



Finance, Administration and Operations Committee

Tuesday, January 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	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

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

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

5 - 6

1. Rotary Park Revitalization
(Mr. Brent Collett)

The committee is asking that the \$50,000 already committed by the City for 2017 be paid in the fall of 2016.

CORRESPONDENCE

Nil.

Finance, Administration and Operations Committee
January 19, 2016

STAFF REPORTS

- 7 - 55 1. 2016-009-01
Water & Wastewater Systems
Quarterly Report (Oct-Dec 2015)
- THAT Report 2016-009-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015) be received for information purposes.*
- 56 - 66 2. 2016-011-01
Master Licence Agreement
Small Cell Wireless Network
- THAT the City enter into a Master Licence Agreement with Bell Mobility Inc. for the location of Small Cell System equipment on City-owned facilities.*
- 67 - 70 3. 2016-007-01
Proposed Disabled Person Parking
Buell Street
- THAT the existing Disabled Persons Parking space on the east side of Buell Street, 28.4m south of George Street and 8.0m southerly be relocated to 45.0m south of George Street and 6.0m southerly and;*
- THAT Schedule "11" of Subsection 69 of By-Law 119-89 be amended accordingly.*
- 71 - 80 4. 2016-008-01
Brockville Transit Evening Service
- THAT Council confirm the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday on a permanent basis.*

Finance, Administration and Operations Committee
January 19, 2016

81 - 91 5. 2016-010-01
Water Financial Plan #152-301

THAT Council approve the Water Financial Plan #152-301 in accordance with O. Reg. 453/07 - Section 3 as it pertains to an existing water system. (Attachment 1 to Report # 2013-010-01).

92 - 119 6. 2016-012-01
2015 Workplan - 4th Quarter Report

THAT Council approve the 2015 Departmental Work Plans Fourth Quarter Report as outlined in Schedule 1, Report 2016-012-01.

120 - 121 7. 2016-014-01
Renewal of Agreement
Commissionaires Inc., Kingston and Region Division
for Parking Enforcement

THAT Council for the Corporation of the City of Brockville authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement services for the period of February 1, 2016 to January 31, 2017.

NEW BUSINESS

Nil.

FAO - CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

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

1. *a proposed or pending acquisition or disposition of land by the municipality or local board.*
2. *litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.*

Finance, Administration and Operations Committee

January 19, 2016

REPORT OF THE COMMITTEE FROM CLOSED SESSION

THAT the FAO Committee rise from Closed Session without reporting.

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for February 16, 2016.

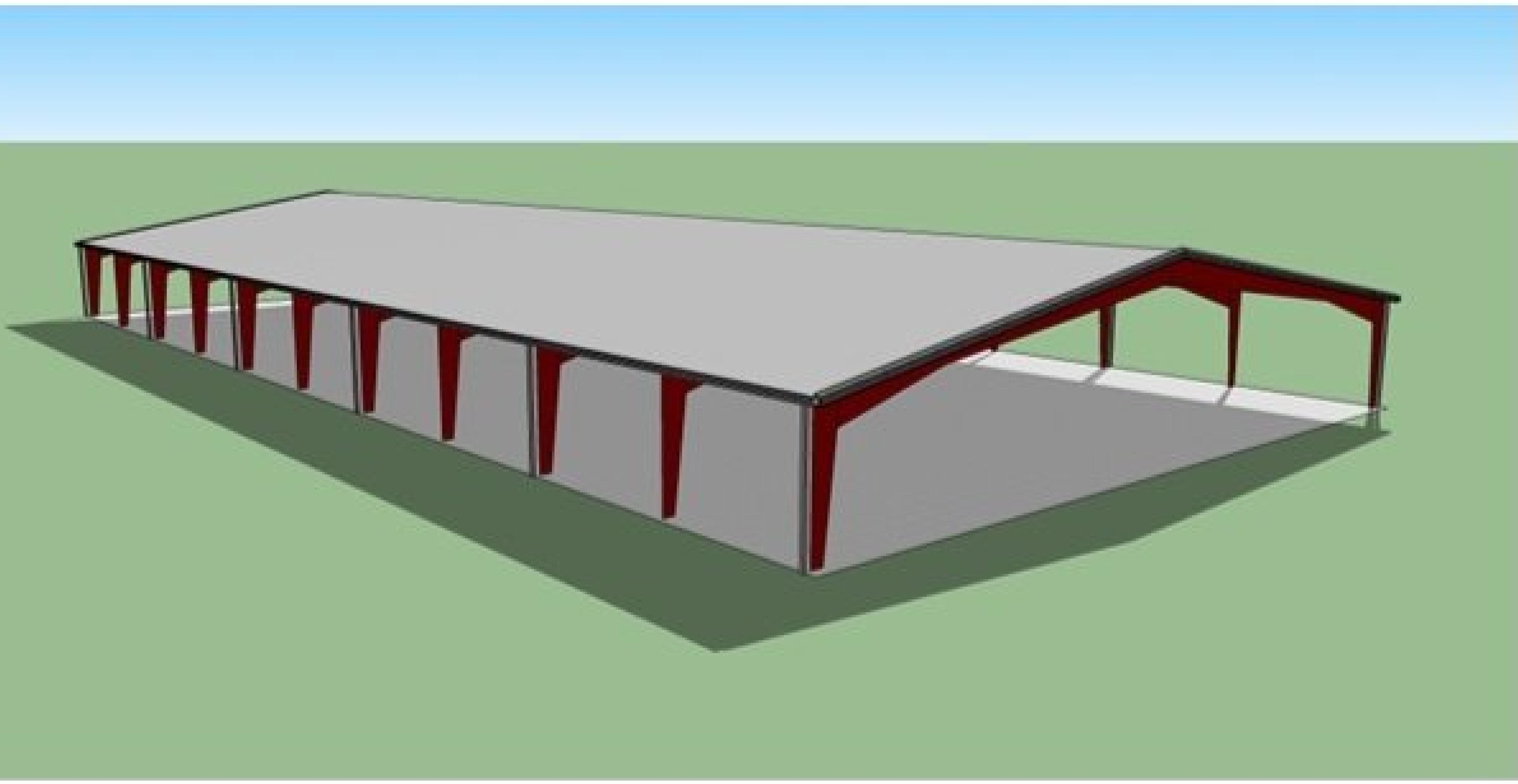
REVITALIZATION OF ROTARY PARK UPDATE & REQUEST

To His Worship the Mayor, Council and Committee Members of the Finance, Administration and Operations Committee,

On behalf of the Rotary Park Revitalization Committee, we are presenting the following:

1. Roof Design (see attached illustration)
 - a) Foundations poured in the Spring 2016
 - b) Roof erected in the fall of 2016
2. Budget
 - a) We have raised 1.9 out of the 2 million total expenditure for all 3 phases. This means we have \$450,000 of the \$550,000 that is required for the roof which is the last item in the final Phase 3
 - b) Our latest fundraiser is partnering with the Young Professionals. As you are aware they are organizing the second annual Winter Classic Hockey Tournament on February 20th, 2016 and bringing in the Montreal Canadian's Alumni Hockey Team on February 21st, 2016. We are hoping these two events can raise \$50,000. In addition to these two events, they have made application for Kraft Hockeyville which, if successful, could raise up to \$100,000.
3. Our ask is that the \$50,000 that is already committed by the City for 2017 be paid in the fall of 2016 so that we can pay our building supplier in a timely fashion.

Respectfully submitted by Brent Collett, chairman of the Revitalization of Rotary Park Committee



January 8, 2016

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

**2016-009-01
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(OCT. – DEC. 2015)**

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

RECOMMENDED

THAT Report 2016-009-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015) be received for information purposes.

PURPOSE

This report covers the months of October, November and December 2015. 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 fourth quarter of 2015.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

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

Adverse Water Quality Incidents:

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
November 17 th 2015	Low pressure	Parkdale Avenue Reservoir Zone I <20 PSI	-System pressure restored -AWQI incident filed with SAC & MOH -Notice of resolution completed and all forms sent to SAC & MOH	November 18 th 2015

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Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015)

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

- Main plant diesel pump refurb completed (2015 Capital).
- New firmware programming uploaded to diesel engine controllers.
- All PLC program backups completed.
- Cellular booster system installation completed (2015 Capital).
- Installation of gas service and heating system in admin area and main plant pump room completed (2015 Capital).
- Window enclosure in Clara-Vac area completed (2015 Capital).

2. Booster Stations & Parkedale Reservoir:

- Pump refurb underway Zone I, Pump II (2015 Capital).

3. Filters:

- Nothing to report.

4. Overhead Tank:

- New Programmable Logic Controller (PLC) installed and commissioned (2015 Capital).
- PAX mixer motor failed and was replaced with a new one (2015 Capital Contingency).
- Interior/exterior coating inspection completed (see Attachment #2).

5. Low Lift Pump Station:

- Pump #1 failure, refurbishment required on rotating assembly.

6. Drinking Water Quality Management System:

- Emergency response training completed.
- 2nd Management Review Meeting held on November 9th, 2015 (see Attachment #3).
- DWQMS External Audit scheduled for January 13th & 14th, 2016 for City of Brockville and Elizabethtown-Kitley.
- Municipal Drinking Water Licence (MDWL) renewal applications and all associated documentation for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System to be submitted on February 1st, 2016.
- 2016 Essential Service Agreements signed and received.
- Financial plans for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution to be submitted to Ministry of Municipal Affairs and Housing. Approved financial plans are required to be submitted with the MDWL renewal applications on or before January 25th, 2016.

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Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015)**Page 3****7. MOECC Inspections:**

- Inspection scheduled for January 19th, 2016.

8. Regulatory Updates:

- New MOECC Water Main Disinfection Procedure – planned implementation date of May 1st, 2016. New procedure provides guidance on disinfecting watermains as part of an addition, modification, replacement, extension, planned maintenance or emergency repair. Water System's Standard Operating Procedure 1106 has been updated to comply with the new regulatory procedure.
- Amendments to Ontario Drinking Water Quality Standards (ODWQS):
 - January 1st, 2016 removal of 13 pesticides from the standards and testing requirements, addition of 2 methyl-4-chlorophenoxyacetic acid (MCPA), new sampling testing and reporting requirements for trihalomethanes (THMs).
 - January 1st, 2017 new testing requirements for HAAs, updated standard for carbon tetrachloride, benzene, vinyl chloride, chlorate, chlorite and MCPA.
 - January 1st, 2018 updated standard for arsenic.
 - January 1st, 2020 new standard for HAAs.Caduceon Laboratories, our accredited lab, has been contacted to ensure our annual schedule 24 and quarterly sampling has been revised to meet changes to the ODWQS.

9. 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.

10. Trunk Water Distribution:

- Nothing to report.

11. Elizabethtown-Kitley Distribution:

- Nothing to report.

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

October (total 57 service calls)

- 0 bleed valves
- 36 curb stop repairs
- 1 Fire Dispatch
- 8 general inquiries
- 1 hydrant repair
- 8 other inquiries

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Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015)**Page 4**

- 0 valve repairs
- 1 water main break inquiry
- 1 water meter/inside valve leak
- 1 water quality complaint (dirty water/low pressure)

November (total 38 service calls)

- 19 curb stop repairs
- 0 Fire Dispatch
- 5 general inquires
- 4 hydrant repairs
- 4 other inquiries
- 0 valve repairs
- 2 water main breaks
- 1 water meter/inside valve leak
- 3 water quality complaints (dirty water/low pressure/no water)

December (total 20 service calls)

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

- Water Main Breaks:

October

- No breaks to report

November

- Borden Crescent – 150mm CI “Shear”
- Belvedere Place – 150 mm CI “Hole”

December

- No breaks to report

- Flushing Program:

- Flushing program completed.

- Service Repairs/Replacement:

- Perth Street service repair – 1" copper split.
- Laurier Boulevard service repair – replaced curb stop.

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Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015)**Page 5**

- Valves/Hydrant Inspection/Leak Detection:
 - Valve inspection program and database update in progress.
- Capital Projects WD:
 - Victoria Avenue completed (2015 Capital).
 - Louis Street directional bore completed (2015 Capital).
 - Flush Stations installed on Crawford Street and Brookview Crescent.

B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

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 ≤ 50% mortality to be a pass.

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

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

- Primary Clarifiers #3 and #4 are currently not in use (on standby)
- Secondary Clarifiers #2 and #3 are currently not in use (on standby).
- 2015 3rd Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada.
- Annual fire extinguisher inspections completed.
- Fire alarm inspection completed.
- Digester #1 was cleaned, inspected and is being prepared to be brought back on line. TSSA approval is required prior to bringing the digester back online. Application for Approval of Digester Gas, Bio-Gas and Landfill Gas Installations has been submitted to TSSA.
- Polymer make-up system Pumps #1 and #2 were rebuilt. Variable Frequency Drive (VFD) was replaced in Pump #1.
- Digester Gas System Programmable Logic Controller (PLC) 5 upgraded to new PLC logic (Capital 2015).
- New safety cages were added to the RAS/WAS and UV Building roof access ladders as an additional safety measure.

2. Main Pumping Station:

- Bypasses: No bypasses to report.
- Vibration analysis still to be completed on Pump #3.
- 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. No new updates.

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Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2015)**Page 6****3. Pumping Stations:**

- WPCC Staff responded to three (3) mechanical problems.
- WPCC Staff responded to seven (7) communication calls.
- Communication failures are still occurring most recently at the Main Pumping Station, West End Pumping Station and Central Avenue Pumping Station. New wireless equipment has been delivered, installed and is being tested at the West End Pumping Station for proof of concept.

4. Power Outages:

- There was one (1) power outage. No issues to report.

5. Wastewater Collection System:

- 58 blocked sewer/camera inspections.
- 0 sanitary sewer lateral dig-ups and repairs.
- 0 blocked mains.

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

CONCLUSION

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



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



E. Malcomson
Supervisor – Wastewater Systems


D. Richards
Supervisor - Water Systems
B. Casselman
City Manager

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

Month 2015	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
							EC	TC	HPC
OCT	302.87	9.77	0.56	1.37	3.79	0.12	36	36	16
NOV	281.41	9.38	0.63	1.37	3.60	0.12	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
DEC	281.28	9.07	0.60	1.43	3.78	0.12	45 45 out of 45 safe	45 45 out of 45 safe	20 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

ATTACHMENT #2



383 B CR 4, R. R. 8
Picton, Ontario, Canada
K0K 2T0
Phone (613) 476-6328
Fax (613) 476-3463
Cell (613) 847-8818
Email <eturneyconsult@sympatico.ca>
Website www.miscoinspection.com



AWWA/NACE
Condition Survey Inspection Report
Interior & Exterior Surfaces
(Wet Inspection)
on the
Potable Water Storage Elevated tower

Brockville

Undertaken 22nd, October 2015

Prepared for: **The Corporation of the City of Brockville**
1 King Street
Brockville, Ontario, Canada
K6V 7S5

Attn: Mr. Don Richards, Manager

ATTACHMENT #2

1 Scope

The scope of this report is to summarize the inspection findings of the exterior and interior condition of the Brockville Multi-legged Potable Water Tower. This report covers the inspection carried out on 22nd, October 2015, located at 5 Morgan Lane off Chaffey Street, In the City of Brockville, Ontario, Canada.

Inspection Services was required on this structure to:

- Review structural and footing conditions which would affect the structural integrity of the water storage facility.
- Review the safety and security of the elevated tower and acceptance to Ontario Occupational Health and Safety Act, and including all conditions affecting equipment that enables or protects inspection and maintenance workers and prevents access to the tank by unauthorized people.
- Review coating system condition for both interior and exterior coatings. The report will include the condition and the lifespan of the existing coatings.
- AWWA/NACE Condition Survey is a visual inspection of the current condition of exterior coating surfaces prior to surface preparation using 5000 psi pressure washing @ 3" to 6" standoff. We would anticipate various levels of topcoat and levels of primer delaminating during the pressure washing process. This is a very subjective estimate and actual levels of coating coming off will be the contractor's responsibility to test areas prior to bidding Overcoating portion of the work.

2 General

- 2.1 The owner of the elevated tower is; The City of Brockville – Water Department who retained the services of MISCO - Mulders Inspection Services Co. Ltd of 383B CR 4, R. R. 8, Picton, Ontario, Canada.
- 2.2 The scope of work required for this inspection includes:
 - internal lining assessment (wet inspection-internal)(dry-exterior), visual inspection, photographic report and technical report, including full recommendations.
 - review of all interior and exterior structural steel condition,
 - evaluation of the overall condition of the protective coatings.
 - third party testing on the existing coating, to establish if heavy metals exist, namely Lead and Chromate pigments exist or not. If hazardous metals exist on the structure, the report will address containment should full removal be required on this project. This will be required prior to tendering the project.

ATTACHMENT #2

The reports will summaries the existing safety equipment and the necessary upgrades to meet the requirements of the current OH&S Regulation(s).

- 2.3 The owner's site contact person provided access and egress to the elevated tower lower manway and vertical access ladder. MISCO supplied one (1) NACE Certified Coatings Inspector and one (1) Safety Personnel.
- 2.4 During the Inspection all safety procedures were maintained for the duration of the contract as required under current Ontario Health & Safety regulations. Our fall arrest system, rescue system and supporting tripod were on site for this inspection. An inspection was specified on the internal (wet) and external (dry) surfaces, respectively.
- 2.5 The senior inspectors utilized for this project was Mr. Keith A. Turney, CET, Certified - NACE, SSCP, CSO and safety personnel Mr. Jim Brown, Safety Assistant.
- 2.6 The elevated tower presently does have Signage on two sides reading: BROCKVILLE. The signage is approximately height of letters between 8 feet to 10 feet.
- 2.7 The elevated tower is a welded steel elevated tower structure constructed under AWWA D100 specification. The elevated tower is an eight (8) legged (42" diameter) water tower having a water capacity of 500,000 Imperial Gallons. The tower was built in 1953 making the elevated tower 62 years old and is 135'-0" height and upper bowl 67 ft. diameter and has a 6'0" Wet Riser. The tower was constructed and erected by Horton Steel/CBI Works of Fort Erie, Ontario.
- 2.8 The elevated tower internal and exterior was previously lined and overcoated around 2002 by Blastco Inc. of Brantford, Ontario, Canada. The exterior was overcoated and the internal was full removal and relined. The exterior paint was preprime penetrating sealer, full coat epoxy and full coat urethane.
- 2.9 The internal lining installed was a two component high solids polyurethane lining system using one coat at 25 mils of overall paint thickness. The internal system would be the CarboLine Polybrid 705 typically.
- 2.10 The exterior coating system was a penetrating sealer, full coat epoxy and full coat urethane. The coating system would be the CarboLine overcoating specification during that time.

ATTACHMENT #2

- 2.11** For determining the overall condition of the protective coatings during the inspection process, reference was made to ASTM D610/SSPC-Vis 2 ("Standard Method for Evaluating Degree of Rusting on Painted Steel Surfaces"). This standard was used to estimate the amount/distribution of blistering on the interior/exterior surfaces. This standard has twenty-seven black and white images (of spot, general, and pinpoint rust) that illustrate various distributions percentages (from 0.03% to 50%). The "pinpoint" images are an objective way to illustrate the blister and corrosion defects.

The Rust Grade Range is from 10 (<0.01%) Smallest Amount vs. Rust Grade 1 (33 to 50%) Largest Amount. Full failure is at Rust Grade 0 (50% or Greater).

The reading provides a visual assessment of the current condition of the tower. We are anticipating further coating removal through the pressure washing process.

- 2.12** During our inspection process we will evaluate the degree of coating degradation as it relates to the "Current Adhesion Value" of the existing coating system. We will determine the possibility of "Overcoating vs. Full Removal" of the existing coating.

The field-test ASTM D3359 - Method "A" - X-Cut" will be used when the existing coating thickness is greater than 5 mils (125 microns) DFT.

- 2.13** All structural steel members will be inspected reviewing corrosion cells, connection details and possible defects, looking for any evidence of steel or concrete section loss on the overall surface area of the tower.

- 2.14** The water storage is acceptable for potable water storage using potable water chlorination was required under this project as the water is for potable water consumption. The full chlorination was completed using the AWWA Disinfection Method Type 3, after all internal work was completed and all hatches sealed. (Not Applicable – Wet Inspection completed).

3 Inspection Findings

3.1 Interior Surfaces

- 3.1.1 The internal surfaces were inspected under the AWWA/NACE inspection guidelines for water storage facilities. MISCO had arranged to open up the roof access hatch to the internal surfaces. This tower does have an internal crow's nest but the top-rail and mid-rails are missing. Internal inspection was completed via WET Inspection Method.
- 3.1.2 The Interior Lining is a two component – Polyurethane High Build, 100% Solids, Plural Component System which is NSF - Approved. This lining system is an approved potable water coating system. The liner would have been applied using one (1) coat at 25 mils to 40 mils minimum.
- 3.1.3 The internal lining is in "GOOD CONDITION". During our inspection; it was noted that the ceiling, wall and floor has minor areas that rusting as started to occur. The main area of repair is on the wall stiffeners at the bottom end of the wall angles. There was very little evidence of coating failures on the internal lining. The corroded areas or corrosion locations are approx. 1 % of the full internal surface area. The tower drained for our inspection the second time at site. We had full viewing of all internal surfaces of the water tower.

We would recommend a "Maintenance Coating Repair" on these areas next time the owner is taking the tower down to complete exterior work with a painting contractor. We would recommend using a High Solids Two Component Polyurethane – High Solids - NSF Approved Coating system to complete this internal lining system. We would look for a full repair achieving 20 to 25 mils with one coat application.

- 3.1.4 The Overall Blistering & Corrosion ranged from ".03 to 1.0 % or Rust Grade 6 -G" under ASTM D610/SSPC-VIS-2. This rating is an excellent rating for corrosion levels. The lining has over < 1% rusting and corrosion taking place as noted under ASTM D610/SSPC-Vis 2 ("Standard Method for Evaluating Degree of Rusting on Painted Steel Surfaces").

As a result the internal Lining would be rated as "Excellent Condition" and should be over the next five (5) Years.

- 3.1.5 All internal welds were ground and radius prior to coating application. The overall conditions of the welds are excellent. There was no evidence of deep corrosion or rusting.

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- 3.1.6 The Floor could be inspected during our inspection from the Roof Access Hatch location. The floor has very corrosion or mechanical damage on floor and minor pinpoint corrosion taking place.
- 3.1.7 The Walls on the internal coating surface are in Good condition accept for the reinforcing angles on the wall curvature. These areas have the largest amount of repairs required.

At the wall location there is no evidence of striation (heavy rust stains with section loss) developing on the walls, due to the unprotected steel. There are approximately 0.01 to 0.03% to 10% of the walls showing signs of corrosion-taking place at this time.

- 3.1.8 The Ceiling on the internal surfaces of the tank is in excellent condition. This tower configuration typically has large support member around the catwalk ceiling that have repairs. During our inspection we only identified three (3) or four (4) minor spots that require coating repair. There was no evidence of steel buckling or steel deforming due to heavy roof loads.

The ceiling lap joints are showing minor signs of rust staining. It appears all lap seams were caulked the last time the internal was replaced. The caulking is in excellent condition.

- 3.1.9 The Existing Coating Thickness (DFT) was tested under SSPC-PA-2 "Calibration of Gauge and Film Thickness Measurements" (DFT) readings on the internal surfaces ranged from:

Ceiling	18.3 to 22.4 mils DFT
Catwalk	22.1 to 25.9 mils DFT
Ceiling Stiffener Angles	17.4 to 27.3 mils DFT

- 3.1.10 During our inspection it was noted that there was very little sediment (less than $\frac{1}{4}$ ") on the floor of the tower. And there was no evidence of anaerobic growth internal surfaces.

3.2 Exterior Surfaces

- 3.2.1 The Concrete Bases are in good structural condition. There are low levels of concrete spalling or cracking taking place on the concrete bases. The concrete footings are acceptable as found and are functioning as designed.

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- 3.2.2 The Drainage away from the tower concrete bases is acceptable and functioning as designed.**
- 3.2.3 The Surrounding Area of the tower is level but to the east the ground (bank) drops down approximately 8 feet. This area should be built up to allow manlifts and aerial equipment to move around the exterior for future maintenance repairs and accessibility. We would recommend an engineered concrete cast-in-place retaining wall built away from the tower approximate 20'0" to 25'0" from the legs of the tower. This should be carried through to all sides, as required to provide adequate access around the tower. This would provide for accessing the exterior surface to complete maintenance repairs using a 135'0" Manlift around the tower.**
- 3.2.4 The Anchorage Bolts attaching the elevated tower to the concrete bases are in good condition. All bolting hardware and structural plates have been bolted or welded to the base plate. There was no evidence of movement or distortion of the circumference anchorage plates. There was no evidence of any section loss to the anchor bolts or at the concrete interface. The protective coatings on the anchor plate are in poor condition.**
- 3.2.5 The Exterior Wall Surfaces are fabricated of structural steel plates bumped and bent to form the elevated tower diameter. The condition of the structural steel is in good condition. There is no evidence of distorted plates or poor welds or undercutting.**
- The Overall Blistering & Corrosion ranged from "Greater than 1.0 – 3.0% and Greater or Rust Grade 5-G", as specified under ASTM D610/SSPC-VIS-2. The condition of the exterior wall surface is in FAIR CONDITION. There are areas on the northside that have started to delaminate off to the intermediate coats. The topcoat is showing signs of low levels UV degradation and as a result chalking on the topcoat is starting to occur. The topcoat is in fair condition but will continue to degrade due to current topcoat is starting to debond down to the aluminum based alkyd.

- 3.2.6 The exterior surfaces had been painted in the early 2002. Presently the elevated tower has above average levels of paint thicknesses on the exterior surfaces of the elevated tower at 18.0 to 20 mils DFT.**

The elevated tower has an overcoat applied approximately thirteen (13) years ago and this is the second overcoat on this tower. Typically overcoating projects should last twenty (20) years and look reasonable but starting to show signs of light repairs. At the twenty-five (25) years age this would be the maximum timeline for overcoating system. You would typically see large areas of topcoat starting to delaminate and maybe

ATTACHMENT #2

some primer starting to show. At this stage the tower coating is looking slightly distressed and cosmetically not very appealing in some areas.

The Brockville Elevated Tower is presently at "52% Lifecycle" based on the twenty-five (25) years' service. The exterior coating is in "Fair Condition" with localized areas requiring repairs using the same coating previously specified. The topcoat continues to debond at the current locations and will continue to grow in size overtime.

The exterior coatings should be repaired (next couple of years) at all localized areas. We would recommend establishing a budget for repairs and completing the work on a T&M basis. We would recommend using the contractors charge out fees to determine who would be the low bidder for doing this work under T&M.

- 3.2.7** Under our consulting/inspection agreement we have extracted samples of exterior paint from the exterior walls. The existing coating appears to be a long oil alkyd topcoat with a lead based structural primer. We will submit this result when they are returned to use. This information will be part of the tender documents as required by the Ministry of Labour.

We will advise once our samples have been received and tested by Maxxam Analytical.

- 3.2.8** The existing coating was tested under SSPC-PA-2 "Calibration of Gauge and Film Thickness Measurements" (DFT) readings on the exterior surfaces ranged from:

Under Belly	14.6 to 15.8 mils
Walls	15.3 to 19.2 mils
Roof	19.1 to 22.5 mils
Leg	15.6 to 19.2 mils (old silver coating)
Dry Riser	14.5 to 18.3 mils (old silver coating)

Based on the current coating thicknesses, it is not recommended to overcoat this tower again. It could accept localized repairs to prolong the life cycle cost. And the also the base coating is an aluminum oxide alkyd and should not overcoat for this reason and that dry film thickness is already heavy (thick).

- 3.2.9** The Catwalk Manway presently is in Fair Condition and only minor repairs are required. There are some areas that the intermediate coat has flaked off and will require some repairs.

ATTACHMENT #2

3.2.10 For establishing the "Overall Tower Condition" of the existing coating we preformed the following tests on the exterior wall section. The exterior wall is representing of the total surface area.

We executed the following test under ASTM D3359 - 87 "Standard Test Method for Measuring Adhesion by Tape Test" using the Cross Cut Guide Adhesion Tester to prepare this test. As a result of the test it was determined that the existing adhesion of the paint is a 1A; which mean the coating has "Removal from most of area of "X" under the tape..

Under SSPC-TU-1 – Table 1 – 1A

Conclusion: 36 to 50% Adhesion Classification.

Coating Result = HR (High Risk) for Overcoating Complete structure

The Exterior Coating is in Poor Condition (related to adhesion) but will provide the necessary corrosion protection. The exterior requires localized spot repairs to maintain the overall coating system.

The exterior coatings should be repaired over the next couple of years. This will provide longevity to the current exterior coating system and protect the previous investment completed thirteen years ago.

3.2.11 The Lower Valve Chamber (Flanges/Couplers and Attachments) is fabricated with structural steel flanges, couplers and attachments. These structural components were reviewed under this report and are in fair/poor condition at this time. This could be repair with a surface tolerant moisture cure epoxy and supported with ambient controls (e.g. Dehumidification) during the surface preparation and coating applications. The contractor will be required to supply heat and application of a surface tolerance moisture cured epoxy coating system.

3.2.12 The tower has a circular ladder wrapped around the dry riser. The ladder is in good condition but presently does not have fall arrest (cable) system in place.

4 Safety Upgrades

4.1 The tower has the required Roof Safety Davit Plate – Horizontally Mounted. Under current OH&S regulations all elevated structures must have a "Fall Arrest" protection system on the top of the elevated towers.

This roof safety davit base plate would be used for rescuing workers from the towers internal floor and sending the injured worker down the outside of the tower or down the wet riser. With this system in-place the confined space and rescue capabilities would be meet the requirements for OH&S

ATTACHMENT #2

regulation.

- 4.2 The tower presently does not have the required Catwalk/Ladder Safety Davit Base Plate – Catwalk – Mounted Horizontally. Under current OH&S regulation requires that all elevated structures must have a "Fall Arrest" protection system for rescuing off the climbing ladder on elevated structures.

This catwalk safety davit base plate would be used for accessing (rescuing) off the circular ladder. The davit base plate would be used for lowering injured workers off the ladder and down to the ground. With this system in place the rescue capabilities would meet the requirements for the current OH&S regulation.

- 4.3 The Main Circular Ladder – Fall Arrest on the exterior side of the dry riser runs from the ground up to the underside of the bowl. This ladder does not have a fall arrest cable system to ensure the climber is 100% tied off at all times. This would meet the requirements of OH&S. We would recommend installing a Safety Fall Arrest System on to the circular ladder system.
- 4.4 The Safety Fall Arrest (TS) System (on the Interim Climbing Ladder) does exist at this time on the catwalk to upper catwalk ladder. There is a fully functioning Safety Fall Arrest (TS) System installed and meets the current requirements of the current OH&S Regulations. All Safety Fall Arrest System is installed correctly with the required ladder clips.
- 4.5 The Safety Fall Arrest (TS) System (Roof Ladder) does exist at this time. There is a fully functioning Safety Fall Arrest (TS) System installed and meets the current requirements of the current OH&S Regulations. All Safety Fall Arrest System is installed correctly with the required ladder clips.
- 4.6 The Engineered "D"Rings (Three Required) are required to allow the climber to transfer from the ladder Safety System to the landing or roof ensuring full 100% tie-off at all times. The tower has some of the Engineered – 100 % Tie-off, but additional are required. This will allow the climber to use his/her lanyard to transfer from the Cable Safety System using Tie-offs to move down the roof, catwalk and access ladder.

Location required:

- One (1) Bottom of the Circular Ladder (new cable system)
- One (1) Top of Circular Ladder (new cable system)
- One (1) Top of the Roof Ladder

ATTACHMENT #2

- 4.7 The Ladders – Safety Stops (One Required) as the Safety Rail System allows for climbers to stop at the end of each run. This Safety Cable System meets the requirements for stopping at the end of each run.
 - Top of Roof Ladder
- 4.8 The Safety Seat (Not required) as this tower has a circular ladder system and the climber can stop and rest on the steps of the ladder.
- 4.9 The elevated tower has the required perimeter security gates for the facility. This would meet the requirements for Security Door & Upper Locking Door (One Installed) requirements. Security system is in excellent condition and functioning as designed.
- 4.10 The Overflow Pipe is has been installed and is functioning as designed. The owner has no issues with this method of overflow at this time.
- 4.11 The Roof Venting (One Installed) 16" Stainless Steel Vent has been installed for providing air flow in and outside the elevated tower. This tower has the required Roof Vent. This provides air flow in an out of the elevated tower during the winter season. The screens are fully sealed to avoid any wildlife from entering the tower.
- 4.12 The Roof Access Hatch is poor condition. We would recommend removing the old plated roof hatch (Photo 48) and installing a raised hatch complete with hinges, opening mechanisms and locking hasp. Install a new 36" hatch to cut out the existing 30" opening.
- 4.13 The Tower Grounding is acceptable at this time and there are minimal antennas on the tower at this time and therefore grounding the tower mechanically to the roof or handrail is not an issue at this time.
- 4.14 The Tower presently does have Roof Nipples (photo 48) and no Engineer Roof Lugs for swingstage access. There are approximately twelve (12) roof nipples for accessing the internal surfaces by swingstage. There are no Roof Lugs for swingstage access at this time. All existing anchorage points are unacceptable based on current MOL and Engineering standards. The existing anchors cannot be used for swingstage use.
- 4.15 The owner requires additional Roof Railing on the roof to close in the left side of the railing system (Photo 49 & 63). We would recommend using the same design as found on the right side of the tower. The contractor will be required to supply engineered drawings, fabrication, installation and coating on the following upgraded handrailing.

ATTACHMENT #2

Existing railing is made up of; 3" x 2" x 1/4" wall HSS tubing Top Railing, 2" x 2" x 1/4" Midrail, 5" x 5/16" Kick plate.

Supply LF 30'0" x Handrailing (Left side) 6 Posts @ 6'0 o.c. using 3" x 3" x 5/16" HSS Post c/w 6" x 6" Pads and top end capped and seal welded.

And one (1) piece of Handrail 3'0" c/w one post assembly to close in the back of the handrail system. Total lineal length of handrails approximately 35'0" which include the left side handrailing and the end 3'0" section.

The new handrail will tie into the existing handrailing.

- 4.16 The tower has the required 30" Riser Manway installed on the riser tube. This manway will meet the requirements of MOL under confines space and rescue capabilities.
- 4.17 The elevated tower requires a 30" Diameter Upper Bowl Manway to be installed on the wall of the upper bowl at the catwalk elevation. This would provide access to the upper bowl through the wall rather than over the crownsnest landing, inside the tower. We would recommend installing approximately 15 rebar rungs down the wall on to the floor for climbing down safety to the floor. The rungs would be manufactured in a "U" shape 16" wide with a 4" leg on each side.
- 4.18 We would recommend installing an 8'0" Diameter Internal Riser Safety Railing. This would ensure workers would not fall down the riser tube when working inside the tower. The circular railing should be 9'0 Diameter using 3"x3" HSS Toprail, 2" x 2" HSS Midrail and 2" x 2" HSS Bottom Rail (kickplate). We would require post to be 5"0 o.c. and 42" high.
- 4.19 Presently the Circular Stairway Fall Arrest does not exist at this time. We would recommend installing a cable system c/w travellers that will run from the bottom of the circular ladder to the under belly catwalk to the first vertical ladder to climb up. This cable fall arrest system is very what the City of Belleville has on their elevated water tower. We would recommend installing this system as it ensures all climbers are 100% tied off from stepping on to the circular ladder right to the roof as required under MOL requirements.

ATTACHMENT #2

5 Conclusion

- 5.1 The "Exterior Coating is in Fair Condition". The exterior coatings will continue to degrade and expose the intermediate coat below. We would recommend completing the necessary localized repairs over the next couple of years to maintain the towers appearance to the public. We would anticipate completing maintenance repairs every five years on this tower to prolong the previous investment.

Presently the tower is thirteen (13) years into its "Life Cycle" of twenty-five years life expectancy. We would anticipate typical repairs every five years to reach the twenty-five years.

We would recommend starting to raise funds over the next ten years to be prepared to fully enclose the tower – lead abatement, abrasive blast, four coat system – zinc, epoxy, urethane, clear fluorourethane (Z/E/U/CFU) system.

The anticipated budget for this full removal and lead abatement would be \$850,000 (2015) dollars. This city of Belleville spent approximately \$1,000,000 (2007) dollars on a tower that was 750,000 IG.

A new tower (Landmark Style) today based on 500,000 IG would cost greater than 3.0 to 3.5 million dollars based on 2015 dollars.

- 5.2 The tower has heavy metals in the exterior coating system. Most regions, municipalities, cities, towns have made efforts over the past ten (10) years to remove all heavy metals from the potable water tower sites. The owners are attempting remove these heavy metals now rather than later as regulations are continuing to get more stringent year after year.
- 5.3 The "Interior Lining is in Good Condition". The internal lining should have a maintenance repair completed the next time the exterior is repaired. These two items could be put under the same contract. MISCO could assist with this process if required.
- 5.4 All safety upgrades should be upgraded prior to exterior repairs and internal maintenance repair.

ATTACHMENT #2

Brockville - Executive Summary Sheet**ACTION LEGEND**

Recommended Upgrades – Over the Next One (1) Year

Recommended Repairs – Over the Next Three (3) Years

Separate Report Attached – if Applicable

No Action Required – Till Next Five Year AWWA/NACE Inspection

OH&S – SAFETY & SECURITY ASSESSMENT**PHOTO**

Exterior Surfaces	Fair – 2015	1 to 55
Internal Lining	Good -2015	N/A
Roof Locks (Bolted or other)	Good	54
Lower Locks (Padlocks)	Good	8, 17
Perimeter Security Gate	Good	8
Roof Davit Base Plate	Good	61
Roof Handrails (Left Side)	Missing	49, 63
Safety Stops	One (1) Missing	23, 47
Engineered – D Rings	Three (3) Missing	47
Aluminum Rest Seat – 50ft	N/R	N/R
Circular, Vertical & Roof Ladder	Good	19
Circular Ladder Fall Arrest	Missing	23, 67
Safety Cage – Removed	N/A	N/A
Wet Riser 8'0" Safety Railing	Missing	N/A
Roof 36" Alum. Access Hatch	Remove Old Install New	48
Crownest Safety Railing 6'0" Dia	Missing	N/A
Roof Vent Frost Free	Good	49
Overflow & Screens	Good	-
Lower Riser Manway 36"- OH& S	Good	5
Catwalk Manway 36"- OH& S	Missing	40
Catwalk Davit Base Plate	Missing	40
Access into Bowl Rungs	Missing	40
Overcoating Valve Chamber	Poor	-
Lightening Ground Protection	N/R	-
Aviation Warning Light c/w GFI	N/R	-
Perimeter Retaining Wall and Access around Tower	Missing	13

ATTACHMENT #2

FINAL COMMENTS & OBSERVATIONS

We would anticipate completing the safety upgrades next year 2016 and the coating repairs within the next couple of years.

We would recommend installing the retaining walls and access around the tower next year (2016/2017) to ensure full access can be achieved using a 135'-0" manlift around the tower for necessary coating repairs.

Once all ground access issues have been addressed proceed and tender the maintenance repair for the interior and exterior based on locations, square footage and being completed during the spring or fall of 2016 or 2017.

We look forward to working with the City of Brockville on this future project, if required.

If you have any questions, please feel free to call at (613) 847-5818.

Thank you for allowing MISCO – Mulders Inspection Services Co. Ltd. to be of service to you.

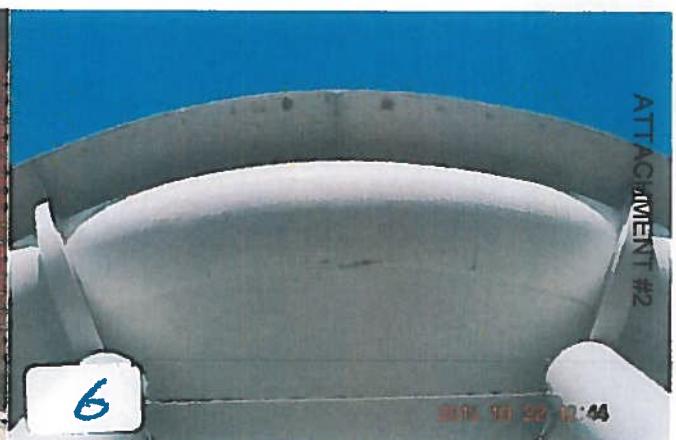
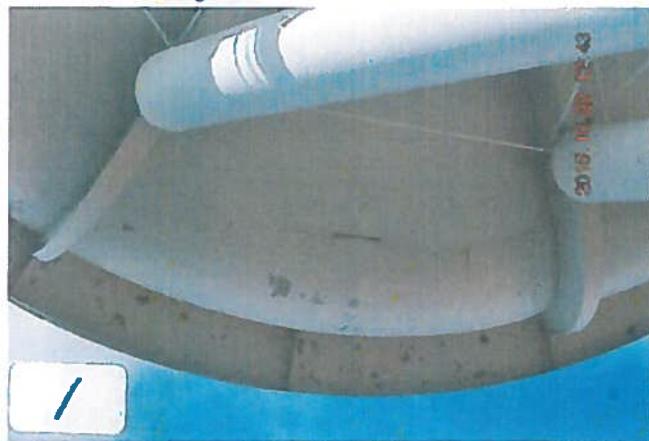
Respectfully submitted,
MISCO-Mulders Inspection Services Co. Ltd.

Keith Turney

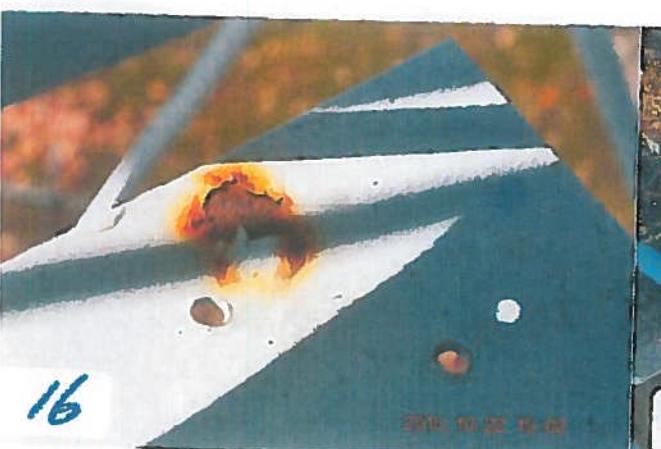
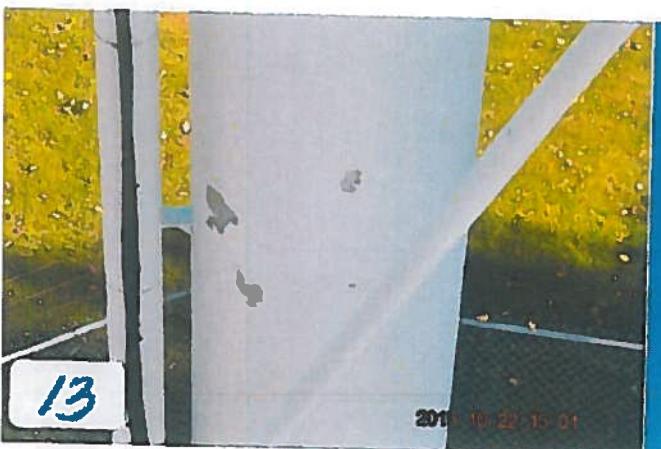
Keith A. Turney, CET, CSO, President
Protective Coatings Consultant
NACE Certified Inspector # 3996
SSPC Certified Concrete Coating Inspector # 44704
SSPC Certified C3 Deleading Structures Specialist



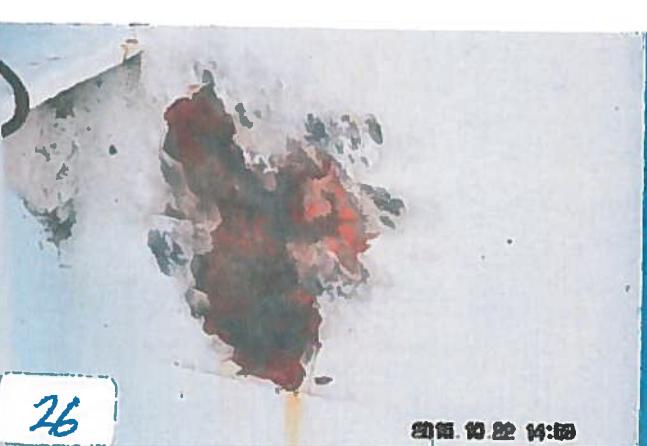
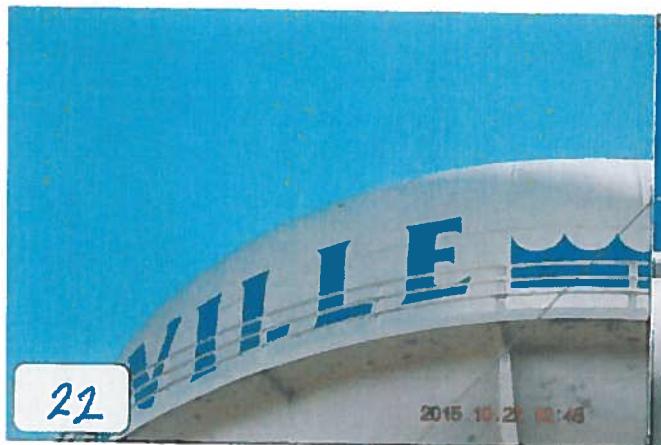
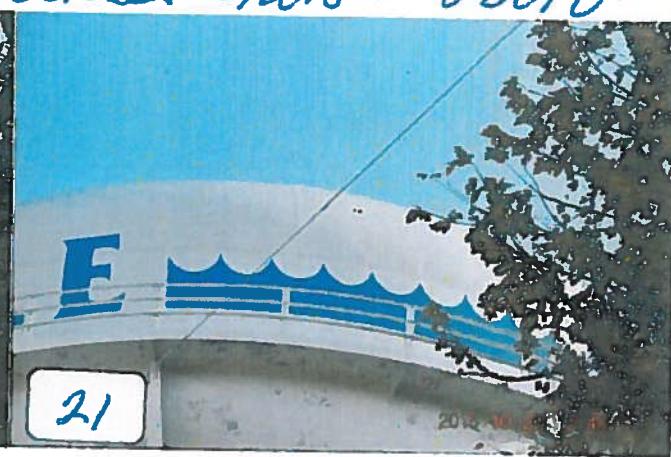
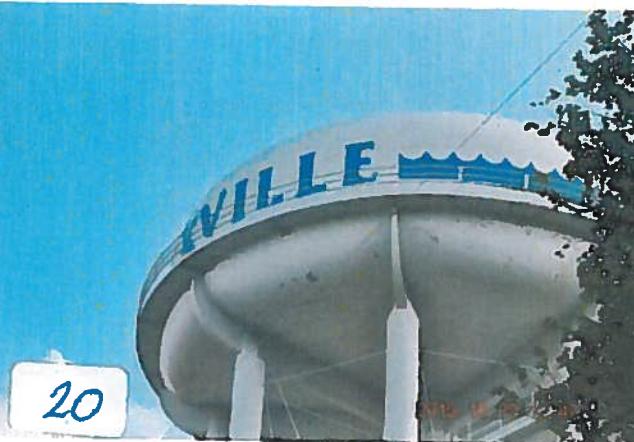
BROCKVILLE AWWA/NACE CONDITION ASSESSMENT - OCT. 22, 2015 PG 10f8



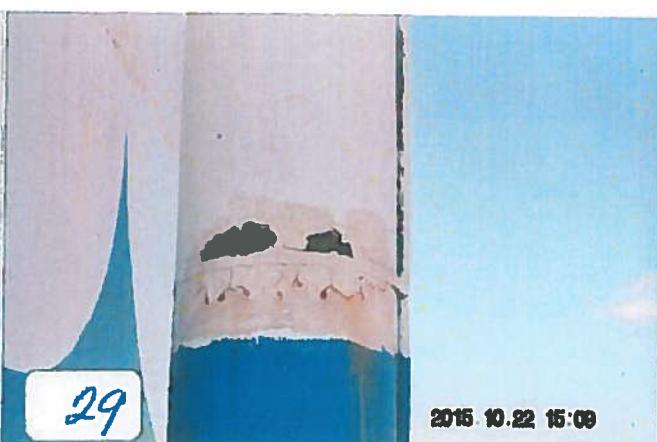
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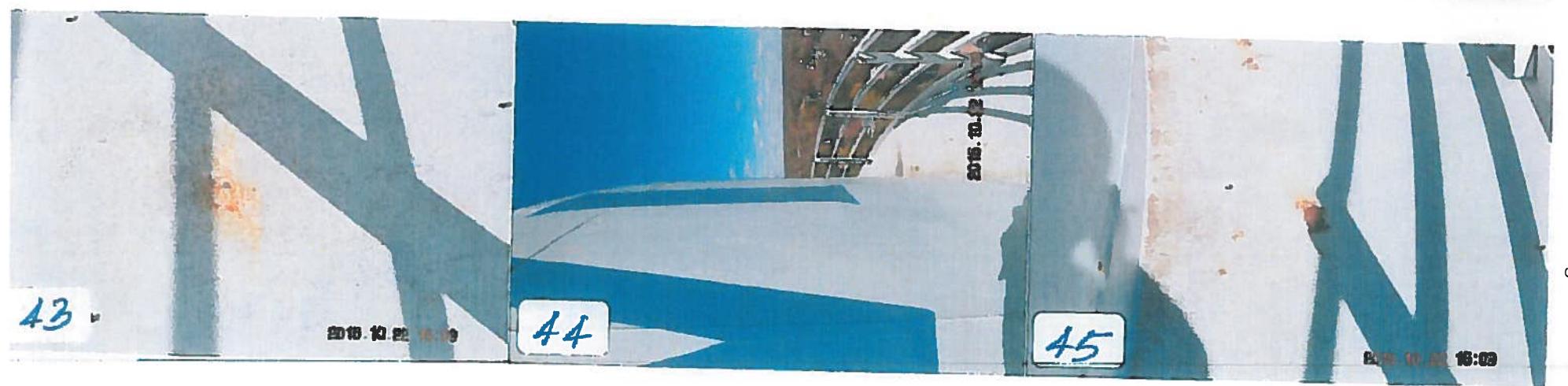
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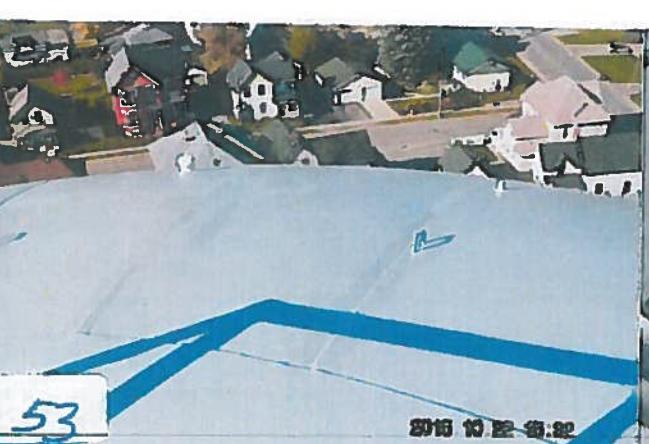
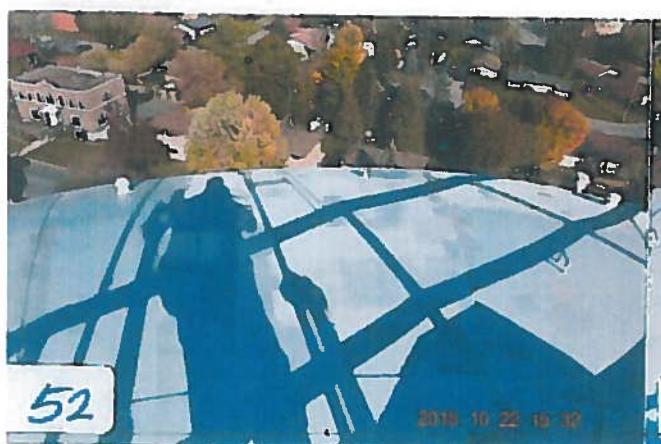
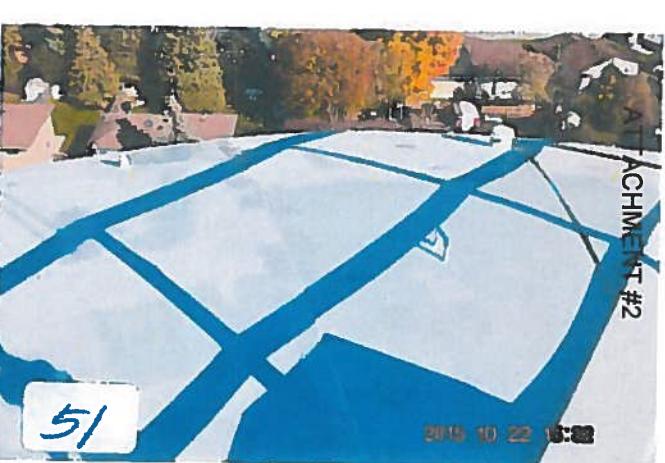
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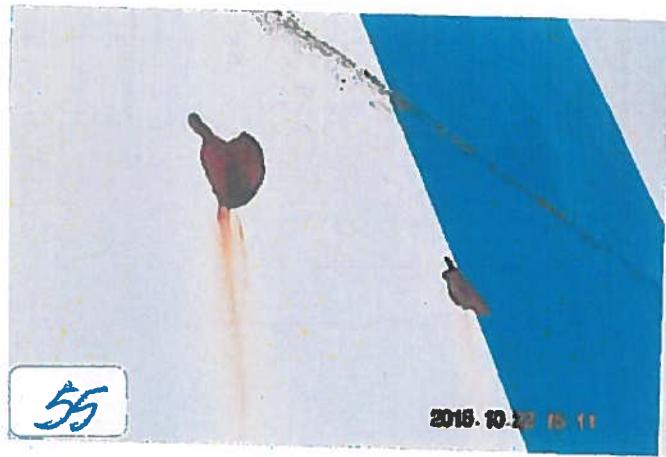
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OCTOBER 22, 2015 PG 7 of 8



OCT 22, 2015 P66678



OCTOBER 22, 2015 PG 8 of 8





Minutes

DWQMS Management / Infrastructure Review Meeting Brockville Drinking Water System / Elizabethtown-Kitley Distribution System November 9, 2015

Present: Dave Henderson, Mayor 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)
Linda Ferguson, Manager of Finance

Absent: Jeff Earle, City of Brockville Councillor,
David Dick, Director Corporate Services

Location: *City Hall Boardroom*

- Meeting commenced at 13:00hrs.
- D. Richards welcomed everyone to the meeting and provided a brief overview of the DWQMS management review meeting requirements.

Old Business:

- Action items reviewed from the last meeting on June 17, 2015. All items have been addressed.

New Business:

- Status and financial position of all water systems 2015 capital projects reviewed.
- Proposed 2016 capital projects for EZK & COB reviewed.
- Overview of the documents required for the Municipal Drinking Water Licence renewal for Brockville and Elizabethtown-Kitley. The following is a checklist of documents required for the renewal.
 - Complete renewal applications for COB & EZK – D. Richards
 - Revise and submit financial plans for both COB & EZK to Municipal Affairs and Housing – L. Ferguson, Y. Robert
 - Provide copy of revised financial plans and council resolution to D. Richards by January 15th 2016 – L. Ferguson, Y. Robert
 - Copy of Operational Plans COB & EZK – D. Richards
 - Copy of Element 6 (Process Description), Element 7 (Risk Assessments), Element 8 (Risk Assessment Outcome) – D. Richards

D W Q M S Management/Infrastructure Review Meeting
November 9, 2015

Page | 2

- Raw water assessment – D. Richards
- Distribution mapping – D. Richards
- Schedule C – D. Richards
- Sampling relief continuation include in cover letter – D. Richards.
- Description of primary disinfection with CT calculations and procedures – D. Richards.
- Upload all documents to MOECC FTP website and hardcopy to Regional MOECC office before application due date – D. Richards.
- Source water protection – CRCA inspected water treatment facility in August 2015. The result of the inspection indicated no risk management plan is required.
- Proposed revisions to the Drinking Water Quality Management Standard now on EBR for comment. Changes are administrative in nature when risk are assessed, consideration to be given to the potential impacts of climate change.
- NSF external audit is scheduled for January 14th & 15th 2016. Pre audit overview will be scheduled with group prior to the audit date.
- Meeting adjourned at 14:00 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.



<u>PROCEDURE TITLE:</u> Water Systems Weekly Operational Schedule	FORM NO.: 014	
	ISSUED BY: D. Richards	
AUTHORIZED BY: D. Richards SIGNATURE:	REV. DATE: REVISED BY: D. Richards	ISSUE DATE: 2013-06-19

Meeting Location: City Hall Boardroom

Date: November 9th 2015

MEETING AGENDA



WATER SYSTEMS DIVISION

MEETING	DWQMS Management/Infrastructure Review Meeting Brockville Drinking Water System Elizabethtown-Kitley Water Distribution System
DATE	November 9th, 2015
LOCATION	City Hall Boardroom
TIME	1:00 p.m. to 2:30 p.m.
ATTENDEES	Dave Henderson, Mayor City of Brockville Jim Pickard, Mayor Elizabethtown-Kitley Jeff Earle, City of Brockville Councillor Bob Casselman, Manager City of Brockville Yvonne Robert, Administrator Clerk Elizabethtown-Kitley Peter Raabe, Director of Environmental Services City of Brockville David Dick, Director of Corporate Services Don Richards, Supervisor Water Systems (DWQMS Rep)

AGENDA

TIME	DESCRIPTION
1:00	Overview DWQMS management review meeting requirements.
1:05	Review Action Items June 2015 Meeting
1:30	2015 Capital Project Update / 2016 Capital Project Review.
1:45	Municipal Drinking Water Licence Renewal – Brockville & Elizabethtown-Kitley / Financial Plan Preparation
2:00	NSF External Audit January 14 & 15 2016
2:15	Open Discussion
2:30	Meeting Adjourned



FORM TITLE: DWQMS Management Review Meeting Action Item Template		FORM NO.: 016
		ISSUED BY: D. Richards
AUTHORIZED BY: D. Richards SIGNATURE:	REV. DATE: REVISED BY:	ISSUE DATE: 2013-05-23

Meeting Date: June 17, 2015

Operational Plan: City of Brockville & Elizabethtown-Kitley

Attendees: Dave Henderson, Mayor City of Brockville, Jim Pickard, Mayor Elizabethtown-Kitley, Bob Casselman, Manager City of Brockville, Betty Gibson, Deputy Clerk Elizabethtown-Kitley, Peter Raabe, Director of Environmental Services City of Brockville, David Dick, Director of Corporate Services, Don Richards, Supervisor Water Systems (DWQMS Rep)

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DUe DATE	COMPLETION DATE	Comments
1	Revision of subdivision agreements to include a clause notifying the developer of the requirement of the DWWP & MDWL	P. Raabe	Oct 2015	In-progress	No new subdivision agreements have been entered into recently, new agreement will include clause.
2	Implementation of Water Use Bylaw	P. Raabe D. Dick	Dec 2015	In-progress	Water Rate By-law completed. Water Use Bylaw underway.
3	Financial Plan revision/submission (City of Brockville & Elizabethtown-Kitley).	D. Dick Y. Robert	Dec 2015		
4	MDWL Renewal Application submission	P. Raabe D. Richards	Feb 1 2016	In-progress	Application competition underway.
5	Update risk assessment outcome to include feeder main	Risk Assessment Committee	Feb 2016		Risk assessment meeting will be scheduled February 2016
6	Expedite planning for twinning of feeder main	R. Raabe D. Dick	On-going	On-going	Annual contributions to reserve accounts budgeted.



FORM TITLE: DWQMS Management Review Meeting Action Item Template		FORM NO.: 016
		ISSUED BY: D. Richards
AUTHORIZED BY: D. Richards SIGNATURE:	REV. DATE: REVISED BY:	ISSUE DATE: 2013-05-23

Meeting Date: Nov 9, 2015

Operational Plan: City of Brockville & Elizabethtown-Kitley

Attendees: Dave Henderson, Mayor City of Brockville, Jim Pickard, Mayor Elizabethtown-Kitley, Bob Casselman, Manager City of Brockville, Yvonne Robert, Administrator Clerk Elizabethtown-Kitley, Peter Raabe, Director of Environmental Services City of Brockville, Lynda Ferguson, Manager of Finance, Don Richards, Supervisor Water Systems (DWQMS Rep)

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DUe DATE	COMPLETION DATE	Comments
1	Provide financial plan renewal guidance documents to L. Ferguson and Y. Robert	D. Richards	Nov 10, 2015	Nov 10, 2015	D. Richards provided documents for plan revisions.

1	Provide financial plan renewal guidance documents to L. Ferguson and Y. Robert	D. Richards	Nov 10, 2015	Nov 10, 2015	D. Richards provided documents for plan revisions.
2	Completion of Financial plan for EZK & COB plan requires council resolution.	D. Dick L. Ferguson Y. Robert	January 16, 2016		
3	Municipal Drinking Water Licence renewal application completion / related documentation for EZK & COB licence renewals.	D. Richards P. Raabe	February 1, 2016		
4	Provide DWQMS external audit overview with working group prior to NSF audit scheduled for January 14 th 15 th 2016.	D. Richards	January 12, 2016		

ATTACHMENT #3

PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2015 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2015 YTD SPENT CAPITAL	(+/-) VARIANCE
	WATER TREATMENT: BLDG. & PROPERTY MNTCE:															
9403010- 9940377 -3010	Security Measures & Monitoring	15,000							17,367.38						17,367.38	(2,367.38)
9403010- 9940378 -3010	Main Plant Window Replacement	15,000												10,934.11	10,934.11	4,065.89
9403010- 9940379 -3010	Heating Systems	25,000												3,296.23	20,321.47	23,617.70
9403010- 9940380 -3010	Phone System	10,000						5,204.75							5,204.75	4,795.25
9101040-9151008-3010	Celluar Booster System	10,000												4,357.87	4,357.87	5,642.13
	WATER TREATMENT PLANT:															
9403010- 9940381 -3010	Chlorine Weigh Scales	10,000							4,477.44						4,477.44	5,522.56
9403010-9940382 -2010	Chlorine Analyzers	10,000				4,326.79									4,326.79	5,673.21
9403010-9940383-2010	Turbidity Analyzers	25,000				13,017.87									13,017.87	11,982.13
9403010-9940384 -3010	WTP Diesel #1 Pump (Refurb)	17,500							7,879.27					7,879.27	15,758.54	1,741.46
9403010-9940385 -2010	Chlorine Gas Disinfection System	25,000		18,423.65											18,423.65	6,576.35
	LOW LIFT PUMPING STATION:															
9403010-9940387 -3010	Low Lift Electric Pump & Motor #3 (Refurb)	22,500								13,381.44	4,485.07				17,866.51	4,633.49
	PARKEDALE BOOSTER STN. & RESERVOIR:															
9403010-9940386 -3010	Zone 1 Electric Pump & Motor #2 (Pump Refurb / New Motor)	32,500												21,500.00	21,500.00	11,000.00
	OVERHEAD TANK:															
9403010-9940388-3010	Water Tower Paint/Recoat - Cathodic Protection (Exterior Paint Touch Up)	30,000								2,791.27	4,000.00				6,791.27	23,208.73
9403010-9940389-2010	Water Tower Isolation Valve & Actuator	15,000									10,517.00				10,517.00	4,483.00
9403010-9940390-3010	Water Tower Communications (PLC)	20,000									15,912.21	2,493.12			18,405.33	1,594.67
	TRUNK DISTRIBUTION:															
9403010-9940391-3010	Condition Assessment (LEAK DETECTION EQUIPMENT)	35,000									21,369.60				21,369.60	13,630.40
	OUTSTANDING CAPITAL PROJECTS:															
9403010-9940334-2010	Trunk Distribution Condition Assessment / Valves 2008-2009	16,500													0.00	16,500.00
9403010- 9940365 -3010	Engineering Technical Process Review (2014)	35,000													0.00	35,000.00
9403010-9940333-3010	Engineering services valve feeder main replacement (2010)	10,000													0.00	10,000.00
															0.00	0.00
9403010-9940301-9431	CONTINGENCY:															
	CONTINGENCY 2015	28,950					11,128.47	5,562.20				10,226.88	7,000.00		33,917.55	(4,967.55)
	COMLETED PROJECTS															
	UNABLE TO COMPLETE															
	CURRENTLY IN PROGRESS	407,950													247,853.36	160,096.64
	CARRYOVER TO 2016															

ATTACHMENT #3

PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2015 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2015 YTD SPENT CAPITAL	(+/-) VARIANCE
Outstanding Capital Projects																
9403010-9044003-3010	Water Service Upgrades	14,280										9,200.14			9,200.14	5,079.86
9403010-9044001-3010	Dechlorination Stations	50,283										3,325.47	16,756.06	10,068.30	30,149.83	20,133.17
9403010-9044002-3010	Cathodic Protection	0													0.00	0.00
9403010-9044002-3010	Expansion of Zone 3	40,452													0.00	40,452.00
WATER DISTRIBUTION PROJECTS																
9403015-9403151-3010	Beecher Street - Directional Bore under creek	30,000													0.00	30,000.00
9403015-9403152-3010	Louis Street - Directional Bore under overpass	50,000													0.00	50,000.00
9403015-9403153-3010	Durham Street - Vanier Dr. to Borden Cres	60,000										60,454.97			60,454.97	(454.97)
9403015-9403154-3010	Eleanor Street: William Street to Wall Street	105,000										88,507.59			88,507.59	16,492.41
9403015-9403155-3010	Bartholomew Street - Cap Main at valves	10,000														
9403015-9403156-3010	Lead Service Replacement	35,000														
FULL RECONSTRUCTION PROJECTS																
9301100-9153003-3010	Centre Street - 2nd Feedermain	448,500													0.00	448,500.00
9301100-9153004-3010	Victoria Ave - King to Pine	116,000													0.00	116,000.00
COMPLETED PROJECTS																
UNABLE TO COMPLETE																
CURRENTLY IN PROGRESS																
CARRYOVER TO 2016																
		959,515													188,312.53	771,202.47

ATTACHMENT #3

PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2015 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2015 YTD SPENT CAPITAL	(+/-) VARIANCE
	WATER DISTRIBUTION EQUIPMENT														0.00	0.00
	LOCAL DISTRIBUTION															
	Water Meters	15,000										15,000.00			15,000.00	0.00
	OUTSTANDING CAPITAL PROJECTS															
	Flush Station	10,000	5,190.16									4,744.34			9,934.50	65.50
	COMPLETED PROJECTS															
	UNABLE TO COMPLETE															
	CURRENTLY IN PROGRESS	25,000													24,934.50	65.50
	CARRYOVER TO 2011															

ATTACHMENT #3

PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2016 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2016 YTD SPENT CAPITAL	(+/-) VARIANCE
	WATER TREATMENT: BLDG. & PROPERTY MNTCE:															
9403010- 9940XXX -3010	Security Measures & Monitoring (Access Door Locks)	9,500													0.00	9,500.00
9403010- 9940XXX -3010	Main Plant Brick Exterior	10,000													0.00	10,000.00
9403010- 9940XXX -3010	Heating Systems (Clara Vac - Basement Main Plant)	25,000													0.00	25,000.00
9403010- 9940XXX -3010	Building Structure (Workshop Mezzanine)	55,000													0.00	55,000.00
9403010- 9940XXX -3010	Fencing (Barrier gate main plant)	8,500													0.00	8,500.00
	WATER TREATMENT PLANT:															
9403010- 9940XXX -2010	Filter Surface Wash System	7,500													0.00	7,500.00
9403010-9940XXX -3010	Level Transmitters (5)	17,500													#REF!	#REF!
	LOW LIFT PUMPING STATION:															
9403010-9940XXX -3010	PLC Expansion	20,000													0.00	20,000.00
9403010-9940XXX -3010	Pump #2 Refurb	12,500														
	PARKEDALE BOOSTER STN. & RESERVOIR:															
9403010-9940XXX -3010	Zone II, Pump #1 Refurb	12,500													0.00	12,500.00
9403010-9940XXX -3010	Electrical (Replace control switches Zone I Panel)	10,000														
	OVERHEAD TANK:															
9403010-9940XXX-3010	Retaining Wall	10,000													0.00	10,000.00
															0.00	0.00
	TRUNK DISTRIBUTION:														0.00	0.00
	OUTSTANDING CAPITAL PROJECTS:															
9403010-9940334-2010	Trunk Distribution Condition Assessment / Valves 2008-2009	16,500													0.00	16,500.00
9403010- 9940365 -3010	Engineering Technical Process Review (2014)	35,000													0.00	35,000.00
9403010-9940333-3010	Engineering services valve feeder main replacement (2010)	10,000													0.00	10,000.00
9403010-9940391-3010	Condition Assessment (2015)	35,000													0.00	35,000.00
															0.00	0.00
9403010-9940301-9431	CONTINGENCY:															
	CONTINGENCY 2015	22,380													0.00	22,380.00
COMLETED PROJECTS																
UNABLE TO COMPLETE																
CURRENTLY IN PROGRESS		316,880													#REF!	#REF!
CARRYOVER TO 2015																

ATTACHMENT #3

PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2016 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2016 YTD SPENT CAPITAL	(+/-) VARIANCE
Outstanding Capital Projects																
9403010-9044003-3010	Water Service Upgrades	5,079													0.00	5,079.00
9403010-9044001-3010	Dechlorination Stations	24,145													0.00	24,145.00
9403010-9044002-3010	Expansion of Zone 3	40,452													0.00	40,452.00
WATER DISTRIBUTION PROJECTS																
	Brock Street - William to Wall	120,000													0.00	120,000.00
	Hydrant Replacement (7)	55,000													0.00	55,000.00
	James Street - Lead Service Replacement (13)	75,000													0.00	75,000.00
	Master Water Study	100,000													0.00	100,000.00
	Leak Detection Equipment	25,000														
	Stewart Blvd Reline - Parkedale to Chelsea	225,000														
FULL RECONSTRUCTION PROJECTS																
9301100-9153003-3010	Centre Street -- 2nd Feedermain	448,500														
		116,000														
COMPLETED PROJECTS																
UNABLE TO COMPLETE																
CURRENTLY IN PROGRESS																
CARRYOVER TO 2016																
		1,234,176													0.00	1,234,176.00

10 YEAR PLAN - ELIZABEHTOWN WATER DISTRIBUTION SYSTEM			Revised:	ATTACHMENT #3 September 8, 2015										
			By:	Don Richards										
CAPITAL PROJECTS/INFRASTRUCTURE:	Origin	Life Cycle	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	\$ TOTAL
METER CHAMBER COUNTRY CLUB PLACE														
Vault Structure	1998	75												0
Piping	1998	75												0
Isolation Valves	1998	25												0
Flow Meter	2006	15									5,500			5,500
Electrical	1998	30												0
Telecommunications (Chamber and Treatment Plant)	2005	10						2,000						2,000
Heating	1998	25										1,500		1,500
Electric Actuator	1998	25											7,500	7,500
DISTRIBUTION														
Distribution Mains PVC Class 150 DR18 - HDPE DR11	1998	75												0
Service Laterals HDPE DR11	1998	75												0
Curb stops	1998	50												0
Flush Sample Stations (2)	1998	10												0
Hydrants (18)	1998	25										5,000		5,000
Isolation Valves	1998	75												0
Air Relief Valves (2)	1998	20								1,500				1,500
Water Meters (303)	1998	20	15,000	15,000	15,000									45,000
BOOSTER STATION														
Vault Structure	1998	75												0
Isolation Valves	1998	30												0
Pressure Reducing Valve	1998	20								2,000				2,000
Air Relief Valves	1998	20									1,000			1,000
North Pump & Motor	1998	30												0
South Pump & Motor	1998	30												0
Electrical	1998	30												0
Heating	1998	30												0
Telecommuibcation (Station and Treatment Plant)	2005	10						2,000						2,000
Ventilation Equipment	1998	30												0
CONTINGENCY			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	16,500
TOTAL			16,500	16,500	16,500	1,500	5,500	3,000	3,500	8,000	3,000	14,000	1,500	89,500

ATTACHMENT #3

**Ministry of the Environment
and Climate Change**

Safe Drinking Water
Branch
2nd Floor
40 St. Clair Ave W
Toronto ON M4V 1M2

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

Direction du contrôle de la qualité de l'eau
potable
2^e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2



October 6, 2015

Yvonne Robert
Administrator Clerk
The Corporation of Elizabethtown-Kitley

Dear Yvonne Robert,

Re: Municipal Drinking Water Licence Renewal

The Safe Drinking Water Act, 2002 requires the owner of a municipal drinking water system to apply for renewal of their Municipal Drinking Water Licence on or before the day specified in Schedule A of the licence.

Our records indicate that the following licence(s) is/are coming due for renewal:

Licence Number	System Name	Application Due Date
257-101	Elizabethtown-Kitley Distribution System	February 23, 2016

For each drinking water system identified above, you are required to submit an application for licence renewal on or before the application due date specified.

The following items should be submitted electronically to MDWLP@ontario.ca as part of each licence application renewal package:

1. Completed Application Form

a separate [application form](#) should be completed for each licence that is being renewed. There is no fee for a licence renewal.

2. The Operational Plan(s) for each drinking water system

You should submit a current copy of the operational plan(s) for each system. Each operational plan must be submitted as a single .pdf document.

3. A copy of the Resolution of Council approving your municipality's most recent Financial Plan

The financial plan must apply for a period of at least six years beginning in the year that your licence expires (e.g., if your licence expires on June 25, 2015, the financial plan should apply for a period of at least six years beginning in 2015). The period covered by the financial plan should be included in the Resolution of Council adopting the financial plan or in another piece of supporting documentation.

4. Raw Water Assessment

You should submit a raw water assessment if your drinking water system is not a stand-alone distribution system that receives all of its treated water from another drinking water system.

Information about the raw water assessment is available in Appendix C of the "[Guide for Applying for DWWP Amendments, Licence Amendments, Licence Renewals & New System Applications – Municipal Residential Drinking Water Systems.](#)"

5. A description of the processes used to achieve primary and/or secondary disinfection

A description that provides information about how primary and/or secondary disinfection are achieved for each treatment facility that includes:

- *A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and*
- *A copy of the validated operating conditions for UV disinfection equipment if applicable, including a copy of the equipment validation certificate;*

If your drinking water system is a distribution-only system, you should describe any agreements that are currently in place with the drinking water system that provides you with treated drinking water.

6. A distribution system map

An electronic map of the distribution system as a .pdf file.

7. A completed copy of Schedule C

Pursuant to the July 2007 “[Director’s Directions - Minimum Requirements for Operational Plans](#)”, you should submit a completed copy of the “[Schedule C: Subject System Description Form](#)”.

If you have any questions please email MDWLP@ontario.ca or contact the Ministry of Environment and Climate Change’s Approvals and Licencing Section at 416-314-0638.

Sincerely,



Aziz Ahmed, P.Eng.
Director, Part V, SDWA

c: Peter Raabe, The Corporation of the City of Brockville

Questions & Answers
Renewal of a Municipal Drinking Water Licence

Q	Do I need to submit payment or fee with my Municipal Drinking Water Licence renewal application?
A	There is no fee for renewing your Municipal Drinking Water Licence. You are not required to submit payment information with your application.
Q	I would like to make a change to my Municipal Drinking Water Licence. Can I include this with the renewal application?
A	Your Municipal Drinking Water Licence will be reviewed to ensure that any previously submitted Director Notification Forms or administrative amendments are incorporated into the renewed Licence. If there are additional administrative changes that you would like to identify, please indicate these in your application. If the changes are not administrative in nature, please contact the Approvals & Licensing Section of the Safe Drinking Water Branch at MDWLP@ontario.ca to discuss any additional supporting information that may need to be included with your application.
Q	Why do I have to renew my Municipal Drinking Water Licence?
A	The Safe Drinking Water Act, 2002, requires an expiry date and renewal application deadline to be included in every Municipal Drinking Water Licence. To ensure that your Licence remains valid, you are required to submit a renewal application on or before the date listed in Schedule A of your Licence.
Q	Do I need to update my Financial Plan before submitting my application for renewal?
A	Your financial plan may need to be updated in preparation for your Licence renewal. Before you submit your Licence renewal application, you are required to have a Financial Plan in place that applies for a period of at least six years, beginning in the year that your Licence would expire. For example: if your Licence would expire June 25, 2015, the financial plan will need to apply for a period of at least six years beginning in 2015. Your updated financial plan is also required to be submitted to the Ministry of Municipal Affairs and Housing. While you are not required to submit a copy of the updated financial plan to the Ministry of the Environment, you will need to provide proof that the financial plan has been approved and that it will apply for the necessary period of time. This may be satisfied by including a copy of a council resolution with your Licence renewal application, indicating that the financial plan has been approved.

**Ministry of the Environment
and Climate Change**

Safe Drinking Water
Branch
2nd Floor
40 St. Clair Ave W
Toronto ON M4V 1M2

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

Direction du contrôle de la qualité de l'eau
potable
2^e étage
40, avenue St. Clair Ouest
Toronto (Ontario) M4V 1M2



October 6, 2015

Bob Casselman
City Manager
The Corporation of the City of Brockville

Dear Bob Casselman,

Re: Municipal Drinking Water Licence Renewal

The Safe Drinking Water Act, 2002 requires the owner of a municipal drinking water system to apply for renewal of their Municipal Drinking Water Licence on or before the day specified in Schedule A of the licence.

Our records indicate that the following licence(s) is/are coming due for renewal:

Licence Number	System Name	Application Due Date
152-101	Brockville Drinking Water System	February 01, 2016

For each drinking water system identified above, you are required to submit an application for licence renewal on or before the application due date specified.

The following items should be submitted electronically to MDWLP@ontario.ca as part of each licence application renewal package:

1. **Completed Application Form**
a separate application form should be completed for each licence that is being renewed. There is no fee for a licence renewal.
2. **The Operational Plan(s) for each drinking water system**
You should submit a current copy of the operational plan(s) for each system. Each operational plan must be submitted as a single .pdf document.
3. **A copy of the Resolution of Council approving your municipality's most recent Financial Plan**
The financial plan must apply for a period of at least six years beginning in the year that your licence expires (e.g., if your licence expires on June 25, 2015, the financial plan should apply for a period of at least six years beginning in 2015). The period covered by the financial plan should be included in the Resolution of Council adopting the financial plan or in another piece of supporting documentation.
4. **Raw Water Assessment**
You should submit a raw water assessment if your drinking water system is not a stand-alone distribution system that receives all of its treated water from another drinking water system. Information about the raw water assessment is available in Appendix C of the "[Guide for Applying for DWPP Amendments, Licence Amendments, Licence Renewals & New System Applications – Municipal Residential Drinking Water Systems](#)."

5. A description of the processes used to achieve primary and/or secondary disinfection
A description that provides information about how primary and/or secondary disinfection are achieved for each treatment facility that includes:

- *A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions; and*
- *A copy of the validated operating conditions for UV disinfection equipment if applicable, including a copy of the equipment validation certificate;*

If your drinking water system is a distribution-only system, you should describe any agreements that are currently in place with the drinking water system that provides you with treated drinking water.

6. A distribution system map

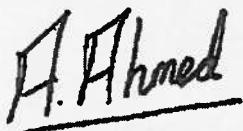
An electronic map of the distribution system as a .pdf file.

7. A completed copy of Schedule C

Pursuant to the July 2007 "Director's Directions - Minimum Requirements for Operational Plans", you should submit a completed copy of the "Schedule C: Subject System Description Form".

If you have any questions please email MDWLP@ontario.ca or contact the Ministry of Environment and Climate Change's Approvals and Licensing Section at 416-314-0638.

Sincerely,



Aziz Ahmed, P.Eng.
Director, Part V, SDWA

c: Conal Cosgrove, The Corporation of the City of Brockville

Questions & Answers
Renewal of a Municipal Drinking Water Licence

Q	Do I need to submit payment or fee with my Municipal Drinking Water Licence renewal application?
A	There is no fee for renewing your Municipal Drinking Water Licence. You are not required to submit payment information with your application.
Q	I would like to make a change to my Municipal Drinking Water Licence. Can I include this with the renewal application?
A	Your Municipal Drinking Water Licence will be reviewed to ensure that any previously submitted Director Notification Forms or administrative amendments are incorporated into the renewed Licence. If there are additional administrative changes that you would like to identify, please indicate these in your application. If the changes are not administrative in nature, please contact the Approvals & Licensing Section of the Safe Drinking Water Branch at MDWLP@ontario.ca to discuss any additional supporting information that may need to be included with your application.
Q	Why do I have to renew my Municipal Drinking Water Licence?
A	The Safe Drinking Water Act, 2002, requires an expiry date and renewal application deadline to be included in every Municipal Drinking Water Licence. To ensure that your Licence remains valid, you are required to submit a renewal application on or before the date listed in Schedule A of your Licence.
Q	Do I need to update my Financial Plan before submitting my application for renewal?
A	<p>Your financial plan may need to be updated in preparation for your Licence renewal. Before you submit your Licence renewal application, you are required to have a Financial Plan in place that applies for a period of at least six years, beginning in the year that your Licence would expire. For example: if your Licence would expire June 25, 2015, the financial plan will need to apply for a period of at least six years beginning in 2015.</p> <p>Your updated financial plan is also required to be submitted to the Ministry of Municipal Affairs and Housing. While you are not required to submit a copy of the updated financial plan to the Ministry of the Environment, you will need to provide proof that the financial plan has been approved and that it will apply for the necessary period of time. This may be satisfied by including a copy of a council resolution with your Licence renewal application, indicating that the financial plan has been approved.</p>

ATTACHMENT #4

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

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

YEAR: 2015 **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 1000M3	Avg Day Flow 1000M3	Max Day Flow 1000M3	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading Eff CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Total Loading Eff SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff Phos. (kg/day)	Percent Removal	Avg Eff Tan (mg/L)	Total Loading Eff Tan (kg/day)	E. Coli (Org/100 ml) (GEOMEAN)	
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	
MAR 15	498.60	16.084	21.327	112.17	5.22	83.96	129.42	7.11	114.36	94.5	2.49	0.53	8.52	78.7	7.51	120.79	2	
FEB 15	326.34	11.655	12.678	163.27	7.67	89.39	180.50	9.86	114.92	94.5	3.39	0.64	7.46	81.1	16.00	186.48	1	
JAN 15	406.07	13.099	20.349	169.40	6.88	90.12	174.60	7.50	98.24	95.7	3.23	0.58	7.60	82.0	11.90	155.88	2	
AVG		15.425		151.64	5.12	78.26	171.83	7.09	107.95	95.79	2.93	0.63	9.50	78.47	4.36	62.64	3	
MAX				32.470	189.40	7.67	125.63	219.10	14.14	209.48	97.95	3.66	0.79	13.04		16.00	186.48	
Objective Limit						15.00									12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100	
Compliance Limit						25.00	545.00								18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200	

MONTH	TOTAL LOADINGS			COMMENTS:
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)	
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	
MAR 15	1,804	2,082	40	
FEB 15	1,903	2,104	40	
JAN 15	2,219	2,287	42	
AVG	2,285	2,600	44	
MAX	2,543	3,132	49	

January 13, 2016

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

2016-011-01

**MASTER LICENCE AGREEMENT
SMALL CELL WIRELESS NETWORK**

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

RECOMMENDED

THAT the City enter into a Master Licence Agreement with Bell Mobility Inc. for the location of Small Cell System equipment on City-owned facilities.

PURPOSE

The purpose of this report is to respond to a proposal from Bell Mobility Inc.

BACKGROUND

Bell Mobility Inc. (Bell) is proposing to improve their wireless network capacity in the City of Brockville through the installation of Small Cell Systems (SCS). Attached is a presentation explaining the need and the technology.

ANALYSIS

Bell proposes to locate SCS equipment on City-owned streetlight poles and, possibly, City-owned buildings.

Bell is proposing a Master Licence Agreement, similar to the agreements that the City has with other private utility companies who have infrastructure located on City property. The Agreement would govern the process for the approval of equipment locations by the City, recovery of electricity costs by the City, indemnifications, removal of equipment at the City's request, conditions for access by Bell to maintain the equipment, insurance, and environmental liability. The Agreement would be non-exclusive, meaning other wireless network providers would have the opportunity to request similar agreements.

The only foreseeable cost resulting from the proposal is the cost of power to operate the equipment. The Agreement provides that the City will be reimbursed by Bell for that cost, as the Bell equipment will not be metered separately.

It is expected that locating of SCS equipment on City-owned facilities will not negatively impact the operation of those facilities. Master Licence Agreements have served municipalities well in managing private utilities located on public property.

2016-011-01

Master Licence Agreement
Small Cell Wireless Network

Page 2

POLICY IMPLICATIONS

Agreements for the use of City property by utility companies require Council approval.

FINANCIAL CONSIDERATIONS

It is intended that there be no net cost to the City through the recovery of electricity costs.

An additional fee is not recommended as this proposal will provide enhanced service for Brockville residents, and any costs would ultimately be passed on to the same residents by Bell. This practice is consistent with other municipalities.

CONCLUSION

Approval of a Master Licence Agreement with Bell Mobility Inc. for the location of Small Cell System equipment on City-owned facilities should lead to improved wireless network availability for Brockville residents.



C.J. Cosgrove, Director

Operations Department



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

Attachment 1 to report 2016-011-01

City of Brockville - Bell Mobility Proposal - Small Cell Wireless Networks & Master Services Arrangement

Adam Fulford
Director, Field Services
CanACRE Ltd.



Overview

- Address the increasing need for improved network capacity in the City of Brockville.
- Wireless network "coverage" and "capacity" characteristics.
- Examples of Small Cell System (SCS) networks in other communities.
- SCS components, layouts, and network capacity improvements.
- Small Cell Systems vs. macro tower/rooftop based antenna solutions.
- Integrated and collaborative design activities with municipal staff
- Master services license agreement arrangement



Addressing the Need:

- Bell Mobility's Radio Frequency Engineering department has identified increasing capacity demand for data & network capacity in the City of Brockville and other select municipalities in Ontario.
- Existing and forecasted level of network demand exceeds existing wireless network capacity: Additional network antenna equipment required.
- Traditional network improvements primarily required macro rooftop and tower sites – small cell systems are an innovative approach.
- Small Cell Systems allow for low power, low impact custom fit wireless network solutions for concentrated areas of network demand.

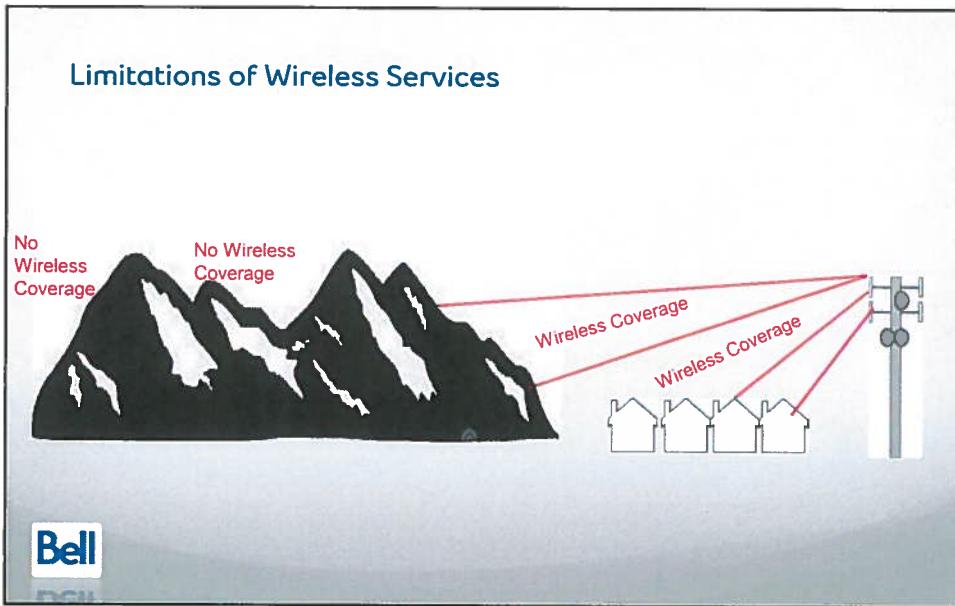
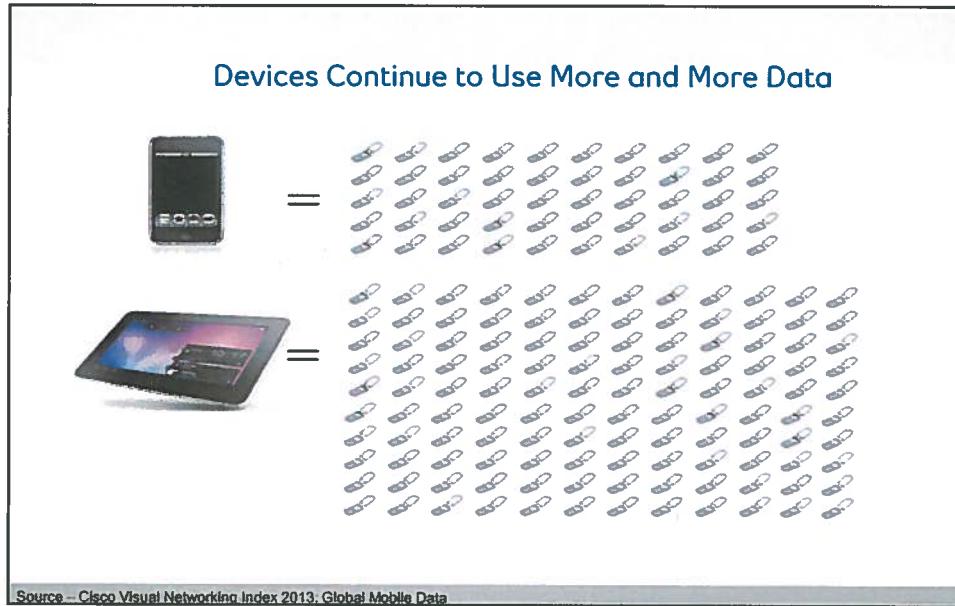


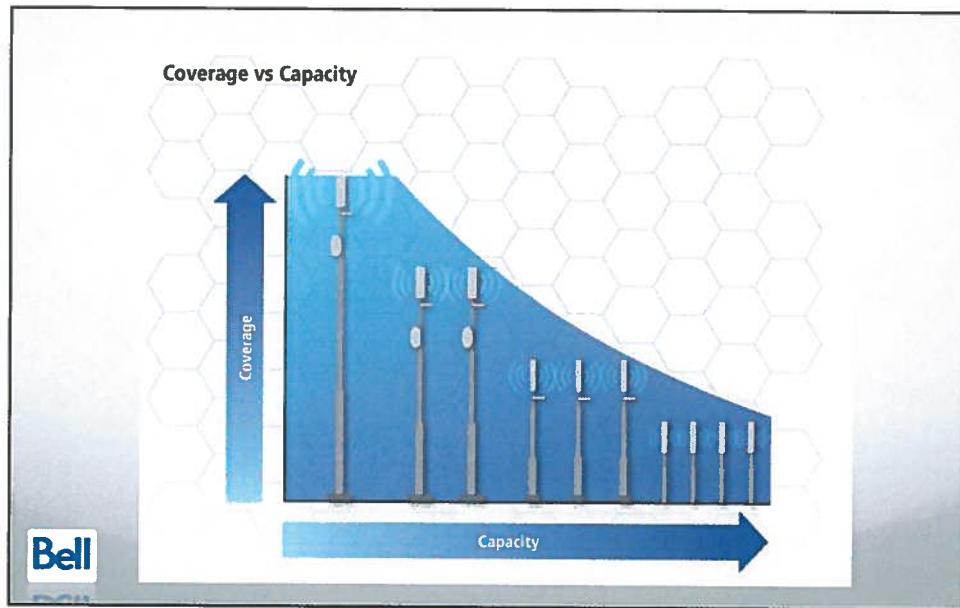
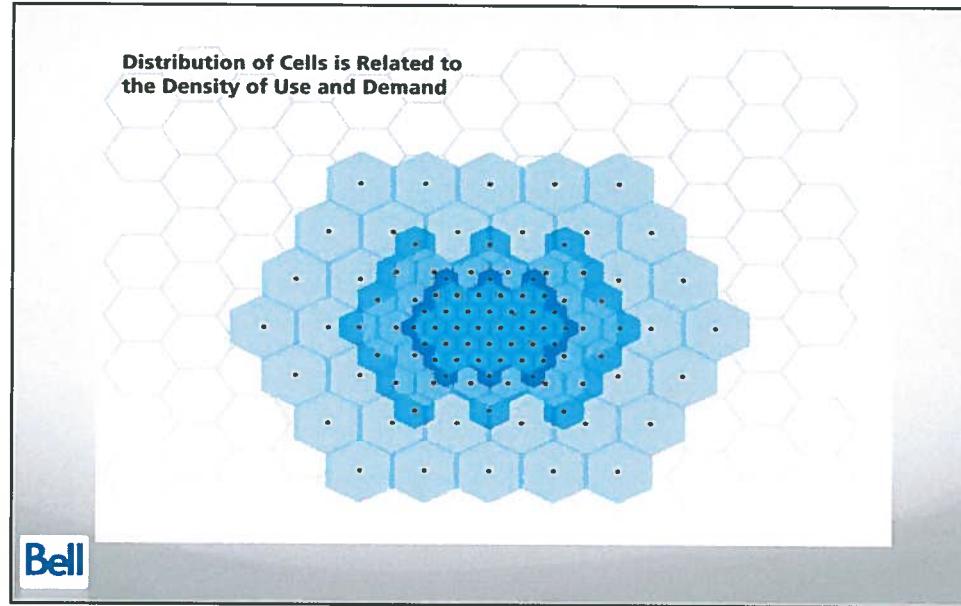
What happens when a network goes beyond capacity?

To name a few results:

- Unable to upload/download data via a wireless network to a destination on the Internet.
- Severely limited and/or intermittent network access when working from home, on-site, or at the office when utilising a wireless network.
- Significant delays in receiving email and text messages.
- Cannot complete mobile financial transactions.







Benefits: Capacity Expansion and Relief Required in City of Brockville

- Network capacity (not coverage) driving the need for sites to be closer to the user.
- SCSs provide viable low impact options to improving network infrastructure (other than more impactful macro tower and rooftop installations).
- Sites are much lower in elevation, power output, and aesthetic impact than macro tower and rooftop sites.
- Small cell systems provide low power localized wireless network capacity.
- Municipal collaboration and integrated design allows for streamlined implementation of network equipment.
- Let's take a look at a few examples.



Network Example 1 – Single Pole Mounted PSM SCS Unit

- Residential pole-mounted small cell PSM unit.
- Provides improved network capacity for community within approx 150m radius



Network Example 2 – Light Standard Mounted PSM SCS Unit

- University light standard mounted small cell PSM unit.
- Provides improved network capacity for community within approx 150m radius.
- Various custom installation and concealment techniques available, where appropriate.



Network Example 3 – Minden White Water Preserve W5276

- Pole and building mounted SCS legacy project.
- Whitewater Ontario & Bell Mobility Collaboration.
- 4 small cell units deployed to provide venue capacity during PanAm and Para-PanAm Games 2015 and future events.



Network Example 3 – Minden White Water Preserve W5276 Cont'd

- Pole mounted SCS legacy project.
- Whitewater Ontario & Bell Mobility Collaboration.
- Provides campground and river chute spectator areas with much improved capacity and network connectivity for events.



MWWP - Small Cell Building Mount W5726

- Small cell unit located under peak of venue clubhouse
- Approx size of a breadbox (Huawei unit)
- Provides campground and clubhouse with much improved capacity and network connectivity
- Fibre and hydro simply patched from existing building services and concealed.
- Unit now painted to match siding
- Functions in conjunction with 3 other pole mounted units to provide extended service area for venue grounds.



What Factors Influence the Location of a Small Cell Site Under a Municipal Master Services Arrangement?

- Established Small Cell Master Services License agreement with the City of Brockville to streamline network implementation.
- Localized network demand for Bell Mobility and network affiliates/subsidiaries (ex. Bell Mobility, Telus, Virgin, Koodo, Solo, Mike, Clearnet, Public Mobile and more).
- Forecasting of demand for community events and residential developments
- Availability of existing or planned hydro/fibre/transport connection options
- Designated municipal partner review and approval on specific small cell system proposed by Bell Mobility. Design characteristics adjusted based on municipal input if concerns arise (aesthetics, potential city operations issues, installations timelines etc.).



What are the Key Components of the SCS Master Services License Agreement?

- License agreement provides Bell Mobility and the City of Brockville with a non-exclusive streamlined approach to improving Bell Mobility wireless network services on City owned infrastructure (light standards, poles, pavilions, buildings etc.).
- Establishes designated City personnel and process to review, comment, and approve each Small Cell System proposed, if appropriate.
- City has authority for location/site approvals, and can request changes to any proposal.
- 20 year term allows for long term small cell network planning and implementation options using City owned infrastructure.
- Although this is not a direct means of generating revenue for the City, any and all City costs/expenses that may be associated with these Small Cell Systems are to be borne by Bell Mobility and their affiliates – *The spirit of the arrangement is that the City provides Bell Mobility personnel with the ability to locate SCSs on City infrastructure, - and Bell Mobility provides the network design, installation, operations, and maintenance activities to provide reliable top tier wireless services to the community for years to come.*



Where do we go from here? Next Actions:

1. Finalize agreement language, and complete the Master Services License Agreement between Bell Mobility and the City of Brockville in Nov/Dec 2015.
2. Commence network Small Cell System RF Engineering and installation proposals for designated official review and subsequent SCS implementation for specific locations starting in 2016.



Thank you

Adam Fulford
Director, Field Services
CanACRE Ltd



January 11, 2016

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

**2016-007-01
DISABLED PERSONS PARKING
BUELL STREET**

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

RECOMMENDED

THAT the existing Disabled Persons Parking space on the east side of Buell Street, 28.4m south of George Street and 8.0m southerly be relocated to 45.0m south of George Street and 6.0m southerly and;

THAT Schedule "11" of Subsection 69 of By-Law 119-89 be amended accordingly.

PURPOSE/BACKGROUND

Transportation Services staff were requested by local residents who are regular users of the Brockville Library to review the Parking By-Law as it pertains to the current location of the Disabled Persons Parking stall on Buell Street in front of the main entrance to the Brockville Library.

ANALYSIS

After reviewing the site and consulting with the residents whom submitted the request, the Transportation Services Division has made the following observations;

- The existing Disabled Persons Parking location is on the east side of Buell Street, 28.4m south of George Street.
- The existing Disabled Persons Parking space length is 8.0m in length.
- There is full height concrete curb and gutter adjacent to the Disabled Persons Parking space which presents a barrier for persons using mobility aids.
- Relocating the existing Disabled Persons Parking space 2 spaces to the south would allow for persons with disabilities to access the sidewalk on the east side of Buell Street via the existing driveway depression of 11 Buell Street (Manoll's Fish and Chips)
- Appendix '1' (attached) illustrates the location of the existing Disabled Persons Parking location.
- Appendix '2' (attached) illustrates the location of the proposed Disabled Persons Parking location.

2016-007-01
Disabled Persons Parking
Buell Street

Page 2

POLICY IMPLICATIONS

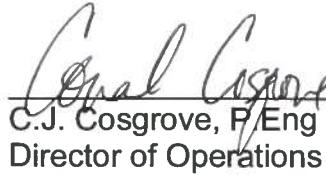
An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2015 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 to relocate the existing signage.

CONCLUSION

It is recommended that the Disabled Persons Parking space on Buell Street at the Brockville Public Library be relocated to improve access to the sidewalk.



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



BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:

Legend:

Notes:

1) All drawings, specifications and related documents are the copyright property of the City of Brockville and must be returned upon request.

2) Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the City of Brockville's written permission.

3) Drawings are provided for information only and are not to be scaled.

DRAWING NAME

APPENDIX 1

Rev.	Date	Comments
------	------	----------

1	JAN 8/16	-

Drawn: JPB Date: JAN 8, 2016

Scale: NTS Drawing No: 1





BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:

Legend:

Notes:

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DRAWING NAME

APPENDIX 2

Rev.	Date	Comments
------	------	----------

1	JAN 8/16	-

Drawn: JPB Date: JAN 8, 2016

Scale: NTS Drawing No: 2



January 11, 2016

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

**2016-008-01
CONVENTIONAL AND PARA
TRANSIT EXTENDED HOURS**

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

RECOMMENDED

THAT Council confirm the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday on a permanent basis.

PURPOSE

This report provides analysis of the evening transit pilot project, and recommends a course of action resulting from the pilot project.

BACKGROUND

On July 2nd, 2014, Brockville Conventional Transit began an evening service offering extended hours to its users to the end of 2014. The results of that six (6) month pilot project were provided (see Appendix 1 as reference) to the Finance, Administration and Operations Committee in January 2015 for review. Following the Finance, Administration and Operations Committee review, Council approved an extension of the pilot project from January 2015 to January 2016. The extension of the pilot project included the same operating hours for the Specialized (PARA) Transit system to maintain parity in service levels. (see Appendix 2 as reference).

ANALYSIS/OPTIONS

Total ridership of Conventional Transit over 2015 including the evening service was 106,444 (3 buses), with 4,496 of those using the evening service (1 bus, 6:00pm – 9:00pm) over the same period. The ridership between 6:00 pm and 9:00 pm had a 49% ratio of riders per hour, when comparing the evening hours to the number of riders per bus per hour during regular service hours of 7:00 am to 6:00 pm. This means, that for every 10 riders per bus using the conventional service per hour during the hours of 7:00 am to 6:00 pm, 5 riders were using the evening service during the hours of 6:00 pm to 9:00 pm.

When analyzing the 2014 statistical data, it was calculated that for the evening hours between 6:00 pm – 9:00 pm, the ridership was 60% when compared to the daytime ridership. 2015 saw an 11% drop in ridership during the evening hours between 6:00 pm – 9:00 pm compared to 2014, however, overall from 2014 to 2015, there was a 5.2% drop in ridership during the daytime hours between 7:00 am to 6:00 pm.

**Report 2016-008-01
Conventional and Para Transit
Extended Hours**

Page 2

The Para Transit system has implemented the evening service hours starting in February 2015. On average, there are 50, one-way trips per month over the 11 month period. Statistical tracking of the ridership confirms that riders using the system between the hours of 6:00 pm to 9:00 pm are shopping, visiting the Brockville General Hospital, St. Lawrence Lodge, Bridlewood Manor, Sherwood Park Manor, or visiting friends and family.

POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law, budgetary items require Council's approval.

FINANCIAL CONSIDERATIONS

The current draft 2016 budget includes provisions for the continuance of the evening hours for the Conventional and Para Transit systems. The 2015 budget estimate to continue the evening service between 6:00 pm to 9:00 pm for both the Conventional and PARA Transit is \$45,394 which represents a 0.63% decrease from 2015.

CONCLUSION

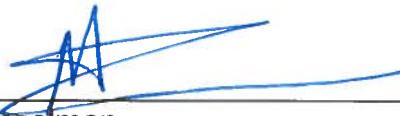
Public Transportation is vital in building a strong and prosperous community. It allows individuals to save money and resources, provides people with choices as well as freedom and opportunity. It helps to revitalize business districts, allows employers to tap into larger work forces, strengthens the local economy as well as improves property values.

It is recommended that one (1) Conventional and one (1) Para Transit bus continue to be utilized for a permanent evening service from Monday to Friday, between the hours of 6:00 pm to 9:00 pm.


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


D. Dick CA, CPA
Director of Corporate Services


P. McMunn C.E.T.
Supervisor of Transportation Services


B. Casselman
City Manager

January 12, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – January 20, 2015

**2015-008-01
CONVENTIONAL AND PARA
TRANSIT EXTENDED HOURS**

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

RECOMMENDED

THAT Council approve the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday, at an annual net cost of \$45,681.

PURPOSE

This report provides analysis of the evening transit pilot project, and recommends a course of action resulting from the pilot project.

BACKGROUND

In the 2014 budget, as an incremental item, Council approved a 6 month (July 2-December 31, 2014) evening service pilot project servicing one (1) route, from 6:00 pm to 11:00 pm, Monday to Friday. The approved budget amount for the pilot period was \$22,000. Para Transit was not included as it was a pilot project.

ANALYSIS/OPTIONS

Total Ridership of Conventional Transit over the 6 month period including the evening service was 56,985 (3 buses), with 3,216 riders taking advantage of the evening service (1 bus) over the same period. Since the evening service started on July 2, 2014, the transit division has tracked the ridership, including ridership between 9:00 and 11:00 pm, to gauge the interest during these hours specifically. There was a significant decline in the ridership after 9:00 pm, with some evenings experiencing no ridership after 9:00 pm, and the monthly average after 9:00 pm being 22% of the total evening ridership, compared to 78% of the evening ridership occurring from 6:00 to 9:00 pm. The ridership between 6:00 pm and 9:00 pm was relatively healthy with a 60% ratio of riders per hour, when comparing the evening hours to the number of riders per bus per hour during regular service hours of 7:00 am – 6:00 pm. This means that for every 10 riders per bus using the conventional system per hour during the hours of 7:00 am to 6:00 pm, 6 riders were using the system during the hours of 6:00 pm to 9:00 pm.

Ridership for Conventional Transit for 2014 in the City of Brockville has increased 4.36% from 2013, not including ridership from the evening service pilot period, with the increase being 7.49 % with the evening ridership included.

**Report 2015-008-01
Conventional and Para Transit
Extended Hours**

Page 2

Public Transportation can play a vital role in building a strong and prosperous community. It allows individuals to save money and resources, provides people with choices as well as freedom and opportunity to more fully participate in the community. It can help to revitalize business districts, and allow employers to tap into larger work forces.

The pilot project showed relatively strong ridership levels for the 6:00 pm to 9:00 pm time period. It is expected that the ridership levels would increase with a permanent evening service. Considering the social, economic and community benefits of providing the evening transit service in addition to the ridership statistics, it is recommended to extend Conventional and Para Transit service for the hours of 6:00 pm to 9:00 pm, Monday to Friday.

POLICY IMPLICATIONS

Incremental budget items require Council approval.

FINANCIAL CONSIDERATIONS

The proposed 2015 budget does not include provisions for the extension of the hours for the Conventional and Para Transit systems.

Based on the data captured during the 6 month pilot period, the annual per hour operating rate for a one (1) bus Conventional system and the corresponding Para-Transit system is calculated at \$14,055.63. Therefore, the net operating cost to implement evening hours between 6:00 to 9:00 pm (3.25 operating hours) for Conventional and Para Transit would be \$45,680.80.

CONCLUSION

It is recommended, that one (1) Conventional and one (1) Para Transit bus be utilized for a permanent evening service from Monday to Friday, between the hours of 6:00 pm to 9:00 pm.


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


D. Dick CA, CPA
Director of Corporate Services


P. McMunn C.E.T.
Supervisor of Transportation Services


B. Casselman
City Manager

City of Brockville
Council Meeting Minutes - Tuesday, January 20, 2015

Marina Study

Moved by: Councillor LeSueur

THAT Council approve the addition of \$25,000 to the 2015 Capital Budget for the Marina Study.

DEFEATED

3. **2015 Operating Budget**

Transit Evening Service

Moved by: Councillor Bursey

THAT Council approve the additional of \$45,681 into the 2015 Operating Budget to continue a 13 month pilot program of the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday from 6:00 pm to 9:00 pm, Monday to Friday; and

THAT a report be made at the January 2016 Finance, Administration and Operations Committee meeting on the results of the extended trial program.

CARRIED

MOTION TO RETURN TO COUNCIL

Moved by: Councillor LeSueur

THAT we revert from Committee of the Whole Council, to Council.

CARRIED

ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE COUNCIL

Moved by: Councillor LeSueur

Seconded by: Councillor Kalivas

THAT the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

CARRIED

APPENDIX 'A'

CONVENTIONAL TRANSIT

HOURLY EXPENSES

BUS #	UNIT HOURS (HRS)	MAINT. COSTS	FUEL COSTS	TOTAL COSTS	TOTAL COSTS /HR
501	3028	\$12,230.82	\$23,494.90	\$35,725.72	\$11.80
502	2851	\$13,680.35	\$22,560.50	\$36,240.85	\$12.71
503	2627	\$9,362.21	\$20,786.23	\$30,148.44	\$11.48
504	3663	\$8,380.84	\$20,862.77	\$29,243.61	\$7.98
			AVERAGE COST/HR = (MAINT.+ FUEL)		\$10.99

OPERATOR	HOURLY RATE	LIEU OF BENEFITS	VACATION PAY	OTHER (CPP, EI)	TOTAL COSTS /HR
P/T	\$18.04	10.00%	4.00%	11.77%	\$23.07
			TOTAL COST/HR = (WAGES)		\$23.07

TOTAL COST/HR = (MAINT. + FUEL + WAGES)	\$34.06
--	---------

ANNUAL EXPENSES (EVENING ONLY)

OPERATING DAYS IN 2015	OPERATING HOURS (EVENING)	OPERATING HOURS PER YEAR (EVENING)	TOTAL COST PER HR	ANNUAL TOTAL
253	5.25	1,328	\$34.06	\$45,239.29

ANNUAL REVENUE (EVENING ONLY)

MONTH	CASH \$2.25	TICKETS \$1.80	40 RIDE \$1.60	MONTHLY \$1.60	MONTHLY TOTAL
JULY	\$317.25	\$102.60	\$459.20	\$152.00	\$1,031.05
AUGUST	\$326.25	\$95.40	\$438.40	\$104.00	\$964.05
SEPTEMBER	\$398.25	\$64.80	\$425.60	\$121.60	\$1,010.25
OCTOBER	\$272.25	\$25.20	\$395.20	\$121.60	\$814.25
NOVEMBER	\$283.50	\$66.60	\$345.60	\$107.20	\$802.90
DECEMBER	\$416.25	\$32.40	\$401.60	\$105.60	\$955.85
				6 MONTH TOTAL	\$5,578.35
				*ANNUAL TOTAL	\$11,156.70

* Annual total projected as twice of 6 month amount

ANNUAL NET OPERATING COSTS

$$\begin{aligned}\text{Net Operating Costs} &= \text{Annual Revenues} - \text{Annual Expenses} \\ &= \$11,156.70 - \$45,239.29 \\ &= \textcolor{red}{-\$34,082.59}\end{aligned}$$

PARA TRANSIT

HOURLY EXPENSES

BUS #	UNIT HOURS (HRS)	MAINT. COSTS	FUEL COSTS	TOTAL COSTS	TOTAL COSTS /HR
801	1782	\$3,749.85	\$10,370.30	\$14,120.15	\$7.92
802	1899	\$8,424.80	\$12,093.96	\$20,518.76	\$10.81
803	1519	\$8,756.06	\$9,113.36	\$17,869.42	\$11.76
AVERAGE COST/HR = (MAINT.+ FUEL)				\$7.62	

OPERATOR	HOURLY RATE	LIEU OF BENEFITS	VACATION PAY	OTHER (CPP, EI)	TOTAL COSTS /HR
CONTRACTOR	FLAT RATE				\$25.00
	TOTAL COST/HR = (WAGES)				\$25.00

TOTAL COST/HR = (MAINT. + FUEL + WAGES)	\$32.62
--	---------

ANNUAL EXPENSES (EVENING ONLY)

OPERATING DAYS IN 2015	OPERATING HOURS PER DAY	OPERATING HOURS PER YEAR	TOTAL COST PER HR	TOTAL COST PER YEAR
253	5.25	1,328	\$32.62	\$43,331.74

ANNUAL REVENUE

MONTH	MONTHLY TOTAL	OPERATING DAYS	OPERATING HRS/DAY	REVENUE PER HR
JANUARY	\$1,040.50	21	11.5	\$4.31
FEBRUARY	\$1,066.50	20	11.5	\$4.64
MARCH	\$3,115.00	22	11.5	\$12.31
APRIL	\$1,104.75	21	11.5	\$4.57
MAY	\$1,060.00	20	11.5	\$4.61
JUNE	\$1,228.50	22	11.5	\$4.86
JULY	\$1,180.25	22	11.5	\$4.67
AUGUST	\$1,290.25	20	11.5	\$5.61
SEPTEMBER	\$1,268.75	21	11.5	\$5.25
OCTOBER	\$1,276.75	21	11.5	\$5.29
NOVEMBER	\$949.75	21	11.5	\$3.93
DECEMBER	\$1,288.00	22	11.5	\$5.09

ANNUAL REVENUE (EVENING ONLY)

MONTH	OPERATING DAYS	OPERATING HRS/DAY	REVENUE PER HR	MONTHLY TOTAL
JANUARY	21	5.25	\$4.31	\$475.01
FEBRUARY	20	5.25	\$4.64	\$486.88
MARCH	22	5.25	\$12.31	\$1,422.07
APRIL	21	5.25	\$4.57	\$504.34
MAY	20	5.25	\$4.61	\$483.91
JUNE	22	5.25	\$4.86	\$560.84
JULY	22	5.25	\$4.67	\$538.81
AUGUST	20	5.25	\$5.61	\$589.03
SEPTEMBER	21	5.25	\$5.25	\$579.21
OCTOBER	21	5.25	\$5.29	\$582.86
NOVEMBER	21	5.25	\$3.93	\$433.58
DECEMBER	22	5.25	\$5.09	\$588.00
*ANNUAL TOTAL			\$3,622.27	

* Annual total projected as half of the 12 month amount

ANNUAL NET OPERATING COSTS

$$\begin{aligned}
 \text{Net Operating Costs} &= \text{Annual Revenues} - \text{Annual Expenses} \\
 &= \$3,622.27 - \$43,331.74 \\
 &= \textcolor{red}{-\$39,709.47}
 \end{aligned}$$

CONVENTIONAL AND PARA TRANSIT

Net Operating Costs per Hour

CONVENTIONAL = -\$34,082.59

PARA = -\$39,709.47

-\$73,792.06 (5.25 HOURS)

COST PER HOUR = -\$14,055.63

COST 6-9 PM = -\$45,680.80

(3.25 HRS)

Therefore, the cost to operate the Conventional and Para Transit system from 6-9 pm (3.25 hrs) is \$45,680.80

DECEMBER 22, 2015

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

2016-010-01

WATER FINANCIAL PLAN #152-301

FILE: E08-01

**D.DICK, CPA, CA
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON, CPA, CGA
MANAGER OF FINANCE
M. WING, FINANCIAL ANALYST**

RECOMMENDATION

THAT Council approve the Water Financial Plan #152-301 in accordance with O. Reg. 453/07 – Section 3 as it pertains to an existing water system. [Attachment 1 to Report # 2016-010-01]

PURPOSE

Council's approval of the City of Brockville's Water Financial Plan is necessary to fulfill all of the requirements of the *Safe Drinking Water act*, 2002 to obtain a drinking water license.

BACKGROUND

The Ontario government enacted the *Safe Drinking Water Act*, 2002 (SDWA) in response to Justice Dennis O'Connor's recommendations in the Part Two Report of the Walkerton Inquiry. As articulated by Justice O'Connor, the objective of the SDWA is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

The SDWA expanded upon existing policy and practice and introduced new features to protect drinking water in Ontario. As per Section 1 of the SDWA, its purpose is "to provide for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing".

Requirements of Municipal Drinking Water Systems are established in Part V of the SDWA. Section 31 (1) states that:

No person shall,

- (a) Establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or

(b) Use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water license.

In order to obtain a drinking water license, a municipality must meet the following requirements:

- to have been issued a drinking water works permit
- to have an approved operational plan, in compliance with the Drinking Water Quality Management Standards
- to be an accredited operating authority
- to have an approved financial plan for the system
- to have been issued a permit to take water under section 34 of the Ontario Water Resources Act

ANALYSIS

The attached financial statements show that the water system is self-sustaining in the years analyzed.

POLICY IMPLICATIONS

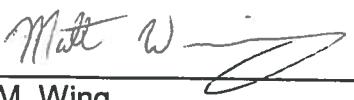
The preparation of a sustainable Water Services Financial Plan incorporates an objective of the City's Community Strategic Plan, as consideration must be given to ensure that costs are fully recovered; rates are affordable; rate structures are efficient and have the ability to finance long-term capital needs. All of these considerations reinforce the fact that a financial plan needs to be reviewed and amended as required on a regular basis.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

CONCLUSION

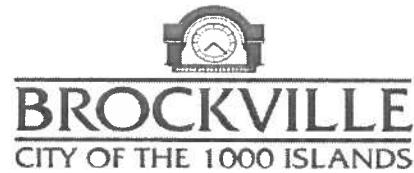
Council's approval of the Water Finance Plan #152-301 will fulfill all of the financial requirements of the *Safe Drinking Water Act, 2002* to renew the drinking water license.


 M. Wing
 Financial Analyst


 D. Dick, CPA, CA
 Director of Corporate Services


 L. Ferguson, CPA, CGA
 Manager of Finance


 B. Casselman,
 City Manager



Statement of Financial Position
Appendix # 1

	2015	2016	2017	2018	2019	2020
Financial Assets						
Cash	1,808,563	1,673,141	1,499,815	1,589,055	1,840,374	2,198,163
Accounts Receivable	635,260	667,023	700,375	735,393	772,163	810,771
Total cash and accounts receivables	<u>2,443,823</u>	<u>2,340,164</u>	<u>2,200,190</u>	<u>2,324,448</u>	<u>2,612,536</u>	<u>3,008,934</u>
Liabilities						
Debt	846,193	1,101,568	902,270	1,434,151	1,176,168	992,923
Net financial assets (debt)	<u>1,597,630</u>	<u>1,238,596</u>	<u>1,297,920</u>	<u>890,297</u>	<u>1,436,368</u>	<u>2,016,011</u>
 Non financial assets						
Tangible capital assets	<u>11,156,103</u>	<u>11,845,294</u>	<u>12,460,448</u>	<u>13,034,705</u>	<u>13,570,932</u>	<u>14,065,075</u>

Actual results will differ and these differences may be material.



Statement of Operations
Appendix # 2

	2015	2016	2017	2018	2019	2020
Revenue						
Water Revenue	(3,856,211)	(3,977,237)	(3,884,919)	(4,301,243)	(4,474,306)	(4,654,383)
Miscellaneous Revenue	(54,302)	(55,388)	(56,496)	(57,625)	(58,778)	(59,954)
	<u>(3,910,513)</u>	<u>(4,032,624)</u>	<u>(3,941,414)</u>	<u>(4,358,868)</u>	<u>(4,533,084)</u>	<u>(4,714,337)</u>
Expenses						
Operating costs	3,044,291	3,180,629	3,107,544	3,092,399	3,231,937	3,183,782
Amortization	271,922	330,353	370,844	410,142	446,574	487,061
Interest	31,865	31,956	31,002	36,023	39,844	32,477
	<u>3,348,078</u>	<u>3,542,938</u>	<u>3,509,390</u>	<u>3,538,564</u>	<u>3,718,355</u>	<u>3,703,320</u>
Annual (surplus)/deficit	(562,435)	(489,686)	(432,025)	(820,305)	(814,729)	(1,011,017)
Surplus, beginning of period	2,227,180	1,772,797	1,197,188	690,978	441,123	372,073
Dedicated Capital	1,016,818	1,065,295	938,234	1,070,160	883,779	1,072,434
Surplus, end of period	<u>1,772,797</u>	<u>1,197,188</u>	<u>690,978</u>	<u>441,123</u>	<u>372,073</u>	<u>310,656</u>

Actual results will differ and these differences may be material.



BROCKVILLE
CITY OF THE 1000 ISLANDS

Statement of Cash Flow
Appendix # 3

	2015	2016	2017	2018	2019	2020
Operating Transactions						
Cash received from:						
Water Rates	3,828,307	3,917,866	4,064,786	4,217,216	4,375,361	4,539,437
Other revenues (PILS, Interest)	36,492	37,221	37,966	38,725	39,500	40,290
	3,864,798	3,955,088	4,102,752	4,255,941	4,414,861	4,579,727
Cash paid for:						
Operating costs						
Salaries and Benefits	(1,807,185)	(1,827,956)	(1,864,515)	(1,901,805)	(1,939,842)	(1,978,638)
Materials, Supplies and Contracted Services	(1,237,106)	(1,352,673)	(1,243,029)	(1,190,593)	(1,292,095)	(1,205,143)
Finance Charges	(31,865)	(31,956)	(31,002)	(36,023)	(39,844)	(32,477)
	(3,076,156)	(3,212,585)	(3,138,546)	(3,128,422)	(3,271,781)	(3,216,258)
Cash provided from operating transactions	788,642	742,503	964,206	1,127,519	1,143,080	1,363,468
Capital Transactions						
Acquisition of Tangible Capital Assets	(545,000)	(1,133,299)	(938,234)	(1,070,160)	(883,779)	(1,072,434)
Cash applied to capital transactions	(545,000)	(1,133,299)	(938,234)	(1,070,160)	(883,779)	(1,072,434)
Finance Transactions						
Proceeds from debt issuance	0	447,798	0	250,000	250,000	250,000
Debt repayment	(166,752)	(192,424)	(199,298)	(218,119)	(257,983)	(183,245)
Cash applied to financing transactions	(166,752)	255,374	(199,298)	31,881	(7,983)	66,755
Increase/(decrease) in cash and cash equivalents	76,890	(135,422)	(173,326)	89,240	251,319	357,789
Cash and cash equivalents, beginning of period	1,731,673	1,808,563	1,673,141	1,499,815	1,589,055	1,840,374
Cash and cash equivalents, end of period	1,808,563	1,673,141	1,499,815	1,589,055	1,840,374	2,198,163
Cash as percentage of net fixed assets	16.21%	14.12%	12.04%	12.19%	13.56%	15.63%

Actual results will differ and these differences may be material.

Ontario Regulation 453/07 – Section 3

In order to meet the requirements of the SDWA, the City must prepare its financial plan in accordance with O. Reg. 453/07 – Section 3 as it pertains to an existing water system. The requirements are as follows:

1. The financial plans must be approved by Council resolution
2. The financial plans must apply to a period of at least six (6) years
3. The first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water licence would otherwise expire
4. The financial plans must include the following
 - I. Details of the proposed or projected financial position of the drinking water system itemized by,
 - A. Total financial assets,
 - B. Total liabilities,
 - C. Net debt,
 - D. Non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
 - E. Changes in tangible capital assets that are additions, donations, write downs and disposals.
 - II. Details of the proposed or projected financial operations of the drinking water system itemized by,
 - A. Total revenues, further itemized by water rates, user charges and other revenues
 - B. Total expenses further itemized by amortization expenses, interest expenses and other expenses,
 - C. Annual surplus or deficit, and
 - D. Accumulated surplus or deficit
 - III. Details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,
 - A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,
 - B. Capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
 - C. Investing transactions that are acquisitions and disposal of investments,
 - D. Financing transactions that are proceeds from the issuance of debt and debt repayment
 - E. Changes in cash and cash equivalents during the year, and
 - F. Cash and cash equivalents at the beginning and end of the year.

- IV. Details of the extent to which the information described in subparagraphs I, ii, and iii relates directly to the replacement of lead service pipes as defined in section 15. 1-3 of schedule 15.2 to Ontario Regulation 170.03 (Drinking Water Systems), made under the Act.
- 5. The owner of the drinking water system must,
 - I. Make the financial plans available on request, to members of the public who are served by the drinking water system without charge,
 - II. Make financial plans available to members of the public without charge through publication on the City's website, and
 - III. Provide notice advising the public of the availability of the financial plans, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
- 6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing.

City of Brockville – Water Systems

The City of Brockville's Department of Environmental Services – Water Systems Division operated and maintains the water system infrastructure which services approximately 22,000 City Residents, about 350 residents in the Township of Elizabethtown-Kitley and nearly 740 Industrial, Commercial and Institutional sector customers.

One of the City's most important responsibilities is to provide its residents with clean, safe drinking water. Routine water quality testing and continuous monitoring of the water quality and quantity is completed by certified staff at the Water Treatment Plant and throughout the distribution systems to demonstrate that the City consistently meets or exceeds the standards set by the Ministry of Environment (MOE).

The City of Brockville has established a Drinking Water Quality Management Standard committee that meets semi-annually to discuss management and infrastructure of Brockville water systems.

Elements of the Financial Plan

In the preparation of a sustainable financial plan, consideration must be given to ensure that costs are fully recovered; rates are affordable; rate structures are efficient and to have the ability to finance long-term capital needs. All of these considerations reinforce the fact that a financial plan needs to be reviewed and amended as required on a regular, if not annual, basis. As legislated, the financial plans must be updated prior to applying for a licence renewal.

The City of Brockville's Water Financial Plan has been developed as per MOE guidelines.

Projected Statement of Financial Position – Appendix #1

The projected Statement of Financial Position reflects the financial position of the water services division at a specific reporting date. In conjunction with the requirements of the Public Sector Accounting Board (PSAB), the projected Statement of Financial Position is based upon full accrual accounting and requires that tangible capital assets (TCA) be presented on the City's financial statements. The inclusion of the TCA illustrates the investment which the City has in physical infrastructures.

A 10 year capital program for water assets is developed based upon the necessary upgrades and improvements to address the City's needs and requirements to provide a safe and reliable water treatment and distribution system. The water capital program is comprised of three components:

- Projects related to the treatment of water
- Projects related to the distribution of water
- Projects related to the full and/or partial reconstruction as it pertains to roads, water and wastewater.

The projected capital expenditures over the six year period are \$5,642,906. The highlights of these expenditures are:

- Lifecycle replacement of equipment and fleet vehicles
- Reconstruction/distribution projects for Stewart Boulevard, Front Avenue, Rivers Avenue, King Street West and Fairknowe Drive
- Building improvements

Projected Statement of Financial Operations – Appendix #2

The projected statement of Finance Operations illustrates the surplus or deficit from the operations within the accounting period. Similar to the projected Financial Position, the projected Statement of Financial Operations is based upon full accrual accounting and includes amortization expense on TCA – to allocate the cost of using an asset to provide services over its useful life.

The projected Statement of Financial Operations illustrates revenue increases in years 2016 – 2020 of 5%.

Consideration has also been given to an estimated annual decrease in consumption of 1% as water users continue to limit the amount of water being used.

Operating expenses are based upon a 2% increase per year.

Interest payments will remain fairly consistent in out years as the City continues to manage debt schedules.

Projected Statement of Cash Flow – Appendix #3

The projected Statement of Cash Flow is an important component of a financially sustainable plan as it reflects how the Water Division finances its activities and meets its cash requirements. It shows the change in cash and cash equivalents within the accounting period.

Based upon current projections, the cash balance is anticipated to rise from its 2015 opening balance of \$1,808,563 to 2,198,163 in 2020.

Areas that significantly impact cash requirements are:

- Fluctuations in capital project requirements – high of \$1,133,299 in 2016 to a low of 883,779 in 2019.
- City's overall debt management plan – to be managed within the financial capacity of the City
- Water rate structure
- Accounts Receivable – the ability to collect outstanding accounts

Changes to the Financial Plan

The Water Service's Financial Plan is a "living document" and requires updating on a regular basis to reflect:

- Official changes made with Council's approval in respect of capital and operating expenditures, debt issuance and rate changes.
These adjustments would normally occur as a result of the annual budget process or additional changes presented to Council during the fiscal year.
- Un-official changes in out years which are based on new information which has been obtained – for example, growth within the municipality; loss of manufacturing clients; timeframe change in capital project requirement due to increase/decrease of life expectancy; change in consumption patterns

It is anticipated that the Water Services Financial Plan be reviewed and amended as required on a regular, if not annual, basis. As legislated, the financial plans must be updated prior to applying for a licence renewal.

January 13, 2016

Report To Finance Administration Operations – January 19, 2016

2016-012-01

**2015 Departmental Work Plans
Fourth Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2015 Departmental Work Plans Fourth Quarter Report as outlined in Schedule 1, Report 2016-012-01.

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 Fourth 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 2015.

1) Financial Matters

- Significant time spent on preparation of 2014 year-end statements
- 2016 budget presented/debated by Council
- 2016 budget guidelines adopted by Council

2) Economic Development Initiatives

- Staff focused on land acquisition/planning process associated with development of new employment lands

3) Aquarium Project

- Significant staff time and resources spent on Aquarium. Weekly construction coordination meetings
- Finalized Operating Agreement
- Parking – interim plan in place
- Continued monitoring of project management, schedule and financial position of project
- Established a municipal led Tourism Committee to prepare and implement a marketing plan for the Aquarium
- Work Plan adjustments necessary for various staff including Economic Development Officer, Manager of Strategic Initiatives, I.T. staff, eight (8) additional staff re-assigned to assist on exhibit commissioning, building handover and facility grand opening
- Supplementary grant secured (\$741,933) through the Eastern Ontario Development Program
- Interim occupancy achieved
- Parking garage ownership transfer completed
- A/Q ownership transfer scheduled for late January/2016

FINANCIAL IMPLICATIONS

Increased in-kind contribution to Aquarium project to facilitate exhibit commissioning, building handover and facility grand opening. Staff will be tracking additional financial contribution to the project.

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

2015 ADMINISTRATION DEPARTMENT GOALS/OBJECTIVES

Administration Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
a) Define recommendations to Council &/or options	N/A			
b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan	Strategy update and review with Committee/Council Second Quarter ARB Hearing scheduled for April 17/15	Assessment Review Board (ARB) Hearing concluded- Appeal denied. Revised strategy prepared	Revised proposal presented to Elizabethtown-Kitley	No change
c) Quarterly status reporting to Council of corporate work plans and activity	2015 Workplans developed. 1 st Quarter reporting – May FAO meeting	2 nd Quarter reporting – August FAO meeting	3 rd Quarter reporting Oct FAO meeting	4 th Quarter reporting Jan/16 FAO meeting
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 meeting Staff recognition events Biweekly bulletins	Weekly senior management meeting Staff recognition events Biweekly bulletins	Weekly senior management meeting Staff recognition events Biweekly bulletins	Weekly senior management meeting Staff recognition events Biweekly bulletins
a) Annual Operating Budget preparation & Oversight	Completed 2015		2016 Budget Guidelines presented/approved by Council	2016 Budget to be finalized Jan/16
b) Annual Capital Budget preparation & Oversight	completed			
c) Direct development of long-term financial forecasts	Updated 5 year forecast presented to Council			
d) Direct implementation of Asset Management Plan	Phase 2 of Asset Management Plan part of 2015 Workplan schedule			To be completed in 2016
e) Establish Strategic Capital Policies	N/A			
Leadership				

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
a) Eastern Ontario Mayor's Committee participation	EOMC meeting agenda prep for Second Quarter	EOMC meeting – April 10/June 19 -E.O. Economic Development Strategy Liaison Committee work – re. Implementation Strategy	Assisted with development of EOMC briefing notes for AMO presentations EOMC representative on leadership council for new Eastern Ontario Economic Development Strategy	Research and preparation of position paper on Interest Arbitration
b) Joint Services Budget, cooperation discussions and commentary	Draft 2015 Joint Services Budget reviewed/mayor briefing			Draft 2016 Joint Services budget reviewed/mayor briefing
a) Fire Operations Model change - Shift from Full time to Hybrid	N/A		New Fire Chief hired	Workplan established for 2016 including various aspects of implementation strategy
b) Facilitate OPP Costing acquisition and disposition	N/A			Moratorium lifted Nov 1/15. Initial contact made with OPP representatives. Anticipate OPP costing to commence Q1-2016.
a) Docking	N/A			
b) Parking	2 year interim parking arrangement negotiated			
c) Marina Lease	1 year lease extension provided to Fuller Marine Services		Revised 25 year marina lease agreement completed, provided to Developer.	No response from Developer.
d) Harbour Ownership	Two year lease extension executed			

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
e) Outstanding Agreements	N/A			Title transfer of AQ parking completed. Title transfer documents relating to AQ being finalized.
f) Facilitation - Opening	Ongoing	8 staff Reallocated to A/Q project -Weekly construction meeting -Various partner meetings	Memorandum of Understanding negotiated to facilitate building occupancy	
Official Plan				
a) Facilitation of goals re active transportation / waterfront / downtown / increased density	N/A			N/A
4. Strategic Plan				
a) Window Replacement Program	Interior windows removed from rear of building to be retrofitted	Work commenced on 1 st and 2 nd floor City Hall on west side	ongoing	Work completed on 1 st and 2 nd floor City Hall on West side.
b) Water Meter Replacement Program	3028 meters replaced	3700 meters replaced Work is progressing well	4418 have now been replaced including Elizabethtown meters. Work is progressing well.	4823 meters replaced.
c) Blockhouse/Lighthouse Development - facilitation	New proposal under review	Development Agreement approved – June 19	Agreement of Purchase and Sale (APS) milestone extended from August 30-October 15/2015	Extension granted to December 18/2015. This milestone not met. Further extension to Feb 16/2016 requested by BHSD.

2015 DEPARTMENT GOALS/OBJECTIVES – Clerk's Department

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1. People					
a. Integrated Accessibility Standard Regulation (IASR) – Information and Communication compliance; implement policies, programs, procedures and training programs to meet the compliance deadlines for:					The increase in number of adhoc committees of council has reduced the amount of staff time available to dedicate to accessibility.
i. Public feedback methods;		15 key staff trained in Accessible Documents		On-going	
ii. Accessible communication formats	Training scheduled for 2 nd quarter		Staff identifying documents to be made accessible	On-going	
iii. Website accessibility		New website launched	Receiving feedback from website changeover. Adjusting as required.	Adjustments continue.	
b. Voters List – develop procedures to work with various departments on their database information to ensure electors are tracked (new; moves, etc) and the voters list is maintained until the next election year, 2018.	Still making changes from returned voter letters. On-going.		Working with Finance on process for gathering elector data	On-going	
2. Economy					
a. Business licensing					
i. Buskers	Complete				
ii. adult entertainers			Research underway		
iii. door to door sales		Complete			
b. Parking – replace (circa	Contacting "opted-in"	Met with two	Draft RFP being	RFP released with	

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1998) parking administrative software	municipalities to find vendors. On-going.	software vendors. On-going	reviewed for distribution in Q4.	January 2016 closing date.	
c. Implement online ticket payment option for improved customer service and accessibility	Waiting for replacement of admin software				
3. Amenities					
a. Parking					
i. review downtown unmetered and metered areas					
ii. consider meters in Courthouse area					
iii. review parking infrastructure for repairs, replacement and beautification					
4. Sustainability					
a. Records management					
i. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) 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			Reviewing requirements of Bill 8; Ontario Ombudsman to release additional info Q4	On-going	The increase in number of adhoc committees of council has reduced the amount of staff time available to dedicate to records management.
ii. Review record retention bylaw Include retention scheduled for electronic records			Staff report to FAO with revised bylaw in October	Delay waiting for Auditors review. Move forward in 2016	
iii. Work with departments to implement TOMRMS			Awaiting new retention bylaw in	Delay waiting for Auditors review.	

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
(The Ontario Municipal Records Management System)			Q4	Move forward in 2016	
b. Review of various committees of council establishing bylaws					
i. Update compositions of committees					The increase in number of adhoc committees of council has reduced the amount of staff time available to work on the bylaws.
ii. Update terms of reference					
c. Council Procedural By-law					
d. 2015 Budget monitoring	On-going	On-going	On-going	On-going	
e. 2016 Budget preparation			Underway	complete	
5. Personal Development					
a. Complete Certified Municipal Officer (CMO) designation application to AMCTO	Application submitted. Awaiting review.	CMO Accreditation obtained			

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. People				
- Home Inspection Program – Continue this is a multi-year project that identifies areas of concern for fire prevention education and enforcement.	Analysis of 2014 Stats, focus on problem areas, crews start field work April/May	Home Inspections ongoing by Suppression Staff.	Home inspection program to be conducted until the end of September.	Home inspection program is concluded for 2015. Favorable results regarding smoke alarms.
- Vulnerable Occupancy Program, mandated by Province (2 nd year) involves educating and enforcement of Provincial regulation. Primarily a fire prevention division function with crew involvement of larger facilities.	Implementation of program, registration of required “care” occupancies, group homes, long term care, - FSP, annual drills, staffing, training, sprinkler system etc.	Vulnerable occupancy annual drills are scheduled with Fire Prevention staff.	Majority of Vulnerable Occupancy drills completed. Compliance has been achieved. Several remaining drills to be conducted in Q4.	All of the Vulnerable Occupancy drills completed. Compliance has been achieved.
- Switch over from Provincial to NFPA training standards. When status of 2014 applications are known we will have direction to staff training requirements for future years. Some Prov. testing may be required. Enrollment of qualified staff in OFM officer training programs	Grandfathering process to validate staff members current OFM levels of education & experience to NFPA recognized levels. Post officer exam enrollment in OFC courses has begun.	Grandfathering process is ongoing. Staff is enrolled in upcoming NFPA Fire Officer courses at the Ontario Fire College.	The Chief will review the Grandfathering process. Staff is attending NPFA Fire Officer Courses at the OFC.	OFM have confirmed BFD will have its files audited prior approving our applications for grandfathering, 10% of departments have to be audited based on IFSAC standards. Enrollment in the NPFA Fire Officer Courses at the OFC is ongoing.
- Sightline to Safety Program Continue participation & guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf & hard of hearing	Promotion of Registration program & residence inspections has begun in Jan/Feb of 2015	Inspection training regarding equipment for the program has been received.	Registration of deaf and hard of hearing continuing. The information is input into the CAD.	Registration of deaf and hard of hearing ongoing. The information is input into the CAD.
- Public Safety Awareness Campaigns focus on Seniors & Multiple Units Dwellings - Fire Safety Information Sessions	Presentations being booked.	Presentations have been scheduled and are ongoing.	Public presentations resulted in an audience of over 600 citizens.	Public presentations resulted in an audience of over 1000 citizens.
CO Alarm Legislation, promotion & education of requirements, current directive to begin enforcement April 15, 2015.	Public awareness campaign, information & requirements as developed by the	Ongoing review and public education, with enforcement options by Fire Prevention staff.	Fire Prevention staff continue to monitor educational requirements.	Media blitz successful for CO. Incorporated into the Home inspection program.

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
	province.			
- Preliminary planning for scheduled T9-1-1 systems upgrade (texting capability) for deaf, hard of hearing & speech impaired.	Research & planning in partnership with M.I.S. & service provider (Bell). Technical equipment installation completed.	Txt to 911 service commenced on July 9. Testing ongoing with the Canadian Hearing Society.	Txt to 911 services established. Testing is ongoing. No calls for service have been received to date.	System in place and operating. No calls for service have been received to date.
2. ECONOMY				
- Monitor the 2015 Budget & Variance report concerns as required	Prioritizing depts. equipment, training & supplies needs for year.	Variance for period ending July 31, will be discussed and submitted.	Variance reviewed and submitted to Finance.	Variance submitted to Council.
- Work with HR on outstanding Contract bargaining & negotiable issues, 2013, 14 & 15 discussions pending. - Prepare for 24 hour shift arbitration hearing in May of 2015.	-Some ideas exchanged. Labour relations seminar. -Conf call with Hicks Morley in mid Jan	24 hour shift arbitration awarded for January 1, 2016 as a three year trial. Meetings with the association to be scheduled.	24 hour shift agreement reached with the Association. Implementation set for January 1, 2016.	The Administration is working with the Association regarding the implementation of the 24 hour shift.
- Communications Centre software & systems upgrades proposed. - SD&G possible end user upgrades - Discussions on Fire /Police combine of communications service.	- Jan. meeting of service provider & L&G fire chiefs. Radio lic. issues with Industry Canada - No commitment yet - Preliminary meeting held.	Anticipate final Industry Canada radio license documentation. Discussions regarding software upgrades ongoing.	The Chief is conducting a complete overview of the dispatch system.	The Chief has conducted a complete overview of the dispatch system. Efficiencies in operation will be conducted in 2016.
- Development in partnership with other City Depts. 2016 budget.	Identify upcoming needs & concerns	Ongoing	Ongoing	Ongoing

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
3. AMENITIES				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Canada's Flag 50 years celebration –fireworks attended by crew.	Crews attended various public functions throughout the summer.	Crews attended various public functions, will be ongoing into the fall.	Crews attended several events throughout the year including the All Ships festival, and King St. sidewalk sales.
- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act.	Continued contact with EMO Sector Rep and current information as received. Mandatory training directives received from OFMEMO.	Annual compliance training to be scheduled with the Control Group.	Annual compliance training to be completed prior to the end of Q4.	Annual compliance training completed and submitted to the OFMEM for approval.
- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Continue to actively promote/conduct public ed in prev. & fire safety	Completed the 2015 OFMEM compliance document	Fire Prevention Week activities scheduled including; fire drills, and fire truck displays.	Public education included school visits, and the Holiday media blitz in the EMC and JR FM
- Continue to promote the renewal of the <u>outdated</u> Fire Dept. Establishing & Regulating By-Law		Ongoing	The Chief will submit the renewal of the E&R to Council.	Ongoing will be completed in 2016
- Continue to update Dept. Rules & Regulations and employee Assessment/Evaluation forms.	Discuss same with HR Manager, review of similar forms from other municipalities.	Ongoing	Chief will review current policies with HR.	Current evaluation process to modified in 2016

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
<u>Corporate Objectives</u>					
1. Wastewater System Main Pumping Station – Preliminary Design	The EA was completed in 2014. The next step in the project would be to go to preliminary design. Engineering to review feasibility.	No further progress.	An Expression of Interest was submitted to the province for funding in October.	On-going.	
2. Water Systems Master Plan - Water Distribution System Hydraulic Modeling Review.	Work on the City's water distribution hydraulic model is nearing completion. Once this is completed, work on the Water Systems Master Plan can begin.	On-going.	On-going.	The hydraulic model has been completed.	
3. Implementation/Improvement of City's Operational Plan (DWQMS).	On-going. An internal audit is scheduled for May and the first Management Review meeting is scheduled for June.	On-going. The Management Review meeting was held in June and internal audit completed in May.	On-going.	A Management Review meeting was held in November.	
4. Completion of a new Water By-law.	A draft Water By-law was completed early in 2014. However, due to other priorities the completion of the by-law was deferred until 2015.	No further progress. It is expected that work on the by-law will continue in the 2 nd half of the year.	On-going.	On-going.	
5. Condition Assessment of the City's	A third phase of an on-	On-going.	Deferred until 2016.	Deferred until 2016.	

2015 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
Water Feedermain.	going condition assessment of the City's water feedermain is scheduled to be completed later in 2015.				
6. Assist in the implementation of the Source Water Protection Plan policies.	The local Source Water Protection Plan came into effect April 1, 2015. Staff continues to participate in regional working groups in an effort to implement the policies of the plan.	On-going.	On-going. Staff will be submitting a request to extend funding until December 2016.	The City was granted an extension to allow eligible costs until December 2016.	
7. Integration of the new Solid Waste Officer position.	The new Solid Waste Officer started April 6, 2015. For the past month the incumbent was able to provide training and guidance.	On-going.	On-going.	Completed.	
8. Development of a paper bag only policy for leaf collection.	At the April FAO and Council meetings, Council endorsed staff's request for paper bag only use during fall leaf collection.	Completed.	Completed. Implementation to occur during fall leaf collection.	Completed.	
9. A comprehensive review of solid waste communication practices.	With the evolution of social media, the Solid Waste Officer will review the City's practices of communication.	On-going.	On-going.	Completed.	
10. Development/implementation of a	The Solid Waste Officer	The new Solid	On-going.	On-going.	

2015 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
solid waste/recycling curriculum for elementary students.	will review the need for the development of a solid waste/recycling curriculum for elementary students.	Waste Officer has begun a preliminary review.			
11. Completion of 2015 Environmental Services Department's Capital Projects <ul style="list-style-type: none"> 1. Centre Street Reconstruction 2. Victoria Avenue Reconstruction 3. Beecher Street Watermain Reconstruction 4. Louis Street Watermain Reconstruction 5. Eleanor Street Watermain Reconstruction 	<p>The design is nearing completion. Funding for the project through the SCF program has not yet been announced. It is hoped that work on the project will begin in June.</p> <p>The tender is scheduled to be advertised in mid-June with construction to start in September.</p> <p>The tender is scheduled to be advertised in mid-May with construction to start in June.</p> <p>The tender is scheduled to be advertised in mid-May with construction to start in June.</p> <p>The tender is scheduled to be advertised in mid-May with construction to start at the end of June.</p>	<p>Funding for the project through the SCF program was announced. Due to the lateness in receiving funding, the project has been deferred until 2016.</p> <p>The tender was awarded to Miller Excavating. Work is scheduled to start in August.</p> <p>The tender is scheduled to be advertised in September.</p> <p>The tender is scheduled to be advertised in September.</p> <p>Completed.</p>	<p>Deferred until 2016.</p> <p>Project is expected to be completed by the end of October.</p> <p>Project has been delayed due to some engineering design issues.</p> <p>The project is expected to be advertised in October.</p> <p>Completed.</p>	<p>Deferred until 2016.</p> <p>Completed.</p> <p>Deferred until 2016.</p> <p>Completed.</p> <p>Completed.</p>	

2015 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
6. Bartholomew Street Miscellaneous Watermain Work	Work to be completed in the summer by Water Systems staff.	On-going.	Project has been cancelled.	Cancelled.	
7. Lead Service Replacement Program	Work to be completed throughout the summer by Water Systems staff.	On-going.	On-going.	On-going.	
8. WTP Capital projects	On-going.	On-going.	On-going.	Most projects were completed in 2015. A couple will extend into 2016.	
9. WPCC Capital projects	On-going.	On-going.	On-going.	All 2015 projects were completed.	
12. Provide technical assistance with the development of employment lands.	On-going.	On-going.	On-going.	On-going.	
13. Participate in the annual update of the City's Asset Management Plan.	On-going.	On-going.	On-going.	On-going.	
14. Participate in the Implementation of a Geographic Information System (GIS)	On-going.	On-going.	On-going.	On-going.	
15. Participate in the review of private subdivisions for their assumption.	Engineering staff continue to work closely with Planning staff in the review of subdivisions for their assumption. On-going.	On-going.	On-going.	On-going.	

2015 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
16. Continued Monitoring of Brownfields Remediation Projects.	On-going.	On-going.	On-going.	On-going.	
<u>Department Objectives</u>					
1. Assist City Manager in completion/implementation of: → Performance Reviews on Supervisory Staff → Implementation/Monitoring of 2015 Budget → Preparation of 2016 Budget	Scheduled to be completed by the end of the 2 nd quarter. Ongoing. Supervisory staff are responsible for completing capital projects and monitoring operating budgets. Preparation of the 2016 budget is anticipated to start in the 3 rd quarter.	Scheduled to be completed by the end of the 3rd quarter. On-going.	On-going.	Completed. Completed. Completed.	
2. On-going monitoring/implementing of departmental succession planning.	On-going.	Staff has started to build the 2016 budget. On-going.	On-going.	On-going.	

2015 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
1. People <ul style="list-style-type: none"> a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), marina expansion feasibility 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) c. Complete review of Non-resident User Fee d. Assist Manager of Human Resources in CUPE contract negotiations 	<ul style="list-style-type: none"> 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 b. Ongoing support for All Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. Report due at June FAO Committee meeting d. 2nd quarter 	<ul style="list-style-type: none"> 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 b. Ongoing support for All Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. deferred d. complete 	<ul style="list-style-type: none"> 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 b. Departmental support provided for All Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. deferred d. complete 	<ul style="list-style-type: none"> 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 b. Departmental support provided for All Ships Festival, Hydroplane Regatta, Ribfest and smaller events c. deferred d. complete 	
2. Economy <ul style="list-style-type: none"> a. Facilitate/monitor brownfield remediation projects (TSL, Blockhouse Square, Junic etc.) and linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Ongoing 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Ongoing 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Ongoing 	<ul style="list-style-type: none"> a. Ongoing – Lighthouse/Blockhouse Square b. Ongoing 	

2015 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
initiative					
3. Amenities					
a. Brock Trail expansion/upgrades b. Completion of TSL/Aquarium related projects – docking. c. 2015 Capital Projects – roads, bridges, fleet, parkland, facilities d. Completion of Reynolds Park Risk Assessment e. Centeen Park parking f. Rotary Park bike track and basketball court g. Initial phase – cycling network (link to Sustainability) h. Para-Transit contract RFP i. Transit evening service trial – analysis/reporting	a. Preparing for 2015 projects b. Ongoing c. Preparing for 2015 projects d. Additional testing completed. Updated reporting to MOE 2 nd quarter e. Deferred f. May/June construction g. Planning public consultation h. 2 nd quarter i. Ongoing	a. Preparing for 2015 projects b. Ongoing c. Projects initiated d. Updated reporting completed e. Deferred f. Construction commenced late June g. Public consultation completed h. RFP issued in June i. Ongoing	a. 2015 projects commenced b. Ongoing c. Projects underway; many completed d. Updated reporting completed e. Deferred f. Facilities open for use g. Public consultation completed h. Contract awarded i. Ongoing	a. 2015 projects ongoing b. Ongoing c. Projects underway; most completed d. Updated reporting completed e. Deferred f. Facilities open for use g. Network proposal approved by Council h. Contract awarded i. Ongoing	
4. Sustainability					
a. WPCC Secondary Treatment - coordinate senior government funding involvement in force main project b. Participate in the Energy Management Committee – development of City's Energy Management Plan (in conjunction with Manager of Strategic Initiatives) c. Asset Management – expand on base asset management report d. Victoria Building window retrofit (in conjunction with Manager of Strategic Initiatives)	a. Coordinating wrap-up of WPCC funding agreement b. Ongoing c. 3 rd quarter d. 3 rd quarter	a. Coordinating wrap-up of WPCC funding agreement b. Ongoing c. 3 rd quarter d. Ongoing	a. Coordinating wrap-up of WPCC funding agreement b. Ongoing c. Deferred due to competing priorities d. Ongoing	a. Coordinating wrap-up of WPCC funding agreement b. Ongoing c. Deferred due to competing priorities d. Ongoing	

2015 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Departmental Objectives					
1. Assist City Manager in completion of: - Implementation/monitoring of 2015 Budget - Preparations for 2016 Budget - Implement next steps of Corporate Reorganization and succession planning as necessary	- Ongoing - 3 rd quarter - Ongoing	- Ongoing - 3 rd quarter - Ongoing	- Ongoing - Ongoing - Ongoing	- Ongoing - Ongoing - Ongoing	
Personal Development Parks/recreation/facilities workshops/conferences – continue to expand knowledge base; networking opportunities	Attended Parks & Recreation Ontario annual conference	Ongoing	Ongoing	Ongoing	

2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
Workplan : 2015 Draft					
1. People					
<p>Immigration Initiatives-</p> <ul style="list-style-type: none"> Engagement of all committees towards completing final outputs identified in the strategic plan for immigration to the region Secure additional funding sources beyond base federal grant transfer and complete application for extension of base funding into 2016/2017. Establish a model KPI tracking for identification of new immigrant arrivals with appropriate aftercare programming. 	<p>5 half day meetings a year on this file. Some supervisory attention and inputs on securing the grants from Federal government. Stephanie assist with social media outputs</p>	<p>Grant funding submitted to enable sustainability for immigration operation to 2019. Awaiting approval process. Immigration overview provided at Council meeting earlier.</p>	<p>Focus on Syria Refugee Relief project. Grant funding to be announced in December.</p>	<p>Secured Provincial grant for research towards enhanced Immigration attraction strategies. An amount of \$52,500 approved with execution in 2016</p>	<p>First grant received for direct assistance on Immigration attraction. Previous grants aligned to settlement and welcoming.</p>
<p>Lifestyle Attraction Program-</p> <ul style="list-style-type: none"> Develop and execute new outreach initiatives to broaden the exposure of the lifestyle and residential relocation attraction to Brockville area. Attendance a key forums such as International Ploughing Match and cross promotional venues with tourism on Travel consumer shows is a focus. Immigration staff to recruit new ambassadors and support organizations to assist with the program development of lifestyle attraction including age friendly committee 	<p>Stephanie very much looks after this initiative now with help form DBIA, Chamber/Tourism and the Age Friendly committee. I have very little time commitment on this file</p>	<p>Executed new research tracking initiative with broker community for new residents. Grant approved for certification process for city age friendly status Increased number of website hits for residential relocation Website metrics to be reviewed at EDP meeting.</p>	<p>Engaged real estate broker community in research and distribution of comment cards.</p>	<p>No activites on this program other than answering request from relation enquiries. Year end data on activity to be included in the economic indicator report and posted on website under economic development</p>	

2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>Entrepreneurship Development-</p> <ul style="list-style-type: none"> • Continue to attain the current benchmark stats/level on small business consulting and related impacts. • Recruit 10 new business youth clients for Starter Company and 15 students for Summer Company. • Provide facilitation with Launch Labs of Kingston as required and the area CDC's for monthly consultations and workshop with business entrepreneurs. Target 3 per month. 	<p>Operates on their own. About 3 to 4 days of supervisory and administration per year. We hold the contract from Province</p>	<p>20 summer company businesses started –record number for Leeds Grenville which equals 20 jobs created 4 starter company business started 14 jobs created – through general consultations and business registrations 38 business consults.</p>	<p>7 firms for next intake in Starter Company 43 Consultations 7 businesses started 9 jobs created Total jobs in all programs is 33</p>	<p>Exceeded targets for operations. Centre will make presentation to Council in 2016 and post data on website.</p>	<p>Starter Company revenue will now be sustaining from Province with increased grant to accommodate program delivery and additional administration</p>
<p>2. Economy</p>					
<ul style="list-style-type: none"> • Investment Attraction- • Introduce a formal lead generation program for City with appropriate partnership and cost sharing partners and focus on life science, food and logistics sectors. 	<p>Project Isaac and Abbott are #1 investment priorities. Black and Decker leasing a secondary priority. Not much building vacancies or land availability thereafter</p>	<p>Lead Generation Project has identified 6 leads for qualification in third quarter. Quebec origin 2 and New York state based-4 Client meetings scheduled in Montreal in</p>	<p>Lead Generation Mission to Montreal. 8 client meetings and 3 qualified prospect at conclusion. Project Isaac announcement likely by year end following election</p>	<p>Summary report on year end prospect activity being presented to EDP on January 5th. Slight decrease in total numbers</p>	

2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>Target 200K square feet of occupied leased industrial space, new employment generation of 110 full time positions and land sales of 20 acres.</p> <ul style="list-style-type: none"> Angel Network-Continue brokerage of regional investment opportunities to Angel network. Target is 1 confirmed deals among all sectors. Competitive Alternatives- complete updated assessment on competitive alternative report for Brockville utilizing current cost centre estimates from recent KPMG and BMO reports 		<p>September to qualify. Both Project Isaac and Project Brock proceeding but no confirmation on announcement date. Former Black and Decker building has new tenant for 12 month term and occupying additional 175k square feet of space. 50% occupancy APS of Project Isaac property closed with public announcement pending. Former Abbott Labs building sale closed with compliance process on formulation proceeding. Potential sale of both former Puralator and Recorder Buildings pending MOE approvals for Summitt Energy Project. Investment secured. 1 additional Angel investment deal confirmed.</p>	<p>and signing of Pacific Trade Agreement. Financing secured for Summitt Energy Project on California Ave. Year end metrics for EDP review in December. Two Angel Projects secured funding for under \$800K.</p>	<p>but increase in confirmed clients and those prospects still active on securing relocation.</p> <p>Two angel sessions during fourth quarter. 2 projects financed and 2 declined.</p> <p>Competitive analysis report deferred to 2016.</p>	
<ul style="list-style-type: none"> Retail Commercial Attraction- Attendance at ICSC events and introduction of 5 qualified new retail/commercial clients. 	<p>Last years effort represented by new retail client introductions and developers. Have</p>	<p>Potential closure of new owners for Brockville Centre to be confirmed in fall with repurposing</p>	<p>Attendance at ICSC Toronto Marketplace. Focus on Sobeys Grocery outlet</p>	<p>Preparation for two formal investment forums/Shows in first quarter</p>	

2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<ul style="list-style-type: none"> Completion of updated data on all vacant retail commercial listings and specific investment opportunity profiles with online linkages. 	<p>listing to review on same. Decrease in vacancy levels is the key KPI as noted on our reports and Economic Indicators</p>	<p>proposal pending ICSC Toronto event preparation for 3rd quarter. Vacancy metric calculated at year end.</p>	<p>and Hotel with closure of Royal Brock. Another Starbucks in the development planning for Steward Blvd</p>	<p>of 2016. New investment opportunity template established.</p>	
<ul style="list-style-type: none"> <u>Business Retention & Expansion/Aftercare-</u> Completion of 15 corporate calls with local industry and key commercial clients and introduction on funding assistance and advocacy when necessary. Target 5 new product lines and 3 financial grant applications. 	<p>Standard activity and always well supported by Council. Outputs are the jobs retained, new product lines and the grant applications secured.</p>	<p>Completed 3 corporate call and identified supply chain linkage opportunity for DRP Inc and new industry Total to date on corporate calls at 8. Major announcement for August 20th on new contract and employment for existing multi-national firm.</p>	<p>No corporate calls this quarter.</p>	<p>3 corporate calls completed. Policy and advocacy required with both clients. Focus on potential infrastructure options for 2016</p>	
<p><u>Employment Lands</u></p> <p>Coordinate the property assembly and provide input on the process to establish a 100 plus acre new business park.</p>	<p>Consider the #1 priority project</p>	<p>Successful negotiations on APS confirmed for 4 property transactions representing assembly of 125 acres of new employment lands. Coordination with</p>	<p>All property transactions have successfully closed. Total acreage with city land at 145 acres. Focus on planning, zoning and</p>	<p>Awaiting completion of Zoning process. Anticipate a 3rd quarter offering for certification</p>	

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
		Project Brock on facilitation and management options . Submitted grant request for \$570K Proceeding with Planning and compliance requirements	communications	Grant application ineligible due to exit of GT project.	
Aquarium	<ul style="list-style-type: none"> Assist with marketing plan execution for the Aquarium for first year operation including RED grant funding activities. <u>This at direction/approval of the Aquarium Board</u> Endeavour to secure additional government grant funding with focus on Regional EODP to assist with the project finances. 	The Funding application through EODP has already been secured. Other minor activities and coordination required. Very little time commitment as they have their own staffing now.	Process facilitation on both EODP and RED grant funding. Successful on \$759K of capital grant and \$50K on marketing Assisting with input on launch program and guest.	No further RED funding eligible until facility opens and demonstrates metric activity.	No action
3. Amenities	<ul style="list-style-type: none"> Brockville Arts Centre- BAC staff and Project Encore committee will complete final phase of Project Encore with focus on front King Street façade of BAC with appropriate visual enhancements towards a more inviting exterior image. Preparation of fund raising plan and city budget consideration. 	Again, mainly a BAC directive with little direct involvement. Likely 1 day per upcoming year.	Ahead on budget revenues at BAC compared to 2014.	Budget surplus heading into final quarter. Special historic council meeting and presentation at BAC for late October	Budget numbers under development. Solid year of sales and activity. Council meeting on stage at BAC.

2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
4. Sustainability					
<ul style="list-style-type: none"> Program sustainability for immigration and entrepreneurship is noted under the people section of workplan 		Grant submitted.	December announcement as noted earlier	Grant secured	
<ul style="list-style-type: none"> United Nations Centre for Tourism Sustainability- Assist in the grant writing process to secure funding towards a business plan for the centre linkage to Aquatarium Assist with City Manager and Mayor on Facilitation process to update the Economic 	<p>This has already been accomplished through CDC grant application approved in January. Will await Queens University on the final 40K required for business plan</p>	<p>Queens grant likely to now be approved which will lever the remaining funding for business plan development. To be confirmed shortly.</p> <p>New Economic Development Strategic plan confirmed and to be</p>	<p>Queens grant under review. Some positive movement on application but still not confirmed. Need Aquatarium commitment.</p> <p>Plan endorsed by council. Budget</p>	<p>No action till 2nd quarter 2016</p>	

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
Development Strategic Plan for city with engagement of Council and external groups/people.		presented to EDP/Council in September for approval	discussions to refine first stage of execution.	focus on one or two initiatives for 2016.	

2015 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
1. People					
- Completion of annual staff performance reviews	Completed	Ongoing process	Continuing process	Ongoing process	
- Assist City Manager in implementation of operational changes including OPP review and Fire department changes	Ongoing	Ongoing	Ongoing	Expect to commence in early 2016	
- Continual review of department operations for increased efficiencies	Continuing process	Ongoing	Ongoing	Continuing process	
- Continued involvement with collective bargaining process along with arbitration meetings	April 23 rd and 24th	Completed	Completed	Completed	
2. Economy					
- Continued promotion and review of the CIP and Brownfield programs	Met with MMAH April 13th	Continued discussions	Reviewing appropriate documentation	Ongoing	
- Development of BFTIP By-Laws	See above	See above	See above	See above	
- Involvement in local MUSH sector purchasing group along with other joint service delivery sharing of services	Ongoing	Ongoing, scheduled to meet new Dir. of Corp Services from Counties	Ongoing	Ongoing	
3. Amenities					
- Continuing review of GIS option and strategies including possible implementation of GIS department	Continuing discussions on opportunities	GIS Coordinator started August 10	Position commenced August 10	Implemented and proceeding with implementing apps	
- Continuing reviewing of operational efficiencies through effective use of	Continuing review of efficiencies offered through technology	Continual process	Software purchased	Hardware purchased	

2015 DEPARTMENT GOALS/OBJECTIVES

Corporate Services Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments
technology					
4. Sustainability					
- Full responsibility for annual budget process	Completed	2016 process starting week of August 10	Budget process commenced	Expect to be complete in Jan 2016	
- Completion of annual financial statements along with annual reporting requirements	Ongoing, May to June completion dates	Completion delayed. End of August	Presented September 2015	2015 process has begun	
- Presentation of quarterly interim variance reports	Ongoing 1/4ly reports	Ongoing,	Presented September 2015	To present final report for 2015 in early 2016	
- Updating and monitoring of ten-year capital plan	Continuing updates to reflect requirements	Continuing update including water/wastewater discussions	Ongoing along with AMP and annual budget	Ongoing	
- Continue implementation of water meter replacement program	Progress with project expected completion 1 year ahead of schedule	Ongoing	Ongoing	Ongoing to 2018	
- Continued development of asset management plan	Ongoing	Continuing process	Ongoing	To complete "soft assets" in 2016	
- Finalize agreements for shared services provided to Elizabethtown/Kitley along with agreement to exempt property from property taxes	Ongoing ARB hearing April 17th	Appeal of ARB decision New proposal being delivered week of August 10	Awaiting appeal decision	Awaiting appeal decision	
- Introduce options for new rate structure for water and wastewater billing systems	To present to council in April/May	FA&O Aug 18	Approved September 2015	Finalizing 2016 rates as part of budget process	
- Continued development of Development charges by-laws	Ongoing	Ongoing	Ongoing	Ongoing	

Report to Finance, Administration & Operations Committee
January 19, 2016

2016-014-01

**Renewal of Agreement with the
Commissionaires Inc., Kingston & Region Division
For Parking Enforcement**

S. MacDonald
City Clerk

RECOMMENDATION

THAT Council for the Corporation of the City of Brockville authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement services for the period of February 1, 2016 to January 31, 2017.

ORIGIN

The current contract with the Commissionaires expires on January 31, 2016.

ANALYSIS

The Commissionaires have been providing parking enforcement services to the City of Brockville since February 2004. Parking enforcement is provided Monday to Friday (mostly) in the downtown area, including the five municipal parking lots. Maintenance and repair is also undertaken for the five pay and display parking lot machines and approximately 170 parking meters. In addition to be basic service, the Commissionaires also provide Saturday enforcement and additional service for the Brockville Arts Centre when large shows are scheduled under the same contract provisions.

The contract with the Commissionaires has worked very well since 2004 and the current compliment of officers works very well with City staff.

In 2011, proposals for service were compared between two providers. Although a change in provider would have resulted in savings of less than \$2,000, staff was not in favour of the change as the less expensive provider did not have on-street parking enforcement experience. The amount of staff time that would have been required to switch to a new service provider (training/time spent clarifying by-laws, policies and procedures to new personnel) would have negated any contract savings.

The Commissionaires are offering a one year extension to the current agreement with a 1% increase to the billing rates. Staff is recommending the renewal of the agreement with the Commissionaires be for a one (1) year term, from February 1, 2016 to January 31, 2017. The contract is for the provision of two (2) officers and the dedicated use of a vehicle. The vehicle is used for meter collects, repairs and patrols in areas outside of the downtown core.

2016-014-01

Renewal Of Agreement With The Commissionaires Inc.
Kingston & Region Division For Parking Enforcement

Page 2

FINANCIAL CONSIDERATIONS

The contract costs of \$78,444 have been included in the 2016 operating budget.

Funding of this contract is through the Parking operating account 01-5-270115-3010.



S. MacDonald
City Clerk



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager