	75.4					
APR 12	493.49	16.450	22.566	165.50	64.40	1059.38	193.00	41.09	675.93	78.7	3.53	0.92	15.13	73.9					
MAR 12	633.74	20.443	30.085	135.82	49.27	1007.23	122.46	35.18	719.18	71.3	2.50	0.66	13.49	73.6					
FEB 12	498.92	17.204	22.511	170.00	77.39	1331.42	156.18	47.85	823.21	69.4	2.93	1.01	17.38	65.5					
JAN 12	623.57	20.115	28.013	149.23	66.18	1331.21	149.08	43.91	883.25	70.5	2.70	0.90	18.10	66.7					
AVG		15.068		165.34	34.20	584.39	165.19	25.48	424.50	84.23	3.23	0.68	10.68	78.31	16.32	0.62	7.78	96.47	2
MAX			30.085	200.83	77.39		202.18	47.85		97.60	3.84	1.01			18.90	1.65			
OLD CRITERIA		21.800			35.00	763.00		45.00	981.00			1.00	22.00						N/A
NEW CRITERIA		22.500			25.00	545.00		25.00	545.00			1.00	21.80			18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)		200

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
DEC 12	2,278	2,061	39
NOV 12	2,208	1,849	40
OCT 12	2,038	2,008	42
SEP 12	2,034	1,964	40
AUG 12	2,165	2,208	45
JUL 12	2,247	2,571	49
JUN 12	2,476	2,615	54
MAY 12	2,558	2,857	52
APR 12	2,722	3,175	58
MAR 12	2,777	2,503	51
FEB 12	2,925	2,687	50
JAN 12	3,002	2,999	54
AVG	2,452	2,458	48
MAX	3,002	3,175	58

COMMENTS:

December 07, 2012

REPORT TO FINANCE, ADMIN.AND OPERATIONS COMMITTEE – JANUARY 15, 2013

2013-012-01

AGREEMENT

FOR PROVISION OF

ACCREDITED OPERATING

AUTHORITY WATER SERVICES TO THE

TOWNSHIP OF ELIZABHTOWN-KITLEY

P. E. RAABE, P. ENG.

DIRECTOR OF ENVIRONMENTAL SERVICES

D. RICHARDS

SUPERVISOR WATER SYSTEMS

RECOMMENDED

THAT Council authorize the Mayor and City Clerk to enter into an agreement for Provision of Accredited Operating Authority Water Services between the Corporation of the Township of Elizabethtown-Kitley and the Corporation of the City of Brockville as presented and shown in Attachment #1.

PURPOSE

By entering into the agreement, the City of Brockville and Township of Elizabethtown-Kitley will be compliance with Section 14, Safe Drinking Water Act, 2002.

BACKGROUND

The Elizabethtown-Kitley water distribution system is a large municipal residential drinking water system, which is connected to and receives water from the City of Brockville drinking water system. The Elizabethtown-Kitley water distribution system consists of an in-ground water booster pumping station and approximately 10 km of distribution watermains and appurtenances which extend from the City's west boundary along County Road #2. This distribution system services approximately 350 residential customers. The system was installed in 1999 by the Ministry of Transportation and the Ontario Clean Water Agency and turned over to the Township of Elizabethtown-Kitley.

Currently the City of Brockville is the Accredited Operating Authority for the Elizabethtown-Kitley water distribution system. In order to comply with Section 14 of the Safe Drinking Water Act, 2002 the Owner and the Accredited Operating Authority must enter into an agreement by December 31, 2012, when Section 14 of the Safe Drinking Water Act comes into force.

ANALYSIS

The following is Section 14 of the Safe Drinking Water, 2002:

Agreement with accredited operating authority

14. (1) If an accredited operating authority is in charge of a drinking water system and it is not the owner of the system, the accredited operating authority and the owner of the system shall enter into an agreement that contains the following:

- 1. A description of the system or the parts of the system for which the operating authority is responsible.*
- 2. A description of the respective responsibilities of the owner and the operating authority to ensure that the operation, maintenance, management and alteration of the system comply with this Act, the regulations, any order under this Act and the conditions in,*
 - i. the drinking water works permit and the municipal drinking water licence for the system, in the case of a municipal drinking water system, or*
 - ii. the approval for the system, in the case of a non-municipal drinking water system.*
- 3. A description of the respective responsibilities of the owner and the accredited operating authority in the event a deficiency is determined to exist or an emergency occurs.*
- 4. A description of the respective responsibilities of the owner and the accredited operating authority to ensure that the operational plans for the system are reviewed and revised appropriately and that both parties are informed of all revisions.*
- 5. Any other provisions required by the regulations. 2002, c. 32, s. 14 (1).*

Delegation of duty

(2) If an owner of a drinking water system enters into an agreement with an accredited operating authority, the owner may, in the agreement, delegate a duty imposed on the owner under this Act to the accredited operating authority. 2002, c. 32, s. 14 (2).

Exception

(3) A delegation referred to in subsection (2) shall not relieve the owner of the drinking water system from the duty to comply with section 19 or the duty,

- (a) to ensure that the accredited operating authority carries out its duties under this Act and the agreement in a competent and diligent manner while it is in charge of the system; and*
- (b) upon discovery that the accredited operating authority is failing to act in accordance with clause (a), to take all reasonable steps to ensure that the operation of the system complies with the requirements under this Act. 2002, c. 32, s. 14 (3).*

Agreement to be made public

(4) The contents of every agreement referred to in subsection (1) between an owner of a drinking water system and an accredited operating authority shall be made public by the owner of the system in accordance with the requirements prescribed by the Minister.

A copy of the proposed agreement with Elizabethtown-Kitley is attached, Attachment #1.

POLICY IMPLICATIONS

There are no policy implications to consider.

FINANCIAL CONSIDERATIONS

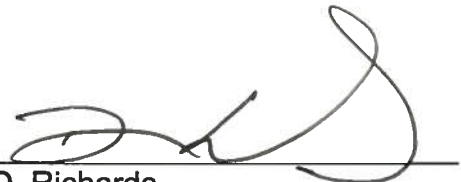
The recovery of costs imposed on the City of Brockville for fulfilling the duties as the Accredited Operating Authority of the system are detailed in the existing "Elizabethtown-Kitley Water Agreement" dated January 14, 2000.

CONCLUSION

This Agreement is a requirement of Section 14, Safe Drinking Water Act, 2002, signing this agreement ensures regulatory compliance with the Act.



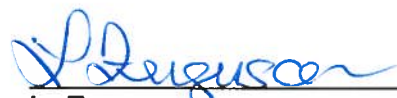
P. E. Raabe, P. Eng.
Director of Environmental Services



D. Richards
Supervisor Water Systems



B. Casselman
City Manager



L. Ferguson
Acting Director of Finance

AGREEMENT WITH ACCREDITED OPERATING AUTHORITY

(Section 14, Safe Drinking Water Act, 2002)

This Agreement made this _____ day of _____, 2013 between:

The Corporation of the Township of Elizabethtown-Kitley

6544 New Dublin Road, R.R. 2 Addison, ON, K0E 1A0

(hereinafter called the "Owner" of the
Elizabethtown-Kitley Water Distribution System)

And

The Corporation of the City of Brockville

1 King Street W., P.O. Box 5000, Brockville, ON, K6V 7A5

(hereinafter called the "Accredited Operating Authority" for the
Elizabethtown-Kitley Water Distribution System)

WHEREAS Section 14, of the Safe Drinking Water Act, 2002 states; if an accredited operating authority is in charge of a drinking water system and it is not the Owner of the system, the accredited operating authority and the owner of the system shall enter into an agreement; and

WHEREAS the City of Brockville has constructed and operates a water treatment and distribution system in the City of Brockville and supplies water to the Elizabethtown-Kitley Water Distribution System and is the "Accredited Operating Authority"; and

WHEREAS the Corporation of the Township of Elizabethtown-Kitley is the "Owner" of the Elizabethtown-Kitley Water Distribution System;

NOWHEREFORE in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

Elizabethtown-Kitley Water Distribution System Description

The following is a description for which the Corporation of the Township of Elizabethtown-Kitley owns and the Corporation of the City of Brockville is the Accredited Operating Authority for:

System Owner	The Corporation of the Township of Elizabethtown-Kitley
Drinking Water System Category	Large Municipal Class I Drinking Water Distribution
Drinking Water Works Permit Number	257-201
Municipal Drinking Water Licence Number	257-101

Operational Plan Number	257-401
Drinking Water System Number	260007777
Water Source	City of Brockville Drinking Water System
Population Served	350 to 2,270

Overview

The Elizabethtown-Kitley Water Distribution System is a large Municipal residential drinking water system, which is connected to and receives water from the City of Brockville Drinking Water System. The Elizabethtown-Kitley Water Distribution System consists of an in-ground water booster pumping station and approximately 10 km of distribution water mains and appurtenances.

The City of Brockville provides treated water from its Water Treatment Plant to the Elizabethtown-Kitley Water Distribution System (Class I). This is facilitated through a 10 kilometer watermain that extends from the City of Brockville's west boundary along County Road #2, through a meter chamber and associated appurtenances. This distribution system currently services approximately 350 residential customers. This system was installed in 1999 by the Ministry of Transportation and the Ontario Clean Water Agency and turned over to the Township of Elizabethtown-Kitley. The Elizabethtown-Kitley Water Distribution System is referred to as the "System" in this Agreement and includes the following:

In-Ground Booster Pumping Station and Metering Chamber

Booster Station Location	North side County Road No. 2 approximately 65 m west of Lily Bay Drive North
Pumps	Two (2) inline water booster pumps each rated at 14.5 L/s at 12 m TDH
Meter Chamber Location	Water meter installed in an in-ground chamber on County Road No. 2 at the west boundary limit of the City of Brockville

Water mains

Watermain Pipe Materials	PVC Class 150 DR 18, HDPE DR 11 (50mm to 300mm)
Service laterals to curb stop	HDPE Series 200 & 160, (25mm to 50mm)
Hydrants	Hydrants for flushing, maintaining water quality, system not designed for fire protection
Flush Stations	Ackerman Road (1) Butternut Bay (1) County Road No. 2 West Boundary (1)

Responsibilities

1. Operation, Maintenance, Management and Alterations

The respective responsibilities of the Owner and the Accredited Operating Authority for the operation, maintenance, management and alteration of the system are described in the existing "Elizabethtown Water Agreement" dated January 14th, 2000 (Appendix A).

The Accredited Operating Authority agrees to operate, maintain, manage and alter the system in a competent and diligent manner in accordance with the following:

- Safe Drinking Water Act, 2002 and associated regulations; and
 - Drinking Water Works Permit #257-201 dated August 25, 2011 (Appendix B); and
 - Municipal Drinking Water Licence #257-101 dated August 25, 2011 (Appendix C); and
 - Operating and Maintenance Manual prepared by Ainley Group dated December 1999; and
 - Drinking Water Quality Management System Operational Plan #257-401; and
 - Any other legislation or regulation pertaining to drinking water that may arise from time to time.
- (all collectively referred to in this Agreement as "Applicable Law")

The Accredited Operating Authority represents that its employees, contractors and all persons responsible for the System have the necessary expertise, knowledge, training and professional qualifications to operate, maintain, manage and alter, as necessary, the System. The Accredited Operating Authority further acknowledges and agrees that the Owner is relying on this representation in entering this Agreement.

The Owner agrees to use due diligence in exercising its oversight responsibilities over the System and comply with Section 19 of the Safe Drinking Water Act – Standard of Care, Municipal Drinking Water Systems.

2. Deficiencies and Emergencies

If any deficiencies are identified the Accredited Operating Authority agrees to investigate and make the necessary arrangements to resolve. Monthly and annual reports shall identify how all deficiencies were resolved and documents specific actions taken to prevent a recurrence. The Accredited Operating Authority agrees to report deficiencies to the Owner through monthly and annual reporting. The Accredited Operating Authority has established programs for maintenance, rehabilitation and renewal, in conjunction with the Owner as referenced in the DWQMS Operational Plan - Element 15. The Accredited Operating Authority will implement DWQMS Operational Plan - Element 15 and ensure that a monitoring and inspection program is implemented with the goal of identifying any deficiencies or non-compliance with Applicable Law. All maintenance, inspection and monitoring programs shall be reviewed regularly and upgraded as needed, but in any event this shall be conducted annually.

The Owner has the right to conduct or have conducted inspections and audits of the operation, maintenance, and management of the system. Where the Owner identifies any deficiencies or non-compliance with Applicable Law, the Accredited Operating Authority shall rectify all identified deficiencies within a timeframe established by the Owner. Where the Accredited Operating Authority fails to correct any deficiency or non-compliance as directed, the Owner shall have the right to take corrective action. The costs of any corrective actions taken by the Owner shall form part of the operation, maintenance and repair costs of the System as set out in the "Elizabethtown Water Agreement" dated January 14th, 2000.

In the event of an emergency, the Accredited Operating Authority agrees to, to the best of their ability, manage and resolve the emergency in a timely manner. The DWQMS Operational Plan, Element 18, Emergency Management Appendix L, identifies the requirements for and the processes used to identify potential future drinking water

emergencies, develop contingencies to respond to potential emergencies, and to evaluate the effectiveness of those contingencies.

3. Operational Plans

The Accredited Operating Authority agrees to ensure the Drinking Water Quality Management System Operational Plan is reviewed and revised as per the regulatory legislative requirements. Revisions to the Operational Plan will be submitted to the Owner for approval. The DWQMS Operational Plan Element 20 Management Review Appendix I and Element 21 Continual Improvement ensure the continuing suitability, adequacy, effectiveness and continual improvement of the Quality Management System.

4. Asset Management

The Accredited Operating Authority agrees to prepare, revise and maintain a 10 year capital plan for the system. The Accredited Operating Authority and the Owner will review the 10 year capital plan and the annual capital budget at the annual DWQMS Management/Infrastructure review meeting.

The Owner agrees to present the 10 year capital plan and the annual capital budget to Elizabethtown-Kitley council for approval. The Owner agrees to provide the Accredited Operating Authority with written authorization of budget approval and direction to proceed with capital projects.

5. Annual Reporting

The Accredited Operating Authority agrees to prepare a combined annual drinking water quality report for the Brockville Drinking Water System and the Elizabethtown-Kitley Water Distribution System.

The Owner agrees to have council review and approve the annual report and post the annual report on the Elizabethtown-Kitley website.

The Parties hereto agree to the terms of this agreement and hereto set their respective seals attested to by the hands of their proper officers duly authorized in that behalf this _____ day of _____, 2013.

The Corporation of the Township
of Elizabethtown-Kitley

The Corporation of the
City of Brockville

Mayor

Mayor

CAO/Clerk

City Clerk

Elizabethtown Water Agreement

This Agreement made this 14 day of January, 2000

**The Corporation of the Township of Elizabethtown
(hereinafter called "the Township"),**

Party of the First Part

-and-

**The Public Utilities Commission of the City of Brockville
(hereinafter called "the Commission"),**

Party of the Second Part

WHEREAS the Commission has constructed and operates a water treatment and distribution system in the City of Brockville.

And WHEREAS the Township will become the owner of a water system constructed by the Ministry of Transportation as described in Ontario Ministry of the Environment Certificate of Approval No. 7-0323-98-006;

And WHEREAS the Township has requested the Commission to provide water service to the area of the Township as described in Schedule "A" attached hereto;

And WHEREAS the Council of the Corporation of the City of Brockville has given its consent under Section 41(5) (a) of the Public Utilities Act, R.S.O. 1990, Chapter P52 to the supply of water service by the Commission to the Township as provided in this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES:



1. For the purpose of this agreement:
 - (a) "Balance Water Consumption Rate" shall mean the "All Remaining Use" or "end" or "balance" consumption rate charged by the Commission from time to time to its customers in the City of Brockville;
 - (b) "Water Service Area" shall mean all lands within the boundaries of the Township which are to be supplied water by the Commission which lands are outlined on Schedule "A" attached hereto and forming part of this Agreement;
 - (c) "Person" shall include an individual, corporation, partnership, business and/or firm;
 - (d) "Township" shall mean the Corporation of the Township of Elizabethtown; and
 - (e) "Commission" shall mean the Public Utilities Commission of the City of Brockville.
2. The Commission hereby agrees to supply water through the Township's water works to those persons now or hereafter owning or occupying land within the Water Service Area for residential, public, commercial and industrial purposes on the terms and conditions set out in this Agreement. The Commission is not obliged to provide water for fire fighting purposes.
3. It is understood by all signing parties that the extension of water service will not permit any new development to take place on vacant lands within the Water Service Area beyond the density and capacity provisions of current lot sizes permitted pursuant to the Township's Official Plan and Zoning By-Laws. The Parties hereby acknowledge that a proposal for a retirement community on Lots 34, 35, 36 and 37, Concession 1, Elizabethtown, is in process.
4. The Parties hereto acknowledge that the estimated water requirements for the Water Service Area are set out in Schedule "B" attached hereto and forming part of this Agreement. The Parties hereto acknowledge that the information contained on Schedule "B" attached hereto is an estimate based on the information available to the parties as of November 1997. Notwithstanding the quantities of water provided in Schedule "B" of this Agreement for supply by the Commission to the Water Service Area, the Township shall supply to the Commission a written report containing such information as the Commission may reasonably require respecting the Township's reasonable requirements for water in the Water Service Area upon written request of the Commission. It is acknowledged by the Parties hereto that the volumes and rates shown on Schedule "B" hereto may, during the currency of this Agreement or any extensions hereto, be increased at the request of the Township provided that the prior written approval of the Commission is obtained.



5. The Commission shall supply water as aforesaid for a term of twenty years commencing on the first day of operation of the Township Water Works System (which, as of the date hereof is anticipated to be December 1999). In the event of a substantial breach by either Party hereto, the non-defaulting party shall give the defaulting Party notice of the breach and an opportunity to remedy the breach within thirty days, failing which, the non-defaulting party may give written notice to the defaulting Party that it intends to terminate the Agreement on a date not less than twelve months after the giving of such notice.
6. At the end of the first twenty year term noted in Clause 5, this Agreement shall be automatically renewed on the first day of December in each and every year for a further twelve month period. This Agreement may be terminated, after the expiration of the above noted twenty year term, by either Party hereto delivering a notice in writing to the other Party that it wishes to terminate this Agreement on a date not less than twelve months following the giving of such notice.
7. The Township agrees:
1. Not to use, transmit, provide or purchase or otherwise acquire a supply of water, for use within the Water Service Area, from any source other than from the Commission without the prior written consent of the Commission.
 2. Not to extend its water system beyond the Water Service Area.
 3. Not to provide or sell any water obtained under this Agreement to any other municipality, county, government, governmental agency or person for use outside of the Water Service Area except under agreement with the Commission.
8. All work and services performed by the Commission, including engineering, plant location, consulting, legal, labour, meter reading, any other field services and material costs, respecting the operation, maintenance, repair and inspection of the Township's water system and the additions that may be made to it shall be charged to the accounts for the operation of the Township Water System on the same basis as would be charged to the Commission's Brockville accounts but increased by the following percentages:
- | | |
|------------------------|----------|
| Labour | add 10% |
| Material and Equipment | add 10%. |
- Purchased material delivered directly to the job site and purchased services shall be billed at cost.
- All administrative costs including but not limited to administration, billing, customer service and collections shall be charged against the Township System based on the ratio of the customer accounts in the Water Service Area as compared to the combined total of accounts in the Water Service Area and the City of Brockville, as of December 31st of each year.

All Water Treatment Plant operational costs including but not limited to labour, supplies and electrical power shall be charged against the Township System based on the ratio of water pumped into the Water Service Area as compared to the combined total water pumped for the Water Service Area and the City of Brockville, as of December 31st of each year.

Costs applied against the Township System will be recorded and compared against revenues from the operation of the Water Service Area. The gross profit (difference between revenues and costs) as applied to the Water Service Area will be split equally between the Township and Commission. If the profit should be negative the loss will be carried forward for inclusion in the next year costs and will be recovered in the rates charged to the customers of the Water Service Area.

An audited financial statement, reflecting revenue from consumers in the Water Service Area, and all costs related to the supply of water to those consumers will be provided on an annual basis, by the Commission.

9. It is hereby agreed that the users of water in the Water Service Area shall be the customers of the Commission and that the Commission shall sell water to each user on a metered basis in the manner that is similar to the sale of water to users within the City of Brockville. Water rates charged in the Water Service Area shall not be less than those charged in the City of Brockville and could be higher based on the costs of operating the system. The Parties hereto acknowledge that water may be supplied by the Commission on a flat rate basis in certain temporary and/or special circumstances as determined by the Commission.
10. The Township agrees to supply and install a totalizer meter and associated valves in its meter station. This meter shall be read regularly by the Commission's Staff and as nearly as possible on the same days as individual customer meters are read.

The consumption recorded by this meter will be compared with that recorded by individual customer meters. Water consumption recorded by the totalizer meter in excess of 115 percent of the sum of the individual consumptions in any billing period will be paid for by the Township at the "balance water consumption rate" as defined in this Agreement.

In the event that water consumption recorded by the totalizer meter exceeds the sum of the individual consumptions by 15% in any billing period, the Commission agrees to forthwith investigate the cause of such discrepancy and take all steps as are reasonable, subject to the provisions of Paragraph 14(b) of this Agreement to rectify or remedy the problem.

The totalizer meter shall be owned by the Township and maintained by the Commission as part of the Township's water system.

Notwithstanding anything to the contrary in this Paragraph 10, in the event that this Commission serves any of its customers in the City of Brockville with water from the Township water system, then in such case the individual consumptions of such customers of the Commission within the City of Brockville shall be deducted from the total water consumption recorded by the totalizer meter.

11. The Parties hereto agree that the water distribution system within the Water Service Area, including all watermains, services, fire hydrants, and appurtenances, belongs to the Township. No water from within the Water Service Area shall be delivered, carried or sold outside the Water Service Area unless under the control of the Commission.
 12. The Parties hereto agree that the water system to be supplied and installed by the Township between the point of water supply and the Water Service Area is part of the Commission's water system. The point of water supply to the Township's water system shall be the point of connection to the Commission's water system on the supply side of the metering chamber.
 13. The Commission agrees to be responsible for the operation (including flushing), maintenance and repair of the water distribution system including all mains, fire hydrants, valve boxes and services in the Water Service Area for so long as this Agreement is in effect. No other person or persons shall be permitted to operate (including flushing), maintain and/or repair the water distribution system unless prior written permission has been given by the Commission. In consideration of the Commission carrying out such maintenance and repair work as aforesaid, the Commission shall be entitled to collect for such costs as outlined in clause 8 through the water rates charged.
- In the event that any part of the water distribution system within the Water Service Area requires replacement, the Commission shall notify the Township of the need for such replacement and the Parties hereto shall agree on a mutually acceptable arrangement to resolve the concerns of the Commission in this regard. In the event that the Parties cannot agree the matter shall be resolved by arbitration.
14. The Parties hereto acknowledge that the meters on each user's premises shall be owned by the Township. A seal shall be placed on each meter by the Commission and no one, except service personnel employed by the Commission, shall break the seal or in any way tamper with, change the location or operation of the meter. The customer of the Commission shall be responsible for the safekeeping of the meter and the meter shall be protected by the customer at all times against damage,, including freezing. Should a meter be damaged or destroyed by other than normal use, the customer shall be required to repair or replace it at his/her expense and this may be considered a condition of service in the discretion of the Commission.
 15. The Township agrees to pay the Commission rates as set by the Commission, from time to time, for the use of water from the Fire Hydrants in the Water Service Area. Access to the hydrants shall not be made without prior written consent of the Commission.



16. The Township agrees that it will not submit any plans or applications for additions or extensions to the Township water distribution system to the Ministry of Environment (under the Ontario Water Resources Act or such legislation as is applicable from time to time) without giving the Commission sixty (60) days prior written notice of such plans or applications for additions or extensions in order that the Commission shall have the opportunity to comment on the proposed addition or extension. The Township agrees to forward any such comments received from the Commission to the Ministry of Environment.

The Township agrees that any water works to be constructed shall be designed, installed and constructed in accordance with the current Commission standards unless the prior written approval of the Commission is obtained to any alterations from such standards.

The Commission agrees that all additions or significant modifications to the water works will require the approval of the Township.

17. In order to conserve water and avoid waste, the Township acknowledges that on notification to the Township by the Commission, the Township will support the Commission in the imposition on it's customers in the Water Service Area of any restriction on the use of water which the Commission may at any time impose upon its customers within the City of Brockville.
18. The Commission agrees to do all things within reason to maintain an even, uninterrupted flow of water in the mains in the Water Service Area but the Commission shall not be liable to the Township for any loss or damage arising out of any discontinuance, interruptions, lack of continuity or variation of flow, pressure, quality or otherwise of the supply of water to be delivered to the Water Service Area pursuant to this Agreement except for loss or damage arising out of the negligence of the Commission, its work persons, employees and/or agents.
19. The Commission shall have the right to shut off or reduce the amount of water supplied to the Township in cases of emergency or breakdown or when it may be necessary maintaining or extending the waterworks, but the Commission shall endeavor wherever possible, to give the Township and its customers reasonable notice of intention to shut off or reduce the supply of water.

20. The Township will from time to time and at all times hereafter will and truly save, defend and keep harmless and fully indemnify the Commission and the City of Brockville, its successors and assigns, of, from and against all loss, costs, charges, damages, expenses, actions (whether with or without merit), claims and demands whatsoever which the Commission, its successors or assigns or any of them may at any time or times hereafter bear, sustain, suffer be at or be put to by the owners or occupants of land or premises within the Township Water Service Area for or by reason of or on account of:

- (a) discontinuance, interruption, lack of continuity or variation of flow, pressure or quality of the supply of water within the Water Service Area;
- (b) the failure of plant owned by the Township or its customers;
- (c) broken watermains or services within the Water Service Area

provided that the Township's agreement to indemnify and save harmless the Commission and the City of Brockville as aforesaid shall not include or extend to any loss, cost, charge, damage, expense, action, claim and/or demand which the Commission and/or the City bears, sustains, suffers or is put to by reason of or arising from the negligence of the Commission and/or the City, its work persons, employees and/or agents.

21. The Commission shall issue bills for the supply of water to its customers in the Water Service Area in a similar manner as customers are billed in the City of Brockville. Estimated bills will be permitted so long as an annual meter reading is scheduled.
22. All consumers of water from the Commission within the Water Service Area shall comply with all by-laws, resolutions and regulations from time to time enacted by the Commission with respect to the supply and/or use of water. The Commission may, in the event of breach by any user of any by-law or regulation or for failure to pay the applicable water charge, discontinue water service to such user. The Township, when requested by the Commission, shall assist the Commission with enforcement of the Commission's by-laws and regulations in the Water Service Area.
23. If any term or provision of this Agreement or the application thereto to any person shall to any extent be held to be invalid or unenforceable, the balance of the Agreement shall not be affected thereby and each term and provision of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law. This Agreement shall be read and construed in accordance with the laws of the Province of Ontario.
24. All matters in dispute between the Parties hereto in relation to this Agreement shall be referred to the arbitration of a single arbitrator if the Parties hereto agree upon one, otherwise to three arbitrators, one to be appointed by each Party and a third to be chosen by the first two named before they enter into the business of arbitration. If either Party shall fail to appoint an arbitrator within seven (7) business days after service of notice on such Party of the appointment of an arbitrator by the other Party, the arbitrator so appointed shall act as the sole arbitrator. The award and determination of such arbitrator or arbitrators or any two of such arbitrators shall be binding upon the Parties hereto and their respective successors and assigns.

25. Except as otherwise provided in this Agreement, the failure of any Party hereto to carry out any of the terms, covenants and conditions of this Agreement shall not release the other Party from the performance of any terms, covenants or conditions of this Agreement, but this clause shall not affect any right of action that may arise from damages for breach of this Agreement or otherwise.

26. All notices which may or are required to be given pursuant to any provision of this Agreement shall be given or made in writing and shall be delivered to or mailed by prepaid registered mail in the case of:

The Commission to:

PO Box 157
25 Front Avenue West
Brockville, Ontario
K6V 5V2

The Township to:

Township of Elizabethtown
6544 New Dublin Road - RR #2
Addison, Ontario K0E 1A0
Attention: J. Stephen McDonald, AMCT, Administrator & Clerk-Treasurer

The City of Brockville to:

Corporation of the City of Brockville
P.O. Box 5000 - Victoria Building
1 King Street West
Brockville, Ontario, K6V 7A5
Attention: Brian Switzer, Chief Administrative Officer

or to such other address as either Party hereto may from time to time advise the other Party hereto by notice in writing. The date of receipt of any such notice shall be deemed in the case of delivery to be the date of delivery or in the case of mailing to be the fifth day of business following the date of such mailing.

27. The Agreement shall not be assigned by either party hereto without the prior written consent of the other party unless assigned to a successor company or municipality.
28. This Agreement contains the entire agreement between the Parties hereto with reference to the subject matter hereof, shall not be altered or amended except by an agreement in writing duly executed by the Parties hereto, shall ensure to the benefit of and be binding upon the Parties hereto and their successors and assigns.

IN WITNESS WHEREOF the Parties hereto have hereto set their respective seals
attested to by the hands of their proper officers duly authorized in that behalf.

THE CORPORATION OF THE TOWNSHIP
OF ELIZABETHTOWN

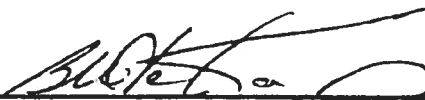


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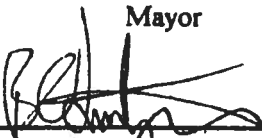


Clerk

APPROVED AND AUTHORIZED BY THE
CITY OF BROCKVILLE
RESOLUTION 214-97 AND
CONFIRMATION BY-LAW NO. 104-97



Mayor

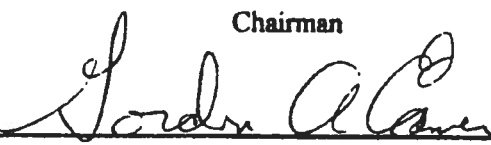


Clerk

THE PUBLIC UTILITIES COMMISSION OF
THE CITY OF BROCKVILLE



Chairman



Secretary

Schedule B

Design Criteria provided from M.S. Thompson, November 24, 1997 as per CH2M Gore & Storrie Limited Report

Water Pricing for Sale of Water to Elizabethtown Township by Brockville Public Utilities Commission - January, 1998

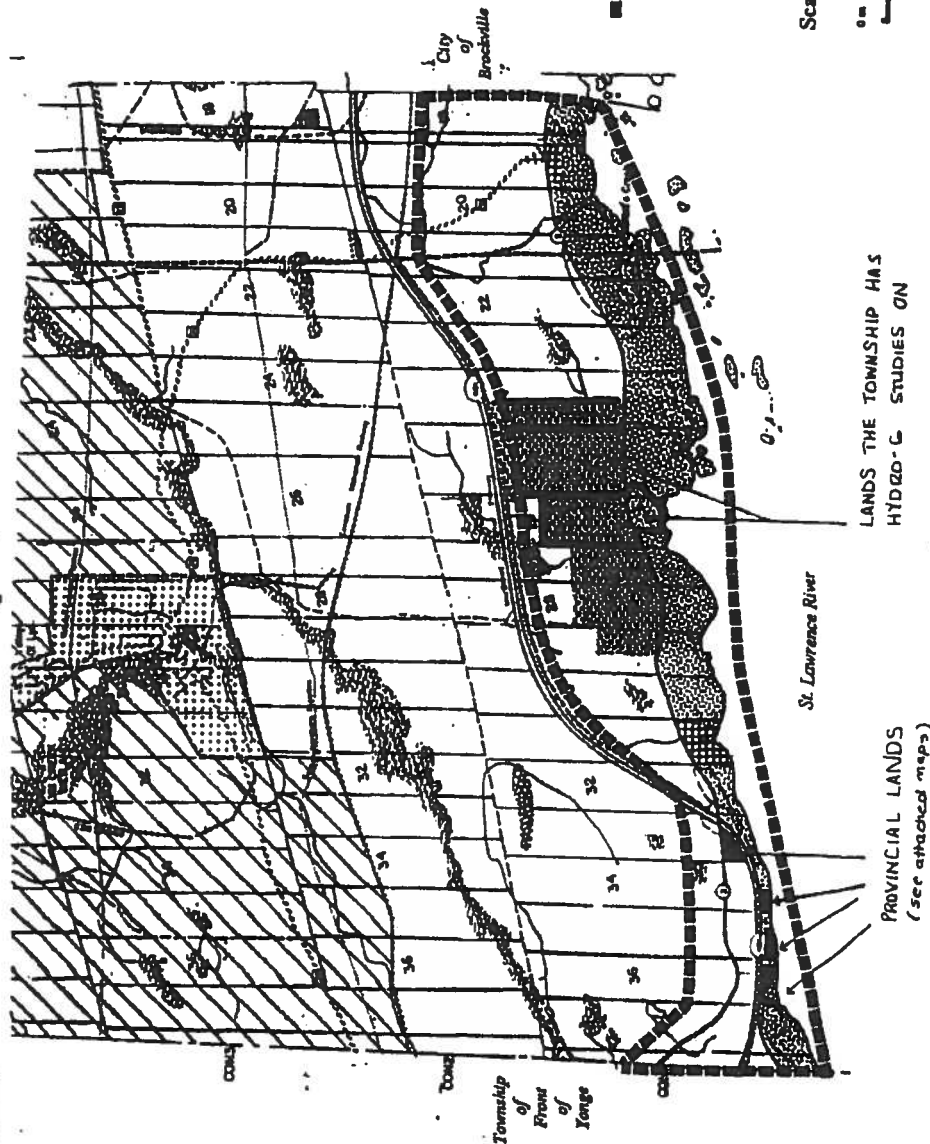
Stages	Equivalent Dwellings	Equivalent Population	Average Demand M3/day	Max. Day M3/day	Peak Hour M3/day
1997 Initial	255	700	275	690	1030
1997 Design	300	825	320	800	1200
2017 Design	825	2270	885	1990	2990

Waterline Servicing: Options and Potential
The Corporation of the Township of Elizabethtown

Schedule 3 A

ATTACHMENT OB. 1

SCHEDULE A



Scale (approximate): 1:400



Excerpt from Schedule "A" to
the Official Plan of the Township of Elizabethtown
(adopted October 24th, 1994)

January 15, 2012

**REPORT TO FINANCE ADMINISTRATION COMMITTEE
December 11, 2013**

2013-013-01

**MUNICIPAL COUNCIL SUPPORT FOR FEED-IN
TARIFF PROJECT LOCATED AT
1972 PARKEDALE AVENUE**

**B. CASSELMAN
CITY MANAGER
L. WHITE**

MANAGER OF STRATEGIC INITIATIVES

RECOMMENDED

THAT Council of the City of Brockville supports the construction and operation of a 425 kW rooftop solar project to be located at 1972 Parkedale Avenue in the City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

PURPOSE

The purpose of this report is to enable the Applicant, Fresh from the Sun Energy 2.0 Limited Partnership, to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

BACKGROUND

Council has received a request for Municipal Support from Zelinka Priamo Ltd., acting on behalf of Loblaw Properties Limited and Fresh From the Sun Energy 2.0 Limited Partnership for a rooftop solar project located at 1972 Parkedale Avenue (Real Canadian Superstore).

The Ontario Power Authority (OPA) recently revised the FIT program rules and process. In an effort to give municipalities some influence over which FIT projects get approval, the OPA has developed a point system. Applicants can receive priority points for such things as Municipal Support, Aboriginal Community Support and Project Readiness.

The new FIT program rules have addressed the concerns expressed by Municipal Council Members and staff about the lack of control with respect to the development of FIT projects within their municipality.

If the Municipal Council chooses to lend support to a FIT project within their municipality, the Applicant will receive priority points that may assist in obtaining a FIT contract.

The resolution for Municipal Support encourages the construction and operation of rooftop solar, ground mount solar and on-shore wind within the municipality. The sole purpose of the resolution is to enable the Applicant to receive priority points under the

FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

Council has received and granted previous requests for Municipal Support for Solar Projects located in the City.

ANALYSIS

The proposed rooftop solar project is located at 1972 Parkedale Avenue (Real Canadian Superstore) a building shown on Attachment 1. The owner of the building has agreed to lease the space on the rooftop to Fresh from the Sun Energy for the 20-year term of the FIT contract if approved. The owner will receive rent from Fresh from the Sun for 20 years.

This solar system will provide 20 years of clean energy. A rooftop application is preferable to ground mount applications as they do not occupy prime land (agricultural, commercial, industrial) that could be used for other purposes, nor do they damage views of the landscape.

This project represents a significant capital investment into the property and the community. It is anticipated that some local contractors will be used when necessary.

The Brockville Fire Department requests the cooperation of the owner/installers of solar systems to provide any technical information and/or training that will enhance firefighting capabilities and safety during emergency response operations to locations with these installations. Fire Staff are presently drafting response protocol for these installations and are finding that variations exist from different manufacturers, so naturally the more information available to the Fire Department will be essential in mitigating any emergency situations.

Fire Department Staff have been working with the Planning Department Building Officials to identify the locations of any installations within the response areas and are entering the data in our CriSys CAD program.

Many safety concerns exist in working around charged electrical circuits and Fire Department staff we are familiar with the ability to control the flow of electricity but are unable to stop the production of the same. An additional concern is the additional weight that may affect structural integrity should the structural members be compromised by fire or any other form of damage. Although some of the Fire Department's concerns are addressed by other regulatory bodies during the installation and design approval, there is a real concern for safety with respect to solar applications.

POLICY IMPLICATIONS

There are no policy implications.

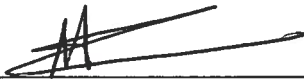
FINANCIAL CONSIDERATIONS

There is a fee of \$100 for letters of Municipal Support.

CONCLUSION

The purpose of the FIT program is to generate electricity through "greener" methods rather than depending on coal-fired power plants that which produce excessive greenhouse gas emissions. Many companies and citizens, including the City of Brockville, can also benefit from the FIT program through payments from Hydro One for energy generation.

Through a thorough public consultation process, the OPA has given the municipalities a vote in the awarding of FIT contracts through granting points to applicants who have been granted municipal support. At the same time, it is important for the City of Brockville to focus on the goals developed in the Strategic Plan and grant municipal support when the outcome is beneficial to all parties involved.



B. Casselman
City Manager



L. White
Manager of Strategic Initiatives



Aerial View: Superstore, 1972 Parkdale Avenue, Brockville



Street View: Superstore, 1972 Parkdale Avenue, Brockville

Typical Commercial Roof Top installation