



## Finance, Administration and Operations Committee

Tuesday, April 19, 2016, 4:15 pm  
City Hall, Council Chambers

### Committee Members

Councillor J. Fullarton,  
Chair  
Councillor J. Baker  
Councillor T. Blanchard  
Councillor J. Earle  
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]

Page

## **AGENDA**

### **DISCLOSURE OF INTEREST**

### **DELEGATION(S) AND PRESENTATION(S)**

7 - 10

1. SOS 1000 Islands  
Mr. Tom Scott

*Mr. Scott will make a presentation to the Committee on what SOS 1000 Islands would like to do this year at Centeen and The Memorial Sculpture Park.*

2. Youth Advisory Committee

*The Youth Advisory Committee will update FAO on its Youth Friendly Designation initiative.*

3. Water Advisory Committee  
Mr. Gord Cameron

*Mr. Cameron would like to speak about the need for a Water Advisory Committee to help Council in providing some background to some of the issues from a viewpoint of users of the system.*

### **CORRESPONDENCE**

- 11 - 12 1. Do It For Aaron Music Festival (Municipally Significant)  
Mr. Willy Stevenson, DIFA Foundation

*THAT Council approve the request from the DIFA Foundation that the Do It For Aaron Music Festival to be held at the Brockville Legion Ball Field, 180 Park Street July 22, 2016 and July 23, 2016 be declared as an event of "Municipal Significance" for the purpose of the issuance of Special Occasion Permits required by the Alcohol and Gaming Commission of Ontario (AGCO), subject to all necessary permits and approvals being obtained and compliance with all City of Brockville By-laws.*

### **STAFF REPORTS**

- 13 - 14 1. 2016-046-04  
Multi-Functional Device Lease

*THAT the City of Brockville enter into a five-year lease agreement for 24 Multi-Functional Devices (MFD) with Ricoh Canada under the Vendor of Record Contract OSS-00457979 at a monthly lease rate of \$1,475.82 plus impression charges.*

- 15 - 18 2. 2016-027-02  
Water Advisory Committee

*THAT Council continues to utilize the existing reporting mechanism and structure for receiving and reviewing information on the City's water and wastewater systems.*

- 19 - 60      3.      2016-040-04  
Water and Wastewater Systems  
Quarterly Report (Jan-Mar 2016)

*THAT Report 2016-040-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2016) be received for information purposes.*

- 61 - 63      4.      2016-041-04  
Q2016-01, Supply and Deliver a  
Center-Mount Pickup Broom Single Power Plant Sweeper

*THAT Council authorize the purchase of a center-mount pickup broom single power plant sweeper for street sweeping operations from Amaco Equipment, Mississauga, Ontario in the amount of three hundred thirty-three thousand two hundred ninety-nine dollars and fifteen cents (\$333,299.15) including HST with trade-in; and*

*THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.*

- 64 - 65      5.      2016-042-04  
Q2016-04, Supply and Delivery of  
Two Conventional Passenger Transit Buses

*THAT Council authorize the purchase of two conventional passenger transit buses from the single source quotation from Girardin Blue Bird Ontario Inc., Brantford, Ontario in the amount of one hundred ninety-nine thousand nine hundred twenty-eight dollars and sixty-eight cents (\$199,928.68) including HST; and*

*THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902033-9361.*

- 66 - 67      6.      2016-043-04  
Tender for Contract 2016-01  
Routing, Cleaning & Sealing Random Cracks in Asphalt Pavement

*THAT Council authorize the tender from L.A. Knapp Inc. in the amount of seventeen thousand seven hundred and sixty five dollars (\$17,765.00) excluding HST for Contract 2016-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements; and*

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

- 68 - 69      7.      2016-044-04  
Tender for Contract 2016-02  
Supply of Paint and Painting of Centre, Lane and Edge Line  
Pavement Markings

*THAT Council authorize the tender from R&N Maintenance in the amount of twenty-six thousand, five hundred dollars (\$26,500.00) excluding HST for Contract 2016-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings and;*

*THAT this work be charged to account 01-5-245435-3010.*

- 70 - 71      8.      2016-045-04  
Tender for Contract 2014-04  
Concrete Sidewalk and Curb Reconstruction on City Streets

*THAT Council authorize the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of two hundred and twelve thousand, seven hundred and twenty dollars (\$212,720.00) excluding HST for Contract 2016-04, Concrete Sidewalk and Curb Reconstruction on City Streets and;*

*THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.*

- 72 - 73      9.      2016-049-04  
Heat Exchange, Brockville Memorial Centre

*THAT Council authorize the purchase of a plate and frame heat exchanger with matching surge drum at the Brockville Memorial Civic Centre from the single source quotation received from CIMCO Refrigeration in the amount of eighty-nine thousand eight hundred dollars (\$89,800) plus HST.*

- 74 - 102    10.    2016-047-04  
Departmental Work Plans - 1st Quarter Report

*THAT Council approve the 2016 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2015-047-04.*

- 103 - 104   11.    2016-048-04  
Amendments to Parking By-law 119-89, Broad Street

*THAT Council authorize the passing of a bylaw to amend the City of Brockville Parking Bylaw 119-89 to:*

- 1. amend Schedule 1 to restrict parking on the east side of Broad Street, from 34.0 m south of Water St, 16.5 m southerly; and*
- 2. amend Schedule 1 to restrict parking on the west side of Broad Street, from Flint Street northerly 12.0 m.*

- 105 - 119   12.    2016-051-04  
2016 Tax Rates and Tax Ratio Report

*THAT Council authorize staff to levy \$33,877,631 and impose municipal and education tax rates for the year 2016; and*

*THAT Council authorize the levy of \$294,167 on behalf of the Downtown Board Improvement Association (DBIA) to impose special purpose rates for the year 2016; and*

*THAT Council authorize the tax ratios for all property classes per the attached schedule, for the year 2016; and*

*THAT the necessary by-laws be enacted.*

# - #      13.    2016-052-04  
                 Capping and Threshold Options

*THAT Council adopts the following measures for the 2016 tax year:*

- 1. the cost of mandatory capping for the multi-residential, commercial and industrial classes be revenue-neutral; self-financing within the property class; and*
- 2. the capping percentage for the multi-residential class remain at 5% of the previous years annualized taxes; and*
- 3. the capping percentage for the industrial class remain at 5% of the previous years annualized taxes; and*
- 4. the capping percentage for the commercial class be set at 10% of the previous years annualized taxes; and*
- 5. the threshold change option be continued at \$150 for multi-residential, commercial and industrial classes; and*
- 6. when a property reaches full current value assessment it is removed from the capping/clawback system; and*

*THAT Council authorizes the passing of a By-law to adopt the 2016 Capping Options for the Protected Property Classes.*

**NEW BUSINESS**

Nil.

**FAO - CONSENT AGENDA**

**ADJOURNMENT**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for May 17, 2016.*

# Save Ontario Shipwrecks (SOS) 1000 Islands Chapter

## Centeen Park Update

What's to come in 2016.

## 2016 Plans

- Installation of interlocking stone around diver friendly benches.
- Addition of 6 -7 to Centeen Memorial Dive Park.
  - BCI
  - TISS
- Continue the Centeen Park Diver Token program.
- Repair the wood on one bench, paint (touch up) frame, seal / treat wood on benches.

## 2016 Plans Continued

- SOS 1000 Islands is willing to take on the project of a 2nd set of steps being built just east of the current set at Centeen Park.
  - help to eliminate the congestion.
  - continue to move diving activity east away from the swimming area.
  - will be a major undertaking (financially & effort) for our small chapter.
  - will require assistance & direction from the City of Brockville



## 2016 Plans Continued

- We are working with a company that makes underwater housings & cameras to install a live 24 hour web feed from underwater in Centeen Memorial Sculpture Park.
  - Time frame will depend on the amount of money we have left after the new step of steps. Hopefully we currently have enough money for both!
  - Another expensive large project for our small chapter.
  - We would like to offer this feed to the Aquatarium so they can have a live underwater view from the sculpture park for the patrons of the Aquatarium. This is a SOS 1000 Islands Project that will be a benefit to the Aquatarium as well.

## Largest Needed Improvement for 2016

- The biggest improvement we can make to the diver experience at Centeen Park, is washroom accessibility early and late in the season, May 1st to Oct 31st.
- Female divers avoid Centeen early & late (for Conestoga & Rothesay sites) because of bathroom / change room access.



# Date of Sculpture Placement

- Sculptures will be placed on Friday June 10th.
- Will require a crane and a huge volunteer effort.
- Will have a BBQ lunch.
- We would like to invite you to join us.



April 06 2016

Willy Stevenson  
DIFA Foundation  
15 Geneva Court  
Brockville, Ontario.  
K6V 1M7

Brockville City Council

The Do It For Aaron, (DIA) was formed over 2 years ago after the tragic passing of Aaron Stevenson, son of Willy and Kelly Stevenson. I am sure all council members, as well as all Brockville residents know of this tragic story that ended a young, energetic, musically talented high school man's life.

On July 26th, 2014, The DIFA Foundation organized a fundraising musical festival for the residents of Brockville and surrounding areas. The event was received very well with an outpouring of charitable donations and residents support. The event raised, after expenses a total of \$33,000.00. All proceeds were donated evenly to Brockville's 3 high schools to support their music department programs and purchase equipment as well as providing annual scholarships to deserving students.

The DIFA Foundation and its committee members have now with the support of the city and its residents have raised over \$15,000.00 for the Second Annual DIFA Summer Festival.

It is to be held July 22 from 4 p.m. until 11 p.m., and July 23 from 11 a.m. until 11 p.m. in the Brockville Legion Ball Field located at 180 Park Street, Brockville. We hope this event will attract many people to our community, and raise thousands of dollars for our own Brockville Charities.

We are asking for your support once again to ensure we receive the Special Occasion Permit required for our event.

We thank you, and the City of Brockville for your continued support.

Regards

Willy Stevenson  
Chairman  
DIFA Foundation

In July of 2012 the AGCO amended the regulations which govern the Special Occasion Permit program. One of the changes implemented affected Public Event SOPs. Public Event SOPs are issued for events that are open to the general public such as charity fundraisers, outdoor street festivals, community festivals, to name a few.

Generally, requests for a municipally significant event designation are made in order to obtain eligibility for a Public Event Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) that would allow for the sale of alcohol at an event and allow the organizer to;

- Profit from the sale of alcohol
- Advertise the event publically

The AGCO states that a Public Event Special Occasion Permit can be issued;

- To a registered charity under the Income Tax Act of Canada
- To a non-profit organization or association organized to promote charitable, educational, religious or community objects
- For an event of provincial, national or international significance
- For an event designated by a municipal Council as an event of municipal significance

The following factors should be considered when determining if an event is of municipal significance:

- Expected to bring people to the area
  - accessible to and provides for broad access and participation to all residents and/or tourists
- Expected to promote the area regionally, provincially, nationally or internationally
  - Has significant profile
- The liquor sales activity is ancillary to the main festival or event function and is for the purposes of raising funds for the festival or event or to raise funds for charitable purposes and objects that benefit the public at large;
- The Festival or Event is intended to encourage and promote community involvement and provides a venue for local businesses, organizations and residents to participate in the activities;

For Profit events cannot be designated a “municipally significant” event as per the AGCO and these proponents are encouraged to partner with a non-profit charitable organization or third party in order to obtain a SOP.

**APRIL 11, 2016**

**REPORT TO FINANCE/ADMINISTRATION/OPERATIONS – APRIL 19, 2016**

**2016-046-04**

**MULTI-FUNCTIONAL DEVICE LEASE**

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

**RECOMMENDATION:**

THAT the City of Brockville enter into a five-year lease agreement for 24 Multi-Functional Devices (MFD) with Ricoh Canada under the Vendor of Record Contract OSS-00457979 at a monthly lease rate of \$1,475.82 plus impression charges.

**PURPOSE**

To request Council authorization to enter into a five-year lease with Ricoh Canada for the supply and service of MFD.

**BACKGROUND**

In 2015, the Ministry of Government and Consumer Services' Supply Chain Management awarded Ricoh Canada the contract to provide Managed Print Services to the Government of Ontario and the Broader Public Sector (BPS) under Vendor of Record (OSS-00457979). Ricoh met the stringent requirements of the Provinces long and complex evaluation process. As the City falls under the BPS, it has the benefit to access the pricing of the VOR.

The City also used the VOR program for the supply of MFD in 2012 although at that time the successful Vendor was Compugen who provided Xerox products.

The City of Brockville's current lease for MFD ends April 30, 2016.

**ANALYSIS**

Staff has met with representatives from Ricoh Canada as well as their local service provider Future Office Products and anticipates a trouble-free transition to the new machines.

Report 2016-046-04  
Multi-Functional Device Lease

---

**POLICY IMPLICATIONS**

The City's 2009 Community Strategic Plan states that the City shall "seek out cost sharing or service deliver partnerships to reduce costs and improve services".

Although the City is not partnering with another organization directly, staff are utilizing a service provided by the Province of Ontario that benefits other public service organization by leading the procurement process that will save time and money.

**FINANCIAL IMPLICATIONS**


The new agreement will save the City approximately \$100,000 over the next five years.

The monthly lease rate has dropped from \$2,860.66 to \$1,475.82 (based on a 60-month lease as opposed to a 48-month lease in 2012) resulting in a savings of \$83,090.40.

Additional savings will be garnered as the impression charge has decreased greatly as well. Staff has also eliminated some costly laser printers and replaced them with a MFD that not only provides more functionality but costs less per month.

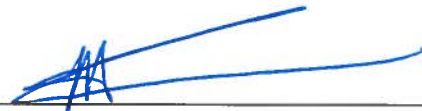
**CONCLUSIONS**

It is an excellent opportunity to enter into a MFD lease agreement under the Provincial Government umbrella. Members and Council and Staff can be assured that the pricing is competitive and service will be exceptional.



---

L. White  
Manager Strategic Initiatives



---

B. Casselman  
City Manager

**April 14, 2016**

**REPORT TO FINANCE, ADMIN., AND OPERATIONS COMMITTEE – APRIL 19, 2016**

**2016-027-02  
WATER ADVISORY  
COMMITTEE**

**PETER RAABE, P.ENG.  
DIRECTOR OF ENVIRONMENTAL SERVICES**

**RECOMMENDED**

THAT Council continues to utilize the existing reporting mechanism and structure for receiving and reviewing information on the City's water and wastewater systems.

**PURPOSE**

To determine if additional oversight of the Water Systems Division is necessary.

**BACKGROUND**

During the 2016 budget process, Councillor Baker requested that City Council discuss the possibility of establishing a water oversight/advisory committee.

**ANALYSIS/OPTIONS**

The City currently has a number of mechanisms in-place that not only provides Council with the information that they require to make informed decisions but also makes sure that the systems are operated and maintained in an effective and efficient manner.

One of the most important mechanisms is the City's Drinking Water Quality Management System (DWQMS). This system is used to administer and direct the oversight of the City's Water System Division. It has been in place since 2009, when the MOECC required all municipalities that own and operate municipal drinking water systems, create a Drinking Water Quality Management System – Operational Plan as recommended from Part 2 of the Walkerton Inquiry. The purpose of the quality management approach is to protect public health by achieving consistent good practice in managing and operating a water system. The hallmarks of this approach include;

- The adoption of best practices and continual improvement;
- Real-time process control;
- The effective operation of robust multi-barriers to protect health;
- Preventative, rather than strictly reactive, strategies to identify and manage risk to public health, and;
- Effective leadership.

The province's Drinking Water Quality Management Standard specifies the minimum requirements for all drinking water quality management systems in Ontario and includes 21 defined elements.

These 21 elements form the foundation of the City's DWQMS – Operational Plan including defining the roles and responsibilities of all those involved, and establishes a reporting mechanism to ensure knowledgeable and informed decisions are made.

Element 9 "Organizational Structure" of the DWQMS outlines Council's role and responsibilities as the owner of the City's drinking water system. As such, under the Safe Drinking Water Act there is statutory standard of care for individuals who have decision making authority over the drinking water system. There are legal consequences for not acting as required by the standard of care, including possible fines or imprisonment. This authority cannot be delegated to a board or commission by Council and if a board or commission is established, they would also be subject to the same standard of care as a municipal Council.

Element 20 "Management Reviews" in the plan identifies that management review meetings are to be held at least once a year for the purpose of reporting the status of the DWQMS to Top Management. The City typically holds two meetings each year, exceeding the minimum standard. Personnel included in the management review meetings include the Supervisor of Water Systems, Chief Operator of Water Systems, Director of Environmental Services, Director of Corporate Services, City Manager, a member of Council and the Mayor. The agenda for the meeting includes, but not limited to, the following:

- List of incidents of regulatory non-compliance and adverse conditions
- List of deviations from critical control point limits and response actions
- Review of financial capital plan
- Results and efficiency of the risk assessment process
- Results of infrastructure review/planning
- Results of relevant internal and third party audits
- Results of regulatory compliance inspections
- Results of emergency response testing
- Summary of customer complaints
- Summary/trending of operational performance
- Raw water supply and drinking water quality trends
- Follow-up and status of action items from previous meetings
- Summary of Council Meeting minutes pertaining to DWQMS
- Changes in process or management that may affect drinking water quality
- Recommendation from improvements of the DWQMS
- Changes to Operational Plan
- Any relevant staff suggestions

The minutes of these meetings are made available to all Council members.



The City's DWQMS is subject to internal and remote external audits annually and on-site external audits every 3 years. This ensures that the DWQMS is being fully utilized as intended and ensures that there are continuous improvements to the document. The City's last external audit was completed in January 2016 where the auditor found the City's plan to be in compliance with the standard.

Other DWQMS elements that are reviewed on a continuous basis include infrastructure maintenance, rehabilitation and renewal, emergency management, and risk management.

In addition to these DWQMS management system, the Environmental Services Department prepares quarterly and annual reports for Council's review. The quarterly reports keep Committee, Council and the public current with performance and major operational aspects of the water and wastewater systems. The report typically includes the following:

#### **Water System**

- Compliance with Ontario Safe Drinking Water Act and Regulations
- Compliance with the City's Drinking Water License and Drinking Water Works Permit
- Details of adverse water quality incidents
- Monthly treated and raw water flows
- Summary of operational and maintenance work at the various water facilities
- Updates on the DWQMS
- Results of MOECC inspection reports
- Results of regulatory sampling
- Summary of Elizabethtown-Kitley water system
- Summary of water distribution service calls
- Details of watermain breaks
- Status of capital projects

#### **Wastewater System**

- Summary of operational and maintenance work at various wastewater facilities
- Summary of by-pass events
- Summary of wastewater collection service calls

On an annual basis the City is also required to provide reports to the MOECC. These reports confirm the City's compliance to provincial regulations and ensure that the quality of its water meets or exceeds provincial drinking water quality objectives. Copies of the reports are presented to Council for their review and approval.

The City is also subject to annual inspections by the Ministry of Environment and Climate Change. These inspections are rather detailed and focus on regulatory compliance rather than operations. Copies of the inspection report are provided to Council or made available.

The City's annual operating and capital budgets are prepared for the water and wastewater systems by Environmental Services Department staff. Projects are identified and included in the City's ten year rolling plan and presented to Council during budget meetings. The City's Asset Management Plan is an important tool used by staff in preparing the budget and is continuously reference during the preparation of the budget.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL CONSIDERATIONS**


There are no costs at this time.

### **CONCLUSION**

The City has in place a comprehensive management system and a number of reporting mechanisms to Council and the public for its water and wastewater systems. In doing so, the City ensures that it is able to operate the systems effectively and efficiently. This is demonstrated by the following:

- excellent MOECC inspection report results
- excellent internal and external DWQMS audit reports results
- low water and wastewater rates
- positive internal and external service delivery reviews

It is recommended that a Water Advisory Committee not be established and the existing reporting structure continues to operate.

  
\_\_\_\_\_  
P.E. Raabe, P. Eng.  
Director of Environmental Services  
\_\_\_\_\_  
B. Casselman  
City Manager

**April 8, 2016**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – APRIL 19, 2016**

**2016-040-04  
WATER & WASTEWATER  
SYSTEMS QUARTERLY REPORT  
(JAN. – MAR. 2016)**

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

**RECOMMENDED**

THAT Report 2016-040-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2016) be received for information purposes.

**PURPOSE**

This report covers the months of January, February and March 2016. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOECC inspections and adverse conditions.

**BACKGROUND**

This report is submitted quarterly, and represents the first quarter of 2016.

**ANALYSIS/OPTIONS**

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

The Brockville Drinking Water System 2015 Annual Water Quality Report was approved by Council, submitted to the Medical Officer of Health, and Elizabethtown-Kitley Township and posted on the City's website.

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

2016-040-04

## Water &amp; Wastewater Systems Quarterly Report (Jan. – Mar. 2016)

Page 2

Adverse Water Quality Incidents:

| Incident Date<br>AWQI #        | Parameter    | Result   | Corrective Action                          | Corrective<br>Action Date |
|--------------------------------|--------------|----------|--|---------------------------|
| March 10, 2016<br>AWQI #128534 | Low pressure | < 20 PSI | Restored pressure,<br>flushed and sampled. | March 11, 2016            |

**Items of Note:**1. Flows - Water Treatment PlantJanuary

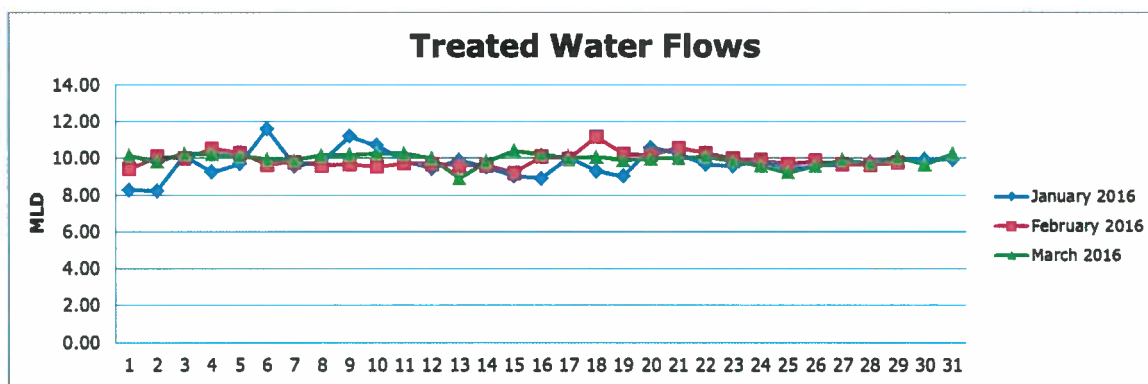
Total Volume Treated: 301.685 ML  
 Average Daily Flow: 9.73 ML/d  
 Average FI2 Residuals: 0.60 mg/l  
 Distribution Free Cl<sub>2</sub> Res: Min 0.90, Max 1.85, Avg 1.50 mg/l

February

Total Volume Treated: 287.811 ML  
 Average Daily Flow: 9.92 ML/d  
 Average FI2 Residuals: 0.60 mg/l  
 Distribution Free Cl<sub>2</sub> Res: Min 1.05, Max 2.13, Avg 1.62 mg/l

March

Total Volume Treated: 308.571 ML  
 Average Daily Flow: 9.95 ML/d  
 Average FI2 Residuals: 0.54 mg/l  
 Distribution Free Cl<sub>2</sub> Res: Min 1.01, Max 2.06, Avg 1.59 mg/l



## 2. Main Treatment Plant

- UV Reactor 101 lamp sleeve failed, unit serviced and placed back in operation.
- New natural gas heating system installation completed (2016 Capital).
- Annual vibration inspection completed on all pumps and motors.
- Carbon monoxide detection monitors installed in main plant admin and pump room areas.
- Annual maintenance and training completed on UV Reactors.
- New chlorine analyzer installed post filter clear well.
- Repaired piping for re-circulation pump/injection of Stern PAC.
- Annual inspection of crane systems completed.

## 3. Booster Stations & Parkedale Reservoir:

- Zone 1, Pump 2 removed for refurbishment (2015 Capital).
- Zone 2, Pump 4 mechanical seal replaced.
- Annual vibration inspection completed on all pumps and motors.
- Capacitor failure Zone 2, Motor 2. Capacitor bypassed, all fuses replaced motor back in service.

### Flows - Parkedale Reservoir

#### January

Total Flow Zone 2: 151.723 ML

Average Daily Flow: 4.894 ML/d

#### February

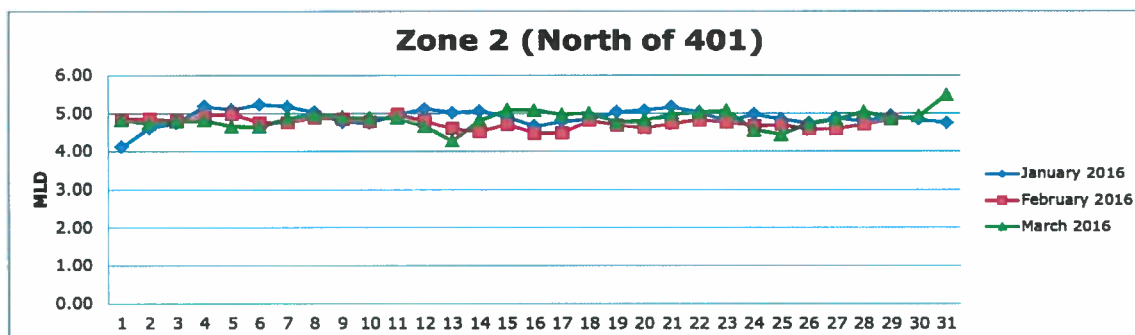
Total Flow Zone 2: 137.497 ML

Average Daily Flow: 4.741 ML/d

#### March

Total Flow Zone 2: 150.122 ML

Average Daily Flow: 4.842 ML/d



- 
4. Filters:
    - Nothing to report.
  5. Overhead Tank:
    - Nothing to report.
  6. Low Lift Pump Station:
    - Annual vibration inspection completed on all pumps and motors.
  7. Drinking Water Quality Management System:
    - External DWQMS audit conducted on January 13<sup>th</sup> & 14<sup>th</sup>, 2016 for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System. No corrective action requests, Accreditation Certificates issued (see Attachment #2 and #3).
    - Annual risk assessment completed for Brockville and Elizabethtown-Kitley.
  8. MOECC Inspections:
    - Inspections were completed on January 19<sup>th</sup>, 2016 for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System. Both systems achieved 100% compliance inspection ratings (see Attachments #4 and #5 MOECC inspection cover letters). Inspection Reports in their entirety are available at the Water Treatment Plant.
    - DWQMS Management Review/MOECC Inspection Outreach Meeting was held on March 11<sup>th</sup>, 2016 (see Attachment #6).
  9. Regulatory Updates.
    - No items to report.
  10. Regulatory Sampling
    - All regulatory annual sampling completed.
    - All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
    - All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
  11. Trunk Water Distribution:
    - Nothing to report.
  12. Elizabethtown-Kitley Distribution:
    - Service leak February 15<sup>th</sup>, 2016 at 1344 County Road #2.
    - Ackerman Road flush station leaking curbstop repaired.
    - Changed sample location to new flush station (Ackerman Road removed)
    - Service leaks (internal plumbing) February 24<sup>th</sup>, 2016 130 Butternut Bay and 1282 County Road #2.
    - Annual vibration inspection completed on Lily Bay booster pumps and motors.

**Flows - Elizabethtown-Kitley****January**

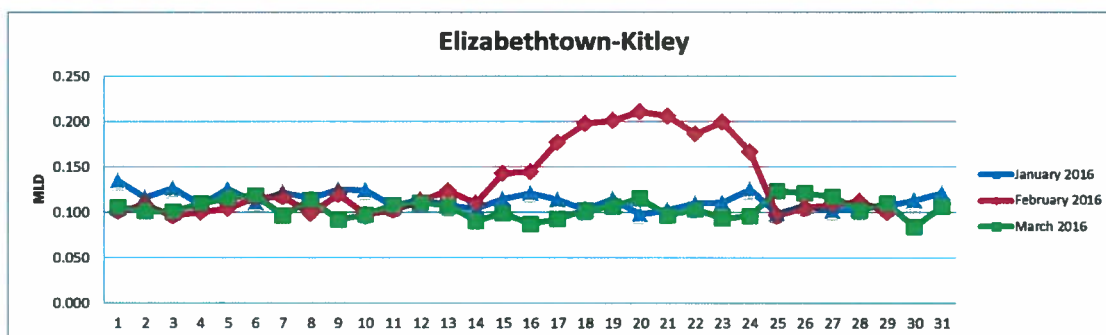
Total flow: 3.510 ML  
 Average daily flow: 0.113 ML/d

**February**

Total flow: 3.863 ML  
 Average daily flow: 0.133 ML/d

**March**

Total flow: 3.229 ML  
 Average daily flow: 0.104 ML/d

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

## January (total 35 service calls)

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

## February (total 39 service calls)

- 14 curb stop repairs
- 1 Fire Dispatch
- 1 general inquires
- 4 hydrant repairs
- 8 other inquiries
- 0 valve repairs
- 8 water main break
- 1 water meter/inside valve leaks

- 2 water quality complaints (dirty water/low pressure/no water)

March (total 52 service calls)

- 0 bleed valves
- 24 curb stop repairs
- 3 Fire Dispatch
- 1 general inquires
- 0 hydrant repairs
- 5 other inquiries
- 4 valve repairs
- 6 water main break
- 0 water meter/inside valve leaks
- 9 water quality complaints (dirty water/low pressure/no water)

- Water Main Breaks:

January

- No breaks to report.

February

- Perth Street – 200 mm “Cast Iron Shear”
- Manor Drive – 150 mm “Cast Iron Shear”
- Hardy Crescent – 150 mm “Cast Iron Shear”
- Bartholomew Street – 150 mm “Cast Iron Shear”

March

- Riverview Drive – 150 mm “Cast Iron Shear”
- James & Ormond Street – 100 mm “Cast Iron Shear”
- St. Lawrence College – 150 mm “Hole”

- Flushing Program:

- Flushing not currently underway.

- Service Repairs / Replacement:

- 2” service repair St. Paul Street.
- 1 ½” curbstop repair Broad Street.
- Isolation of old abandoned lead service – John Street.
- Thawed frozen services:
  - 124 Church Street
  - 119 Hartley Street

- Valves/Hydrant Inspection/Leak Detection:

- Valve inspection program and database update underway.

- Capital Projects WD:

- No project currently underway.



## B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

The 2015 WPCC Annual Summary Report for Council was approved by Council and submitted to the MOECC in February 2016. A copy was also posted on the City's website.

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

Please refer to Attachment #7 – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the quarter.

### Items of Note:

#### 1. Main Plant:

- Primary Clarifiers #3 and #4 are currently not in use (on standby)
- Secondary Clarifier #3 is currently not in use (on standby).
- 2015 4<sup>th</sup> Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada.
- Digester #1 cleanout completed and the digester is back online.

#### 2. Main Pumping Station:

- Bypasses:
  - On February 24<sup>th</sup>, 2016 there was a 3 hour and 19 minutes bypass at the Main Pumping Station due to heavy precipitation/snow melt. Approximate volume of the bypass was 6,973 m<sup>3</sup>. MOE was notified of the event. Chlorination was established and samples taken.
- Vibration analysis completed on all three pumps. Pump #2 not recommended for long term use.
- The 8" bypass valve is leaking and can't be taken out of service for repair.
- As per Council's approval, the City has completed the Expression of Interest (EOI) to apply for Small Communities Funding (SCF) for the replacement of the Main Pumping Station at Centeen Park. This application has made it to the second round.

#### 3. Pumping Stations:

- WPCC Staff responded to fifteen (15) mechanical problems.
- WPCC Staff responded to fourteen (14) communication calls.
- Communication failures are still occurring at the Main Pumping Station, West End Pumping Station, Central Avenue Pumping Station and Georgina Street Pumping Station. New wireless equipment has been delivered and installed. Commissioning at West End Pumping Station to begin in June.

4. Power Outages:

- No power outages to report.

5. Wastewater Collection System:

- 44 blocked sewer/camera inspections.
- 1 sanitary sewer lateral dig-up and repair.
- 1 blocked main.
- Contract 2016-21 Wastewater Main Line Cleaning was awarded to Clean Water Works Inc.

**POLICY IMPLICATIONS**

No policy implications at this time.

**FINANCIAL CONSIDERATIONS**

No financial considerations at this time.

**CONCLUSION**

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



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



E. Malcomson  
Supervisor – Wastewater Systems



D. Richards  
Supervisor - Water Systems



B. Casselman  
City Manager

## BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

| Month<br>2016 | CITY OF BROCKVILLE           |                           |                             |                        | ELIZABETHTOWN-KITLEY |                           | BACTERIOLOGICAL SAMPLING |                         |                         |
|---------------|------------------------------|---------------------------|-----------------------------|------------------------|----------------------|---------------------------|--------------------------|-------------------------|-------------------------|
|               | Total Volume<br>Treated (ML) | Avg. Daily<br>Flow (ML/d) | Avg. FI2<br>Residual (mg/L) | WDS Avg. FCR<br>(mg/L) | Total Flow<br>(ML)   | Avg. Daily<br>Flow (ML/d) | BROCKVILLE WDS           |                         |                         |
|               |                              |                           |                             |                        |                      |                           | EC                       | TC                      | HPC                     |
| JAN           | 301.69                       | 9.73                      | 0.60                        | 1.50                   | 3.51                 | 0.11                      | 36<br>36 out of 36 safe  | 36<br>36 out of 36 safe | 16<br>16 out of 16 safe |
| FEB           | 287.81                       | 9.92                      | 0.53                        | 1.57                   | 3.86                 | 0.13                      | 36<br>36 out of 36 safe  | 36<br>36 out of 36 safe | 16<br>16 out of 16 safe |
| MAR           | 308.57                       | 9.95                      | 0.54                        | 1.59                   | 3.23                 | 0.10                      | 45<br>45 out of 45 safe  | 45<br>45 out of 45 safe | 20<br>20 out of 20 safe |

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



## *Certificate of Registration*

This certifies that the Quality Management System of

### **The Corporation of the City of Brockville**

1 King Street West  
Brockville, Ontario, K6V 7A5, Canada

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):


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

#### **Scope of Registration:**

Brockville Drinking Water System, 152-OA1, Entire Full Scope Accreditation



|                         |               |
|-------------------------|---------------|
| Certificate Number:     | C0120910-DWQ4 |
| Certificate Issue Date: | 16-FEB-2016   |
| Registration Date:      | 12-FEB-2016   |
| Expiration Date *:      | 11-FEB-2019   |

  
Carl Blazik,  
Director, Technical  
Operations & Business Units,  
NSF-ISR, Ltd.

#### **NSF International Strategic Registrations**

789 North Dixboro Road, Ann Arbor, Michigan 48105 | (888) NSF-9000 | [www.nsf-isr.org](http://www.nsf-isr.org)

Authorized Registration and /or Accreditation Marks. This certificate is property of NSF-ISR and must be returned upon request.  
\*Company is audited for conformance at regular intervals. To verify registrations call (888) NSF-9000 or visit our web site at [www.nsf-isr.org](http://www.nsf-isr.org)



## NSF International Strategic Registrations Audit Report

### **The Corporation of the City of Brockville**

1 King Street West  
Brockville, Ontario K6V 7A5 CAN

**C0120910**

#### **Audit Type**

DWQMS Verification (Audit Duration: 16.00 days)  
Audit

#### **Auditor**

Subhash Chander

#### **Standard**

Ontario's Drinking Water Quality Management Standard  
(Exp Date: 13-FEB-2016)

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard : Continue Certification, NO CARs

## ATTACHMENT #2

**Executive Summary**

|  |  |
|--|--|
| Ontario's Drinking Water Quality Management Standard | Many continual improvements are underway- some of these are listed under the element 21. |
|--|--|

**Opportunities**

|  |  |
|--|--|
| Ontario's Drinking Water Quality Management Standard | Leakage protection program,<br>Inventory management and control system |
|--|--|

**Corrective Action Requests**

There is NO Corrective Action Request in this audit.

**Site Information****Industry Codes**

NACE:E 41

**Scope of Registration**

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

## ATTACHMENT #2



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard

| Opportunity                               | Observations / Auditor Notes   |
|---|--|
| Opportunities for Improvements (DWQMS)-01 | <b>Location of OFI</b><br>20. (g)- Management Review-Operational performances;<br><b>Discussed With</b><br>Don Richards; DWQMSR;<br><b>Description</b><br>Could create trends graphs for the collected data on main breaks; leakages etc.;               |
| Opportunities for Improvements (DWQMS)-02 | <b>Location of OFI</b><br>6. Drinking Water System—Procedures;<br><b>Discussed With</b><br>Don Richards, DWQMSR;<br><b>Description</b><br>Could flow chart the procedures.<br>Could fast track the program of Back flow preventive valves installation.; |

## General Information

|   |  |
|---|--|
| <b>Operating Authority: Legal Name &amp; Address</b>  | <b>The Corporation of the City of Brockville, 1 King Street West, Brockville, Ontario K6V 7A5 Canada</b> |
| <b>Language Preference: Correspondence</b>  | <b>English</b>   |
| <b>Language Preference: Audit</b>   | <b>English</b>   |
| <b>Owner: Legal Name and Address</b>  | <b>The Corporation of the City of Brockville<br/>1, King Street W,<br/>Brockville, Ont. K6V 7A5</b>      |
| <b>Owner Language Preference: Correspondence</b>  | <b>English</b>   |
| <b>Owner Language Preference: Audit</b>   | <b>English</b>   |
| <b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b> | <b>Mr. Don Richards,<br/>DWQMSR; Phone # 613-342-7819/221<br/>drchards@brockville.com</b>                |
| <b>Accreditation Option</b>   | <b>Full Scope - Entire DWQMS</b>   |
| <b>Date of Previous Systems Audit:</b>  | <b>22&amp;23-Jan-2015</b>  |
| <b>Date of Previous On-Site Verification Audit:</b>   | <b>Feb. 04 &amp; 05, 2013</b>  |

## Processes

### Ontario's Drinking Water Quality Management Standard

| Process Name                       | Observations / Auditor Notes   |
|------------------------------------|--|
| Processes or Activities (DWQMS)-01 | <b>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths &amp; weaknesses of process:</b><br>Process is effective and the operators are very diligent and trained in their jobs.; |

## ATTACHMENT #2



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



## ATTACHMENT #2



| Process Matrix   |                                    |
|--|------------------------------------|
| Audit  | Audited Processes                  |
| DWQMS Verification Audit<br>(J0760779)<br>Jan 13, 2016 | Processes or Activities (DWQMS)-01 |

ATTACHMENT #2



**Audit Summary Matrix**

## ATTACHMENT #2

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

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

N/A.

**Discuss your evaluation in detail.**

There were no CAR's.

The system is maintained very well and all the docs and records are diligently kept..



## *Certificate of Registration*

This certifies that the Quality Management System of

### **The Corporation of the City of Brockville**

1 King Street West  
Brockville, Ontario, K6V 7A5, Canada

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):

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

#### **Scope of Registration:**

Elizabethtown-Kitley Distribution System, 257-OA1, Entire Full Scope Accreditation



|                         |               |
|-------------------------|---------------|
| Certificate Number:     | C0120932-DWQ3 |
| Certificate Issue Date: | 16-FEB-2016   |
| Registration Date:      | 12-FEB-2016   |
| Expiration Date *:      | 11-FEB-2019   |

A handwritten signature in blue ink, appearing to read 'Carl Blazik'.

Carl Blazik,  
Director, Technical  
Operations & Business Units,  
NSF-ISR, Ltd.

#### **NSF International Strategic Registrations**

789 North Dixboro Road, Ann Arbor, Michigan 48105 | (888) NSF-9000 | [www.nsf-isr.org](http://www.nsf-isr.org)

Authorized Registration and /or Accreditation Marks. This certificate is property of NSF-ISR and must be returned upon request.  
\*Company is audited for conformance at regular intervals. To verify registrations call (888) NSF-9000 or visit our web site at [www.nsf-isr.org](http://www.nsf-isr.org)



## NSF International Strategic Registrations Audit Report

### **The Corporation of the City of Brockville**

1 King Street West

Brockville, Ontario K6V 7A5 CAN

**C0120932**

#### **Audit Type**

DWQMS Verification (Audit Duration: 2.00 Hours)  
Audit

#### **Auditor**

Subhash Chander

#### **Standard**

Ontario's Drinking Water Quality Management Standard

(Exp Date: 11-FEB-2019)

#### **Recommendation**

Ontario's Drinking Water Quality Management Standard : Continue Certification, NO CARs

## ATTACHMENT #3

**Executive Summary**

|  |  |
|--|--|
| Ontario's Drinking Water Quality Management Standard | Dedication of employees and the guidance of DWQMSR; - System is operated by City of Brockville, Ont. |
|--|--|

**Opportunities**

|  |                               |
|--|-------------------------------|
| Ontario's Drinking Water Quality Management Standard | As mentioned under element 21 |
|--|-------------------------------|

**Corrective Action Requests**

|  |
|--|
| There is NO Corrective Action Request in this audit. |
|--|

**Site Information****Industry Codes**

NACE:E 41

**Scope of Registration**

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

## ATTACHMENT #3



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard

| Opportunity                               | Observations / Auditor Notes   |
|---|--|
| Opportunities for Improvements (DWQMS)-01 | <b>Location of OFI</b><br>6. Drinking water System;<br><b>Discussed With</b><br>Don Richards, DWQMSR;<br><b>Description</b><br>Could ask OA to consider the following:<br>Could consider Flow charting the procedures.<br>Could hasten the process of implementing the Back Flow preventing Valves Program.; |
| Opportunities for Improvements (DWQMS)-02 | <b>Location of OFI</b><br>20. Management Review (g)- Conducted by OA- Please see comments in the audit report of City of Brockville.<br><b>Discussed With</b><br>Don Richards- DWQMSR;<br><b>Description</b><br>Discussed with Don Richards, DWQMSR;   |
| Opportunities for Improvements (DWQMS)-03 | <b>Location of OFI</b><br>21. Continual Improvement;<br><b>Discussed With</b><br>Don Richards, DWQMSR;<br><b>Description</b><br>21. Continual Improvement<br>A separate folder could be maintained to document the improvements implemented in the system and included in the processes.;                    |

## General Information

|   |  |
|---|--|
| <b>Operating Authority: Legal Name &amp; Address</b>  | <b>The Corporation of the City of Brockville, 1 King Street West, Brockville, Ontario K6V 7A5 Canada</b> |
| <b>Language Preference: Correspondence</b>  | <b>English</b>   |
| <b>Language Preference: Audit</b>   | <b>English</b>   |
| <b>Owner: Legal Name and Address</b>  | <b>Township of Elizabethtown-Kitley, 6544 New Dublin Road, RR# 2, Addison, Ontario K1E 1A0 Canada</b>    |
| <b>Owner Language Preference: Correspondence</b>  | <b>English</b>   |
| <b>Owner Language Preference: Audit</b>   | <b>English</b>   |
| <b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b> | <b>Mr. Don Richard, DWQMSR- 613-342-8772/510<br/>drichards@brockville.com</b>                            |
| <b>Accreditation Option</b>   | <b>Full Scope - Entire DWQMS</b>   |
| <b>Date of Previous Systems Audit:</b>  | <b>Jan. 23, 2015</b>   |
| <b>Date of Previous On-Site Verification Audit:</b>   | <b>Feb. 4, 2013</b>  |

## ATTACHMENT #3



## Processes

## Ontario's Drinking Water Quality Management Standard

| Process Name                       | Observations / Auditor Notes  |
|------------------------------------|---|
| Processes or Activities (DWQMS)-01 | <p><b>Describe whether the process is effective or not (effectiveness should be supported with specific data/records/results). Include strengths &amp; weaknesses of process:</b></p> <p>Process is effective- it is maintained very well.;</p> |



## ATTACHMENT #3



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

## ATTACHMENT #3



| Process Matrix   |                                    |
|--|------------------------------------|
| Audit  | Audited Processes                  |
| DWQMS Verification Audit<br>(J0760840)<br>Jan 13, 2016 | Processes or Activities (DWQMS)-01 |

ATTACHMENT #3



Audit Summary Matrix

## ATTACHMENT #3

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

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

N/A.

**Discuss your evaluation in detail.**

No CAR's

Good implementation by dedicated employees.

## ATTACHMENT #4

**Ministry of the Environment  
and Climate Change**

Safe Drinking Water  
Branch

Cornwall Area Office  
113 Amelia Street, 1<sup>st</sup> floor  
Cornwall ON K6H 3P1

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

Direction du contrôle de la qualité de  
l'eau potable

Bureau du secteur de Cornwall  
113, rue Amelia, rez-de-chaussée  
Cornwall (Ontario) K6H 3P1



March 1, 2016

Email: [bcasselman@brockville.com](mailto:bcasselman@brockville.com)

The City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario  
K6V 7A5

Attention: Mr. Bob Casselman, City Manager

Dear Mr. Casselman:

Re: Drinking Water Inspection Program – 2015/2016 Inspection Report  
Brockville Drinking Water System – Inspection Number 1-BZOYN

The enclosed report documents findings of the inspection that was performed at the Brockville Water Treatment Plant drinking-water system on Tuesday, January 19, 2016.

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

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

“Recommended Actions” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. ***There is one “Recommended Action” coming out of this report.***

## ATTACHMENT #4

As of January 19, 2016, a formal cross connection / backflow prevention program was still not in effect in the City of Brockville.

Given the many facilities that would be classed as moderate to severe risk with respect to the potential for backflow incidents in a city the size of Brockville, it continues to be the ministry's position that this by-law be put in place as soon as possible.

Please note that Section 20 of the Safe Drinking Water Act, 2002 provides that:

**Prohibition**

20. (1) No person shall cause or permit anything to enter a drinking water system if it could result in,

- (a) a drinking water health hazard;
- (b) a contravention of a prescribed standard; or
- (c) interference with the normal operation of the system. 2002, c. 32, s. 20 (1)

An action facilitating a contaminant's access to a drinking water system may constitute a violation of the Safe Drinking Water Act.

In order to measure individual inspection results, the ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), included as Appendix E of the inspection report, provides the ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, included as Appendix F, describes how the risk rating model was improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Jim Mahoney, Drinking Water Program Supervisor, at 613-548-6902.

Section 19 of the *Safe Drinking Water Act, 2002* (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

It is the understanding of the water inspector that the Council of the City of Brockville is reviewing the establishment of a *Drinking Water Advisory Committee*. As Council moves

## ATTACHMENT #4

forward with establishing / implementing / appointing the committee, the water inspector recommends that consideration be given to:

- a) What role and responsibilities this committee would have and if this committee would exercise decision-making authority over the system. Section 19 does allow for a person to rely on a report of an engineer, lawyer, accountant or other person whose professional qualifications lend credibility to the report.
- b) that the establishment of the water advisory committee structure be reviewed by the municipal solicitor to provide comment to determine if this committee would also be held to a statutory standard of care, as is the case with the Owner (Council); i.e. Section 19, Safe Drinking Water Act

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me at 613 933-1639.

Yours truly,



Suzanne Smith  
 Water Inspector/provincial Officer Badge # 1511  
 Safe Drinking Water Branch  
 Kingston-Ottawa-Cornwall  
 Tel Direct Line: 613-933-1639  
 Tel. Toll Free: 1-800-860-2760  
 SS

Enclosure

- ec: Peter Raabe, Director, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [praabe@brockville.com](mailto:praabe@brockville.com)
- Don Richards, Supervisor, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [drichards@brockville.com](mailto:drichards@brockville.com)
  - Jason Barlow, Chief Operator, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [jbarlow@brockville.com](mailto:jbarlow@brockville.com)
  - Joan Mays, Manager of Community Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: [joan.mays@healthunit.org](mailto:joan.mays@healthunit.org)
  - Jane Lyster, Director of Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail:

## ATTACHMENT #4

- [jane.lyster@healthunit.org](mailto:jane.lyster@healthunit.org)
- Rob McRae, Watershed Planning Coordinator, Cataraqui Region Conservation Authority, P.O. Box 160, Glenburnie, ON K0H 1S0, E-mail: [rmcrae@cataraquiregion.on.ca](mailto:rmcrae@cataraquiregion.on.ca)
- c: File SI-ST-CO-SE 540 (2015) Brockville Drinking Water System - 220001263



## ATTACHMENT #5

Ministry of the Environment and  
Climate Change

Safe Drinking Water  
Branch

Cornwall Area Office  
113 Amelia Street, 1<sup>st</sup> floor  
Cornwall ON K6H 3P1

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

Direction du contrôle de la qualité de  
l'eau potable

Bureau du secteur de Cornwall  
113, rue Amelia, rez-de-chaussée  
Cornwall (Ontario) K6H 3P1



February 5, 2016

Email: [yrobert@elizabethtown-kitley.on.ca](mailto:yrobert@elizabethtown-kitley.on.ca)

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

Attention: Yvonne L. Robert, Administrator-Clerk

Dear Ms. Robert:

Re: 2015 / 2016 Inspection Report

The enclosed report documents findings of the focused inspection that was performed of the Elizabethtown-Kitley Distribution System on January 19, 2016.

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

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

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

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

## ATTACHMENT #5

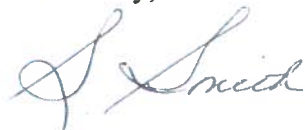
system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, also appended to the inspection report, describes how the risk model was improved to better reflect any health related and administrative non-compliance issues that may be cited in our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

Section 19 of the Safe Drinking Water Act, 2002 (Standard of Care) cites a number of obligations of individuals who exercise decision-making authority over municipal drinking water systems. The ministry encourages individuals, particularly municipal councilors, to take steps to be well informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "Taking Care of Your Drinking Water: A guide for members of municipal council" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

In addition to the inspection report layout this year is the inclusion of a Stakeholder Support appendix (Appendix "A"). This addition has been made to promote awareness of the Drinking Water section of the Ontario.ca website at <http://www.ontario.ca/environment-and-energy/drinkingwater> with particular reference to key outreach publications that are downloadable free-of-charge. While the twelve publications specifically cited in the appendix are those that are most frequently accessed by owners and operators of drinking water systems servicing designated facilities, you will find many other useful support materials available through the website.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me at 613-933-1639.

Yours truly,



*Suzanne Smith*  
SS

Enclosure

- ec: Peter Raabe, Director, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [praabe@brockville.com](mailto:praabe@brockville.com)
- Don Richards, Supervisor, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [drichards@brockville.com](mailto:drichards@brockville.com)
  - Jason Barlow, Chief Operator, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [jbarlow@brockville.com](mailto:jbarlow@brockville.com)
  - Joan Mays, Manager of Community Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: [joan.mays@healthunit.org](mailto:joan.mays@healthunit.org)

## ATTACHMENT #5

- Jane Lyster, Director of Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: [jane.lyster@healthunit.org](mailto:jane.lyster@healthunit.org)
- Rob McRae, Watershed Planning Coordinator, Cataraqui Region Conservation Authority, P.O. Box 160, Glenburnie, ON K0H 1S0, E-mail: [rmcrae@cataraquiregion.on.ca](mailto:rmcrae@cataraquiregion.on.ca)

c: File SI LG EK NE 540 (2015)



## ATTACHMENT #6

**DWQMS Management Review Meeting Minutes  
MOECC Inspection Outreach Meeting  
March 11, 2016**

**Present:** Dave Henderson, Mayor City of Brockville  
 Jane Fullarton, Councillor City of Brockville  
 Jim Pickard, Mayor Elizabethtown-Kitley  
 Yvonne Robert, Administrator Clerk Elizabethtown-Kitley  
 Bob Casselman, City of Brockville Manager  
 Peter Raabe, Director of Environmental Services  
 Don Richards, Supervisor Water Systems (DWQMS Rep)  
 Jim Mahoney, Regional Supervisor MOECC Safe Drinking Water Branch  
 Suzanne Smith, Drinking Water Inspector, MOECC Safe Drinking Water Branch

**Location: City Hall Boardroom**

- Meeting commenced at 11:00hrs.
- D. Richards welcomed everyone to the meeting and provided a brief overview of the requirements for DWQMS communications to top management and the MOECC inspection outreach meeting.

**Backflow Prevention Program**

- S. Smith & J. Mahoney provided an overview of the risk to the drinking water system and public should the City not move forward in implementing a backflow prevention program. Recommendation as a "best practice" to proceed with passing of the City's Draft Water Use By-Law or implementing a backflow prevention procedure/policy.
- D. Richards presented training video on the Region of Halton's backflow prevention program and the importance of implementing a program.
- Open discussion with group on the severe risk facilities connected to the City's distribution system and the work involved implementing the Water Use By-Law. C. Casselman indicated the Water Use By-Law is part of the Director of Environmental Services work plan and that the implementation of the Water Use By-Law is in development.
- D. Richards advised that the Water Systems Division is working on a backflow prevention policy and will be requesting severe risk facilities connected to the City distribution system to have their internal domestic/fire plumbing systems inspected to determine if a backflow device is required. If a backflow device is required at the facility, annual inspection certificates of the devices by a certified contractor will be requested.

**Water Advisory Committee**

- S. Smith & J. Mahoney provided an overview of the standard of care responsibilities and section 19 of the Safe Drinking Water Act. Recommendation that the City to seek legal counsel before implementing a Water Oversight Committee. The MOECC is not aware of any other Municipality who has such committee and this oversight committee would be subject to the same legal liabilities as stated in the Safe Drinking Water Act section 19, "Standard of Care" Municipal Drinking Water Systems. City Council would still be held accountable regardless if there is an oversight committee or not.

Meeting adjourned at 12:30 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.*



|   |   |                               |
|---|---|-------------------------------|
| <b>PROCEDURE TITLE:</b> DWQMS Management Review Meeting Attendance Form |   | <b>FORM NO.:</b> 017          |
|   |   | <b>ISSUED BY:</b> D. Richards |
| <b>AUTHORIZED BY:</b> D. Richards<br><b>SIGNATURE:</b>                  | <b>REV. DATE:</b><br><br><b>REVISED BY:</b> D. Richards | <b>ISSUE DATE:</b> 2013-06-19 |

**Date: March 11, 2016 – MOECC Outreach Meeting (Backflow / Water Advisory Committee)**

[illegible]

## ATTACHMENT #6

**Ministry of the Environment  
and Climate Change**

Safe Drinking Water  
Branch

Cornwall Area Office  
113 Amelia Street, 1<sup>st</sup> floor  
Cornwall ON K6H 3P1

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

Direction du contrôle de la qualité de  
l'eau potable

Bureau du secteur de Cornwall  
113, rue Amelia, rez-de-chaussée  
Cornwall (Ontario) K6H 3P1



March 1, 2016

**Email:** [bcasselman@brockville.com](mailto:bcasselman@brockville.com)

The City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario  
K6V 7A5

Attention: Mr. Bob Casselman, City Manager

Dear Mr. Casselman:

Re: Drinking Water Inspection Program – 2015/2016 Inspection Report  
Brockville Drinking Water System – Inspection Number 1-BZOYN

The enclosed report documents findings of the inspection that was performed at the Brockville Water Treatment Plant drinking-water system on Tuesday, January 19, 2016.

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

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

“Recommended Actions” convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the fulsome availability of information to consumers, and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations. ***There is one “Recommended Action” coming out of this report.***

## ATTACHMENT #6

As of January 19, 2016, a formal cross connection / backflow prevention program was still not in effect in the City of Brockville.

Given the many facilities that would be classed as moderate to severe risk with respect to the potential for backflow incidents in a city the size of Brockville, it continues to be the ministry's position that this by-law be put in place as soon as possible.

Please note that Section 20 of the Safe Drinking Water Act, 2002 provides that:

**Prohibition**

20. (1) No person shall cause or permit anything to enter a drinking water system if it could result in,

- (a) a drinking water health hazard;
- (b) a contravention of a prescribed standard; or
- (c) interference with the normal operation of the system. 2002, c. 32, s. 20 (1)

An action facilitating a contaminant's access to a drinking water system may constitute a violation of the Safe Drinking Water Act.

In order to measure individual inspection results, the ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Rating Record (IRR), included as Appendix E of the inspection report, provides the ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the IRR methodology document, included as Appendix F, describes how the risk rating model was improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the ministry's Chief Drinking Water Inspector's Annual Report. If you have any questions or concerns regarding the rating, please contact Jim Mahoney, Drinking Water Program Supervisor, at 613-548-6902.

Section 19 of the *Safe Drinking Water Act, 2002* (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councilors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

It is the understanding of the water inspector that the Council of the City of Brockville is reviewing the establishment of a *Drinking Water Advisory Committee*. As Council moves



## ATTACHMENT #6

forward with establishing / implementing / appointing the committee, the water inspector recommends that consideration be given to:

- a) What role and responsibilities this committee would have and if this committee would exercise decision-making authority over the system. Section 19 does allow for a person to rely on a report of an engineer, lawyer, accountant or other person whose professional qualifications lend credibility to the report.
- b) that the establishment of the water advisory committee structure be reviewed by the municipal solicitor to provide comment to determine if this committee would also be held to a statutory standard of care, as is the case with the Owner (Council); i.e. Section 19, Safe Drinking Water Act

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me at 613 933-1639.

Yours truly,



Suzanne Smith  
 Water Inspector/provincial Officer Badge # 1511  
 Safe Drinking Water Branch  
 Kingston-Ottawa-Cornwall  
 Tel Direct Line: 613-933-1639  
 Tel. Toll Free: 1-800-860-2760  
 SS

Enclosure

- ec: Peter Raabe, Director, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [praabe@brockville.com](mailto:praabe@brockville.com)
- Don Richards, Supervisor, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [drichards@brockville.com](mailto:drichards@brockville.com)
  - Jason Barlow, Chief Operator, Water Systems, Water Systems Division, Environmental Services Department, City of Brockville, PO Box 5000, 1 King Street West, Brockville, ON, K6V 7A5, Email: [jbarlow@brockville.com](mailto:jbarlow@brockville.com)
  - Joan Mays, Manager of Community Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail: [joan.mays@healthunit.org](mailto:joan.mays@healthunit.org)
  - Jane Lyster, Director of Health Protection, Leeds, Grenville & Lanark District Health Unit, 458 Laurier Boulevard, Brockville, ON K6V 7A3, E-mail:



## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

### 1. The following issues were also noted during the inspection:

- 1) There is no backflow prevention program, policy and / or bylaw in place.

Previous drinking water system inspections have documented that the City of Brockville, in a 1999-2000 cross-connection/backflow survey, identified a number of high hazard facilities within its distribution system as having backflow prevention devices on their water service lines. These facilities included Proctor & Gamble, Trillium Health Care, Shell, Brockville General Hospital and several seniors' residences. The survey also found many other locations which do not have any type of backflow protection on water services.

Through previous inspections, it has also been identified to the ministry's Safe Drinking Water Branch that the City of Brockville has been developing a cross-connection / backflow prevention by-law for some time. The City of Brockville has not moved forward with the passing of a by-law - Water Use By-law; however, they are reviewing DRAFT - version 7.0 dated May 2013.

As of January 19, 2016, a formal cross connection / backflow prevention program was still not in effect in the City of Brockville.

Given the many facilities that would be classed as moderate to severe risk with respect to the potential for backflow incidents in a city the size of Brockville, it continues to be the ministry's position that this by-law be put in place as soon as possible. Furthermore, provisions for annual inspections, testing, and reporting of inspection results should also be included in the by-law.

#### **Recommendation:**

In the public interest, the owner should ensure that the appropriate type of backflow prevention device is installed, maintained and tested at all moderate to severe and severe hazard facilities to ensure the safety of the drinking water supplied to the users of the water in the City of Brockville.

In the inspection year 2015 2016 the Brockville drinking-water system was provided information on how to access the ministry publication, "A Guide for Drinking Water System Owners Seeking To Undertake a Backflow Prevention Program", November 2014.

The undersigned water inspector includes the information cited in the next paragraph for serious consideration in passing of the by-law implementing a backflow prevention program for the City of Brockville.

The information for consideration outlines the following: Safe Drinking water Act, 2002, c.32:

Standard of care, municipal drinking water system

19. (1) Each of the persons listed in subsection (2) shall,

(a) exercise the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation; and

(b) act honestly, competently and with integrity, with a view to ensuring the protection and safety of the users of the municipal drinking water system. 2002, c. 32, s. 19 (1).

Same

(2) The following are the persons listed for the purposes of subsection (1):

1. The owner of the municipal drinking water system.

2. If the municipal drinking water system is owned by a corporation other than a municipality, every officer and director of the corporation. 3. If the system is owned by a municipality, every person who, on behalf of the municipality, oversees the accredited operating authority of the system or exercises decision-making authority over the system. 2002, c. 32, s. 19 (2).

**Offence**

(3) Every person under a duty described in subsection (1) who fails to carry out that duty is guilty of an offence. 2002, c. 32, s. 19 (3).

In addition, Section 20 of the Safe Drinking Water Act, 2002 provides that:

**Prohibition**

20. (1) No person shall cause or permit any thing to enter a drinking water system if it could result in,

- (a) a drinking water health hazard;
- (b) a contravention of a prescribed standard; or
- (c) interference with the normal operation of the system. 2002, c. 32, s. 20 (1)

**SIGNATURES**

Inspected By:

Suzanne Smith



Signature: (Provincial Officer):

Reviewed &amp; Approved By:

James Mahoney



Signature: (Supervisor):

Review &amp; Approval Date: 01/03/2016

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

# ATTACHMENT #7

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

MUNICIPALITY: BROCKVILLE  
PROJECT: BROCKVILLE  
WORKS NUMBER: 120000122

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

YEAR: 2015/2016  
WATER COURSE: ST. LAWRENCE RIVER  
DESIGN CAPACITY: 21.800 x 1000m3/day  
PEAK DESIGN CAPACITY: 62.500 X 1000m3/day

| MONTH            | FLOWS                |                        |                        | BOD/CBOD              |                        |                                       | SUSPENDED SOLIDS     |                      |                                     |                    | PHOSPHORUS              |                         |  |                    | TOTAL AMMONIA NITROGEN                           |  | E. COLI                              |
|------------------|----------------------|------------------------|------------------------|-----------------------|------------------------|---------------------------------------|----------------------|----------------------|-------------------------------------|--------------------|-------------------------|-------------------------|--|--------------------|--|--|--------------------------------------|
|                  | TOTAL FLOW<br>1000M3 | AVG DAY FLOW<br>1000M3 | MAX DAY FLOW<br>1000M3 | AVG RAW BOD<br>(mg/L) | AVG EFF CBOD<br>(mg/L) | TOTAL LOADING<br>EFF CBOD<br>(kg/day) | AVG RAW SS<br>(mg/L) | AVG EFF SS<br>(mg/L) | TOTAL LOADING<br>EFF SS<br>(kg/day) | PERCENT<br>REMOVAL | AVG RAW PHOS.<br>(mg/L) | AVG EFF PHOS.<br>(mg/L) | TOTAL LOADING<br>EFF PHOS.<br>(kg/day) | PERCENT<br>REMOVAL | AVG EFF TAN<br>(mg/L)                            | TOTAL LOADING<br>EFF TAN<br>(kg/day)           | E. Coli<br>(Org/100 ml)<br>(GEOMEAN) |
| MAR 16           | 750.30               | 24.203                 | 41.116                 | 108.36                | 4.78                   | 115.69                                | 116.09               | 7.11                 | 172.08                              | 93.9               | 2.07                    | 0.46                    | 11.13                                  | 77.8               | 2.76   | 66.80  | 1                                    |
| FEB 16           | 561.40               | 19.359                 | 33.330                 | 136.38                | 5.67                   | 109.77                                | 157.00               | 10.67                | 206.56                              | 93.2               | 2.39                    | 0.43                    | 8.32                                   | 82.0               | 1.90   | 36.78  | 2                                    |
| JAN 16           | 498.10               | 16.068                 | 29.755                 | 144.64                | 6.10                   | 98.01                                 | 162.18               | 13.00                | 208.88                              | 92.0               | 2.75                    | 0.52                    | 8.36                                   | 81.1               | 1.50   | 24.10  | 4                                    |
| DEC 15           | 459.25               | 14.815                 | 19.689                 | 168.75                | 5.43                   | 80.45                                 | 186.50               | 14.14                | 209.48                              | 92.4               | 3.06                    | 0.66                    | 9.78                                   | 78.4               | 0.39   | 5.78   | 3                                    |
| NOV 15           | 424.24               | 14.141                 | 17.262                 | 172.08                | 5.22                   | 73.82                                 | 188.58               | 7.78                 | 110.02                              | 95.9               | 3.25                    | 0.67                    | 9.47                                   | 79.4               | 2.88   | 40.73  | 3                                    |
| OCT 15           | 416.31               | 13.429                 | 20.458                 | 189.40                | 3.13                   | 42.03                                 | 215.00               | 5.23                 | 70.23                               | 97.6               | 3.66                    | 0.72                    | 9.67                                   | 80.3               | 1.10   | 14.77  | 2                                    |
| SEP 15           | 423.02               | 14.101                 | 20.690                 | 149.09                | 4.25                   | 59.93                                 | 163.62               | 5.02                 | 70.79                               | 96.9               | 2.95                    | 0.55                    | 7.76                                   | 81.4               | 1.39   | 19.60  | 11                                   |
| AUG 15           | 511.73               | 16.507                 | 25.644                 | 152.57                | 4.50                   | 74.28                                 | 162.44               | 6.44                 | 106.31                              | 96.0               | 2.58                    | 0.79                    | 13.04                                  | 69.4               | 0.86   | 14.20  | 4                                    |
| JUL 15           | 526.61               | 16.987                 | 23.617                 | 123.46                | 2.95                   | 50.11                                 | 152.08               | 5.11                 | 86.80                               | 96.6               | 2.55                    | 0.68                    | 11.55                                  | 73.3               | 0.74   | 12.57  | 2                                    |
| JUN 15           | 521.60               | 17.387                 | 26.777                 | 144.82                | 5.63                   | 97.89                                 | 162.67               | 5.56                 | 96.67                               | 96.6               | 2.61                    | 0.55                    | 9.56                                   | 78.9               | 0.30   | 5.22   | 3                                    |
| MAY 15           | 443.21               | 14.297                 | 16.170                 | 171.80                | 5.00                   | 71.49                                 | 219.10               | 4.50                 | 64.34                               | 97.9               | 3.28                    | 0.74                    | 10.58                                  | 77.4               | 3.96   | 56.62  | 2                                    |
| APR 15           | 677.88               | 22.596                 | 32.470                 | 102.83                | 5.56                   | 125.63                                | 127.50               | 6.78                 | 153.20                              | 94.7               | 2.13                    | 0.40                    | 9.04                                   | 81.2               | 5.27   | 119.08   | 1                                    |
| AVG              |                      | 16.991                 |                        | 147.02                | 4.85                   | 83.26                                 | 167.73               | 7.61                 | 129.61                              | 95.31              | 2.77                    | 0.60                    | 9.86                                   | 78.39              | 1.92   | 34.69  | 3                                    |
| MAX              |                      |                        | 41.116                 | 189.40                | 6.10                   | 125.63                                | 219.10               | 14.14                | 209.48                              | 97.95              | 3.66                    | 0.79                    | 13.04                                  |                    | 5.27   | 119.08   |                                      |
| Objective Limit  |                      |                        |                        |                       | 15.00                  |                                       |                      | 15.00                |                                     |                    |                         | 0.80                    |  |                    | 12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)  |  | 100                                  |
| Compliance Limit |                      | 21.800                 |                        |                       | 25.00                  | 545.00                                |                      | 25.00                | 545.00                              |                    |                         | 1.00                    | 21.80                                  |                    | 18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31) | 392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31) | 200                                  |

| MONTH  | TOTAL LOADINGS            |                          |                             |
|--------|---------------------------|--------------------------|-----------------------------|
|        | TOTAL RAW BOD<br>(kg/day) | TOTAL RAW SS<br>(kg/day) | TOTAL RAW PHOS.<br>(kg/day) |
| MAR 16 | 2,623                     | 2,810                    | 50                          |
| FEB 16 | 2,640                     | 3,039                    | 46                          |
| JAN 16 | 2,324                     | 2,606                    | 44                          |
| DEC 15 | 2,500                     | 2,763                    | 45                          |
| NOV 15 | 2,433                     | 2,667                    | 46                          |
| OCT 15 | 2,543                     | 2,887                    | 49                          |
| SEP 15 | 2,102                     | 2,307                    | 42                          |
| AUG 15 | 2,518                     | 2,681                    | 43                          |
| JUL 15 | 2,097                     | 2,583                    | 43                          |
| JUN 15 | 2,518                     | 2,828                    | 45                          |
| MAY 15 | 2,456                     | 3,132                    | 47                          |
| APR 15 | 2,324                     | 2,881                    | 48                          |
| AVG    | 2,423                     | 2,765                    | 46                          |
| MAX    | 2,640                     | 3,132                    | 50                          |

COMMENTS:

---

---

---

---

---

---

---

---

**April 13, 2016**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 19, 2016**

**2016-041-04**

**Q2016-01- SUPPLY & DELIVERY  
OF A CENTER-MOUNT PICKUP  
BROOM SINGLE POWER PLANT  
SWEEPER**

**M.D. CARRIERE  
FLEET MAINTENANCE FOREMAN**

**A.J. ROSSETTI  
SUPERVISOR, FLEET & SUPPORT SERVICES**

**R.T. FRASER  
SUPERVISOR, PUBLIC WORKS/PARKS**

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

**RECOMMENDED**

**THAT** Council authorize the purchase of a center-mount pickup broom single power plant sweeper for street sweeping operations from Amaco Equipment, Mississauga, Ontario in the amount of three hundred thirty-three thousand two hundred ninety-nine dollars and fifteen cents (\$333,299.15) including HST with trade-in; and

**THAT** the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.

**BACKGROUND**

The replacement of this unit for the Operations Department – Public Works/Parks Division – Roads/Storm Sewer Section is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

**ANALYSIS/OPTIONS**

In February 2016, quotation Q2016-01 for the above-stated unit was issued with the following results:

- |  |                |
|--|----------------|
| 1. Joe Johnson Equipment Ottawa, ON...Option 3.....  | \$355,283.30   |
| 2. Joe Johnson Equipment, Ottawa, ON...Option 2..... | \$348,599.35   |
| 3. Amaco Equipment, Mississauga, ON...Option 2.....  | \$334,595.26   |
| 4. Amaco Equipment, Mississauga, ON...Option 1.....  | \$333,299.15   |
| 5. Joe Johnson Equipment, Ottawa, ON Option 1.....   | NOT ACCEPTABLE |
| 6. Cubex Limited, Brantford, ON...Option 1.....      | NOT ACCEPTABLE |
| 7. Cubex Limited, Brantford, ON...Option 2.....      | NOT ACCEPTABLE |

The amounts quoted include trade-in and taxes. Licensing and registration costs are extra. Quotations have been verified.

2016-041-04

Q2016-01, Purchase of a Center-Mount Pickup Broom Single Power Plant Sweeper

---

The quotations as submitted by Joe Johnson Equipment, Option 1, and both options from Cubex Limited, do not meet the specifications and requirements as requested in the quotation and therefore are not acceptable.

The existing unit is a center-mount pickup broom single power plant sweeper. It is considered to be an essential piece of equipment in the Public Works/Parks Fleet allotment. The unit is utilized daily throughout the spring, summer and fall by the division.

Public Works' major requirements for replacement of existing Unit #04409 is:

- 1) The unit shall be a mechanical pickup model (no vacuum units).

Reason: Mechanical is more efficient when sweeping winter sand in springtime and leaves in fall.

- 2) A single engine unit that powers both the sweeper brooms and mechanisms as well as propels the vehicle (no dual engine units).

Reason: Less moving parts results in less maintenance and fuel usage.

- 3) Center-mount pickup broom (no rear mount units).

Reason: Center-mount broom is protected by body and therefore less susceptible to damage as it is mounted under the sweeper body (rear mount unit's broom swings as unit sweeps around vehicles and can be damaged by backing into objects).

- 4) Center single operation control to enable sweeping on both left and right sides of sweeper (truck mount chassis would have to employ dual operator controls for steering/braking in cab).

Reason: Sweeper must be able to sweep curbs on left side of vehicle (roadway, islands and one way streets) as well as the normal configuration of curbs to the right.

- 5) Four wheel suspension of the unit (no three wheel units).

Reason: Four wheels are more stable than three wheels when unit is in transit to and from work areas.

As the recommended unit is the same basic unit that Public Works has employed since 1999, all Operators are familiar with its operation and daily maintenance requirements.

The out of service time for the two previous units has been minimal.

The Global M4 Sweeper has been requested by the Public Works/Parks Supervisor for standardization of equipment for parts replacement, inventory control and Operator training.

2016-041-04

Q2016-01, Purchase of a Center-Mount Pickup Broom Single Power Plant Sweeper

---

The substantial cost increase of this unit is due to the devalued Canadian dollar.

## POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when bids received are over the budgeted amount.

## FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$260,000 for the replacement unit. The low tender submitted by Amaco Equipment for \$300,146.21 (after the estimated tax rebate on the gross cost of \$333,299.15) meets the specifications and requirements for the Operations Department, Public Works/Parks Division. An estimated over expenditure of \$40,145.21 may be offset by surpluses from other purchases through the 2016 Fleet Management Program.

## CONCLUSION

The Operations Department – Fleet & Support Services and Public Works/Parks Divisions recommend the purchase of the Center-Mount Pickup Broom Single Power Plant Sweeper necessary for sweeping operations from Amaco Equipment, Mississauga, Ontario.



M.D. Carrière  
Fleet Maintenance Foreman



A.J. Rossetti  
Supervisor, Fleet & Support Services



R.T. Fraser  
Supervisor, Public Works/Parks



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



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

**April 13, 2016**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 19, 2016**

**2016-042-04**

**Q2016-04- SUPPLY & DELIVERY OF  
TWO CONVENTIONAL PASSENGER  
TRANSIT BUSES**

**M.D. CARRIERE  
FLEET MAINTENANCE FOREMAN  
A.J. ROSSETTI  
SUPERVISOR, FLEET & SUPPORT SERVICES  
P. McMUNN  
SUPERVISOR, TRANSPORTATION SERVICES  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

**THAT** Council authorize the purchase of two conventional passenger transit buses from the single source quotation from Girardin Blue Bird Ontario Inc., Brantford, Ontario in the amount of one hundred ninety-nine thousand nine hundred twenty-eight dollars and sixty-eight cents (\$199,928.68) including HST; and

**THAT** the necessary funds be expensed from the Fleet Capital Account 9101010-9902033-9361.

**BACKGROUND**

The replacement of the units for the Operations Department – Transportation Division – Transit Section is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

**ANALYSIS/OPTIONS**

Report number 2015-064-06 accepted the standardization of passenger bus purchases from Girardin Blue Bird Ontario due to our past experience with this supplier. Girardin has met or exceeded our expectations with respect to product durability, customer service, parts availability, warranties and technical support, in comparison with buses purchased from other manufacturers. Efficiencies will be increased through standardization with parts ordering, inventory control and driver training.

**POLICY IMPLICATIONS**

As per Purchasing By-law 090-2005, Council approval is required for non-competitive purchases of this amount.



2016-042-04

Q2016-04, Purchase of Two Conventional Passenger Transit Buses

Page 2

## FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$182,000 (\$91,000 each) for the replacement units. The quotation submitted by Girardin Blue Bird Ontario Inc. for \$181,018.73 (after the estimated tax rebate on the gross cost of \$199,928.68) meets the specifications and requirements for the Operations Department, Transportation Services Division. The estimated surplus is \$981.27.

## CONCLUSION

The Operations Department – Fleet & Support Services and Transportation Services Divisions recommend the purchase of two Conventional Passenger Transit Buses from Girardin Blue Bird Ontario Inc., Brantford, Ontario.



M.D. Carrière  
Fleet Maintenance Foreman



A.J. Rossetti  
Supervisor, Fleet & Support Services



P. McMunn  
Supervisor, Transportation Services



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



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

**April 4, 2016**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE**

**2016-043-04  
TENDER FOR CONTRACT 2016-01  
ROUTING, CLEANING & SEALING  
RANDOM CRACKS IN ASPHALT  
PAVEMENTS**

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

**RECOMMENDED**

THAT Council authorize the tender from L.A. Knapp Inc. in the amount of seventeen thousand seven hundred and sixty five dollars (\$17,765.00) excluding HST for Contract 2016-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements; and

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

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2016-01 Routing, Cleaning and Sealing Random Cracks in Asphalt Pavements.

**BACKGROUND**

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

**ANALYSIS/OPTIONS**

Three companies picked up tender packages and one companies submitted a bid. The Transportation Services Division opened tenders on Monday, April 4, 2016 with the following results:

L.A. Knapp Inc.....\$17,765.00

L.A. Knapp Inc. was the successful bidder on this contract in 2015 and the Transportation Services Division was satisfied with their performance.

2016-043-04  
Tender for Contract 2016-01  
Routing, Cleaning & Sealing Random Cracks in Asphalt Pavements

---

## POLICY IMPLICATIONS


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

## FINANCIAL CONSIDERATIONS

In the 2016 Capital Budget, Council authorized an expenditure of \$675,000 under the ACPM program, of which \$20,000.00 was allocated for this contract. Sufficient funds are available to cover the costs associated with this contract.


## CONCLUSION

It is recommended that Council accept the tender from L.A. Knapp Inc. in the amount of \$17,765.00 to complete this project.

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

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

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

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

**APRIL 4, 2016**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE**

**2016-044-04**

**TENDER FOR CONTRACT 2016-02**

**SUPPLY OF PAINT AND PAINTING OF**

**CENTRE, LANE AND EDGE LINE**

**PAVEMENT MARKINGS**

**C. J. COSGROVE, P. ENG.**

**DIRECTOR OF OPERATIONS**

**P. MCMUNN, C.E.T.**

**SUPERVISOR TRANSPORTATION SERVICES**

**RECOMMENDED**

THAT Council authorize the tender from R&N Maintenance in the amount of twenty-six thousand, five hundred dollars (\$26,500.00) excluding HST for Contract 2016-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings and;

THAT this work be charged to account 01-5-245435-3010.

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2016-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings.

**BACKGROUND**

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

**ANALYSIS/OPTIONS**

Two companies picked up tender packages and submitted a bid. The Transportation Services Division opened tenders on Monday April 4, 2016 with the following results:

|                                    |             |
|------------------------------------|-------------|
| Provincial Road Markings Inc. .... | \$30,647.50 |
| R&N Maintenance.....               | \$26,650.00 |

**POLICY IMPLICATIONS**

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

2016-044-04

Tender for Contract 2016-02

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


---


## FINANCIAL CONSIDERATIONS

The bid price for this work is \$26,650.00 excluding HST. Funds in the amount of \$30,122.00 were budgeted in the Public Works 2016 Operating Budget for this expense. Sufficient funds are available to cover the costs associated with this contract.

## CONCLUSION

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

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

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

  
\_\_\_\_\_  
Paul McMunn, C.E.T.  
Supervisor of Transportation Services

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

**APRIL 4, 2016**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE**

**2016-045-04  
TENDER FOR CONTRACT 2016-04  
CONCRETE SIDEWALK AND CURB  
RECONSTRUCTION ON  
CITY STREETS**

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

**RECOMMENDED**

THAT Council authorize the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of two hundred and twelve thousand, seven hundred and twenty dollars (\$212,720.00) excluding HST for Contract 2016-04, Concrete Sidewalk and Curb Reconstruction on City Streets and;

THAT this work be charged to the ACPM capital account # 9301110-9905000-3010.

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2016-04, Concrete Sidewalk and Curb Reconstruction on City Streets.

**BACKGROUND**

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

**ANALYSIS/OPTIONS**

Six companies picked up tender packages and one company submitted a bid. The Transportation Services Division opened tenders on Monday April 4, 2016 with the following results:

W.J. Sherwood & Sons Construction Co. Ltd.....\$212,720.00

**POLICY IMPLICATIONS**

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

2016-045-04  
Tender for Contract 2016-04  
Concrete Sidewalk and Curb Reconstruction on City Streets


---

## FINANCIAL CONSIDERATIONS

In the 2016 Capital Budget, Council authorized an expenditure of \$675,000 under the ACPM program, of which \$215,000.00 was allocated for this contract. Sufficient funds are available to cover the costs associated with this contract.

## CONCLUSION

It is recommended that Council accept the tender from W.J. Sherwood & Sons Construction Co. Ltd. in the amount of \$212,720.00 to complete this project.

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

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
B. Casselman  
City Manager

**April 13, 2016**

**REPORT TO FINANCE, OPERATIONS & ADMIN. COMMITTEE – APRIL 19, 2016**

**2016-049-04  
HEAT EXCHANGER  
BROCKVILLE MEMORIAL CIVIC CENTRE**

**C.J. COSGROVE, DIRECTOR  
OPERATIONS DEPARTMENT**

**RECOMMENDED**

THAT Council authorize the purchase of a plate and frame heat exchanger with matching surge drum at the Brockville Memorial Civic Centre from the single source quotation received from CIMCO Refrigeration in the amount of eighty-nine thousand eight hundred dollars (\$89,800) plus HST.

**PURPOSE**

This report recommends a supplier/contractor for the replacement of the plate and frame heat exchanger with matching surge drum at the Brockville Memorial Civic Centre (Memorial Centre).

**ANALYSIS**

The Building and Equipment Maintenance Program in the approved 2016 Capital Budget includes the replacement of the plate and frame heat exchanger with matching surge drum, which is part of the ice refrigeration system.

It is recommended that a sole source quote from CIMCO Refrigeration be accepted as the entire refrigeration system is CIMCO equipment. It is highly desirable to have compatible equipment, and CIMCO Refrigeration is a leading supplier in the ice refrigeration market.

**POLICY IMPLICATIONS**

Purchasing By-Law 090-2005 requires Council approval for non-competitive purchases of this amount.

**FINANCIAL CONSIDERATIONS**

The approved budget for this item is \$90,000. The total expenditure (including net HST) quotation submitted by CIMCO Refrigeration is \$91,380.48. The over expenditure of \$1,380.48 for this item will be offset by surpluses from other items in the Building and Equipment Maintenance Program.



2016-049-04  
Heat Exchanger  
Brockville Memorial Civic Centre


Page 2

## CONCLUSION

The quotation from CIMCO Refrigeration for the replacement of the plate and frame heat exchanger with matching surge drum at the Memorial Centre should be accepted.

  
\_\_\_\_\_  
C.J. Cosgrove, Director  
Operations Department

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

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

**April 19, 2016**

**Report To Finance Administration Operations – April 13, 2016**

**2016-047-04**

**2016 Departmental Work Plans  
First Quarter Report**

**Bob Casselman  
City Manager**

**RECOMMENDATION**

THAT Council approve the 2016 Departmental Work Plans First Quarter Report as outlined in Schedule 1, Report 2016-047-04.

**BACKGROUND**

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

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

The City Manager will report on the status of Departmental Work Plan on a quarterly basis throughout 2016.

**1) Financial Matters**

- Significant time spent on preparation of 2015 year-end statements
- 2016 budget presented/adopted by Council

**2) Economic Development Initiatives**

- Staff focused on land acquisition/planning process associated with development of new employment lands
- Draft of Planning documents awaiting sub-consultant reports on traffic and environmental impacts

3) **Aquatarium Project**

- Opened to public – March 2, 2016
- Title transfer – March 31, 2016
- Significant staff resources/legal costs associated with title transfer
- Additional \$1 million allocated to project

**FINANCIAL IMPLICATIONS**

Increased financial contribution of \$1 million made to Aquatarium project. Sources of financing to be determined following completion of 2015 year end.

**CONCLUSION**

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



---

B. Casselman, City Manager

# SCHEDULE 1

| 2016 DEPARTMENT GOALS/OBJECTIVES                                  |   |                      |                      |                      |          |
|---|---|----------------------|----------------------|----------------------|----------|
| ENVIRONMENTAL SERVICES<br>DEPARTMENT                              | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |
| <b><u>Corporate Objectives</u></b>                                |   |                      |                      |                      |          |
| 1. Wastewater System Main Pumping Station – Preliminary Design    | Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.  |                      |                      |                      |          |
| 2. Implementation/Improvement of City's Operational Plan (DWQMS). | On-going. An external audit was completed in January with very good results. An internal review of the risk assessment matrix was completed and updated accordingly. The first Management Review meeting is scheduled for June. |                      |                      |                      |          |
| 3. Completion of a new Water By-law.                              | A draft Water By-law has been completed. It is currently being reviewed and revised. It is anticipated that it will be implemented by the end of the year.  |                      |                      |                      |          |
| 4. Condition Assessment of the City's Water Feedermain.           | The third phase of an on-going condition assessment of the City's water feedermain is scheduled to be   |                      |                      |                      |          |

| 2016 DEPARTMENT GOALS/OBJECTIVES     |                      |                      |                      |                      |          |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------|
| ENVIRONMENTAL SERVICES<br>DEPARTMENT | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
|   | completed later in 2016.   |  |  |  |  |
| 5. Assist in the implementation of the Source Water Protection Plan policies.   | Staff is actively in the process of implementing a number of policies which will continue through 2016.  |  |  |  |  |
| 6. Development/implementation of a solid waste/recycling curriculum for elementary students.  | The Solid Waste Officer will review the need for the development of a solid waste/recycling curriculum for elementary students.  |  |  |  |  |
| 7. Completion of 2016 Environmental Services Department's Capital Projects <ul style="list-style-type: none"> <li>1. Centre Street Reconstruction</li> <li>2. Victoria Avenue Reconstruction</li> <li>3. James Street Reconstruction</li> </ul> | <p>Tender drawings and documents have been completed. Tender to be advertised in May with construction scheduled to start in early July.</p> <p>Tender has been awarded to Ken Miller Excavating. Construction is scheduled to start in May.</p> <p>Tender drawings and documents have been completed. Tender has been advertised and scheduled to be opened on April 18<sup>th</sup>.</p> |  |  |  |  |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| ENVIRONMENTAL SERVICES<br>DEPARTMENT   | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |
|--|--|----------------------|----------------------|----------------------|----------|
| 4. Stewart Boulevard<br>Watermain Reconstruction                                     | In the design phase.<br>Construction is scheduled<br>to be completed in<br>September.  |                      |                      |                      |          |
| 5. Brock Street Watermain<br>Reconstruction  | Tender drawings and<br>documents have been<br>completed. Tender is<br>scheduled to be<br>advertised in May with<br>construction in July. |                      |                      |                      |          |
| 6. Fire Hydrant Replacement<br>Program   | Work to be completed<br>throughout the summer by<br>Water Systems staff.   |                      |                      |                      |          |
| 7. Lead Service<br>Replacement Program   | Work to be completed<br>throughout the summer by<br>Water Systems staff.   |                      |                      |                      |          |
| 8. WTP Capital projects  | On-going.  |                      |                      |                      |          |
| 9. WPCC Capital projects   | On-going.  |                      |                      |                      |          |
| 8. Provide technical assistance with<br>the development of employment<br>lands.      | On-going.  |                      |                      |                      |          |
| 9. Participate in the annual update of<br>the City's Asset Management Plan.          | On-going.  |                      |                      |                      |          |
| 10. Participate in the Implementation of<br>a Geographic Information System<br>(GIS) | On-going. It is anticipated<br>that a basic GIS system<br>with water and sewer<br>layers will be up and                                  |                      |                      |                      |          |

| 2016 DEPARTMENT GOALS/OBJECTIVES     |                      |                      |                      |                      |          |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------|
| ENVIRONMENTAL SERVICES<br>DEPARTMENT | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
|   | running by May.   |  |  |  |  |
| 11. Participate in the review of private subdivisions for their assumption. | On-going. Staff has completed the review of Bridlewood subdivision and are onto the next outstanding developments in the Millwood/Cuthbertson area. |  |  |  |  |
| 12. Continued Monitoring of Brownfields Remediation Projects.               | On-going.   |  |  |  |  |
| 13. Amendment of Landfill Certificate of Approval – Employment Lands        | On-going. A surveyor has been retained to prepare a register plan and a meeting with MOECC has been scheduled to discuss the details.               |  |  |  |  |
| 14. Renewal of Drinking Water Licence                                       | Completed.  |  |  |  |  |
| 15. Condition Assessment of Pumping Station and Forcemains.                 | On-going. Work to be started later this year.   |  |  |  |  |
|   |   |  |  |  |  |

| 2016 DEPARTMENT GOALS/OBJECTIVES     |                      |                      |                      |                      |          |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------|
| ENVIRONMENTAL SERVICES<br>DEPARTMENT | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |

| <u>Department Objectives</u>   |   |  |  |  |  |
|--|---|--|--|--|--|
| <p>1. Assist City Manager in completion/implementation of:</p> <p>→ Performance Reviews on Supervisory Staff</p> <p>→ Implementation/Monitoring of 2016 Budget</p> <p>→ Preparation of 2017 Budget</p> <p>2. On-going monitoring/implementing of departmental succession planning.</p> | <p>Scheduled to be completed by the end of the 2<sup>nd</sup> quarter.</p> <p>Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets.</p> <p>Preparation of the 2017 budget is anticipated to start in the 3<sup>rd</sup> quarter.</p> <p>On-going.</p> |  |  |  |  |



## 2016 DEPARTMENT GOALS/OBJECTIVES

| PLANNING DEPARTMENT  | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/BARRIERS |
|--|--|----------------------|----------------------|----------------------|-------------------|
| <b>1. People</b>   |  |                      |                      |                      |                   |
| - Investigate option for contracting out pet licensing   | Discussions held with one service provider. Determining next steps.  |                      |                      |                      |                   |
| - Continue training of CBO and Inspection Officers to ensure full compliance with Ontario Building Code Act, and to provide for cross-training | CBO and Inspector attended OBOA training courses (Structural and Building Services respectively)   |                      |                      |                      |                   |
| - Ensure opportunities for Continuous Professional Learning for planners to comply with OPPI membership requirements.                          | Planners participated in webinars offered during Q1  |                      |                      |                      |                   |
| - Continue subdivision file closure and assumption   | Brockwoods Brock St. assumption endorsed by Council. Continuing priority and developer communication on acceptance of first 4 phases of Bridlewood and multiple developments along Cuthbertson and Millwood Ave. |                      |                      |                      |                   |
| <b>2. Economy</b>  |  |                      |                      |                      |                   |
| <i>Community Improvement Plans (Downtown &amp; Brownfields)</i>  |  |                      |                      |                      |                   |
| - Continue administration of applications for program assistance under Downtown and Brownfields CIP's.   | 13 active files  |                      |                      |                      |                   |
| - Promote and implement all programs with particular attention to Façade and RCCR Grant Programs using 2016 budget allocation                  | Working with DBIA on promotion of grant opportunities. Contacted known interested parties about 2016 participation.  |                      |                      |                      |                   |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| PLANNING DEPARTMENT   | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/BARRIERS |
|---|---|----------------------|----------------------|----------------------|-------------------|
| <i>Planning &amp; Building Review / Approvals<br/>(Ongoing &amp; as needed)</i> |   |                      |                      |                      |                   |
| - TSL   | Occupancy inspections for commercial and restaurant space.  |                      |                      |                      |                   |
| - Junic   | Meeting held with CRCA regarding stormwater management design for subdivision.  |                      |                      |                      |                   |
| - Centre St.  | Applicant working towards clearing of draft plan conditions. Cost sharing discussions on road reconstruction.                                 |                      |                      |                      |                   |
| - Aspen Dr.   | No action Q1  |                      |                      |                      |                   |
| - Rockford Forest – OMB Appeal  | OMB response received. No further hearing to be held and appeal file closed. Applicant working towards clearing conditions of draft approval. |                      |                      |                      |                   |
| - BGH   | Site Plan approval delayed. Resubmission required respecting stormwater design. Assisting with Charles St. closure.                           |                      |                      |                      |                   |
| - Blockhouse Square Development   | No planning discussions in Q1   |                      |                      |                      |                   |
| - Wall Street Village   | CIP and BFTIP program applicability confirmed.  |                      |                      |                      |                   |
| - Royal Brock Retirement Home   | Rezoning finalized. Inspections of renovations ongoing.   |                      |                      |                      |                   |
| - Retail Expansion – 1972 Parkedale Ave.  | Site Plan application received for additional retail space and bank under review  |                      |                      |                      |                   |
| - 1000 Islands Mall   | Inspections of renovations for RBC  |                      |                      |                      |                   |

| 2016 DEPARTMENT GOALS/OBJECTIVES  |   |                      |                      |                      |                   |
|---|---|----------------------|----------------------|----------------------|-------------------|
| PLANNING DEPARTMENT   | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/BARRIERS |
|   | continuing.   |                      |                      |                      |                   |
| - Other:  | -Site Plan application received for new commercial building (500 Stewart Blvd. - Benson)                                |                      |                      |                      |                   |
| <i>Employment Lands</i>   |   |                      |                      |                      |                   |
| - Lead advancement of future employment lands in Brockville, and associated secondary plan and Official Plan and zoning amendments  | Draft of planning documents awaiting sub-consultant reports on traffic and environmental impact                         |                      |                      |                      |                   |
| Approval & implementation of 2016 budget, & preparation of 2017 budget  | With 2016 budget approval, notice of revised user fees provided to clients. Commenced promotion of funded CIP programs. |                      |                      |                      |                   |
|   |   |                      |                      |                      |                   |
| <b>4. Sustainability</b>  |   |                      |                      |                      |                   |
| <i>Source Water Protection</i>  |   |                      |                      |                      |                   |
| - Implement applicable policies and regulations from approved Source Water Protection Plan through amendments to the Official Plan and Zoning By-law.   | Draft policies being completed.   |                      |                      |                      |                   |
| <i>Official Plan/Downtown &amp; Waterfront Master Plan &amp; Urban Design Strategy</i>  |   |                      |                      |                      |                   |
| - Work with Waterfront Ad Hoc Committee to prioritize items from DWMPUDS and to develop action plan<br>- Develop a Municipal Housing Strategy to establish appropriate targets and encouragement for affordable housing | -No Planning Dept. participation in WAC in Q1<br>-Initial research and consideration of contents of MHS                 |                      |                      |                      |                   |
| <i>New Comprehensive Zoning By-law</i>  |   |                      |                      |                      |                   |
| - Monitor implementation of new zoning by-law, and if needed, prepare housekeeping amendment.   | Ongoing   |                      |                      |                      |                   |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| PLANNING DEPARTMENT  | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/BARRIERS |
|--|---|----------------------|----------------------|----------------------|-------------------|
| <i>Amendments to Development Charges Act and Planning Act</i>                            |   |                      |                      |                      |                   |
| - Monitor proposed legislative amendments in Bill 73 and its implications for Brockville | Review of implications underway awaiting proclamation of Bill 73. Staff to attend MMAH workshop in March was cancelled due to weather |                      |                      |                      |                   |
| <b><u>Personal Development</u></b>   |   |                      |                      |                      |                   |
| Continuous Professional Learning (OPPI/CIP)  | Self-directed opportunities completed in Q1   |                      |                      |                      |                   |

| 2016 DEPARTMENT GOALS/OBJECTIVES   |  |                      |                      |                      |          |
|--|--|----------------------|----------------------|----------------------|----------|
| OPERATIONS DEPARTMENT  | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |
| <b><u>Corporate Objectives</u></b>   |  |                      |                      |                      |          |
| <b>1. People</b><br><br>a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), marina expansion feasibility<br>b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest,, hydroplane regatta, Tourism signature festivals (linkage to Economy objectives)<br>c. Complete review of Non-resident User Fee | a. Ongoing collaboration with Rotary Park Committee, Brock Trail Committee, Railway Tunnel Committee, Twin Pad Arena Committee, Save Ontario Shipwrecks – Thousand Islands Chapter, Waterfront Committee<br>b. Departmental support initiated for Tall Ships Festival, Hydroplane Regatta, Ribfest and smaller events<br>c. 2 <sup>nd</sup> quarter activity |                      |                      |                      |          |
| <b>2. Economy</b><br><br>a. Facilitate/monitor brownfield remediation projects (TSL, Blockhouse Square, Junic etc.) and linkages with City amenities associated with or adjacent to these developments<br>b. Provide technical support to industrial park land assembly initiative<br>c. Finalize agreements for Reticle development at the airport  | a. Ongoing –Blockhouse Square<br><br>b. Traffic Impact Study report being finalized<br><br>c. Proposed agreements to be presented to Council in April  |                      |                      |                      |          |

| 2016 DEPARTMENT GOALS/OBJECTIVES   |   |                      |                      |                      |          |
|--|---|----------------------|----------------------|----------------------|----------|
| OPERATIONS DEPARTMENT  | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |
| <b>3. Amenities</b><br><br>a. Brock Trail expansion/upgrades<br>b. 2016 Capital Projects – roads, bridges, fleet, parkland, facilities<br>c. Completion of Reynolds Park Risk Assessment<br>d. Rotary Park ice pad roof<br>e. Initial phase – cycling network (link to Sustainability)<br>f. Transit evening service trial – analysis/reporting<br>g. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee<br>h. New Arena facility – staff resource to Twin Pad Committee<br>i. Railway Tunnel restoration project | a. Planning for 2016 projects underway. Ontario Municipal Cycling Infrastructure Program grant announced<br>b. 2016 projects initiated<br>c. Revised Risk Assessment report submitted to the MOECC<br>d. Footings to be installed 2 <sup>nd</sup> quarter. Roof to be installed 4 <sup>th</sup> quarter<br>e. Planning for King St, Central/Ormond sections underway. Public consultation for Laurier section ongoing<br>f. Complete<br>g. Ongoing<br>h. Ongoing<br>i. Phase I project report to Council in April |                      |                      |                      |          |
| <b>4. Sustainability</b><br><br>a. WPCC Secondary Treatment - close file<br>b. Participate in the Energy Management Committee – development of City's Energy Management Plan (in conjunction with Manager of Strategic Initiatives).<br>c. Asset Management – expand on base asset management report   | a. Coordinating wrap-up of WPCC funding agreement<br>b. Ongoing<br><br><br><br><br><br><br><br><br>c. 3 <sup>rd</sup> quarter activity  |                      |                      |                      |          |
|  |   |                      |                      |                      |          |

| 2016 DEPARTMENT GOALS/OBJECTIVES |                      |                      |                      |                      |          |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------|
| OPERATIONS DEPARTMENT            | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
| <b><u>Departmental Objectives</u></b>   |   |  |  |  |  |
| 1. Assist City Manager in completion of: <ul style="list-style-type: none"> <li>- Implementation/monitoring of 2016 Budget</li> <li>- Preparations for 2017 Budget</li> <li>- Implement next steps of succession planning as necessary</li> </ul> | <ul style="list-style-type: none"> <li>- Ongoing</li> <li>- 3<sup>rd</sup> quarter activity</li> <li>- Ongoing</li> </ul> |  |  |  |  |
| <b>Personal Development</b><br><br>Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities  | <ul style="list-style-type: none"> <li>- Ongoing</li> </ul>   |  |  |  |  |

| 2016 DEPARTMENT GOALS/OBJECTIVES   |                      |                      |                      |                      |                       |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| ECONOMIC DEVELOPMENT<br>DEPARTMENT | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/<br>BARRIERS |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| <b>Workplan : 2016 Draft</b>  |  |  |  |  |  |
| <b>1. People</b>  |  |  |  |  |  |
| <p><b><u>Immigration Initiatives- 4.5/pg31</u></b></p> <ul style="list-style-type: none"> <li>Committee membership on coordination for Syrian Refugee settlement with target of 10 families to Brockville area.</li> <li>Growing regional immigration partnership through social media by 10%.</li> <li>Updating of all immigration attraction and settlement materials.</li> </ul> | <p>Settlement of 5 refugee families to Brockville area. Housing and support networks secured</p> <p>Partnership has increased to 18 members.</p> <p>Updating of settlement materials under development with released targeted for June</p> |  |  |  |  |
|   |  |  |  |  |  |
| <p><b><u>Entrepreneurship Development- 4.2/pg21</u></b></p> <ul style="list-style-type: none"> <li>Exceed enrollment in both Summer and Starter company entrepreneurship membership by 10%</li> <li>Metrics for centre operation include 20 summer and 28 starter company entrepreneurs, 160 business</li> </ul>  | <p><b>Starter company targets on track. Summer company applications being received. Business metrics for next report</b></p>   |  |  |  |  |



| 2016 DEPARTMENT GOALS/OBJECTIVES   |  |                      |                      |                      |                       |
|--|--|----------------------|----------------------|----------------------|-----------------------|
| ECONOMIC DEVELOPMENT<br>DEPARTMENT   | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/<br>BARRIERS |
| consultations, 80 business start-ups and 100 new employees   |  |                      |                      |                      |                       |
| 2. Economy   |  |                      |                      |                      |                       |
| <u>Investment Attraction/Economic Diversification-4.1/pg 18</u> <ul style="list-style-type: none"> <li>Initiate a value-chain analysis utilizing EDAT with corporate calls to 60 local firms.</li> <li>Investigate and execute appropriate first stage programming for Lone Eagle attractions including recommendations to Council on zoning.</li> <li>Complete lead generation program with CIDEP and EDCO and participate at minimum of 3 external investment functions</li> <li>Continue with Angel Investor Network and target 3 new projects at \$400K per project of new angel contributions.</li> </ul> | 4 corporate call completed. Most of calls scheduled for 2 <sup>nd</sup> and 3 <sup>rd</sup> quarter.<br>Lone Eagle initiative under review for execution by EDAT.<br>Lead Generation contract has generated 11 prospects. One external investment forum completed/MIPIM.<br>No angel investment this quarter |                      |                      |                      |                       |
| <u>Retail Commercial Attraction-</u> <ul style="list-style-type: none"> <li>Complete third year of ICSC</li> </ul>   | 1 retail investment ICSC forum   |                      |                      |                      |                       |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| ECONOMIC DEVELOPMENT<br>DEPARTMENT  | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/<br>BARRIERS |
|---|--|----------------------|----------------------|----------------------|-----------------------|
| <p>partnership attending minimum of 2 investment functions and secure 2 new retail investments with target on replacement grocery firm.</p> <ul style="list-style-type: none"> <li>Complete process towards repurposing/redevelopment of The Brockville Centre and assist on retail recruitment and incentive programming.</li> </ul> | <p><b>completed.</b><br/><b>Grocery replacement unlikely in short term.</b></p> <p><b>Brockville Centre project continues to refine concept. Planning application for submission by second quarter</b></p> |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |
| <p><b><u>Business Retention &amp; Expansion/Aftercare-4.2/pg 21</u></b></p> <ul style="list-style-type: none"> <li>Corporate Calling on required aftercare resulting from the 60 EDAT supply chain visits.</li> <li>Project Isaac, Summit Energy, Northern Cables and Shell will be priority aftercare firms.</li> </ul>              | <p><b>No action this quarter</b></p> <p><b>Summit Energy short term/working capital in legal stage for completion</b></p>  |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |
| <p><b><u>Employment Lands-4.3/pg24</u></b></p>  | <p><b>Awaiting zoning</b></p>  |                      |                      |                      |                       |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| ECONOMIC DEVELOPMENT<br>DEPARTMENT   | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/<br>BARRIERS |
|--|--|----------------------|----------------------|----------------------|-----------------------|
| <ul style="list-style-type: none"> <li>Complete Ontario Government process towards park certification following rezoning.</li> <li>Initiate new marketing plan and awareness outreach for new park</li> <li>Review medium term options for additional employment lands</li> <li>Advocacy on addressing LTD issues with 401 interchanges and logistics capacity.</li> </ul> | <p>process prior eligibility for certification and marketing</p> <p>No action on additional employment lands options. Await completion of zoning</p> <p>No action on LTD</p> |                      |                      |                      |                       |
| <p><b>3. Amenities</b></p> <p><b>Waterfront-4.4/pg27-</b> hosting and coordination for September Tall Ships Festival and generating \$250k in revenues with net contribution towards future festivals.</p>   | <p>On track with both government grant applications submitted and corporate funding raising secured to \$27K limit.</p>  |                      |                      |                      |                       |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| ECONOMIC DEVELOPMENT<br>DEPARTMENT  | 1 <sup>ST</sup> QTR.   | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. | COMMENTS/<br>BARRIERS |
|---|--|----------------------|----------------------|----------------------|-----------------------|
| <b>4. Sustainability-</b>   |  |                      |                      |                      |                       |
| <b>Succession</b><br><br>Complete with City Manager a<br>succession plan for the department | Preliminary<br>training outline<br>completed. One<br>session<br>completed. |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |
|   |  |                      |                      |                      |                       |

## 2016 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

| Clerk's Department   | 1 <sup>st</sup> Qtr   | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | Comments/Barriers |
|--|---|---------------------|---------------------|---------------------|-------------------|
| <b>1. People</b>   |   |                     |                     |                     |                   |
| a. Integrated Accessibility Standard Regulation (IASR) compliance; implement, review and update policies, programs, procedures and training programs | No action   |                     |                     |                     |                   |
| b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and access   | Attended workshop re Bill 8.  |                     |                     |                     |                   |
| <b>2. Economy</b>  |   |                     |                     |                     |                   |
| a. <b>Parking</b> – replace (circa 1998) parking administrative software   | RFPs received and reviewed. Matter on hold pending resource review. |                     |                     |                     |                   |
| b. Implement online ticket payment option for improved customer service and accessibility  | Matter on hold pending resource review.                             |                     |                     |                     |                   |
| <b>3. Amenities</b>  |   |                     |                     |                     |                   |
| a. <b>Parking</b>  | Review started.   |                     |                     |                     |                   |
| i. review downtown unmetered and metered areas   |   |                     |                     |                     |                   |
| ii. consider meters in Courthouse area   |   |                     |                     |                     |                   |
| iii. review parking infrastructure for repairs, replacement and beautification   |   |                     |                     |                     |                   |
| <b>4. Sustainability</b>   |   |                     |                     |                     |                   |
| a. Records management  |   |                     |                     |                     |                   |
| i. Review record retention bylaw. Include retention  | New Records Retention bylaw   |                     |                     |                     |                   |

| Clerk's Department  | 1 <sup>st</sup> Qtr   | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | Comments/Barriers |
|---|---|---------------------|---------------------|---------------------|-------------------|
| scheduled for electronic records  | passed by Council.<br><b>COMPLETE</b>   |                     |                     |                     |                   |
| ii. Work with departments to implement TOMRMS (The Ontario Municipal Records Management System)   | New bylaw passed by Council.<br>Implementation plan under development, including staff training |                     |                     |                     |                   |
| <b>b. MFIPPA</b>  |   |                     |                     |                     |                   |
| i. Training for staff   | Awaiting new policies re Bill 8.  |                     |                     |                     |                   |
| ii. Develop routine disclosure policy to lessen staff time processing MFIPPA requests and ease the public's process to request records without the need to submit an MFIPPA request | No action.  |                     |                     |                     |                   |
| <b>c. Council, Standing Committees, Boards and Committees</b>   |   |                     |                     |                     |                   |
| i. Council Procedural By-law  | Awaiting new policies re Bill 8.  |                     |                     |                     |                   |
| ii. Review of board and committee establishing bylaws<br>- board and committee training   | No action.  |                     |                     |                     |                   |
| d. 2016 Budget monitoring   | On-going  |                     |                     |                     |                   |
| e. 2017 Budget preparation  | No action.  |                     |                     |                     |                   |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| Corporate Services Department  | 1 <sup>st</sup> Qtr   | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | Comments |
|--|---|---------------------|---------------------|---------------------|----------|
| <b>1. People</b>   |   |                     |                     |                     |          |
| - Move to centralized client service area along with Clerk and Manager of Accounting, including departmental service review options to enhance both efficiencies and effectiveness, to move towards client service representatives | Ongoing along with succession planning                      |                     |                     |                     |          |
| - Completion of annual staff performance reviews both formal and informal  | Continuing process  |                     |                     |                     |          |
| - Assist City Manager in implementation of future service delivery enhancements as well as other identified operational changes that can improve effectiveness and efficiencies  | Ongoing   |                     |                     |                     |          |
| - Involvement with collective bargaining process, arbitration meetings and general employee/employer related concerns  | ongoing   |                     |                     |                     |          |
| - Continue to work on finalizing agreement with Elizabethtown on shared services including water and wastewater services, along with appeal on ARB decision  | Near completion on agreement, leave to appeal on ARB ruling |                     |                     |                     |          |
| - Assist in determining funding arrangement needed for Aquatarium along with maximizing tax strategy   | Awaiting year-end financial results                         |                     |                     |                     |          |

## 2016 DEPARTMENT GOALS/OBJECTIVES

| Corporate Services<br>Department  | 1 <sup>st</sup> Qtr                    | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | Comments |
|---|--|---------------------|---------------------|---------------------|----------|
| <b>2. Economy</b>   |  |                     |                     |                     |          |
| - Continued promotion and review of the CIP and Brownfield programs   | Ongoing and reviewing TSL agreement    |                     |                     |                     |          |
| - Development of BFTIP By-Laws  | Ongoing                                |                     |                     |                     |          |
| - Involvement in local MUSH sector purchasing group along with other joint service delivery sharing of services   | Ongoing                                |                     |                     |                     |          |
| - Review third party funding opportunities to either enhance existing services or mitigate cost to the local tax payer  | Continuing process                     |                     |                     |                     |          |
| - Assist Director of Ec. Dev. Where applicable in providing resources for future economic expansion   | Continuing process                     |                     |                     |                     |          |
| <b>3. Amenities</b>   |  |                     |                     |                     |          |
| - Implement GIS options and strategies including development of technical committee, development of apps for internal and external use, including revenue generating opportunities to third parties | Ongoing with applications and training |                     |                     |                     |          |
| - Continue expanding use of other technologies to provide efficiencies throughout corporation including the use of VOIP technology throughout the corporation                                       | Negotiation final terms of agreement   |                     |                     |                     |          |
| - Implement Phase II of asset   | To commence after                      |                     |                     |                     |          |



## 2016 DEPARTMENT GOALS/OBJECTIVES

| Corporate Services<br>Department   | 1 <sup>st</sup> Qtr              | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | Comments |
|--|----------------------------------|---------------------|---------------------|---------------------|----------|
| management plan to include non-core assets as well as update existing cost analysis of core assets | completion of year-end           |                     |                     |                     |          |
| <b>4. Sustainability</b>   |                                  |                     |                     |                     |          |
| - Full responsibility for annual budget process  | Completed for 2016               |                     |                     |                     |          |
| - Completion of annual financial statements along with annual reporting requirements               | Audit to commence April 11, 2016 |                     |                     |                     |          |
| - Presentation of quarterly interim variance reports   | To be presented in May           |                     |                     |                     |          |
| - Updating and monitoring of ten-year capital plan   | Continuing process               |                     |                     |                     |          |
| - Continue implementation of water meter replacement program                                       | Ongoing                          |                     |                     |                     |          |

## 2016 ADMINISTRATION DEPARTMENT GOALS/OBJECTIVES

| Administration Department   | 1 <sup>st</sup> Qtr  | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr |
|---|--|---------------------|---------------------|---------------------|
| a) Define recommendations to Council &/or options   |  |                     |                     |                     |
| b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan   | Finalization of Minutes of Settlement<br>- leave to appeal – ARB decision  |                     |                     |                     |
| c) Quarterly status reporting to Council of corporate work plans and activity   | April 19/16  |                     |                     |                     |
| a) Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community | Weekly senior management meetings<br><br>Staff recognition events  |                     |                     |                     |
| a) Annual Operating Budget preparation & Oversight  | Completed 2016   |                     |                     |                     |
| b) Annual Capital Budget preparation & Oversight  | Completed 2016   |                     |                     |                     |
| c) Direct development of long-term financial forecasts  | Updated 5-yr forecast, presented to Council  |                     |                     |                     |
| d) Direct implementation of Asset Management Plan   | Phase 2 of Asset management Plan, part of 2016 Workplan schedule   |                     |                     |                     |
| <b>Leadership</b>   |  |                     |                     |                     |
| a) Eastern Ontario Mayor's Committee participation  | Member of E.O. Economic Development Strategy Leadership Council<br><br>Briefing note preparation for O.G.R.A. conference |                     |                     |                     |
| b) Joint Services Budget, cooperation discussions   | Draft 2016 budget  |                     |                     |                     |

| Administration Department   | 1 <sup>st</sup> Qtr  | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr |
|---|--|---------------------|---------------------|---------------------|
| a) Fire Operations Model change - Shift from Full time to Hybrid                              | N/A  |                     |                     |                     |
| b) Facilitate OPP Costing acquisition and disposition   | Moratorium lifted, first orientation meeting held                              |                     |                     |                     |
| a) Docking  | N/A  |                     |                     |                     |
| b) Parking  | 2 year interim parking agreement negotiated                                    |                     |                     |                     |
| c) Marina Lease   | Existing marina lease expired  |                     |                     |                     |
| d) Harbour Ownership  | N/A  |                     |                     |                     |
| e) Outstanding Agreements   | Title Transfer – 03/31/16  |                     |                     |                     |
| f) Facilitation - Opening   | A/Q opened to public 02/01/16 – significant staff resources utilized           |                     |                     |                     |
| <b>Official Plan</b>  |  |                     |                     |                     |
| a) Facilitation of goals re active transportation / waterfront / downtown / increased density | Part of Manager of Strategic Initiatives 2016 Workplan                         |                     |                     |                     |
| <b>Strategic Plan</b>   |  |                     |                     |                     |
| a) Window Replacement Program   | N/A  |                     |                     |                     |
| b) Water Meter Replacement Program  | 5100 meters replaced   |                     |                     |                     |
| c) Blockhouse Square Development - facilitation   | Conditional extension granted to April 18/16. Condition not met.               |                     |                     |                     |
| d) Employment lands certification - facilitation  | Transportation study completed. Land acquisition – one parcel being negotiated |                     |                     |                     |

| FIRE DEPARTMENT 2016  | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. |
|---|---|----------------------|----------------------|----------------------|
| <b>1. People</b>  |   |                      |                      |                      |
| - Home Inspection Program – this is a mult year project that identifies areas of concern for fire prevention education and enforcement. We will be increasing the number of inspections to attain 2,000 visits per year. Every home of a five year period, this will be a gradual increase from our present status. | The Home Inspection program will commence in May. Crews will continue to complete their assigned zones. They will continue to educate the public on fire safety issues. |                      |                      |                      |
| - Vulnerable Occupancy program, mandated by Province, involves educating and enforcement of Provincial regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.   | Fire Prevention staff will continue to work collaboratively with the Vulnerable Occupancies within the Municipality.  |                      |                      |                      |
| - Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.   | Fire Prevention has commenced an inspection blitz of King St. occupancies   |                      |                      |                      |
| - Sightline to Safety Program – continue participation and guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf and hard of hearing.   | Ongoing   |                      |                      |                      |
| - Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.  | Fire Prevention will coordinate public education opportunities with Crews and target audience groups.   |                      |                      |                      |
| - Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.  | Ongoing in conjunction with the Home Inspection program.  |                      |                      |                      |
| - Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.   | T9-1-1- system in place, training has been conducted for communications staff.  |                      |                      |                      |

| FIRE DEPARTMENT 2016  | 1 <sup>ST</sup> QTR.  | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. |
|---|---|----------------------|----------------------|----------------------|
| - Generate supplementary revenues from fire prevention, training divisions.   | Ongoing, Fees by-law 2016,  |                      |                      |                      |
| <b>2. Suppression</b>   |   |                      |                      |                      |
| - Initiate strategy re: composite Fire Department   | Will form part of negotiations and other actions                  |                      |                      |                      |
| - Completion of Fire Master Plan  | Initial stages of research  |                      |                      |                      |
| - Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.         | Ongoing   |                      |                      |                      |
| - Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities. | Ongoing   |                      |                      |                      |
| - Establish response protocols that ensure adequate staffing and resources  | Ongoing   |                      |                      |                      |
| <b>3. Administration</b>  |   |                      |                      |                      |
| - Continue to support tourism by attending events seeking or requiring F.D. presence.   | Staff will continue to support local events                       |                      |                      |                      |
| - Prepare 2016 Annual Report  | The Administration will begin to compile information in Q2        |                      |                      |                      |
| - Monitor the 2016 Budget and Variance – report concerns as required  | Prioritizing depts. equipment, training & supplies needs for year |                      |                      |                      |
| - Work with HR on outstanding contract bargaining and negotiation issues  | Some ideas exchanged with HR<br>Labour relations seminar.         |                      |                      |                      |
|   |   |                      |                      |                      |

| FIRE DEPARTMENT 2016  |  | 1 <sup>ST</sup> QTR. | 2 <sup>ND</sup> QTR. | 3 <sup>RD</sup> QTR. | 4 <sup>TH</sup> QTR. |
|---|--|----------------------|----------------------|----------------------|----------------------|
| - Switch over from provincial to NFPA training standards. We will be receiving an audit of our record for compliance early in 2016. One completed, we will provide direction to staff training requirements for future years. Some provincial testing may be required. Enrollment of qualified staff in OFM office training programs, through Ontario Fire College. | Staff is currently enrolled in the NFPA courses at the Ontario Fire College. Waiting for OFMEM to complete Audit               |                      |                      |                      |                      |
| - Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.  | Continued contact with EMO Sector Rep and current information as received. Mandatory training directives received from OFMEMO. |                      |                      |                      |                      |
| - Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)  | Continue to actively promote/conduct public education in prev. & fire safety.  |                      |                      |                      |                      |
| - Develop a centralized filing system: physical/electronic  | Ongoing  |                      |                      |                      |                      |
| - Review/update the outdated Fire Dept. by-laws   | Review E&R with Council, and identify areas to be revised.   |                      |                      |                      |                      |
| <b>4. Communication Division</b>  |  |                      |                      |                      |                      |
| - Secure existing clientele, 5 year contract renewal  | Meeting with SD&G to secure a new 5 yr contract.   |                      |                      |                      |                      |
| - Promote and develop sustainable strategy for fire dispatch system   | Addition of new clients.   |                      |                      |                      |                      |
| - Streamline workload through interfacing systems   | Working with Crisys, Bell, Motorola, and Fluent IMS.   |                      |                      |                      |                      |
| - Reorganize proper response protocols and boundaries   | Ongoing  |                      |                      |                      |                      |
| - Address deficiencies NFPA, etc.   | Initiated communication staff training per NFPA standards.   |                      |                      |                      |                      |
| - Identify new revenue streams  | Ongoing  |                      |                      |                      |                      |

**April 11, 2016**

**Report to Finance, Administration and Operations Committee  
April 19, 2016**

**2016-048-04  
Amendments to Parking By-law 119-89  
Broad Street**

**S. MacDonald  
City Clerk**

**Recommended**

THAT Council authorize the passing of a bylaw to amend the City of Brockville Parking Bylaw 119-89 to:

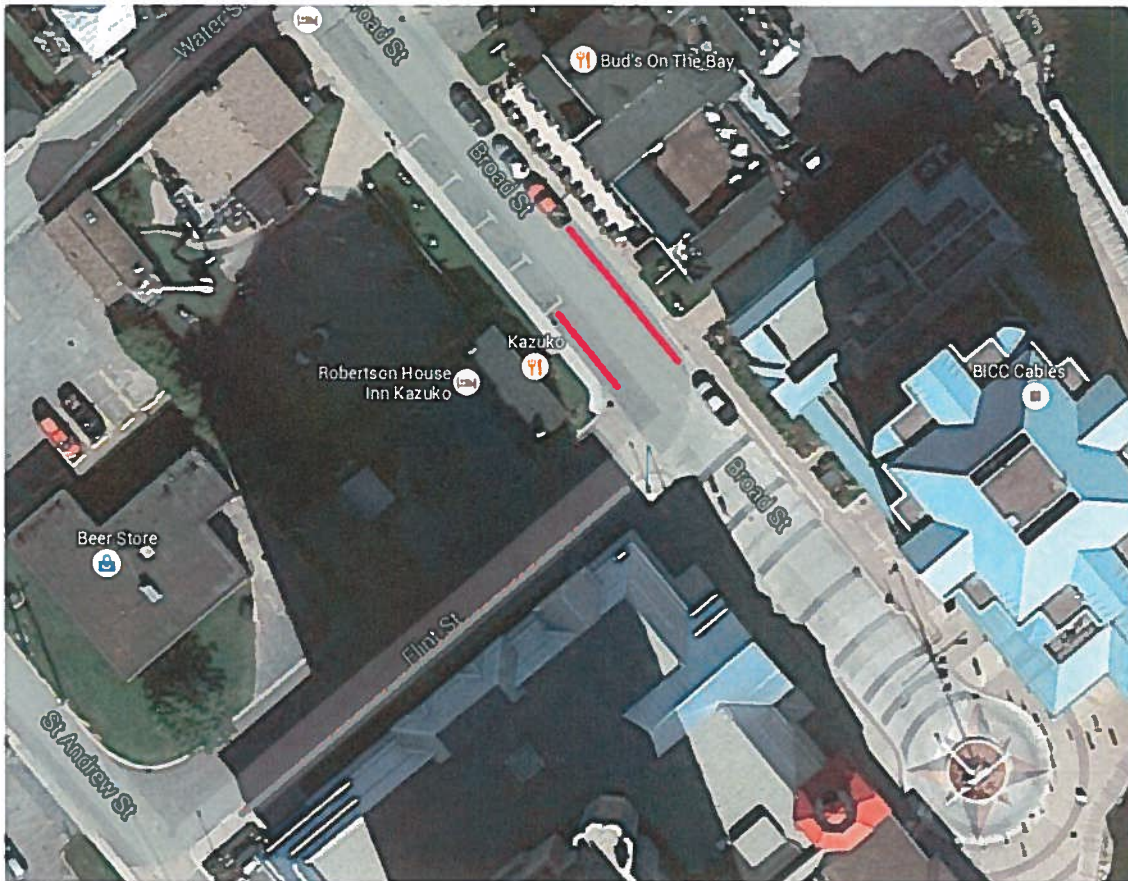
1. amend Schedule 1 to restrict parking on the east side of Broad Street, from 34.0 m south of Water St, 16.5 m southerly; and
2. amend Schedule 1 to restrict parking on the west side of Broad Street, from Flint Street northerly 12.0 m.

**Origin**

In review of the parking regulations in the area at the south end of Broad Street it was noted that there were several changes that could be made to the Parking By-law to improve parking conditions as a result of the increased traffic to the Aquatarium.

**Analysis**

Changes to Parking Bylaw 119-89 are being requested to reduce the congestion and improve visibility triangles in the area of Broad Street at Flint Street. The proposed changes on Broad Street are to facilitate tour buses, fire trucks and other large vehicles to turn from Flint Street onto Broad Street. The proposed No Parking areas are indicated by red lines on the following image:



### Financial Considerations

The installation of No Parking signs will be covered with the Parking Operating budget.

  
S. MacDonald, City Clerk

  
D. Dick, CPA, CA  
Director of Corporate Services

  
B. Casselman, City Manager



**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – APRIL  
19, 2016**

**2016-051-04**

**2016 TAX RATES AND TAX RATIOS**

**D.DICK, CPA, CA  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON CPA, CGA  
MANAGER OF FINANCE  
S. FABER, TAX COLLECTOR**

**RECOMMENDATION**

THAT Council authorize staff to levy \$33,877,631 and impose municipal and education tax rates for the year 2016; and

THAT Council authorize the levy of \$294,167 on behalf of the Downtown Board Improvement Association (DBIA) to impose special purpose rates for the year 2016; and

THAT Council authorize the tax ratios for all property classes per the attached schedule, for the 2016 year; and

THAT the necessary by-laws be enacted.

**PURPOSE**

As per Section 312 and 342 of the Municipal Act, Council shall approve annually a by-law which specifies the taxes to be levied, municipal, education and DBIA tax rates. The Municipal Act section 308 specifies that Council must authorize a bylaw to establish tax ratios.

**BACKGROUND**

Council, through the budget process approved a net levy of \$33,877,631.

In 1988 when assessment and taxation reform was introduced, the Province provided transition ratios. The initial ratio was a reflection of tax burden of each property class prior to tax reform. It kept the taxes expected from each class "status quo".

The municipal portion of the tax rate of each property class is set in relation to the residential class. The residential ratio is always 1. A change in the ratio of any property class will shift the tax burden borne by all property classes.

**ANALYSIS**

**Tax Ratios**

At this time the City is below the Provincial threshold, as defined by the Ministry of Finance, for all the protected classes. For the commercial property class the Provincial average is 1.98, and the City ratio is 1.948. For the industrial property class the

Provincial threshold is 2.63 and the City ratio is 2.613. For the multi-residential property class the Provincial average is 2.74 and the City ratio is 1.77.

As the City is below the Provincial thresholds, and the fact that any further shifts downward would put an increased burden upon the residential tax class, it is recommended to leave the tax ratios at the current level for 2016.

### **Municipal Rates**

The City's levy increase of 1.59% equates to an actual municipal tax rate decrease of 3.60%. This is the fourth year of the four year phase-in for reassessment based upon 2012 CVA. Assessment increases are phased in over 4 years; however, assessment decreases were all applied in the first year.

### **Education Rates**

The Province approved the prescribed education rates for the residential and business property classes for 2016.

The 2016 Education Tax rate is set at 0.188% reduced from the rate of 0.195%. Farm and managed forest tax class rates are based upon 25% of the residential education tax rate.

The 2015 Business Education Tax (BET) rates for the commercial, industrial and pipeline tax classes have been set based on the Provincial plan to reduce BET.

Attachments 3 to Report 2016-051-04 that illustrate a full comparison of municipal and education rates.

We are calculating the 2016 tax rates based on the Assessment Roll returned on December 15, 2015 for the 2016 taxation year.

### **Downtown Board Improvement Rates**

The DBIA rates are based on the levy \$244,357 and recovery of the cost of complimentary parking of \$49,810 as approved by Brockville City Council in the budget.

### **Schedules and Attachments:**

|              |  |
|--------------|--|
| Attachment 1 | By-Law -2016 To Set Tax Ratios for 2016    |
| Attachment 2 | By-Law -2016 To Adopt 2016 Capping Options |
| Attachment 3 | By-Law -2016 To Levy and Impose Tax Rates  |
| Schedule A   | <u>Municipal Tax Rates</u>                 |

This schedule includes assessment values, tax ratios, and tax rates.

Schedule B

Education Tax Rates

This schedule includes assessment values and tax rates as prescribed by the Provincial government.

Attachment 4 2016 Tax Rate Schedule identified by Property Class

Attachment 5 Comparison of Tax Levies, Tax Rates and Impacts

Attachment 6 DBIA Tax Rates and tiered parking rates package

Attachment 7 By-Law –2016 To Impose Special Purpose Rates (DBIA)

**By-Laws**

By-laws are required to establish tax ratios and to enact Municipal, Education and DBIA tax rates for the 2016 tax year.

  
\_\_\_\_\_  
S. Faber, Tax Collector

  
\_\_\_\_\_  
L. Ferguson CPA, CGA,  
Manager of Finance

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

  
\_\_\_\_\_  
B. Casselman, City Manger

## Attachment 1

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-law Number -2016**

*By-law to Set Tax Ratios for the City of Brockville for the Year 2016*

---

WHEREAS it is necessary for the Council of the City of Brockville, pursuant to the Municipal Act Section 308 to establish the tax ratios for 2016 for the City of Brockville; and

WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class; and

WHEREAS the property classes have been prescribed by the Minister of Finance under the Assessment Act as amended by Bill 140, the Continued Protection for Property Tax Payers Act, 2000 and Regulations thereto; and

WHEREAS the City of Brockville has deemed it expedient not to adopt optional classes as part of the Province's originally suggested tools; and

WHEREAS the City of Brockville has adopted the mainline classes of Residential/Farm class, Multi-Residential class, Commercial class, Industrial class, Pipelines class, Farmlands class and Managed Forest class and established the New Multi-Residential Property class as part of its Affordable Housing Program;

NOW THEREFORE the Council for the Corporation of the City of Brockville enacts:

1. The ratios for these classes be adopted as follows:
  - a) the residential/farm property class is 1.000000
  - b) the new multi-residential property class is 1.000000
  - b) the multi-residential property class is 1.770000
  - c) the commercial property class is 1.948210
  - d) the industrial property class is 2.613109
  - e) the pipelines property class is 1.813224
  - f) the farmlands property class is 0.250000
  - g) the managed forest property class is 0.250000
2. That the ratios for the sub classes as shown on the assessment roll be adopted at the ratios as follows:
  - a) the commercial office building property class is 1.948210
  - b) the commercial shopping centre property is 1.948210
  - c) the parking lot property class is 1.948210
  - d) the large industrial property class is 2.613109

- 
3. For the purposes of this By-Law the tax ratio for
- a) vacant land, vacant units and excess land subclasses, which are commercial property, is 70% of the commercial property class tax ratio (1.363747);
  - b) vacant land, vacant units and excess land subclasses which are industrial property, is 65% of the industrial property class tax ratio (1.698521);
  - c) the industrial property class includes all large industrial property.
4. This By-Law shall come into force and take effect immediately following third reading.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this <sup>th</sup> day of April, 2016

---

Mayor

---

City Clerk

## Attachment 2

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-Law Number -2016**

*By-law to adopt the 2016 Capping option for the Protected Property Classes*

---

WHEREAS the Province of Ontario introduced property tax capping options for 2005 and future years in the 2004 Ontario Budget; and

WHEREAS it is necessary for the Council of the City of Brockville pursuant to Section 329.1 of the Municipal Act and accompanying regulations to establish a Capping threshold for the Protected Property Classes of Commercial, Industrial and Multi-Residential property classes; and

NOW THEREFORE the Council for the Corporation of the City of Brockville enacts the following:

1. THAT the 2016 annual cap for industrial and multi-residential classes will be set at 5% (five percent) of the previous year's annualized taxes; and
2. THAT the 2016 annual cap for the commercial class will be set at 10% (ten percent) of the previous year's annualized taxes; and
3. THAT in the commercial, industrial and multi-residential classes that the CVA Threshold for capped properties whose 2016 revised taxes fall within \$150.00 of the current years' CVA tax will be moved to full current value assessment; and
4. THAT in the commercial, industrial and multi-residential classes that the CVA Threshold for clawed back properties whose 2016 revised taxes fall within the \$150.00 of the current years' CVA tax will be moved to full current value assessment; and
5. THAT any insufficiency in the self-financing cap shall be added to the 2016 levy; and
6. THAT when a property in the protected classes of commercial, industrial or multi-residential class reach full current value assessment (CVA) it is removed from the capping and claw back system; and

THAT this by-law shall come into force and take effect upon passing.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this   th day of April, 2016

---

Mayor

---

City Clerk

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-law Number -2016**

*A By-law to Levy \$33,877,631 and Impose Municipal and Education Rates  
for the Year 2016 and to Authorize the Levying Thereof*

---

WHEREAS the estimates of all the sums which are required for the lawful purpose of the Corporation of the City of Brockville for the year 2016 have been laid before the Municipal Council of the City of Brockville and have been adopted by the said Council; and

WHEREAS pursuant to the Municipal Act S.O. 2001, c 25 the local municipality shall each year pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class on rateable property for local municipal purposes; and

WHEREAS the assessments in each property class includes any adjustments made under Section 32, 33, 34, 39.1 or 40 of the Assessment Act to the assessments on the assessment roll as returned for the 2016 taxation year; and

WHEREAS the tax ratios on each property class for the 2016 taxation year have been set out in By-law -2016 of the Corporation of The City of Brockville; and

WHEREAS the capping thresholds for protected property classes for the 2016 taxation year have been set out in By-law -2016 of the Corporation of The City of Brockville; and

WHEREAS the tax rates for municipal purposes on all property classes and property subclasses have been calculated pursuant to the provisions of the Municipal Act 2001; and

WHEREAS it is necessary for the Corporation of the City of Brockville pursuant to the Education Act to levy rates and raise the sums requisitioned by the Province against the Municipality for 2016; and

WHEREAS the Municipal Act S.O. 2001, c 25 requires that the Treasurer is responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by Council including control and protection of all Municipal revenues, expenditures and investments as authorized and in compliance with the regulations made under the following: By-law 092-2000 Purpose of providing fiscal financial management control for perpetual smoothing of tax rate growth, By-law 073-2007 Budgetary Control and By-Law 090-2005 Purchasing By-law and all other Municipal By-laws, Provincial legislation, insurance regulations and policies and in accordance with generally accepted accounting principles; and

WHEREAS the use of all Reserve Funds are controlled by individual municipal by-laws;

NOW THEREFORE the Council of the Corporation of the City of Brockville enacts as follows:

1. THAT for the year 2016 the municipal tax rates for all property classes on rateable property and payment in lieu (PIL) shall be as set out in Schedule A, attached hereto which shall be read with and form part of this by-law.

By-Law -2016

A By-law to Levy \$33,877,631 and Impose Municipal and Education Rates  
for the Year 2016 and to Authorize the Levying Thereof

Page 2

2. THAT for the year 2016 the education tax rates for all property classes on rateable property shall be as set out in Schedule B, attached hereto which shall be read with and form part of this by-law.
3. THAT the rates as set out in Schedule A and Schedule B for the year 2014 shall be applied against all property classes in the assessment roll as returned and amended for the 2016 taxation year.
4. THAT the 2016 taxes are due and payable in two installments, being the Interim tax demand on the 29th of February 2016 and the Final Tax demand due on the 31st day of August 2016, provided however that the said due date does not prevent any persons from paying the whole tax levy for the year in one bulk sum.
5. THAT all notices of taxes shall be mailed to the address of the residence or place of business of the person taxed or alternate addresses as requested in writing by the person taxed. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.
6. THAT partial payment shall be accepted from time to time on account of any taxes due. Acceptance of such part payment does not affect the collection of any penalty or interest charge imposed or collectable under City of Brockville by-laws in respect to non-payment of any taxes or any installment. Where any payment is received on account of taxes, the payment shall first be applied against late payment charges and then payment shall be applied against taxes owing in accordance to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.
7. THAT payment of taxes, or any installment thereof, may be made at any financial institution as defined by the Municipal Act to the credit of the municipality.

If any section(s) or clauses(s) of this by-law or of Schedule A or B, in their application to any person or circumstance is illegal, invalid or unenforceable, the remainder of this By-law shall be read and interpreted as if such section(s) or clause(s) had never been contained within.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this <sup>th</sup> day of April, 2016

---

Mayor

---

City Clerk



## THE CORPORATION OF THE CITY OF BROCKVILLE

## SCHEDULE A

## 2016 MUNICIPAL TAX RATES

| Property Class                               | RTC/RTQ | Assessment    | Ratios   | Tax Rates   |
|--|---------|---------------|----------|-------------|
| Residential/farm                             | RT      | 1,654,261,630 | 1.000000 | 0.012498282 |
| Residential Shared PIL                       | RH      | 64,000        | 1.000000 | 0.012498282 |
| New Multi-Residential                        | NMT     | -             | 1.000000 | 0.012498282 |
| Multi-Residential                            | MT      | 126,972,000   | 1.770000 | 0.022121960 |
| Farmlands                                    | FT      | 161,900       | 0.250000 | 0.003124571 |
| Managed Forests                              | TT      | 42,000        | 0.250000 | 0.003124571 |
| Commercial Occupied                          | CT      | 242,272,423   | 1.948210 | 0.024349279 |
| Office Building                              | DT      | 51,500        | 1.948210 | 0.024349279 |
| Shopping Centre                              | ST      | 38,388,620    | 1.948210 | 0.024349279 |
| Parking Lot                                  | GT      | 490,000       | 1.948210 | 0.024349279 |
| Commercial Shared PIL                        | CH      | 628,000       | 1.948210 | 0.024349279 |
| New Construction Commercial                  | XT      | 44,144,500    | 1.948210 | 0.024349279 |
| New Construction Shopping Centre             | ZT      | 8,358,100     | 1.948210 | 0.024349279 |
| Commercial Vacant Land                       | CX      | 5,938,200     | 1.363747 | 0.017044495 |
| Commercial Excess Land                       | CU      | 2,462,445     | 1.363747 | 0.017044495 |
| Commercial Vacant PIL                        | CJ      | 49,500        | 1.363747 | 0.017044495 |
| Shopping Centre Excess Land                  | SU      | 292,430       | 1.363747 | 0.017044495 |
| New Construction Excess Land                 | XU      | 724,000       | 1.363747 | 0.017044495 |
| New Construction Shopping Centre Excess Land | ZU      | 260,400       | 1.363747 | 0.017044495 |
| Industrial Occupied                          | IT      | 18,695,055    | 2.613109 | 0.032659374 |
| Large Industrial                             | LT      | 35,605,759    | 2.613109 | 0.032659374 |
| Industrial Shared PIL                        | IH      | 277,200       | 2.613109 | 0.032659374 |
| New Construction Industrial                  | JT      | 2,468,185     | 2.613109 | 0.032659374 |
| Industrial Vacant Land                       | IX      | 1,414,900     | 1.698521 | 0.021228593 |
| Industrial Excess Land                       | IU      | 505,150       | 1.698521 | 0.021228593 |
| Large Industrial Vacant Land                 | LX      |               | 1.698521 | 0.021228593 |
| Large Industrial Excess Land                 | LU      | 705,515       | 1.698521 | 0.021228593 |
| Industrial Vacant Land PIL                   | IJ      | 30,000        | 1.698521 | 0.021228593 |
| New Construction Industrial Excess Land      | JU      | 32,200        | 1.698521 | 0.021228593 |
| Pipelines                                    | PT      | 7,253,000     | 1.813224 | 0.022666600 |

---



---

2,192,548,612

**THE CORPORATION OF THE CITY OF BROCKVILLE**

**SCHEDULE B**

**2016 EDUCATION TAX RATES AS PRESCRIBED**

| <b>Property Class</b>                        | <b>RTC/RTQ</b> | <b>Assessment</b> | <b>Tax Rates</b> |
|--|----------------|-------------------|------------------|
| Residential/farm                             | RT             | 1,654,261,630     | 0.001880000      |
| Residential Shared PIL                       | RH             | 64,000            | 0.001880000      |
| Residential/farm school support only         | RD             | 948,000           | 0.001880000      |
| New Multi-Residential                        | NMT            | -                 | 0.001880000      |
| Multi-Residential                            | MT             | 126,972,000       | 0.001880000      |
| Farmlands                                    | FT             | 162,000           | 0.000470000      |
| Managed Forests                              | TT             | 42,000            | 0.000470000      |
| Commercial Occupied                          | CT             | 242,272,423       | 0.014000000      |
| Office Building                              | DT             | 51,500            | 0.014000000      |
| Shopping Centre                              | ST             | 38,388,620        | 0.014000000      |
| Parking Lot                                  | GT             | 490,000           | 0.014000000      |
| Commercial Shared PIL                        | CH             | 628,000           | 0.014000000      |
| New Construction Commercial                  | XT             | 44,144,500        | 0.011800000      |
| New Construction Shopping Centre             | ZT             | 8,358,100         | 0.011800000      |
| Commercial Vacant Land                       | CX             | 5,938,200         | 0.009800000      |
| Commercial Excess Land                       | CU             | 2,462,445         | 0.009800000      |
| Commercial Vacant Shared PIL                 | CJ             | 49,500            | 0.009800000      |
| Shopping Centre Excess Land                  | SU             | 292,430           | 0.009800000      |
| New Construction Excess Land                 | XU             | 724,000           | 0.008260000      |
| New Construction Shopping Centre Excess Land | ZU             | 260,400           | 0.008260000      |
| Industrial Occupied                          | IT             | 18,695,055        | 0.015000000      |
| Large Industrial                             | LT             | 35,605,759        | 0.015000000      |
| Industrial Shared PIL                        | IH             | 277,200           | 0.015000000      |
| New Construction Industrial                  | JT             | 2,468,185         | 0.011800000      |
| Industrial Vacant Land                       | IX             | 1,414,900         | 0.009750000      |
| Large Industrial Vacant Land                 | LX             |                   | 0.009750000      |
| Large Industrial Excess Land                 | LU             | 705,515           | 0.009750000      |
| Industrial Excess Land                       | IU             | 505,150           | 0.009750000      |
| Industrial Vacant Land PIL                   | IJ             | 30,000            | 0.009750000      |
| New Construction Industrial Excess Land      | JU             | 32,200            | 0.007670000      |
| Pipelines                                    | PT             | 7,253,000         | 0.012723460      |

2,193,496,712

# 2016 Assessment Class and Tax Rate Legend - City of Brockville

| PROPERTY CLASS                               | RTC/RTQ<br>ASSESSMENT<br>CODES |             |             |             |
|--|--------------------------------|-------------|-------------|-------------|
|  |                                | MUNICIPAL   | SCHOOL      | TOTAL       |
| RESIDENTIAL/FARM                             | RT                             | 0.012498282 | 0.001880000 | 0.014378282 |
| RESIDENTIAL/FARM SCHOOL ONLY                 | RD                             |             | 0.001880000 | 0.001880000 |
| RESIDENTIAL/FARM SHARED PIL                  | RH                             | 0.012498282 | 0.001880000 | 0.014378282 |
| NEW MULTI-RESIDENTIAL                        | NMT                            | 0.012498282 | 0.001880000 | 0.014378282 |
| MULTI-RESIDENTIAL                            | MT                             | 0.022121960 | 0.001880000 | 0.024001960 |
| FARMLANDS                                    | FT                             | 0.003124571 | 0.000470000 | 0.003594571 |
| MANAGED FORESTS                              | TT                             | 0.003124571 | 0.000470000 | 0.003594571 |
| COMMERCIAL OCCUPIED                          | CT                             | 0.024349279 | 0.014000000 | 0.038349279 |
| COMMERCIAL SHARED PIL                        | CH                             | 0.024349279 | 0.014000000 | 0.038349279 |
| NEW CONSTRUCTION COMMERCIAL                  | XT                             | 0.024349279 | 0.011800000 | 0.036149279 |
| COMMERCIAL EXCESS LAND                       | CU                             | 0.017044495 | 0.009800000 | 0.026844495 |
| NEW CONSTRUCTION COMMERICAL EXCESS LAND      | XU                             | 0.017044495 | 0.008260000 | 0.025304495 |
| COMMERCIAL VACANT LAND                       | CX                             | 0.017044495 | 0.009800000 | 0.026844495 |
| COMMERCIAL VACANT PIL                        | CJ                             | 0.017044495 | 0.009800000 | 0.026844495 |
| OFFICE BUILDING                              | DT                             | 0.024349279 | 0.014000000 | 0.038349279 |
| SHOPPING CENTRE                              | ST                             | 0.024349279 | 0.014000000 | 0.038349279 |
| NEW CONSTRUCTION SHOPPING CENTRE             | ZT                             | 0.024349279 | 0.011800000 | 0.036149279 |
| SHOPPING CENTRE EXCESS LAND                  | SU                             | 0.017044495 | 0.009800000 | 0.026844495 |
| NEW CONSTRUCTION SHOPPING CENTRE EXCESS LAND | ZU                             | 0.017044495 | 0.008260000 | 0.025304495 |
| PARKING LOT                                  | GT                             | 0.024349279 | 0.014000000 | 0.038349279 |
| INDUSTRIAL OCCUPIED                          | IT                             | 0.032659374 | 0.015000000 | 0.047659374 |
| INDUSTRIAL SHARED PIL                        | IH                             | 0.032659374 | 0.015000000 | 0.047659374 |
| INDUSTRIAL EXCESS LAND                       | IU                             | 0.021228593 | 0.009750000 | 0.030978593 |
| INDUSTRIAL VACANT LAND                       | IX                             | 0.021228593 | 0.009750000 | 0.030978593 |
| INDUSTRIAL VACANT LAND PIL                   | IJ                             | 0.021228593 | 0.009750000 | 0.030978593 |
| LARGE INDUSTRIAL                             | LT                             | 0.032659374 | 0.015000000 | 0.047659374 |
| LARGE INDUSTRIAL VACANT LAND                 | LX                             | 0.021228593 | 0.009750000 | 0.030978593 |
| LARGE INDUSTRIAL EXCESS LAND                 | LU                             | 0.021228593 | 0.009750000 | 0.030978593 |
| NEW CONSTRUCTION INDUSTRIAL                  | JT                             | 0.032659374 | 0.011800000 | 0.044459374 |
| NEW CONSTRUCTION INDUSTRIAL EXCESS LAND      | JU                             | 0.021228593 | 0.007670000 | 0.028898593 |
| <b>DBIA</b>                                  |                                |             |             | 0.004494032 |
| Parking Tier 1                               |                                |             |             | \$302.58    |
| Parking Tier 2                               |                                |             |             | \$252.66    |

# Combined Municipal and Education Rates

Attachment 5

|                             | 2008        | 2009        | 2010        | 2011        | 2012        | 2013        | 2014        | 2015        | 2016        |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                             |             | •           |             |             |             | •           | *           | ▪           | ●           |
| <b>Residential</b>          | 0.016243564 | 0.015906319 | 0.015622337 | 0.015417424 | 0.015207754 | 0.015350272 | 0.015087903 | 0.014914803 | 0.014378282 |
| Levy Per 100,000 Assessment | \$1,624.36  | \$1,590.63  | \$1,562.23  | \$1,541.74  | \$1,520.78  | \$1,535.03  | \$1,508.79  | \$1,491.48  | \$1,437.83  |
| Dollar Change               | \$41.84     | -\$33.72    | -\$28.40    | -\$20.49    | -\$20.97    | \$14.25     | -\$26.24    | -\$17.31    | -\$53.65    |
| % Change                    | 2.64%       | -2.08%      | -1.79%      | -1.31%      | -1.36%      | 0.94%       | -1.71%      | -1.15%      | -3.60%      |
| <b>Multi-Residential</b>    | 0.027126414 | 0.026374421 | 0.025927961 | 0.025510141 | 0.025216024 | 0.025537581 | 0.025142489 | 0.024897701 | 0.024001960 |
| Levy Per 100,000 Assessment | \$2,712.64  | \$2,637.44  | \$2,592.80  | \$2,551.01  | \$2,521.60  | \$2,553.76  | \$2,514.25  | \$2,489.77  | \$2,400.20  |
| Dollar Change               | \$9.39      | -\$75.20    | -\$44.65    | -\$41.78    | -\$29.41    | \$32.16     | -\$39.51    | -\$24.48    | -\$89.57    |
| % Change                    | .35%        | -2.77%      | -1.69%      | -1.61%      | -1.15%      | 1.28%       | -1.55%      | -0.97%      | -3.60%      |
| <b>Commercial</b>           | 0.049292120 | 0.047608554 | 0.046093897 | 0.042964336 | 0.040222354 | 0.040675348 | 0.040039538 | 0.039558159 | 0.038349279 |
| Levy Per 100,000 Assessment | \$4,929.21  | \$4,760.86  | \$4,609.39  | \$4,296.43  | \$4,022.24  | \$4,067.53  | \$4,003.95  | \$3,955.82  | \$3,834.93  |
| Dollar Change               | \$69.77     | -\$168.36   | -\$151.47   | -\$312.96   | -\$274.20   | \$45.30     | -\$63.58    | -\$48.14    | -\$120.89   |
| % Change                    | 1.44%       | -3.42%      | -3.18%      | -6.79%      | -6.38%      | 1.13%       | -1.56%      | -1.20%      | -3.06%      |
| <b>Industrial</b>           | 0.058469923 | 0.05703091  | 0.055699763 | 0.053740556 | 0.049864548 | 0.050472142 | 0.049721724 | 0.049178443 | 0.047659374 |
| Levy Per 100,000 Assessment | \$5,846.99  | \$5,703.09  | \$5,569.98  | \$5,374.06  | \$4,986.45  | \$5,047.21  | \$4,972.17  | \$4,917.84  | \$4,765.94  |
| Dollar Change               | \$96.22     | -\$143.90   | -\$133.11   | -\$195.92   | -\$387.60   | \$60.76     | -\$75.04    | -\$54.33    | -\$151.91   |
| % Change                    | 1.67%       | -2.46%      | -2.33%      | -3.52%      | -7.21%      | 1.22%       | -1.49%      | -1.09%      | -3.09%      |

- **Reassessment Years**
- \* **2nd year of 4 year phase in**
- **3rd year of 4 year phase in**
- **4th year of 4 year phase in**

**2015 DOWNTOWN BOARD IMPROVEMENT AREA TAX RATE**

|                      |  |                     |
|----------------------|--|---------------------|
| <b>Required Levy</b> |  | <b>\$244,357.00</b> |
|----------------------|--|---------------------|

**Property Classes**

|  |  |            |
|--|--|------------|
| Commercial, Taxable: vacant unit excess land |  | 123,800    |
| Commercial, Taxable: full                    |  | 52,735,370 |
| Industrial, Taxable: full                    |  | 0          |
| Commercial, Taxable: vacant land             |  | 973,000    |
| Office Building, Taxable: full               |  | 51,500     |
| Parking Lot, Taxable: full                   |  | 490,000    |

|                         |  |                   |
|-------------------------|--|-------------------|
| <b>Assessment Total</b> |  | <b>54,373,670</b> |
|-------------------------|--|-------------------|

|  |  |                     |
|--|--|---------------------|
| <b>Required Levy / Assessment = Tax Rate</b> |  | <b>0.0044940318</b> |
|--|--|---------------------|

|  |  |             |
|--|--|-------------|
|  |  | 0.004494032 |
|--|--|-------------|

|  |                         |                     |
|--|-------------------------|---------------------|
|  | 54,373,670 X .004494032 | <b>\$244,357.00</b> |
|--|-------------------------|---------------------|

|                         |  |                    |
|-------------------------|--|--------------------|
| <b>Parking Recovery</b> |  | <b>\$49,810.00</b> |
|-------------------------|--|--------------------|

|                 |             |  |
|-----------------|-------------|--|
| 65% OF \$49,810 | \$32,376.50 |  |
|-----------------|-------------|--|

|                 |             |  |
|-----------------|-------------|--|
| 35% OF \$49,810 | \$17,433.50 |  |
|-----------------|-------------|--|

|                           |                    |  |
|---------------------------|--------------------|--|
| NOT IN COMPLIMENTARY ZONE | \$0.00             |  |
|                           | <b>\$49,810.00</b> |  |

|                                 |          |             |
|---------------------------------|----------|-------------|
| \$32376.50/ # OF PROPERTIES 107 | \$302.58 | \$32,376.50 |
|---------------------------------|----------|-------------|

|                                |          |             |
|--------------------------------|----------|-------------|
| \$17433.50/ # OF PROPERTIES 69 | \$252.66 | \$17,433.50 |
|--------------------------------|----------|-------------|

|                          |        |        |
|--------------------------|--------|--------|
| \$0 / # OF PROPERTIES 43 | \$0.00 | \$0.00 |
|--------------------------|--------|--------|

|                                |  |                    |
|--------------------------------|--|--------------------|
| Total Accounts for DBIA is 219 |  | <b>\$49,810.00</b> |
|--------------------------------|--|--------------------|

|                                     |  |                     |
|-------------------------------------|--|---------------------|
| <b>Total Levy on Behalf of DBIA</b> |  | <b>\$294,167.00</b> |
|-------------------------------------|--|---------------------|

## Attachment 7

**THE CORPORATION OF THE CITY OF BROCKVILLE****BY-LAW NUMBER -2016**

A By-Law to impose Special Purpose Rates for the year 2016 and to authorize the levying thereof for the Downtown Board Improvement Association (DBIA)

---

**WHEREAS** the estimates of all the sums which are required for the lawful purpose of the Corporation of the City of Brockville laid before the Municipal Council of the City of Brockville and have been adopted by the said Council;

**AND WHEREAS** it is necessary to pass a by-law to authorize the levy of special purpose rates upon the whole of the assessment for real property according to the last revised assessment roll, a sum equal to the aggregate of the sums adopted against each member of the Downtown Board Improvement Association;

**AND WHEREAS** a levy related to the cost of operating the parking system within downtown Brockville be levied against members of the Downtown Board Improvement Association in terms of the direct benefit to the property/business within the complimentary parking zone be levied according to the provisions as set out below;

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

1. **THAT** the levy of rates for the year 2016, being so much in dollars upon certain assessment of real property within the City of Brockville be authorized and directed to be:

|            |   |
|------------|---|
| .004494032 | Special Purpose Tax Rate for<br>Downtown Board Improvement<br>Association |
|------------|---|

2. **THAT** 65% of the parking levy be levied evenly amongst the Downtown Board Improvement Association members whose properties and businesses are on King Street commencing in the west at 246 King Street West and eastwardly to the west side of the intersection with Park Street, who benefit the most from the operation of the Complimentary Parking System; and
3. **THAT** 35% of the parking levy be levied evenly amongst the Downtown Board Improvement Association members whose properties and businesses are located on side streets one block north and one block south of King Street and include the following Streets; Clarissa, Perth, John, Halliday, Kincaid, Home, Chase, Buell, Apple, St. Andrew, Market West, Market East, Court House Avenue, Broad Street and Court House

## Attachment 7

Square in its entirety, who benefit from the operation of the Complimentary Parking System; and

4. **THAT** the members of the Downtown Board Improvement Association whose properties are not within the Complimentary Parking Zone are not required to pay a levy in relation to the operation of the Complimentary Parking System;
5. **THAT** the said rates shall be the same, are hereby declared, subject to the provisions hereinafter contained, to be due and payable in one instalment on the due date as directed by the Council of the City of Brockville.
6. **THAT** charges levied under Section 208 of the Municipal Act, 2001, c25 and amendments shall have a priority lien status and shall be added to the tax roll, as defined by Section 208(7).

**GIVEN UNDER THE SEAL OF THE CORPORATION OF THE CITY OF BROCKVILLE AND PASSED THIS DAY OF April 2016.**

---

MAYOR

---

CLERK

**REPORT TO THE FINANCE ADMINISTRATION AND OPERATIONS COMMITTEE –  
APRIL 19, 2016**

**2016-052-04  
2016 CAPPING AND  
THRESHOLD OPTIONS**

**D. DICK, CPA, CA  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON, CPA, CGA  
MANAGER OF FINANCE  
S. FABER, TAX COLLECTOR**

**RECOMMENDATION:**

THAT Council adopts the following measures for the 2016 tax year:

1. the cost of mandatory capping for the multi-residential, commercial and industrial classes be revenue-neutral; self-financing within the property class; and
2. the capping percentage for the multi-residential class remain at 5% of the previous years annualized taxes; and
3. the capping percentage for the industrial class remain at 5% of the previous years annualized taxes; and
4. the capping percentage for the commercial class be set at 10% of the previous years annualized taxes; and
5. the threshold change option be continued at \$150 for multi-residential, commercial and industrial classes; and
6. when a property reaches full current value assessment it is removed from the capping/clawback system; and

THAT Council authorizes the passing of a By-law to adopt the 2016 Capping Options for the Protected Property Classes.

**PURPOSE**

As per Section 329.1 of *Municipal Act*, 2001, Council must enact a by-law each year to establish the capping percentage and threshold for the protected classes.

**BACKGROUND**

In December 1998, the Provincial government passed Bill 79, The Fairness for Property Taxpayers Act. This Act, commonly known as 10-5-5, retroactively capped 1998 assessment related increases at 10% over 1997 levels in the commercial, industrial and multi-residential classes. Future increases were also capped at an additional 5% for 1999 and 5% for 2000.

Municipalities can determine how the capping program is to be financed through either;



- (a) self-financing within each property class, that is clawing back assessment related decreases on properties to pay for assessment related increases; or
- (b) to add the expense of the capping program onto the budget.

In 2001, the Province passed Bill 140, the Continued Protection for Property Taxpayers Act. This continued the legislation of Bill 79 and limited the property tax increases to 5% per year until full current value assessment (CVA) is attained in each municipality.

As part of the 2004 Provincial budget process, legislation for 2005 tax years and beyond was authorized in Bill 83. This Bill allows municipalities more flexibility in the capping tools they choose to use for the protected classes.

Capping options currently available to municipalities include:

1. To continue with the current 5% increase of the prior year's annualized taxes
2. To increase the capped amount from 5% up to a maximum of 10% of the prior year's annualized taxes.
3. In addition, municipalities can impose a threshold. If the capped taxes are within \$1 to \$250 (as determined by municipality) of CVA taxes the property is taxed at CVA

These tools may be used on their own or in combination. They may also be applied differently to each of the protected tax classes. The options can change annually.

## **ANALYSIS**

### **Capping**

One ratepayer's gain is always at the expense of an offsetting ratepayer in regard to the capping options. A move toward full CVA is the ultimate goal. Full current value assessment allows the true value of the property, which is determined by MPAC, to set the taxes and does not continue the protection (cap) of some at the cost of others (clawback).

In 2009, Brockville determined that once a property reaches CVA it is removed from the capping/clawback process. In 2010, the multi-residential and industrial properties were at full CVA. For 2016, if the capping and thresholds are not changed from 2015, the capped and clawback properties drop from 19 accounts to 1 account.

### **Threshold**

In addition to capping percentages, the Municipality may pass a by-law to move capped properties whose revised taxes falls within \$250 (or a lower specified amount) of current value assessment to full CVA.

Threshold changes allow some property owners who were previously being clawed back to retain more of their dollars but it lessens the buffer of those facing higher increases. For each person that could benefit by the introduction of thresholds, another will be at a disadvantage.

No change is recommended in the \$150 threshold.

## FINANCIAL CONSIDERATIONS

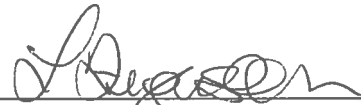
There are no financial implications for the municipality.

## CONCLUSION

Capping and thresholds are another component necessary for setting the annual tax rate. The Province has allowed municipalities flexibility in the use of these tools. With properties coming to full current value assessment it is hoped that in the next few years, barring any massive changes in legislation, that capping will become unnecessary.



S. Faber, Tax Collector



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman, City Manager