

Operations Committee

Wednesday, April 22nd, 2009, 4:00 p.m.
City Hall - Council Chambers

Committee Members

Councillor S. Williams,
Chair
Councillor H. Noble
Councillor L. Severson
Mayor D.L. Henderson,
Ex-Officio

Areas of Responsibility

Operations
Community Services
Fire
Museum
Library Board
Cemetery Board
St. Lawrence Lodge
Mgmt. Board
L,L&G Health Unit

CRCA
Airport Board
Arena Advisory Board
Visual/Performing Arts
Committee
PLMG
BMAAC
Brockville Municipal
Non-Profit Housing
Committee

AGENDA

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ITEMS FOR CONSIDERATION

3-24

1. 2009-056-04
WINTERFEST 2009 - FINAL REPORT
2010 CANADA 55+ GAMES

Members of the Winterfest Committee will provide a slide presentation of the Winterfest 2009 final report.

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2. 2009-042-04
WATER & WASTEWATER TREATMENT
QUARTERLY REPORT (JAN. – MAR. 2009)

33-37

3. 2009-048-04
FEES FOR FIRE DEPARTMENT RESPONSE TO FALSE
ALARMS

39-40

4. 2009-049-04
PURCHASE OF AN ACCESSIBLE LIFT
BROCKVILLE ARTS CENTRE

41-43

5. 2009-050-04
HOUSEHOLD HAZARDOUS SPECIAL WASTE TENDER

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6. 2009-051-04
REQUEST FOR REVISION OF LOADING ZONE
SHERIDAN COMSTOCK LANEWAY

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ITEMS FOR CONSIDERATION

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7. 2009-054-04
PURCHASE OF 2640 LITRES OF TRAFFIC PAINT
QUOTATION 1-2009

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8. 2009-055-04
PAINTING OF CENTRE, LANE AND EDGE LINE
PAVEMENT MARKINGS CONTRACT #2009-04

9. BROCKVILLE ARTISANS VILLAGE

An oral update on the project will be provided by S. Seale, City Clerk.

NEW BUSINESS FROM MEMBERS OF COUNCIL

1. From Councillor Williams

BROCKVILLE MEMORIAL CENTRE
BUILDING MAINTENANCE
SPALLING BRICKS

CONSENT AGENDA

MARCH 6, 2009

REPORT TO COUNCIL – MARCH 10, 2009

**2009-056-04
WINTERFEST 2009
FINAL REPORT
2010 CANADA 55+ GAMES**

**BOB CASSELMAN,
CITY MANAGER**

RECOMMENDATION

1. THAT Council receive the Ontario Senior Games Winterfest 2009 "Statement of Direct Economic Impact".
2. THAT Council authorize the formation of a 2010 Canada 55+ Games Organizing Committee (GOC) as a sub-committee of the Operations Committee, and
3. THAT the 2010 GOC Executive Committee initially be comprised of the following members:
 - i. Games Chair – David Dargie
 - ii. Games Vice Chair – Mike O'Donnell
 - iii. Games Treasurer – Tony Barnes
 - iv. An appointed representative of the City of Brockville
4. THAT the 2010 Games Organizing Committee Executive Committee be tasked to:
 - i. conclude a contract for the delivery of the 2010 Canada 55+ Games with the Canada Senior Games Association – May 1st 2009 deadline, in consultation with the City Clerk;
 - ii. Recruit additional Committee members as required;
 - iii. Confirm a Games General Manager;
 - iv. Report on progress quarterly, or as required, to the Operations Committee;
5. THAT Council authorize the City Clerk to execute the 2010 Canada 55+ Games Host Agreement.

PURPOSE

To receive the final report on Winterfest 2009 and to authorize the formation of the 2010 Canada 55+ Games organizing committee.

BACKGROUND

At a Council meeting held September 26, 2006, Council passed a resolution indicating its intent and support to host the Ontario Senior Games – Winterfest 2009. After being awarded the Winterfest 2009 Games, Council at a meeting held January 9th, 2007, authorize the formation of the Winterfest 2009 Committee. This is that Committee's final report on these games.

At a Council meeting held March 25, 2008, Council authorized David Dargie, Ben TeKamp and Tony Barnes, to submit a bid for the 2010 Canada 55+ Games. On August 28th, 2008, in Dieppe, New Brunswick, Brockville was officially awarded the 2010 Canada 55+ Games.

ANALYSIS

The analysis of Winterfest 2009 is attached to this report as Schedule "A"

FINANCIAL IMPLICATIONS

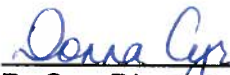
City Council have delegated the responsibility for preparation, organization and deliver of the previous Winterfest Games to a Games Organizing Committee who have delivered the 2007 and 2009 games with a financial surplus that was directed into a Legacy Fund.

With respect to the 2010 Canada 55+ Games, the City of Brockville is responsible for the preparation, organization and delivery of the Games, which includes the generation of revenue through participant fees, sponsorship, etc and incurring of expenses for facility rentals, products and services, insurance, etc.

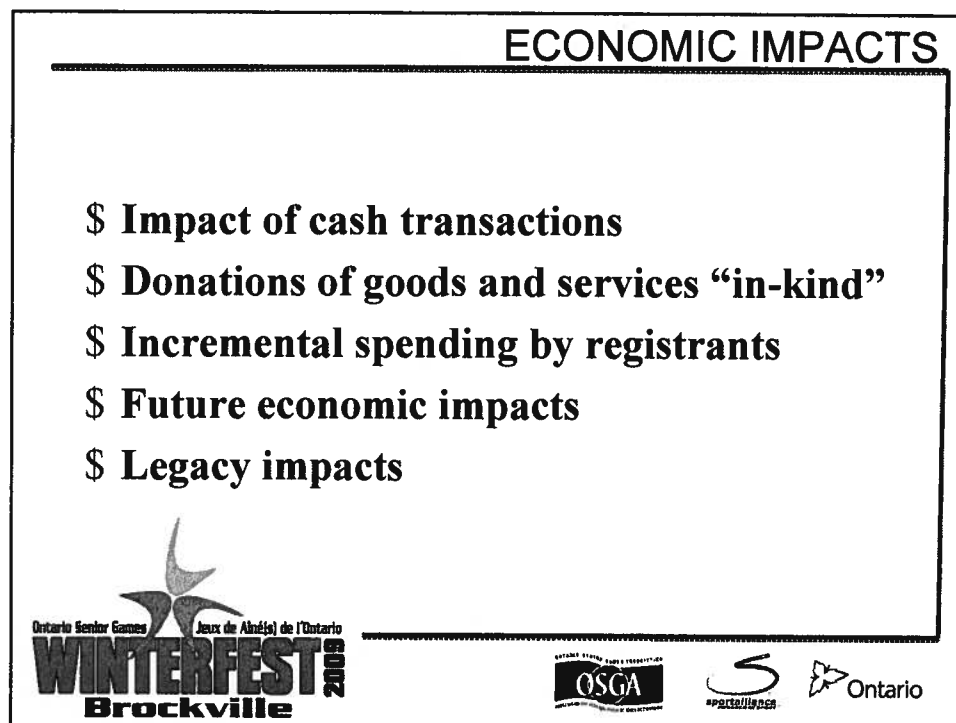
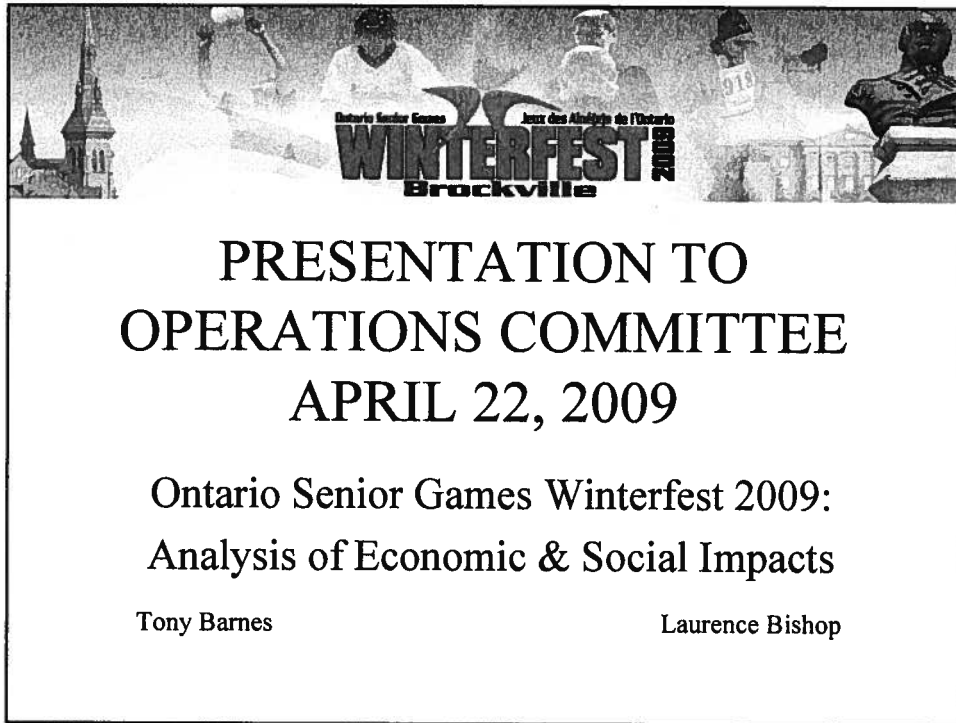
Changes to the financial responsibilities' of the City to note with respect to the 2010 Canada 55+ Games include a payment of 20% of net profit, if any realized, to the Canadian Seniors Games Association. As with previous Winterfest Games any deficit incurred will remain the responsibility of the City. A copy of the 2010 Canada 55+ Games Host Agreement is attached to this report as Schedule "B".



B. Casselman, City Manager



D. Cyr, Director of Finance



ECONOMIC IMPACTS

Economic impacts from all the actual cash transactions that occurred before, during and after the event

Expenditures in **\$438,000**
Brockville & Area **97%**

Expenditures:	
<i>Meals and accommodations</i>	183744
<i>General Management & Staff Costs</i>	138281
<i>Operations</i>	33988
<i>Internal Transportation</i>	20766
<i>Volunteer Programming</i>	20428
Events:	21059
<i>Ceremonies</i>	10587
<i>Middle Night Entertainment</i>	4472
<i>Saturday Seminar</i>	8000
<i>External Transportation</i>	16343
<i>Sport Technical, First Aid, Medals</i>	14974
<i>Office Equipment and Renovations</i>	10251
<i>Marketing and Promotional Costs</i>	6602
<i>Meeting Expenses</i>	3879
Total Cash Expenditures	450315



ECONOMIC IMPACTS

Economic Impacts from the donation of goods and services "in-kind"

• Website, Radio, TV & Print Media	\$150k
• Municipal Partner Fee Waivers	\$ 30k
• Communications (Bell)	\$ 10k
• Vehicle usage	\$ 15k
• Ceremonies and all other in-kind	\$ 9k
TOTAL OF IN-KIND DONATIONS	\$214K



ECONOMIC IMPACTS

Economic Impact of Incremental Spending of Registrants during their stay in the Region

- 810 "out-of-towners" - 3 days - \$40/day* = \$97 k
- 600 extra night stays @ \$120* = \$72 k

ESTIMATED INCREMENTAL = \$169k

* economic multipliers as used by KEDCO



ECONOMIC IMPACTS

The direct, but future Economic Impacts from return visits of participants and their families and friends to the Region

?



Final Budget

WINTERFEST FINANCIALS		Final 2009	Final 2007	Variance	Note
#	Revenue from all Sources:	\$	\$	\$	#
1	SAO/OSGA	200000	200000	0	
2	Other Government Sources	130386	92500	37886	1
3	Participants	157009	120080	36929	2
4	Cash sponsorships & donations	25674	61361	-35687	3
5	Total Cash Revenues	513069	473941	39128	
Expenditures:					
6	Meals and accommodations	163744	136607	27137	4
7	General Management & Staff Costs	138281	138373	-92	5
8	Operations	33988	23737	10251	6
9	Internal Transportation	20766	30181	-9415	7
10	Volunteer Programming	20428	16341	4087	8
11	Events:	21059	28749	-7690	9
	Ceremonies	10587	19532		
	Middle Night Entertainment	4472	9217		
	Saturday Seminar	6000	0		
12	External Transportation	16343	17192	-849	10
13	Sport Technical, First Aid, Medals	14974	14721	253	11
14	Office Equipment and Renovations	10251	0	10251	12
15	Marketing and Promotional Costs	6602	44563	-37961	13
16	Meeting Expenses	3879	5053	-1174	14
17	Total Cash Expenditures	450315	455517	-5202	15
18	LEGACY	62754	18424	44330	16

MINIMUM TOTAL ECONOMIC IMPACT

- Total Cash Expenditures \$450k
- Total In-kind Expenditures \$214k
- Incremental Expenditures \$169k
- Future return visits \$???k
- Legacy – minimum impact \$ 63k
- MINIMUM TOTAL IMPACT \$896k



SOCIAL INVESTMENTS

- **Volunteer Development**
- **Community Involvement**
- **Increase Recreational Exposure and Opportunities for Seniors**



Volunteer Development

- **Volunteer board and executive (GOC)**
 - Leadership continuation from 2007 Games
 - Comprised of nine departmental committees encompassing 20-25 long-term volunteers over a 21-month term.
- **Short-term event volunteers**
 - 297 community members for the event delivery
- **Over 2,240 volunteer hours**
 - 67 youth, 196 seniors, and 30 other adults
 - Volunteers received training, manual and meals
 - With an "extreme customer service" focus - ambassadors for the region.
 - 150 volunteer vests purchased. Inventory donated to VBLG as legacy for future events.



Community Involvement

- Over 30 community groups benefited from the Games
- Benefits included:
 - Equipment
 - Exposure
 - Funds
 - Experiences/Involvement
 - Human Resources



Community Groups

- UCDSB, CDSBEO, Ange-Gabriel – Snow Angel Initiative
- Brockville Bowling Centre – Exposure, lunch sales
- YMCA – Exposure, meals, equipment, seminar
- BCI, TISS, St. Mary's – Equipment, experience, meals
- Gananoque Curling Club – Sport equipment, meals
- Brockville Country Club – Sport equipment, meals
- Arthur Childs heritage Museum – Exposure
- Gananoque Civitan Club – Meals
- Mac-Johnson Wildlife Area – Exposure, meals



Community Groups Cont'd

- Youth Volunteer Corps- Training
- Handheld radio group – Exercise for skills
- BAC – Exposure at closing ceremonies
- CPHC – Seminar for seniors
- Brockville Lions Club – drivers
- Local Tourism Operators – Trade show at BMC
 - 500 participants registered onsite and were exposed to:
 - Art in the City
 - Wedgewood Retirement Resort
 - Osteoporosis Canada
 - Prescott Shakespeare Festival
 - Brockville Lions Woodworking Show
 - Tall Ships Landing
 - Wiser Hall
 - Parks Canada
 - Brockville Museum
 - Brockville Chamber



Increased Recreational Exposure for Seniors

- Over 31 regional participants
- Over 25 seniors receiving medals in 3 events including badminton, table tennis and Alpine Skiing.
- Many more interested in future competitions.
- Undoubtedly, local and regional sport clubs will feel a direct impact in increased participation as awareness of the OSGA increases.
- Receiving a great deal of community interest towards the 2010 Canada 55+ Games.



Recommendations

1. That council receive for information purposes, the "Statement of Direct Economic Impact" for the Ontario Senior Games Winterfest 2009.
2. That Council authorize the formation of an 2010 Canada 55+ Games Organizing Committee (GOC) as a sub-committee of the Operations Committee, and
3. That the 2010 GOC Executive Committee initially be comprised of the following members:
 - i. Games Chair – David Dargie
 - ii. Games Vice Chair – Mike O'Donnell
 - iii. Games Treasurer – Tony Barnes
 - iv. An appointed representative of the City of Brockville



Recommendations

4. That the 2010 Games Organizing Committee Executive Committee be tasked to:
 - i. In conjunction with the City Clerk, conclude a contract for the delivery of the 2010 Canada 55+ Games with the Canada Senior Games Association – May 1st 2009 deadline.
 - ii. Recruit additional Committee members as required
 - iii. Confirm a Games General Manager
 - iv. Report on progress quarterly, or as required, to the Operations Committee



2010 CANADA 55+ GAMES HOST AGREEMENT

THIS AGREEMENT is made in triplicate and is effective this 26th day of November in the year 2008.

BETWEEN:

THE CANADIAN SENIORS GAMES ASSOCIATION
(Hereinafter called the "CSGA")

- and -

THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION
(Hereinafter called the "Host")

WHEREAS:

- A.** The CSGA has determined that the 2010 Canada 55+ Games (hereinafter called the "Games") will be held from August 24-28, 2010 in the City of Brockville (and surrounding area), Ontario.
- B.** The Host has accepted the responsibility for the preparation, organization and delivery of the Games held August 24-28, 2010, in the City of Brockville (and surrounding area), Ontario.

THE PARTIES AGREE AS FOLLOWS:

GENERAL

- 1. It is a condition of involvement in the Games that each participant or non-participant must:
 - (a) Complete the registration form, including a waiver of release of liability, and pay the required fees;
 - (b) Carry on his/her person at all times the Medical Form as provided by the Host in the Registration Package; and
 - (c) Acknowledge that the Host and the CSGA will not be responsible for any medical and health care costs incurred by any participant.

FINANCIAL OBLIGATIONS AND ACCOUNTABILITY

2. The Host will generate the revenue and pay the expenses incurred by the Host necessary for the preparation, organization and delivery of the Games, except as otherwise stated in this Agreement. The Host will be responsible for obtaining and coordinating sponsorships at local, regional or provincial levels. Sponsorships will be reported to the CSGA. Where possible the Host will provide tax receipts for donations.
 - a. The Host will provide CSGA with 20% of net profit if any realized through the preparation, organization and delivery of the Games. Conversely, any deficit incurred by the Host in relation to the Games will remain the responsibility of the Host.
 - b. Any federal funding will include costs for compliance with the Official Languages Act, if necessary. Where any Province/Territory's legislation requires translation services, any such costs of translation shall be the sole responsibility of the respective Province/Territory.

CSGA OBLIGATIONS

3. The CSGA will provide technical support to the Host by way of a Technical Director with whom to consult and a Technical Package providing rules and regulations for all activities listed in the Canada 55+ Bid Guidelines. The Technical Director will be available to travel to the host community as required and at the request of the Host Organization. Two visits prior to the Games are mandatory. The CSGA will pay travel and other expenses for a visit at the time of the AGM the year before the Games and for several days immediately prior to the Games. The Host Organization is responsible for travel and other expenses if the visits are outside of the CSGA Annual General Meeting dates or the visit just prior to the Games.
4. The CSGA will provide advice to the Host Organization in terms of Protocol issues related to the use of the CSGA Flag, passing the CSGA Flag from Host to Host, CSGA appearances and/or speaking at Opening and Closing Ceremonies.
5. The CSGA will provide advice to the Host Organization in terms of expectations of Games Results. This will include format, distribution and other related items.
6. The CSGA will provide timely **advice on and approval for** the following: registration form; logo design; Souvenir Games Pin design; Plans for Opening and Closing Ceremonies; medal design; and approval for any demonstration events.
7. A copy of the final report of the previous Games Host Organization will be provided to the Host.

8. If and when required, the President of the CSGA or his/her delegate will conduct media interviews before, during and after the Games.

HOST OBLIGATIONS

9. The Host will obtain general liability insurance for the duration of the Games. The policy will provide coverage for third party bodily injury and property damages, including participants' liability, and will be subject to limits of liability not less than \$1,000,000.00 per occurrence. The City of Brockville and the CSGA will be named as additional insured under the policy. Certificates evidencing the foregoing coverage and certified copies of the policy will be made available to the CSGA upon request.
10. The Host will develop a comprehensive marketing strategy for the Games. The CSGA will co-operate in its implementation in the Provinces and Territories. If the marketing includes the development of an official Games web site there must be a link to the CSGA web site (www.canada55plusgames.com). If no official web site is developed by the Host the Host will provide information to the CSGA for addition to the CSGA web site.
11. Based upon the CSGA template, the Host will design a Registration Package for participants and non-participants which shall be approved by the CSGA prior to distribution and which shall include, but not be limited to: registration form; medical form; waiver form; Provincial/Territorial contacts; and information regarding what the participant and non-participant fees will include. The registration Package should be sent to Provincial/Territorial Directors no later than February 1 in the year of the Games. The deadline for registration shall be June 30 (except Saskatchewan July 25) unless otherwise approved by the CSGA. Within two weeks after the close of registration the Host will send each province/territory a list confirming those who have registered from that province/territory. Provincial/territorial representatives must resolve any discrepancy immediately.
12. The Host will design and produce a Logo for the Games to be used for identification, promotion and communication of all Games-related materials and activities. The logo design will be submitted to the CSGA for approval prior to use. The CSGA logo must be included in the design.
13. The Host reserves the exclusive right for designing and marketing a Souvenir Games Pin and other Games promotional items. The design will be based on the Logo and will be submitted to the CSGA for approval prior to use. The CSGA logo must be included in the design.
14. The Host will provide medical and-or first aid equipment and services at all of the Game's venues, at the discretion of the Host and subject to available resources. Each Province/Territory is responsible for ensuring that respective competitors

have medical clearance to participate in the Games, and health care insurance coverage for the Games.

15. The Host will forward for approval of the CSGA, draft copies of the detailed plans for the opening and closing ceremonies programs well in advance of the start of the Games.
16. For the 2010 Games the Host will offer the fourteen (14) Activities as listed in Appendix 1 to this Agreement.
17. The Host will further offer a minimum of six (6) and a maximum of ten (10) additional activities taken from the list of activities as shown in Appendix 2 to this Agreement. If the Host so desires they may substitute up to two (2) of these activities with other (local) activities that they feel would be of interest to the participants at large. These two (2) activities will be considered as demonstration events.
18. The Host will be responsible for providing medals for every event other than demonstration events. The medal design will include the CSGA Logo and will be approved by the CSGA prior to being struck.
19. The Host will ensure that knowledgeable officials are enlisted, through the National/Provincial/Territorial sport governing bodies where possible, to officiate at each Games event. The Host will arrange for the CSGA Technical Director to meet with all officials prior to the Games to ensure that official rules are understood and will be observed in all instances. Officials are to be provided with a copy of the appropriate CSGA Game Rules for their event and are to be fully knowledgeable of their content. If for any reason there is a requirement or desire to divert from the rules as stated, this change(s) must be requested of, and approved by, the CSGA at least one month prior to the commencement of the games.
20. The Host must operate the individual events at the Games in accordance with the rules and regulations of participation and competition as set out by the CSGA. A set of CSGA rules for that event shall be posted at each venue for officials and participants to read and follow.
21. If offered the Host will operate any demonstration events approved by CSGA in accordance with the rules provided by the sport governing bodies and CSGA game rules. In the absence of rules provided by sport governing bodies the Host will provide the rules they wish to use to the CSGA for approval well in advance of the distribution of the registration packages. For Demonstration events selected by the Host, ribbons, in lieu of medals, might be presented to the winners but neither is necessary.
22. "The "Spirit of the Games" award, presented to the province/territory that displayed the highest degree of positive attitude, interaction and good

sportsmanship, will be presented during the Games Closing Ceremonies. The winner of this award will be selected by the Directors of the CSGA. The Host is to ensure that this presentation is included at an appropriate time during the ceremonies.”

23. The Host will distribute Games Results in accordance with advice provided by the CSGA. Provinces/territories are **not ranked by number of medals** but it is permissible to publish the medal counts for each province or territory in non numerical order. The reporting shall indicate both the number of medals and the number of participants from the province/territory. E.g. Alberta 273 participants, 35 gold, 27 silver, 18 bronze.
 - (a) The Host will provide CSGA with a copy of all of the official results of all activities. Results shall be recorded in such a manner as to, where possible, be compared with Canada 55+ Games official records (see Record Book).
24. The Host will ensure that all venues are wheelchair accessible or that provisions are made to assist people requiring it. All venues will be smoke free in the area of play.
25. The Host will establish an Appeal Committee to hear any protests resulting from the Games. The committee shall be comprised of a minimum of three people one of whom shall be the CSGA Technical Director or his designate
26. The Host will provide status reports to the President of CSGA on a regular basis, at least quarterly, until all requirements of this Agreement and outstanding contractual obligations have been satisfied. The reports will be reviewed from the perspective of this Agreement. A Timeline for the Host Committee is attached as Appendix 3 to this Agreement.
27. The Host will arrange for the CSGA Directors to conduct a site and venue visit approximately one year ahead of the Games. A thorough progress report will be expected at the Annual General Meeting (AGM) to be held at the same time as the site visit. August 31 to September 2, 2009 is suggested as the date for the site visit and AGM. A detailed timetable will be determined by the CSGA and the Host well in advance. The Host is responsible for arranging for a meeting room with coffee, juices, water and nutritious snacks. The Host is not responsible for the cost of CSGA director travel and accommodation for the AGM but is responsible for any costs associated with venue inspections. An AGM will also be held immediately prior to the 2010 Games and the responsibilities of the Host will be identical to those outlined above. A small meeting room must be made available to the CSGA for the duration of the Games.

Proposed 2009 AGM Timetable:

Aug. 31 and 1/2 day Sept. 01/09 - CSGA meeting

Sept. 01/9 PM: Orientation to the Host Committee. HC is free to invite people that they wish to attend.

Sept. 02/09 Review venue sites

28. The Host will collect registration fees for the Games as follows:
- (a) \$110.00 from each participant from a member province/territory;
 - (b) \$75.00 from each non-participant; and
 - (c) \$120.00 per participant from non-member provinces (British Columbia, Newfoundland/Labrador, Nunavut and Quebec).

\$20.00 from registration of a participant from a member province/territory and \$30.00 from each non-member province/territory participant registration collected will be forwarded to the CSGA by the Host no later than 90 days after the conclusion of the Games.

29. Within ninety days after the completion of the Games, the Host will provide to the CSGA:
- (a) An audited financial statement of the income and expenses in relation to the Games;
 - (b) Three copies of a full written report and one electronic copy on all phases of operation of the Games with recommendations to CSGA and future hosts, including but not limited to: promotional materials, videos, taped interviews, press materials;
 - (c) A full set of results of all activities, including raw data where this information may be appropriate (i.e. Bowling scores, track and field times/distances; and
 - (d) A complete set of the medals, gold, silver and bronze, awarded at the games.

30. The Host shall provide courtesy vehicles for the exclusive use of the CSGA President and the Technical Director from the time of his/her arrival for the Games until the time of his/her departure following the Games.

DISCLAIMER

31. Nothing in the Agreement is intended to make **THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION** an agent of the CSGA for any purpose whatsoever and **THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION** and its employees will not be considered to be employees of the CSGA.

32. **THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION** will not hold itself, or allow any person to hold himself or herself, out as representing the CSGA for any purpose whatsoever.

TERM OF THE AGREEMENT

33. The term of this Agreement shall be from the date of this Agreement to 90 days after the conclusion of the Games.

AMENDING THE AGREEMENT

34. This agreement may be amended in writing by mutual consent. This Agreement is not assignable.

TERMINATION OF AGREEMENT

35. Either party may terminate this Agreement without cause by giving the other party 90 days written notice of its intention to terminate.
36. Either party may, upon written notice, immediately terminate this Agreement for fundamental breach of contract.
37. In the event the Games are cancelled any registration fees collected will be returned to the individuals who paid them.
38. In the event the Games are cancelled or this Agreement is terminated the Host is responsible for any and all costs incurred.

NOTICE

39. Any written communication, report or notice required related to this Agreement will be delivered to:

THE CANADIAN SENIORS GAMES ASSOCIATION

THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION

Mr. Gary Black
President, CSGA
5004 57 Street
Yellowknife, NT
X1A 1Y5

The Parties have executed this Agreement by their authorized signatures on the dates below:

CANADIAN SENIORS GAMES ASSOCIATION

THE 2010 CANADA 55 PLUS GAMES HOST ORGANIZATION

This ____ day of _____, 2008.

As represented by

(printed name and title of signator)

(Signature of Authorized Representative)

In the presence of

(Witness – over 19 years of age)

This ____ day of _____, 2008.

As represented by

(printed name and title of signator)

(Signature of Authorized Representative)

(Witness – over 19 years of age)

APPENDIX 1

MAIN ACTIVITIES TO BE OFFERED AT THE 2010 CANADA 55+ GAMES

1. Golf (36 holes - 2 days)
2. Cribbage
3. Ice Curling
4. 5 Pin Bowling
5. Contract Bridge
6. Swimming
7. Track and Field
8. Ice Hockey
9. Duplicate Bridge
10. Scrabble
11. Slo Pitch
12. Tennis
13. Darts
14. Floor Shuffleboard

APPENDIX 2

Horseshoes

Whist

8-Ball

Lawn Bowling

Carpet Bowling

Arts & Crafts

Floor Curling

Badminton

Forty-Fives (45's)

Cycling

Washer Toss

Crokinole

Snooker

Table Tennis

Bocce

Mini-Marathon

Canoeing

Triathlon

Kayaking

Ice Skating (Predicted Time)

Archery

APPENDIX 3

Host Committee Time Line

April 1, 2009	Final Sport List submitted to CSGA
May 1, 2009	Games Host Agreement signed
May 1, 2009	Status Report #1 to CSGA
AGM 2009	August 31-September 2, 2009
	Status Report #2 to CSGA (include updated budget)
	Host Committee Orientation by a CSGA Director Initial Venue Inspection
Nov 1, 2009	Status Report #3 to CSGA (re: Host Committee obligations 10-31)
Feb 1, 2010	Games Registration Packages to CSGA Directors & non-member provinces/territories.
	Status Report #4 to CSGA
May 1, 2010	Status Report #5 to CSGA
June 1, 2010	Preliminary Event schedules submitted to CSGA Technical Director & 1 other Director
June 30, 2010	Registration Deadline; Sask ONLY July 25
July 15, 2010	Final Registration lists to CSGA Directors; Sask July 30
July 2010	Athlete confirmation letters in mail
Aug 4-7, 2010 (3 wks out)	Final Venue Inspection / Sport Chairs meetings re: Event schedules, rules, check list by CSGA Technical Director (& "Administration" Director)

AGM 2010	Host Committee Report (on the Games)
Aug 25-28	"Let The Games Begin" Courtesy vehicles provided to CSGA President & Technical Director (duration of Games)
Aug 30, 2010	Final Games Results to CSGA Directors
Nov 30, 2010	Final Games Report to CSGA

April 8, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

2009-042-04

**WATER & WASTEWATER TREATMENT
QUARTERLY REPORT
(JAN. – MAR. 2009)**

**CONAL COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
MELODIE HOBBS, C.E.T.
W & WW TREATMENT SUPERVISOR**

RECOMMENDED

THAT Report 2009-042-04 Water & Wastewater Treatment Quarterly Report (Jan. – Mar. 2009) be received for information purposes.

PURPOSE

This report covers the months of January, February and March 2009. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of both the Water Treatment Plant/Trunk Distribution System and the Water Pollution Control Centre (wastewater treatment system), including any notable highlights, MOE Inspections and adverse conditions.

BACKGROUND

This report is submitted Quarterly, and this report represents the first quarter of 2009.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT & TRUNK WATER DISTRIBUTION SYSTEM

The City continues to be in compliance with the Water Treatment Plant's Certificate of Approval (C of A), in addition to the Ontario Safe Drinking Water Act and Regulations. Please refer to Attachment A – Brockville Drinking Water System Performance Assessment Report to review the treatment and bacteriological sampling results.

The 2008 WTP Annual Reports (Schedule 11 and 22) for both the WTP City of Brockville Drinking-Water System and for the Township of Elizabethtown-Kitley Water Distribution System were prepared and submitted to the MOE in March 2009 as per O. Reg. 170/03.

Adverse Water Quality Incidents: No adverse water quality incidents to report for the 1st Quarter.

Items of Note:1. Main Plant

- A new 125 HP electric motor was installed on backwash Pump #1.
- Annual servicing completed on UV Reactors, filter surface wash agitators and chlorinators.

2. Parkedale Booster Station & Reservoir:

- MCC upgrade to Zone 1, Pumps #1 and #2 completed, commissioned and inspected by ESA.
- Installation of 1 inch corporation stops were installed on discharge piping of Zone 1 pumps (3). This allows staff to safely bleed the lines before performing any maintenance work.
- Zone 1, Pump #1 had excessive vibration while in operation. The motor and drive shaft was removed for service by an outside contractor and is now back in operation. Review of capital program for replacement in 2010.
- Zone 2, Pump #1 motor requires replacement. The tolerance ring in the drive end is causing bearing noise. This motor was installed in the 1970's and has been refurbished several times – staff are investigating Hydro incentive programs to cover a portion of the cost.

3. Filters: Granular Activated Carbon (GAC) and sand filter media replacement work plan in progress with contractors and suppliers.4. Overhead Tank: Installation of a radio broadcast system and Police communication system was completed.5. Elizabethtown-Kitley Distribution System:

- Heater installed in the Country Club panel due to communication issues during the colder temperatures.
- New 2" flush valves installed at Ackerman Road and Butternut Bay sample stations. Increased HPC counts in bacti samples required staff to seek alternative methods of flushing the system other than using a ¾" sample tap.
- Communication was lost at Lily Bay booster station, Bell Canada repaired the line.

6. Low Lift Pump Station: New check valves were installed on Pumps #1 and #2. All pumps have been inspected and repacked.7. Lead Sampling: Round #3 was completed within MOE compliance guidelines.

8. MOE Inspection: Dan White (DW Inspector – MOE) conducted the Annual Inspection for the City of Brockville's Drinking Water System (Water Treatment and Distribution) on Feb. 4th to Feb. 6th, 2009. A report will follow.

B. WASTEWATER TREATMENT PLANT

The 2008 WPCC Annual Summary Report for Council was prepared, approved by Council and submitted to the MOE in March 2009.

Please refer to Attachment B – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the Quarter. In regards to compliance of carbonaceous 5-day Biochemical Oxygen Demand (cBOD₅), as of the end of March the 12 month revolving average effluent characteristics (concentration and loading) for CBOD₅ are 42.86 mg/L and 855.70 kg/day respectively and remain out of compliance with the Certificate of Approval.

Secondary Treatment Upgrade:

- The preselection of five (5) process or equipment areas has been completed.
 1. Aeration Piping and Diffusers
 2. Air Blowers
 3. Clarifier Mechanisms
 4. Rotary Drum Thickeners
 5. UV Disinfection
- 90% design review has started with design team. Tender package is being prepared for issue in late April.
- Prequalification submittals have been received by MHPM for the General, Electrical and Mechanical Contractors for review and evaluation

Items of Note:

1. Main Pumping Station:
 - Pump #3: The motor burnt out and was removed for refurbishment by an outside contractor. After investigation of the temperature and voltage overload circuits on the existing VFD, it was determined a new unit was required. The new VFD has been installed but we are still waiting on some parts in order to put the pump back in service. The pump can be used in an emergency situation.
 - Pump #2: A new pump, motor and VFD has been ordered.
 - Bypasses: No bypasses this quarter.
2. Primary Clarifiers: Primary Clarifier #2 is out of service for repair until warmer weather arrives.

3. Centrifuges: Norterra Organics, a Division of Scott Environmental Group Limited, began removing our sludge cake on January 16th, 2009.
4. Digesters: Digester #1 pressure test was completed on February 18th, 2009. We are still waiting on the delivery of a new safety valve in order to put the digester back on-line.
5. Rag Removal Screw Conveyors: Screw conveyor #2 failed. The gear box was rebuilt and a new motor was ordered.
6. West End Pumping Station: On January 13th, 2009 a broken water main near the station caused water to build-up and flood the dry well with water. The main control panel and motors were partially submerged. Staff had to mobilize temporary removal of wastewater by vac-trucks overnight. Portable diesel pump units and piping were ordered from Toronto to set up overland pumping on January 14th, 2009. Staff set up heaters to dry out the station, keep piping warm in sub -20°C weather, allowing electrical, mechanical, instrumentation and other contractors to work on the equipment. A great team effort was required to resolve this serious failure.
 - New PLC and communication was installed and alarm page set up on SCADA
 - Wiring and controls must be replaced in the spring and relocated to higher ground.
 - Diesel generator required some minor repairs and replacement parts.
7. Georgina Street Pumping Station: We had two pump blockages this quarter - unusual. A letter was distributed to residents in the Georgina Street Pumping Station collection area requesting their assistance in preventing future blockages.
8. Elizabeth Street Pumping Station: We experienced loss of communication with this station for approximately two weeks. Bell installed a temporary line from the pole to the station. Bell changed two wires at the Centre Street switch box and it seems to have resolved the communication issue. This indicates that our equipment is ok and the Bell lines between the various switching boxes appears to be the weak link. City Staff and Bell continue to work on the problem.
9. Broome Park Pumping Station: Pump #1 was removed, inspected and reinstalled. Pump #2 has been removed for inspection and rebuild.
10. Leachate: The forcemain was pigged and flows have increased.
11. Power Outages:
 - On January 10th, 2009 WPCC Staff were called to the WPCC for a plant power outage due to a transformer failure in Augusta Township.

- On March 10th, 2009 there was a brief power outage at Georgina Street Pumping Station. WPCC Staff later discovered that this was a planned outage by Hydro One and each customer was notified in advance via automated phone message. WPCC Staff did not receive this information due to the call coming into the City's automated telephone service. City Staff are working with Hydro One to try and resolve this issue.

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.


CONCLUSION




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



M. J. Hobbs, C.E.T.
Supervisor, W & WW Treatment



D. Cyr
Director of Finance



B. Casselman
City Manager

ATTACHMENT A

BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month	CITY OF BROCKVILLE					ELIZABETHTOWN-KITLEY					BACTERIOLOGICAL SAMPLING					
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	WDS Avg. FCR (mg/L)	BROCKVILLE WDS			EZK WDS			HPC	TC	HPC
								EC	TC	HPC	EC	TC	HPC			
2008																
JAN	393.84	12.70	0.50	1.07	7.99	0.26	0.78	45 out of 45 Safe	45	29	12 out of 12 Safe	12	8 out of 8 Safe	8	12	8
FEB	415.94	14.86	0.47	0.99	7.06	0.25	0.71	44 out of 44 Safe	44	28	14 out of 14 Safe	14	10 out of 10 Safe	10	14	10
MAR	373.75	12.06	0.49	0.91	4.87	0.16	0.75	55 out of 55 Safe	55	35	15 out of 15 Safe	15	10 out of 10 Safe	10	15	10

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

APPENDIX B

MUNICIPALITY: BROCKVILLE
PROJECT: BROCKVILLE
PROJECT NUM.:
WORKS NUM.: 120000122

YEAR: _____
WATER COURSE: _____
DESIGN CAPACITY: _____
PEAK DESIGN CAPACITY: _____

DESCRIPTION: A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS, TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING POLYMER FOR PHOSPHORUS AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.

MONTH	FLOWS		CARBONACEOUS BIOCHEMICAL OZ DEMAND				SUSPENDED SOLIDS				PHOSPHORUS			BACTI RESULTS		
	TOTAL FLOW 1000MG	AVG DAY FLOW 1000MG	MAX DAY FLOW 1000MG	AVG RAWAVG CBOD (mg/L)	CBOD (mg/L)	TOTAL LOADING EFF. BOD (kg/day)	PERCENT REMOVAL	AVG RAWAVG SS (mg/L)	SS (mg/L)	LOADING EFF. SS. (kg/day)	PERCENT REMOVAL	AVG RAWAVG PHOS. (mg/L)	PHOS. (mg/L)	TOTAL LOADING EFF. PHOS. (kg/day)	PERCENT REMOVAL	FECAL COLIFORM (Organisms per 100 ml)
MAR 09	649.81	20.962	28.317	76.55	45.25	948.53	40.9	101.23	25.93	543.54	74.4	2.18	0.63	13.21	71.1	1,000
FEB 09	614.14	21.934	35.817	77.58	48.73	1068.84	37.2	98.50	32.27	707.81	67.2	2.31	0.91	19.96	60.6	940
JAN 09	566.48	18.274	20.639	87.67	53.25	973.09	39.3	118.59	33.17	606.15	72.0	2.88	0.98	17.91	63.4	1,060
DEC 08	716.62	23.137	37.739	72.50	33.75	780.20	53.4	98.11	25.44	588.10	74.1	2.08	0.58	13.41	72.1	20
NOV 08	570.98	19.033	23.507	85.42	37.42	712.21	56.2	125.25	25.92	493.34	79.3	2.59	0.72	13.70	72.2	120
OCT 08	507.71	16.378	31.783	101.20	44.10	722.27	56.4	151.30	32.00	524.10	78.8	2.87	0.76	12.45	74.4	60
SEP 08	446.48	14.883	16.548	116.00	59.33	883.01	48.9	161.45	37.18	553.35	77.0	3.14	0.98	14.59	68.8	4,020
AUG 08	550.19	17.748	21.510	93.86	40.14	712.40	57.2	137.67	27.44	487.01	80.1	2.67	0.68	12.07	74.5	740
JUL 08	685.78	22.122	35.049	95.90	38.00	840.64	60.4	137.75	24.83	549.29	82.0	2.45	0.84	14.16	73.9	>4000
JUN 08	634.55	21.152	37.128	78.67	34.33	726.15	56.4	123.38	23.13	449.25	81.3	2.42	0.55	11.63	77.3	1,340
MAY 08	569.72	18.378	21.223	100.00	45.86	842.82	54.1	140.11	24.44	489.16	82.6	2.79	0.68	12.50	75.6	200
APR 08	929.63	30.988	48.216	82.46	34.15	1058.24	45.3	99.54	23.38	724.50	76.5	1.86	0.63	19.52	66.1	1,100
AVG	20.414	87.32	42.96	85.57	35.00	763.00	50.47	124.41	27.93	559.63	77.10	2.51	0.73	14.59	70.84	
MAX	48.216	116.00	59.33	116.00	59.33	855.70	60.38	161.45	37.18	82.56	82.56	3.14	0.98			
CRITERIA	21.800			35.00		763.00		45.00		981.00			1.00	22.00		
COMPLIANCE	YES			NO				YES				YES		YES		

STATISTICS FOR THE MONTH OF MARCH:

Year	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	1015	1014	1013	1012	1011	1010	1009	1008	1007	1006	1005	1004	1003	1002	1001	1000	999	998	997	996	995	994	993	992	991	990	989	988	987	986	985	984	983	982	981	980	979	978	977	976	975	974	973	972	971	970	969	968	967	966	965	964	963	962	961	960	959	958	957	956	955	954	953	952	951	950	949	948	947	946	945	944	943	942	941	940	939	938	937	936	935	934	933	932	931	930	929	928	927	926	925	924	923	922	921	920	919	918	917	916	915	914	913	912	911	910	909	908	907	906	905	904	903	902	901	900	899	898	897	896	895	894	893	892	891	890	889	888	887	886	885	884	883	882	881	880	879	878	877	876	875	874	873	872	871	870	869	868	867	866	865	864	863	862	861	860	859	858	857	856	855	854	853	852	851	850	849	848	847	846	845	844	843	842	841	840	839	838	837	836	835	834	833	832	831	830	829	828	827	826	825	824	823	822	821	820	819	818	817	816	815	814	813	812	811	810	809	808	807	806	805	804	803	802	801	800	799	798	797	796	795	794	793	792	791	790	789	788	787	786	785	784	783	782	781	780	779	778	777	776	775	774	773	772	771	770	769	768	767	766	765	764	763	762	761	760	759	758	757	756	755	754	753	752	751	750	749	748	747	746	745	744	743	742	741	740	739	738	737	736	735	734	733	732	731	730	729	728	727	726	725	724	723	722	721	720	719	718	717	716	715	714	713	712	711	710	709	708	707	706	705	704	703	702	701	700	699	698	697	696	695	694	693	692	691	690	689	688	687	686	685	684	683	682	681	680	679	678	677	676	675	674	673	672	671	670	669	668	667	666	665	664	663	662	661	660	659	658	657	656	655	654	653	652	651	650	649	648	647	646	645	644	643	642	641	640	639	638	637	636	635	634	633	632	631	630	629	628	627	626	625	624	623	622	621	620	619	618	617	616	615	614	613	612	611	610	609	608	607	606	605	604	603	602	601	600	599	598	597	596	595	594	593	592	591	590	589	588
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COMMENTS:

MONTH	Total Loadings				
	RAW CBOD (kg/day)	RAW SS (kg/day)	RAW P (kg/day)	TOTAL RAW P (kg/day)	TOTAL
MAR 08	1,605	2,122	46		
FEB 08	1,702	2,160	51		
JAN 08	1,602	2,167	49		
DEC 08	1,676	2,268	48		
NOV 08	1,626	2,384	49		
OCT 08	1,657	2,478	49		
SEP 08	1,726	2,403	47		
AUG 08	1,666	2,443	47		
JUL 08	2,121	3,047	54		
JUN 08	1,664	2,610	51		
MAY 08	1,838	2,575	51		
APR 08	1,936	3,085	56		
AVG	1,735	2,479	50		
MAY	2,421	3,085	56		

April 7, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

**2009-048-04
FEES FOR FIRE DEPARTMENT RESPONSE
TO FALSE ALARMS**

**C. DWYRE
DEPUTY FIRE CHIEF**

RECOMMENDED

THAT a bylaw to establish fees for Fire Department response to preventable false alarms be implemented.

THAT the fee structure reflect the provincial norm of \$350.00 per vehicle per hour or any part thereof and \$175.00 per vehicle per additional hour or any part thereof, with a minimum charge of one hour.

THAT the first two responses in the calendar year will be followed up with a letter of warning that the next and any subsequent responses will result in the charging of the prescribed fee.

THAT the charging of the fee for a false alarm response be laid on the third and any further responses to a specific address within the calendar year.

THAT the amount of \$350.00 per hour per vehicle be charged for all responses that are a result of a failure to notify the Brockville Fire Department that an occupancy/agency is testing or conducting work on their alarm system.

PURPOSE:

As a result of the recent Service Delivery Review, the Fire Department has been directed by Council to prepare a report to establish fees for false alarm responses.

Last year (2008) the Brockville Fire Department responded to 319 False Alarms. Of those alarms, 108 were classified in OFM reports as "Alarm Equipment – Malfunction". The cause or nature of each call is investigated by the responding shift Captain. Calls of the aforementioned nature are generally the result of poor installation or maintenance of the alarm system.

The primary reason for having a false alarm bylaw in place is to ensure building owners, contractors and those who have care and control of fire/life safety systems are maintaining their systems in the best operating condition as possible.

There is also an expectation that if a building has a significant number of false alarms the owner will take necessary measures to prevent them.

In addition to the actual operating costs associated with each false alarm response, there is always a possibility that our response to an actual emergency situation may be delayed.

Another factor to be considered when responding to false alarms is the staff time that may be better utilized in training and in-service fire prevention programs.

BACKGROUND:

Types of False Alarms:

The following provides definitions of each type of False Alarm code as defined by the Ontario Fire Marshal's Office:

- Alarm equipment malfunctions are alarms activated because of equipment failure.
- Alarm equipment accidental are alarms that have been set-off erroneously during inspection or repair of a system where the fire department has not been advised that such testing and/or repair is taking place.
- Human malicious false alarms are those deliberately set by persons who understand that no fire emergency exists.
- Human perceived emergencies are fire calls called in by persons who believe that a fire emergency exists but the incident is determined to be unfounded upon inspection (e.g. steam from a building misconstrued as smoke).
- Human accidental activations are activations caused by persons erroneously setting off alarms by accidental contact with a sensor or activation device.
- Authorized control burn complaint is caused when people, who are unaware that a controlled fire has been authorized by a fire department, call the fire department.
- Other false alarm calls are items that do not fit into the above categories (e.g. backyard fire reported by neighbour where property owner is confirmed to have a permit).

The Fire department does not get overly concerned with random accidental alarm activations caused by human error or well intentioned calls for service that are ultimately determined to be unfounded.

Punitive enforcement of those calls would serve to discourage the reporting of incidents that may be emergencies and would probably result in poor public

relations. Malicious false alarms, which are a source of concern, are already treated as violations that can be pursued under the Criminal Code.

Most false alarm bylaws where they exist are focused on the first two types of false alarms – equipment malfunctions and activations that occur during testing or repair of a system (where the fire department is not notified that such work/testing is being performed).

The primary goals of the regulatory by-laws are to:

- act as a deterrent for negligent behaviour.
- provide an incentive for property owners to properly maintain fire alarm systems that are required by legislation to be installed in their buildings
- recover some of the cost of deployment to an unnecessary or preventable call.
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In theory, this should reduce the number of alarm equipment malfunctions and enhance occupant safety.

In comparing the policy adopted by the local Police Services for responding to repeated false alarms, the charge is designed to recover costs of personnel and equipment. One must understand that the police and fire scenarios differ in that unlike intrusion/burglar systems which are a personal choice to have, fire alarm systems where they exist are often required by the Ontario Building Code and the Ontario fire Code. A fire alarm system is for life safety whereas an intrusion system is for property protection.

If property owners elect to disable their intrusion systems due to fines received, they voluntarily assume the risk of intrusion/burglary. With fire alarms, there is a real possibility of owners disabling or resetting mandatory fire alarm systems without providing the due diligence of determining cause, which is an undesirable effect.

ANALYSIS/OPTIONS

The Brockville Fire Department has conducted a study of the many municipalities in Ontario that presently have a bylaw in place and charge a fee for responding to preventable false alarms.

The general findings reveal that having such a bylaw in place is a deterrent in reducing the number of false alarm responses.

The fee structure varies across the province and normally reflects on the size or number of responding apparatus. Some municipalities charge a flat fee per

response, some use a climbing scale (increasing \$ amount for repeat responses), but the most common fee uses the recognized MTO rate of \$350.00 per vehicle per hour for the first hour plus \$175.00 per vehicle per hour for any additional hours. The Brockville Fire Department's normal response is two vehicles to each call (one from each station) which would result in a \$700.00 fee for each qualifying false alarm

For alarm equipment malfunction occurrences the norm across the province is to allow two false alarm responses per year before a response fee is charged. In the case of failure to report to the fire department that testing or work is being conducted on an alarm system the norm is to charge a response fee each and every time this problem occurs.


A program of notification for property owners / fire alarm maintenance and monitoring companies affected by such a bylaw is imperative. It is anticipated that warning notification would be carried out on the first two responses before charges are laid.

FINANCIAL CONSIDERATIONS


In all likelihood the financial benefits of this bylaw will be minimal. Experience shows that the implementation of this type of bylaw does as intended result in a decrease of false alarm responses. Revenue may be minimal and usually short lived.

CONCLUSION

It is recommended that a bylaw addressing fees for false alarm responses be implemented.



C. Dwyre
Deputy Fire Chief



B. Casselman
City Manager

CHARGES/FEEs for FALSE ALARM RESPONSES

Survey summary

An information questionnaire was sent out through the OAFC to all member departments in Ontario.

- 52 Fire Departments from across the province responded.
- 43 of the responding departments do have an existing by-law addressing charging a fee for fire department responses to avoidable false alarms.
- 6 of the responding departments do not have existing by-laws in place
- 3 departments reported that they are presently proposing or developing a by-law addressing the false alarm response issue.
- 20 (46%) of the departments allow 2 false alarms before charges for fire department response are made. The time allowed per 2 false alarms varied with 12 months being the norm in most municipalities.
- 13 (30%) of the departments allow 3 false alarms before charges.
- Fines or fees vary greatly across the province and normally reflect the size or number of responding apparatus. Most departments charge flat fees while some do use a climbing scale for repeat alarms.
- 22 (51%) of the departments charge a fee in the range of \$350.00 to \$500.00, Many quoted the MTO rate of \$350.00 per vehicle per hour for the 1st hour & \$175.00 per vehicle per hour for any additional hours.
- 11 (25%) reported a charge of between \$100.00 and \$350.00 per response.
- Failure to notify the fire department that an occupancy was either working on or testing of an alarm system was identified as a problem resulting in unnecessary fire department responses – 7 (16%) of the departments were charging a fee every time this occurs.

The majority of the responding departments identified the by-law as an effective deterrent in reducing the number of false alarm responses. After initial notification throughout the municipality some departments have not had to lay any charges. In some municipalities a policy exists where the Fire Chief has the final discretion as to the severity of the fine/charge. Some of the by-laws have an appeal process included.

April 13, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

**2009-049-04
PURCHASE OF AN
ACCESSIBLE LIFT
BROCKVILLE ARTS CENTRE**

**VALERIE HARVEY, DIRECTOR
PARKS & RECREATION
PETER DUNN, ADMINISTRATOR
RYAN BILLINGS, BMAAC**

RECOMMENDATION

THAT Council enter into an agreement with Ascension Lifts for the purchase of an Ascension Virtuoso Accessible Lift, Model Number 5460P, in the amount of US \$20,655, plus freight of US \$1,900 and a brokerage fee of US \$500, and;

THAT Council set aside the Purchasing By-law to allow the purchase of this lift from a single source without going out for quotes.

PURPOSE

To provide accessibility to the stage at the Brockville Arts Centre.

BACKGROUND

The City of Brockville has allocated funds to the Brockville Municipal Accessibility Advisory Committee (BMAAC) to address accessibility issues within our community. BMAAC have identified that there is a need to provide accessibility at the Brockville Arts Centre to enable persons with disabilities the opportunity to participate in any event on the stage. Currently there is no means for disabled individuals to access the stage.

Extensive consultation has occurred between City staff and BMAAC with regard to the types and models of lifts available. The Ascension Virtuoso Lift has a carrying capacity of 750 lbs and a vertical travel distance of 60". The unit is portable and will be placed at the edge of the stage when required and when not in use, stored in an appropriate location in the auditorium. The storage location has been accounted for in the Project ENCORE! renovations and a cover is being made in keeping with the decor of the auditorium.

POLICY IMPLICATIONS

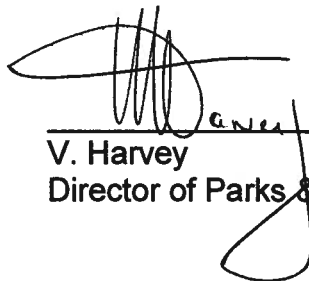
At the discretion of Council.

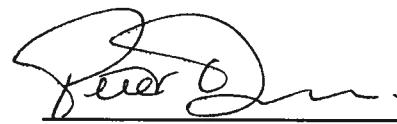
FINANCIAL CONSIDERATIONS

BMAAC has committed \$31,525 for the purchase of this lift for the Brockville Arts Centre. The purchase price, freight and brokerage fees in US funds totals \$23,055. GST and duty are not applicable as the lift is classified as medical/assistive device and is therefore exempt. If, at the time of order, an exchange rate of 25% is applied, the total purchase price would be \$28,818.75. The final price will be dependant upon the exact rate of exchange at the time of purchase. There is sufficient funds in account C1010 BMAAC to cover this purchase.

CONCLUSION


Council should authorize the purchase of this lift.



V. Harvey
Director of Parks & Recreation

Peter Dunn
Administrator, Brockville Arts Centre

Ryan Billings
Brockville Municipal Accessibility
Advisory Committee

D. Cyr
Director of Finance

B. Casselman
City Manager

April 14, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

**2009-050-04
HOUSEHOLD HAZARDOUS
SPECIAL WASTE TENDER**

**CONAL COSGROVE, DIRECTOR
OPERATIONS DEPARTMENT
VALERIE HARVEY, SUPERVISOR
SOLID WASTE/TRANSIT**

RECOMMENDATION

THAT Council enter into an agreement with Drain-All Ltd. in the amount of \$51,607.25, excluding GST, for the operation of a Household Hazardous Special Waste Event on June 27, 2009; and,

THAT the Rotary Off-Leash Dog Park be closed on Saturday, June 27, 2009.

PURPOSE

To provide a collection day where residents can drop off their household hazardous special waste enabling the materials to be disposed of and/or recycled in an environmentally responsible manner.

BACKGROUND

The City of Brockville provides a Household Hazardous Special Waste (HHSW) Event on an annual basis. In 2008, the City entered into a three year agreement with Stewardship Ontario for the recycling and disposal of HHSW which provides for subsidies for designated Phase I material such as paint, organic chemicals, aerosols, dry cell batteries, propane cylinders, propane tanks, fertilizers and pesticides.

ANALYSIS

Tenders were opened on April 6, 2009 with the following results:

<u>Bidder</u>	<u>Tender Amount</u> <i>excluding GST</i>
Blackcomb Waste Services	no bid submitted
Brendar Environmental	no bid submitted
Buckham Transport Ltd.	no bid submitted

Clean Harbours Canada Inc.	no bid submitted
Miller Environmental Corp.	no bid submitted
Safety Clean	no bid submitted
Drain-All Ltd.	\$51,607.25
Scott Environmental	\$50,385.00 *

* *corrected bid amount*

The tender documents include the estimated quantities of each category of material being delivered to the event, the contractor's per unit price to dispose/recycle the material and the total price per category of material.

The subsidies provided by Stewardship Ontario are based on a percentage of the per unit cost of the tenders. Using the subsidy allocation formula, the following net costs would be incurred by the City.

<u>Bidder</u>	<u>Gross Cost</u> <i>excluding GST</i>	<u>Stewardship Ontario</u> Subsidy	<u>Net Cost</u> <u>to City</u>
Drain-All Ltd.	\$51,607.25	\$31,052.00	\$20,555.39
Scott Environmental	\$50,385.00	\$28,518.00	\$20,908.53

Staff are recommending that Council accept the bid from Drain-All Ltd. as the analysis projects a lower net cost to the City once Stewardship Ontario's subsidy formula is applied and due to the firm's extensive experience in municipal contracts. Scott Environmental has just expanded into the area of municipal household hazardous special waste events and as of this date, has not operated one.

The HHSW Event will be held at the Centennial Youth Arena on June 27, 2009. As with previous events, in order to accommodate traffic flow Broadway Avenue from Oxford Avenue to First Avenue will be closed to traffic with the exception of those participating in the event. As the collection event is held outdoors in the parking lot, the Rotary Off-Leash Dog Park will be closed that day as there will be no access to the north end of the parking lot. Staff will relay the information to the Dog Park Committee and will be responsible for the costs associated with placing signage at the park to inform dog owners prior to the event.

POLICY IMPLICATIONS

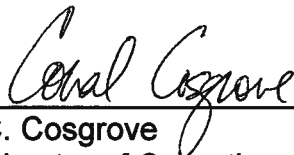
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FINANCIAL CONSIDERATIONS

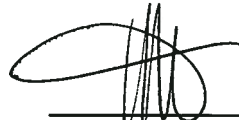
Funds in the amount of \$57,534 have been allocated to the 2009 Operating Budget account G3550 7580 3010 for this contract. Entering into the contract with Drain-All Ltd. will result in expenses of \$51,607.25, excluding GST. The final contract price will be dependant upon the quantities and types of materials delivered to the event by the residents participating.

CONCLUSION

The City should enter into the contract with Drain-All Ltd. to provide a Household Hazardous Special Waste Event to the residents of Brockville.



C. Cosgrove
Director of Operations



V. Harvey
Supervisor, Solid Waste/Transit



D. Cyr
Director of Finance



B. Casselman
City Manager

April 9, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

**2009-051-04
REQUEST FOR REVISION OF LOADING ZONE
ON SHERIDAN COMSTOCK LANEWAY**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT the existing Loading Zone on the north side of Sheridan Comstock Laneway from 8 meters east of John Street to Kincaid Street be deleted; and

THAT a Loading Zone on the north side of Sheridan Comstock Laneway from 15 meters east of John Street to Kincaid Street be created; and

THAT By-law 119-89 be amended accordingly.

PURPOSE

To provide sufficient room for one private parking space on Sheridan Comstock Laneway at the rear of 191 King Street West.

BACKGROUND

City staff received a request from Mr. Keith Kerfoot, the owner of 181-191 King Street West to reduce the size of the loading zone at the rear of his property to allow one private parking space, see Attachment #1.

ANALYSIS/OPTIONS

The Engineering Division has reviewed the area of concern and has noted that currently there is a No Parking Zone on the north side of Sheridan Comstock Laneway from John Street easterly 8 meters and a Loading Zone from this point easterly to Kincaid Street. This laneway provides access to the rear of a number of commercial properties which front King Street and residential units on Halliday Street. The noted request will not have any impact to adjacent property users.

POLICY IMPLICATIONS

Amendments to the Parking By-law require Council's authorization.

FINANCIAL CONSIDERATIONS

The owner of the property making the request will be responsible for the estimated cost of \$400 to install and remove the necessary signs.

CONCLUSION

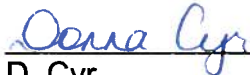
It is recommended that the existing Loading Zone on the north side of Sheridan Comstock Laneway be reduced by 7 meters to allow private parking for one vehicle.




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



P.E. Raabe, P.Eng.
Municipal Engineer

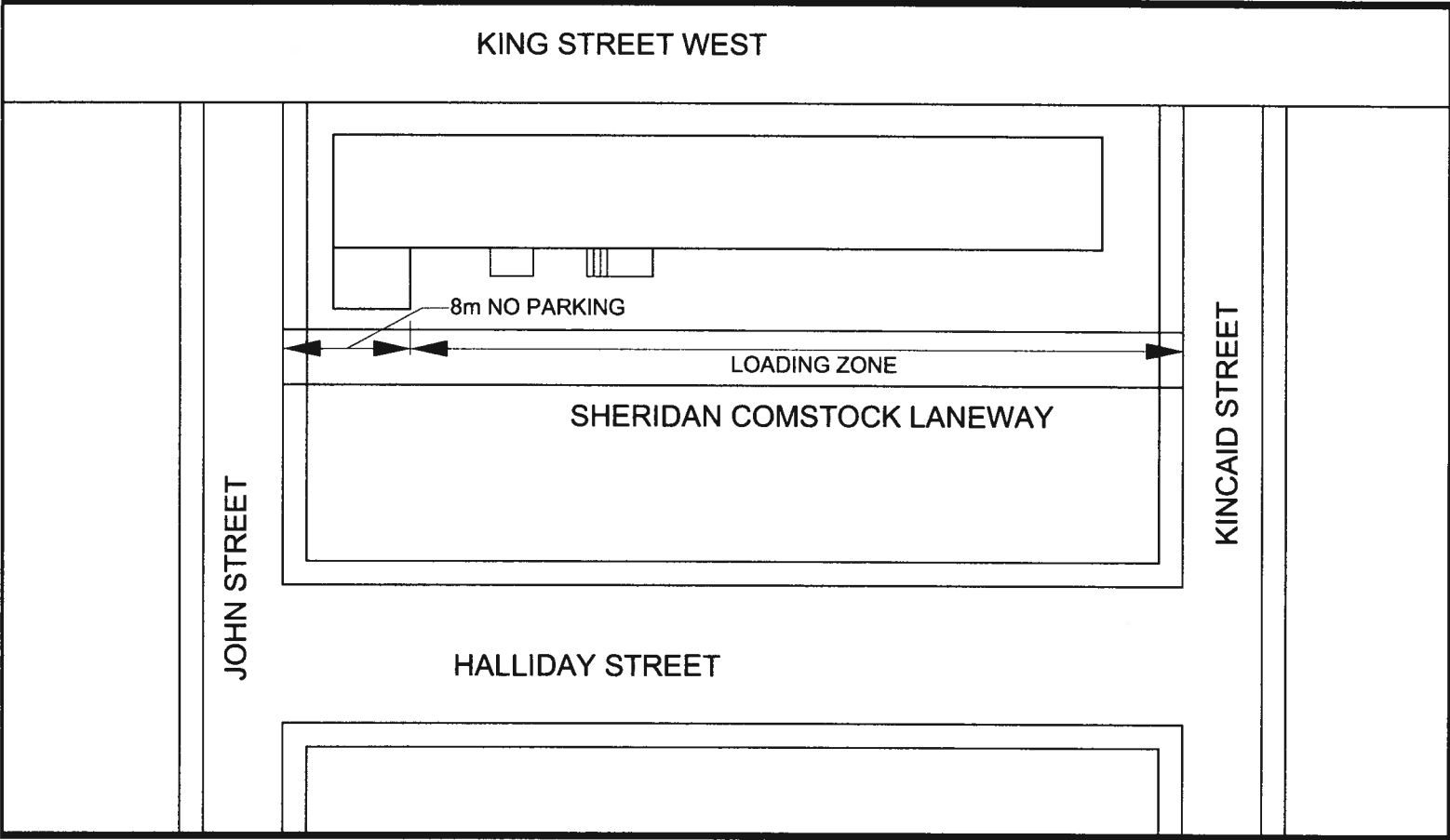


D. Cyr
Director of Finance

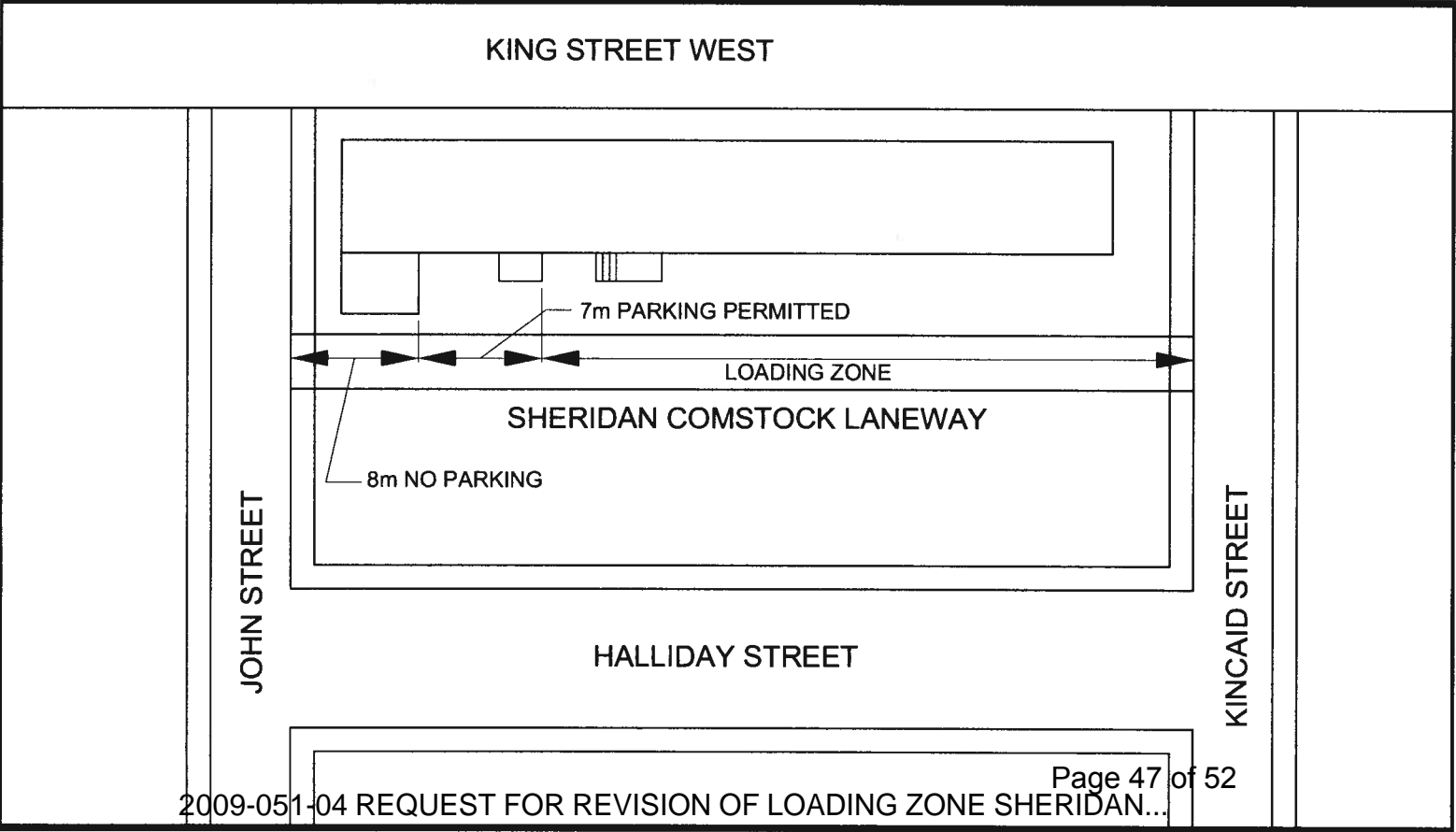


B. Casselman
City Manager

EXISTING CONDITIONS



PROPOSED CONDITIONS



15APR2009

REPORT TO OPERATIONS COMMITTEE - APRIL 22, 2009

2009-054-04

**PURCHASE OF 2640 LITRES
OF TRAFFIC PAINT
QUOTATION 1-2009**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
RUSS FRASER
PUBLIC WORKS SUPERVISOR**

RECOMMENDATION

THAT Council accept the Quotation from Ennis Paint Inc. in the amount of Nine Thousand, Seven Hundred and Seventy-four Dollars and Forty-three Cents (\$9,774.43), excluding GST, for the supply of 2640 litres of traffic paint.

ORIGIN

The City purchases the paint to be applied by City crews for intersection marking painting. Documents were sent to 3 suppliers with only one returning his bid.

ANALYSIS

Quotations were opened at 12:00 Noon on Monday, February 2, 2009 with the following results.

FIRM	QUOTATION PRICE (excl. GST)	AVERAGE UNIT PRICE
Ennis Paint Ennis, Texas	9,774.43	3.702/L
Operations Department Estimate	8,236.80	3.12/L
Last Year's Price (1580 Litres)	4,739.04	2.999/L

During 2008 the two Canadian road paint manufacturers that had been supplying the City's paint for the preceding 15 year period were bought by Ennis Paint Inc. located in Ennis Texas. The other company (Quality Traffic Products) that was asked to bid, submitted no quote.

EXISTING POLICY

As per Budgetary Control and Purchasing By-Law 090-2005. Council approval for this tender is required as less than three bids were received.

FINANCIAL CONSIDERATIONS


Funds for this material are budgeted in the following four accounts:

G3390 - 3610 - 2010	(Zone Painting	\$9,106.00)
G1270 - 6430 - 2010	(On Street Parking	\$ 500.00)
G1270 - 6210 - 2010	(Parking Lots)	\$2,400.00)
G7630-3720-2010	(Memorial Centre)	\$3,000.00)

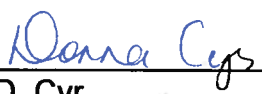
This small deficit incurred by the purchase of paint will be offset by a surplus (approximately \$5200) in the contract portion (Contract 2009-04 for Painting of Centre, Lane and Edge Line Markings) of this account.




R. Fraser
Public Works Supervisor



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



D. Cyr
Director of Finance



B. Casselman
City Manager

April 16, 2009

REPORT TO OPERATIONS COMMITTEE – APRIL 22, 2009

**2009-055-04
PAINTING OF CENTRE, LANE AND EDGE
LINE PAVEMENT MARKINGS
CONTRACT NO. 2009-04**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
P.E. RAABE, P.ENG.
MUNICIPAL ENGINEER**

RECOMMENDED

THAT Council accept the tender from Provincial Maintenance in the amount of Sixteen Thousand, Two Hundred and Fifty-six Dollars and Fifty Cents (\$16,256.50), excluding GST, for the painting of centre, lane and edge line pavement markings.

PURPOSE

To retain the services of a contractor for the painting of centre, lane and edge line pavement markings.

BACKGROUND

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

ANALYSIS/OPTIONS

The Engineering Division opened tenders on Monday, April 6, 2009 with the following results:

1. Provincial Maintenance, Niagara Falls.....\$16,256.50
2. Quick's Asphalt Sealing and Line Painting, BrightonNo Bid

POLICY IMPLICATIONS


In accordance with the City's Purchasing By-law, approval by Council is required.


FINANCIAL CONSIDERATIONS


There are sufficient funds, \$21,532.00, available in the Public Work's 2009 Operating Budget in account of G3390-3610-3010 to accommodate the work. The 2009 tender price is 6% lower than the 2008 tender price.

CONCLUSION

It is recommended that the tender from Provincial Maintenance be accepted.


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


P.E. Raabe, P.Eng.
Municipal Engineer


D. Cyr
Director of Finance


B. Casselman
City Manager