



**Update: Jul 17th, 9:00
am; Brock Trail
Comm provided
revised fin summary**

Finance, Administration and Operations Committee

Tuesday, July 18, 2017, 4:15 pm
City Hall, Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>		
Councillor L. Bursey, Chair	Clerk's Office	CRCA	
Councillor T. Blanchard	Environmental Services	Cemetery	
Councillor P. Deery	Finance Department	Health Unit	
Councillor J. Fullarton	Fire Department	Joint Services	
Mayor D. Henderson, Ex-Officio	Human Resources Dept.	Committee	
	Operations Department	PLMG	
	Airport Commission	Police Services Board	
	Arena Advisory Board	Safe Communities	
	Brockville Municipal Accessibility Advisory Committee (BMAAC)	Coalition	
		St. Lawrence Lodge	
		Management Board	
		Volunteer Awards	

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

Page

AGENDA

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence & Communications

Nil.

Reports from Boards and Committees

1. Airport Commission

Wilsie Hatfield, Chair Airport Commission, will address the committee to provide an update on the Airport Commission.

Finance, Administration and Operations Committee

July 18, 2017

- 5 - 8 2. Brock Trail Committee

John Taylor will be in attendance to provide an update on the trail construction.

Staff Reports

- 9 - 14 1. 2017-077-07

Henry Street Boat Ramp
Upper Section Replacement

THAT the quotation from Cruickshank Construction Ltd. in the amount of thirty-five thousand four hundred sixty-three dollars and thirty-six cents (\$35,463.36), after HST rebate, for City of Brockville Contract 2017-12 Henry Street Boat Ramp – Upper Section Replacement, be accepted; and

THAT the project be funded from the surpluses contained in the 2017 Parkland Equipment Program and a contribution from the Cataraqui Regional Conservation Authority.

- 15 - 18 2. 2017-078-07

Hot Mix Paving
St. Lawrence Park

THAT the quotation from Cruickshank Construction Ltd. in the amount of twenty-six thousand three hundred thirty dollars and forty cents (\$26,330.40), after HST rebate, for City of Brockville Quotation 6-2017 Hot Mix Paving - St. Lawrence Park, be accepted; and

THAT the project be funded from Account 9701106 9970170 3010, Hot Mix Paving – St. Lawrence Park.

- 19 - 20 3. 2017-081-07

Ontario Municipal Commuter Cycling Program

THAT the City of Brockville apply to the Ontario Municipal Commuter Cycling Program for funding of an active transportation plan that incorporates cycling.

Finance, Administration and Operations Committee

July 18, 2017

21 - 46 4. 2017-083-07

2017 Departmental Work Plans
2nd Quarter Report

THAT Council approve the 2017 Departmental Work Plans Second Quarter Report as outlined in Schedule 1, Report 2017-083-07.

47 - 53 5. 2017-075-07

Tiered Response Agreement
United Counties Leeds & Grenville and City of Brockville

THAT Council authorizes the Mayor and Clerk to execute the Tiered Response Agreement between the United Counties of Leeds and Grenville EMS and the City of Brockville.

54 - 70 6. 2017-076-07

Fire Communication Agreement
Municipality of South Dundas

THAT Council authorizes the Mayor and Clerk to execute a Fire Dispatch Communication Service Agreement between the City of Brockville and the Municipality of South Dundas for the period of five years commencing on January 1st, 2017 and ending on December 31st, 2021.

71 - 72 7. 2017-084-07

Donation of 1997 Pierce Quantum Pumper Rescue to
St. Lawrence College

THAT Council authorizes the donation of a surplus 1997 Pierce Quantum Pumper Rescue to the St-Lawrence College Brockville Campus to be used for its Firefighter Pre-Service Program.

73 - 115 8. 2017-074-07

Water and Wastewater Systems
Quarterly Report (Apr-Jun 2017)

THAT Report 2017-074-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017) be received for information purposes.

Finance, Administration and Operations Committee
July 18, 2017

116 - 118 9. 2017-079-07
2017 City Debenture Issue

THAT staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the Ontario Infrastructure and Lands Corporation Act, 2011 (OILC) for the 2017 Capital Projects; and

THAT Council authorize the Mayor and Director of Corporate Services to enter into agreements with the OILC to provide such financing for the 2017 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

119 - 121 10. 2017-080-07
John Street Lot
Meter Acquisition

THAT Council for the City of Brockville approve the purchase of a pay & display parking machine to be installed in the John Street parking lot.

122 - 128 11. 2017-082-07
2017 Interim Variance Report at
June 15, 2017

THAT Council receives the Interim Variance Report as of June 15, 2017 for information purposes.

New Business - Reports from Members of Council

Nil.

FAO - Consent Agenda

Adjournment

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for August 15, 2017.

Brock Trail Update, July 2017

St. Lawrence Park to Cedar Street - major donor: Carolyn Sifton Foundation

- All the major project work, including paving, landscaping and the pedestrian crossover, was completed in 2015.
- The installation of a pedestrian crossover on Cedar Street remains to be done.
- This spring the Brockville Horticultural Society added a pollinator garden close to King Street.
- The total project cost was \$158,959 with a city contribution of \$54,000 from capital and \$7,734 from parking reserve.

Perth to Stewart (Russ Chartier Bridge) - major donor: Thousand Islands Development Corp.

- The project is about 50% complete and included the installation and dedication of the new bridge.
- Trail reconstruction will be completed this year with paving to be done in 2018.
- A pedestrian crossover on Perth Street will also be done in 2018.
- The project cost to date is \$112,004, with about \$85,000 still to come. The city's capital contribution has been \$62,831.

Tom Dailey Bridge - major donor: Brockville Community Foundation

- The project is about 98% complete; still to be done is some landscaping, signage, and installation of a plaque.
- Pedestrian crossovers on Henry Street and St. Paul's Street are still to be installed.
- The project cost to date is \$305,538, with about \$6,000 still to come. The city's capital contribution has been \$105,000.

Laurier Extension - Laurier to Centennial Road

- The project is about 20% complete, consisting of trail clearing, culverts and gravel trail bed.
- Project components still to come include: installation of a bridge and trail segment to connect to Aspen Crescent, paving, pedestrian crossovers on both Laurier Boulevard and Centennial Road, and realignment of the Brock Trail from the intersection of Laurier and Bridlewood.
- Project cost to date is \$62,668, and remaining expenses are expected to be about \$382,668. The city's capital contribution is \$100,000.
- This project benefits from provincial and federal grants of \$250,000.

"401 Bypass" (Parkdale, Ormond, Central)

- This section connects the Brock Trail through the 401 Corridor using the Ormond Street underpass.
- Construction is currently underway and expect to be completed about the end of July, including a pedestrian crossover of Ormond Street at Bramshot.

- Project cost to date is \$38,566, and the total project cost is expected to be about \$300,000. The city's capital contribution is \$45,000, comprised of three years of cycling network funding. The project is benefiting from \$250,000 in provincial and federal grants.

North Gorge to Front Ave (2018)

- This project will connect the Tunnel North Gorge under the CNR main line to connect with front Ave.
- The project is just beginning. VIA-approved consultant WSP has been engaged at a cost of \$16,700 to evaluate and design a proposal for VIA's consideration and approval. The study is expected to be delivered in mid-August.
- This project has a rough estimate to complete of \$200,000, with a city capital contribution of \$50,000 in 2019.

Park to First Ave. (2018/2019)

- This project is expected to begin in 2018, with an estimated cost to complete of \$360,000 and a contribution of city capital of hundred and \$120,000.

Project	Year	Revenue				Expense	Net
		City	In-Kind	Donation or Grant	Total		
Section 1 - St. Lawrence Park - Cedar Street	2013					(4,835)	(4,835)
Section 1 - St. Lawrence Park - Cedar Street	2014			100	100	(10,063)	(9,963)
Section 1 - St. Lawrence Park - Cedar Street	2015	54,000	5,736		59,736	(127,231)	(67,495)
Section 1 - St. Lawrence Park - Cedar Street	2016	7,734	4,889	100,000	112,623	(16,831)	95,792
Section 1 - St. Lawrence Park - Cedar Street	2017						
	<i>SubTotal</i>		61,734	10,625	100,100	172,459	(158,959)
							13,499
Section 2 - Perth to William	2013						
Section 2 - Perth to William	2014	10,831	3,394		14,225	(16,083)	(1,858)
Section 2 - Perth to William	2015	52,000	14,483		66,483	(49,530)	16,952
Section 2 - Perth to William	2016			58,000	58,000	(36,359)	21,641
Section 2 - Perth to William	2017			62,180	62,180	(10,032)	52,148
	<i>SubTotal</i>		62,831	17,877	120,180	200,888	(112,004)
							88,884
Section 3 - Tom Dailey Bridge	2013	4,835			4,835		4,835
Section 3 - Tom Dailey Bridge	2014			17,000	17,000	(575)	16,425
Section 3 - Tom Dailey Bridge	2015	45,165	2,500	66,670	114,335	(105,235)	9,100
Section 3 - Tom Dailey Bridge	2016		37,354	24,430	61,784	(199,727)	(137,943)
Section 3 - Tom Dailey Bridge	2017	55,000			55,000		55,000
	<i>SubTotal</i>		105,000	39,854	108,100	252,954	(305,538)
							(52,583)
Section 4 - Laurier to Centennial Road	2013						
Section 4 - Laurier to Centennial Road	2014						
Section 4 - Laurier to Centennial Road	2015						
Section 4 - Laurier to Centennial Road	2016	75,000	9,770		84,770	(54,548)	30,222
Section 4 - Laurier to Centennial Road	2017	25,000		250,000	275,000	(8,120)	266,880
	<i>SubTotal</i>		100,000	9,770	250,000	359,770	(62,668)
							297,102
Section 5 - 401 bypass	2013						
Section 5 - 401 bypass	2014			150	150		150
Section 5 - 401 bypass	2015	15,000			15,000		15,000
Section 5 - 401 bypass	2016						
Section 5 - 401 bypass	2017	30,000	14,550	250,000	294,550	(38,566)	255,985
	<i>SubTotal</i>		45,000	14,550	250,150	309,700	(38,566)
							271,135
Section 6 - North Gorge at Tunnel	2013						
Section 6 - North Gorge at Tunnel	2014						
Section 6 - North Gorge at Tunnel	2015						
Section 6 - North Gorge at Tunnel	2016						
Section 6 - North Gorge at Tunnel	2017	120,000			120,000		120,000
	<i>SubTotal</i>		120,000			120,000	
							120,000
	<i>Grand Totals</i>		494,565	92,676	828,530	1,415,771	(677,734)
							738,037
<i>For every \$1.00 from the City, the committee raised</i>		\$ 2.46	<i>from grants, donations and in-kind (excl. North Gorge project)</i>				
Remaining Estimated Costs		Amount					
Section 2 - Perth to William		(85,000)	Hydro pole, fill, paving				
Section 4 - Laurier to Centennial Road		(382,668)	Bridge, trail to Aspen, paving, Laurier intersection & trailheads, two PXOs				
Section 5 - 401 bypass		(293,566)	Remaining trailbed prep, paving, PXO at Bramshot				
Section 6 - North Gorge at Tunnel		?	Tunnel north portal - under CN tracks to Front St				
		(761,233)					

Ten-Year Active Transportation Capital Projects		City Spend	Grants and In-Kind	Project Total Cost
Year	Description			
2015	Trail: Cedar St to St. Lawrence Park	54,000	106,000	160,000
	Trail: Perth St to William St	52,000	103,000	155,000
	Trail: St. Paul St to Henry St (Wayfare)	30,000	135,000	165,000
	Cycling: design audit & to be determined	15,000	15,000	30,000
2015 totals		151,000	359,000	510,000
2016	Trail: Laurier Blvd north to Centennial Rd	100,000	200,000	300,000
	Cycling: to be determined	15,000	15,000	30,000
2016 totals		115,000	215,000	330,000
2017	Trail: Park St to First Ave	120,000	240,000	360,000
	Cycling: to be determined	15,000	15,000	30,000
2017 totals		135,000	255,000	390,000
2018	Trail: Hardy Park - wood promenade redecking	67,000	134,000	201,000
	Cycling: to be determined	15,000	15,000	30,000
2018 totals		82,000	149,000	231,000
2019	Trail: Extension north from Railway Tunnel **	50,000	100,000	150,000
- 2024	Trail: 401 underpass **	60,000	120,000	180,000
	Trail: Stewart Blvd to Park St **	50,000	100,000	150,000
	Trail: Stewart Blvd to Brookview Park	100,000	200,000	300,000
	Cycling: to be determined	90,000	90,000	180,000
2019-2024 totals		350,000	610,000	960,000
2015 - 2024: 10 year totals		833,000	1,588,000	2,421,000

JULY 7, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 18, 2017

**2017-077-07
CONTRACT 2017-12
HENRY STREET BOAT RAMP
UPPER SECTION REPLACEMENT**

**R. FRASER
SUPERVISOR, PUBLIC WORKS/PARKS
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT the quotation from Cruickshank Construction Ltd. in the amount of thirty-five thousand four hundred sixty-three dollars and thirty-six cents (\$35,463.36), after HST rebate, for City of Brockville Contract 2017-12 Henry Street Boat Ramp – Upper Section Replacement, be accepted; and

THAT the project be funded from the surpluses contained in the 2017 Parkland Equipment Program and a contribution from the Cataraqui Regional Conservation Authority.

PURPOSE

To replace the existing damaged poured-in-place concrete upper portion of the Henry Street Boat Ramp with a precast concrete ramp.

BACKGROUND

The ramp to be replaced is situated at the southerly end of Henry Street. The existing ramp was constructed in 1986 and consisted of a 7.31m long x 6.8m wide section of steel mesh lower section connected to a 3.5m long x 6.8m wide pour-in-place concrete upper section.

Under City of Brockville Contract 2016-25 Henry Street Boat Ramp Replacement, the lower steel mesh section of the ramp was replaced with precast slabs in early March 2017. While attempting to connect the new ramp sections to the existing poured-in-place upper ramp, a large section of the upper ramp broke off due to insufficient concrete thickness and voids under the slab caused by water infiltration. To make the ramp useable for the 2017 boating season and to comply with no in-water work to take place between March 15 and July 15, the contractor made a temporary connection between the two ramp sections.

To make a permanent connection, the upper poured-in-place section of the ramp requires replacement with precast concrete slabs as per the lower section. It is proposed that this work be carried out in September 2017.

As Cruickshank Construction Ltd. has some remedial repairs to carry out on the lower portion of the ramp installed in March 2017, an invitational quotation was issued to Cruickshank Construction for the upper section ramp replacement. The work would be carried out in conjunction with the other remedial repairs.

ANALYSIS

The Quotation was opened at 2 p.m. on April 25, 2017 with the following results:

	<u>Price Incl. HST</u>	<u>Price After HST Rebate</u>
Cruickshank Construction Ltd.	\$39,380.50	\$35,463.36
<u>Operations Dept. Estimate: \$28,979</u>		

Total funds of \$35,463.36 after HST rebate are required to award this contract. As this work was not budgeted for in 2017, no funds were allocated.

It is recommended that the project be funded from the following accounts:

- 2017 Parkland Equipment Program Account
There is a projected surplus of \$18,864 in this account, utilizing the remainder of the surplus used to fund the lower section replacement (see attached report).
- \$16,599.36 contribution from Cataraqui Regional Conservation Authority

POLICY

As per Purchasing By-law 090-2005, Council approval for this contract is required as no funds have been allocated and the work is being sole sourced.

FINANCIAL ANALYSIS

The Parkland Equipment Reserve Fund has a projected surplus in the following account that can be utilized for this project.

2017-077-07

Contract 2017-12, Henry St. Boat Ramp – Upper Section Replacement

Page 3City of Brockville Cost

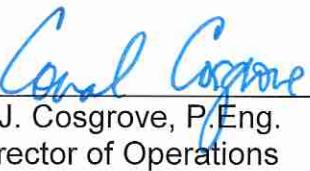
Account 9701106-9161025	Henry St. Boat Ramp Repair (lower section)	\$18,864.00
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Cataraqui Conservation Authority Cost

\$16,599.36

CONCLUSION

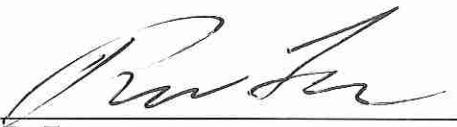
That the City award Contract 2017-12 Henry Street Boat Ramp, Upper Section Replacement, to Cruickshank Construction Ltd.



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



D. Dick, CPA, CA
Director of Corporate Services



R. Fraser
Supervisor of Public Works/Parks



B. Casselman
City Manager

November 3, 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – NOVEMBER 15, 2016

**2016-146-11
CONTRACT 2016-25
HENRY STREET BOAT RAMP
REPLACEMENT**

**R. FRASER
SUPERVISOR, PUBLIC WORKS/PARKS
C.J. COSGROVE
DIRECTOR OF OPERATIONS**

RECOMMENDATION

THAT the tender from Cruickshank Construction Ltd. in the amount of forty-nine thousand, eight hundred and sixty-two dollars and forty cents (\$49,862.40), after HST rebate, for Contract 2016-25 - Henry Street Boat Ramp Replacement be accepted; and

THAT the project be funded from the projected surplus to date contained in the 2016 Parkland Equipment Program.

PURPOSE

To replace the existing steel mesh/steel plate boat ramp with a precast concrete ramp.

BACKGROUND

The ramp to be replaced is situated at the southerly end of Henry Street. The existing ramp was constructed in 1986 employing a concrete cast in place ramp above water level connected by means of steel plates to a steel mesh ramp below water level. This steel mesh and steel plate portion of the ramp has been bent beyond repair by boat launching operations and now requires replacement. The new ramp will be precast concrete slabs thereby eliminating the problem of the steel plate and mesh being bent by contact with trailer jacks/tongues.

During the summer of 2016, portions of the ramp had to be closed due to the ramp being damaged. This ramp is heavily utilized by boaters annually between May 1 to September 30.

As per Cataraqui Region Conservation Authority requirements, no work can take place between March 15 and July 15 in any year. If the ramp is to be operational in 2017 without disruptions, the work must be carried out prior to March 15, 2017.

2016-146-11
Contract 2016-25, Henry Street Boat Ramp Replacement

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ANALYSIS

Tenders were opened at 1:15 p.m. on November 1, 2016 with the following results:

	<u>Price Incl. HST</u>	<u>Price After HST Rebate</u>
Cruickshank Construction Ltd. Morrisburg, ON	\$55,370.00	\$49,862.40
Kehoe Marine Construction Lansdowne, ON	\$67,348.00	\$60,648.96
Crains Construction Ltd. Maberly, ON	\$68,862.20	\$62,012.54

Operations Dept. Estimate: \$45,000

Total funds of \$49,862.40 after HST rebate are required to award this contract to the low bidder. As this work was not budgeted for in 2016, there are no funds allotted.

It is recommended that the project be funded from the projected surplus of \$69,800 contained in the 2016 Parkland Equipment Program accounts.

POLICY

As per Purchasing By-law 090-2005, Council approval for this contract is required as no funds have been allocated.

FINANCIAL ANALYSIS

The Parkland Equipment Reserve Fund has a total projected surplus of \$69,600 in the following accounts that can be utilized for this project.

<u>Account</u>	<u>Location</u>	<u>Surplus</u>
9701106-9970149	Memorial Park	\$8,402
99701105-9970140	Kelly Park	877
9701105-9970143	Kyle Court Park	5,258
9701105-9970145	Linden Park	317
9701105-9970147	Matthew Fraser Park	9,536

2016-146-11

Contract 2016-25, Henry Street Boat Ramp Replacement

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Cont'd

<u>Account</u>	<u>Location</u>	<u>Surplus</u>
9701105-9970155	Pearl St. Park	12,036
9701105-9970162	Scace Park	5,820
9701105-9970172	Victoria Park	6,463
9701106-9970137	Harvey Island	5,313
9701106-9970165	Skelton Island	4,809
9701106-9970169	Sparrow Island	5,232
9701105-9970123	Centeen Park	<u>5,737</u>
Total		\$69,800

CONCLUSION

It is recommended that the City award Contract 2016-25, Henry Street Boat Ramp Replacement to Cruickshank Construction Ltd.



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



D. Dick, CA
Director of Corporate Services



R. Fraser
Supervisor of Public Works/Parks



B. Casselman
City Manager

JULY 7, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 18, 2017

**2017-078-07
QUOTATION 6- 2017
HOT MIX PAVING
ST. LAWRENCE PARK**

**R. FRASER
SUPERVISOR, PUBLIC WORKS/PARKS
C.J. COSGROVE, P.ENG
DIRECTOR OF OPERATIONS**

RECOMMENDED

THAT the quotation from Cruickshank Construction Ltd. in the amount of twenty-six thousand three hundred thirty dollars and forty cents (\$26,330.40), after HST rebate, for City of Brockville Quotation 6-2017 Hot Mix Paving - St. Lawrence Park, be accepted; and

THAT the project be funded from Account 9701106 9970170 3010, Hot Mix Paving – St. Lawrence Park.

PURPOSE

To widen and repave the existing asphalt pedestrian pathway located at the southwest quadrant of St. Lawrence Park.

BACKGROUND

The paved pathway connecting Rivers Avenue to the lower section of St. Lawrence Park was constructed in the early 1970s. The asphalt surface has deteriorated and is unsafe for pedestrian/scooter/wheelchair use in numerous areas. To rectify, the existing pathway will be removed and constructed with a proper granular base and asphalt surface. The width will also be increased from the current 1.5 metres to 3 metres for maintenance vehicle usage when required in the park.

ANALYSIS

Tenders were opened at 2 p.m. on June 6, 2017 with the following results:

2017-078-07

Contract 2017-12, Henry St. Boat Ramp – Upper Section Replacement

Page 2

	<u>Price Excl. HST</u>	<u>Price After HST Rebate</u>
Cruickshank Construction Ltd. Morrisburg, ON	\$25,875	\$26,330.40
Knapp's Paving Augusta Township, ON	\$28,100	\$28,594.56
L.A. Knapp Inc. Brockville, ON	\$39,860	\$40,561.53

Operations Dept. Estimate: \$25,000**POLICY**

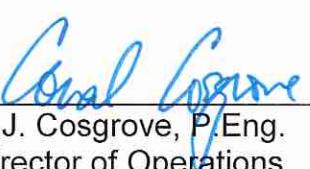
As per Purchasing By-law 090-2005, Council approval for this contract is required as the low bid was in excess of the approved budgeted amount.

FINANCIAL ANALYSIS

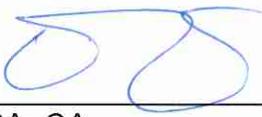
Funds for the \$25,000 budgeted amount are contained in the Parkland Equipment Reserve Account 9701106 9970170 3010, St. Lawrence Park. It is expected that the additional amount required to fund this project (\$1,330.40) can be funded from surpluses in other projects in the Parkland Equipment program.

CONCLUSION

That the City award Quotation 6-2017, Hot Mix Paving – St. Lawrence Park to Cruickshank Construction Ltd.



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



D. Dick, CPA, CA
Director of Corporate Services



R. Fraser
Supervisor of Public Works/Parks



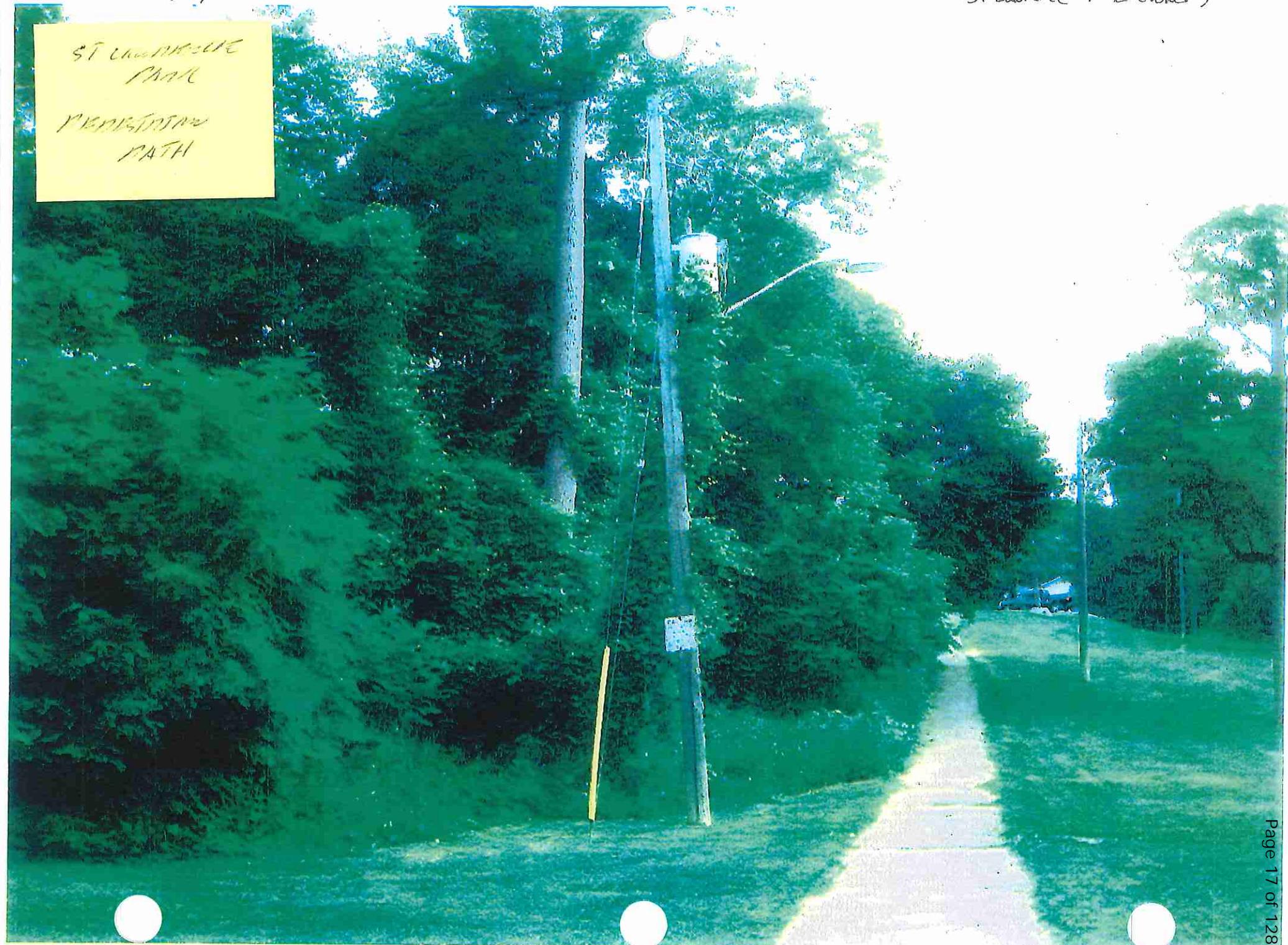
B. Casselman
City Manager

JUNE 24 1983

JT LAWRENCE FOR OWNER

ST CHAMOISE
MALL

PENINSULAR
PATH



GT CANNON
PARK

PENNSYLVANIA
PATH



JULY 10, 2017

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 18, 2017

**2017-081-07
ONTARIO MUNICIPAL COMMUTER
CYCLING PROGRAM**

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

RECOMMENDED

THAT the City of Brockville apply to the Ontario Municipal Commuter Cycling Program for funding of an active transportation plan that incorporates cycling.

PURPOSE

The purpose of this report is to introduce the Ontario Municipal Commuter Cycling Program (O.M.C.C.P.), and how it can assist in achieving the City's goals with respect to implementing a cycling network.

BACKGROUND

As part of the Ontario Cycling Strategy and Action Plan, the O.M.C.C.P. will provide direct, dedicated, annual funding to municipalities to support the implementation of commuter cycling infrastructure.

The O.M.C.C.P. is a four-year program (2017 – 2020), with \$42.5 million available in the first year. All Ontario municipalities are eligible for funding to support up to 80% of costs associated with the implementation of eligible projects.

ANALYSIS

For municipalities with a population greater than 15,000, allocations will be based upon a funding formula. The projects submitted by a municipality must be prioritized based on a Council-approved cycling plan. Where a municipality does not have a cycling plan to work from, they must first use the O.M.C.C.P. funding to develop a cycling plan.

The City was successful in obtaining \$325,000 through the Ontario Municipal Cycling Infrastructure Program, the predecessor of the O.M.C.C.P., towards the construction of two sections of the Brock Trail. The O.M.C.C.P. presents an opportunity to use Capital Budget allocations for the Brock Trail and the Cycling Network to leverage provincial funds towards expanding the Brock Trail and creating a true cycling network, as envisaged in the City's

2017-081-07

ONTARIO MUNICIPAL COMMUTER CYCLING PROGRAM

Page 2

Official Plan.

The Brockville Cycling Advisory Committee has done significant work towards developing a cycling network. The O.M.C.C.P. presents an opportunity to have transportation professionals review, refine and expand on the work done to date and conduct additional public consultation before recommending a cycling plan for adoption by Council. It is recommended that the cycling plan be developed as part of an active transportation plan, as in many cases it is anticipated that cyclists and pedestrians will be sharing the same facilities, especially the Brock Trail. An active transportation plan would focus on integrating cyclists, pedestrians and other "people-powered" modes of transportation such as skateboards and rollerblades, into the City's transportation system.

POLICY IMPLICATIONS

Council endorsement is a requirement of the application process.

FINANCIAL ANALYSIS

In 2014, Council endorsed a 10 year capital plan for active transportation projects. This plan has been embedded in the City's Capital Plan. The existing allocations for the Cycling Network and the Brock Trail can provide the funds required to match the funding available through the O.M.C.C.P. for an active transportation plan that can be expected to cost in the range of \$40,000 to \$60,000. Assuming 80% funding from the O.M.C.C.P., the City share would be \$8,000 to \$12,000. There is an allocation of \$15,000 annually in the Capital Budget for the Cycling Network.

CONCLUSION

The City of Brockville should apply to the O.M.C.C.P. for funding for an active transportation plan.



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



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

July 11, 2017

Report To Finance Administration Operations – July 18, 2017

2017-083-07

**2017 Departmental Work Plans
Second Quarter Report**

**Bob Casselman
City Manager**

RECOMMENDATION

THAT Council approve the 2017 Departmental Work Plans Second Quarter Report as outlined in Schedule 1, Report 2017-083-07.

BACKGROUND

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

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

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

1) Financial Matters

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

2) Economic Development Initiatives

- Staff focused on planning process associated with development of new employment lands
- Sub-consultant reports on traffic and environmental impacts have been completed. Peer review of ESA considered by Council.
- Council adoption of old Subdivision files (Bridlewood, Phase 1-4)
- Significant staff resources focused on management of Rails to Trails Festival, scheduled for August 10-13, 2017.

2017 OMB 417 Departmental Work Plan
Second Quarter Report

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- Regional economic development service model adopted by partner municipalities. Not for profit incorporation documents finalized.

3) Aquarium Project

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

4) Fire Master Plan

- Consultant retained to assist in completion of Fire Master Plan
- Stakeholder meetings completed
- To be completed third quarter, 2017

CONCLUSION

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


B. Casselman, City Manager

2017 DEPARTMENT GOALS/OBJECTIVES – Administration Department

Administration Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
a) Define recommendations to Council &/or options				
b) Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan				
c) Quarterly status reporting to Council of corporate work plans and activity	April 18/17	July 18/17		
a) Direct, motivate & work with City staff to ensure that the required municipal services are in place & delivered efficiently to the community	Weekly SMT meetings. Recognition events. Annual Work Plans.			
a) Annual Operating Budget preparation & Oversight	2017 operating budget approved Dec 13/16	2018 Budget Guidelines Approved by Council June 27, 2017		
b) Annual Capital Budget preparation & Oversight	2017 Capital Budget approved Dec 13/16			
c) Direct development of long-term financial forecasts	2017 operating/capital budget approved Dec 13/16			
d) Direct implementation of Asset Management Plan	Phase 2 of Asset Management Plan report to Committee, 2 nd quarter	Draft AMP being reviewed by SMT		
Leadership				
a) Eastern Ontario Mayor's Committee participation	Quarterly meeting/teleconferences with EOMC members	Quarterly meeting/teleconferences with EOMC members		

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
b) Joint Services Budget, cooperation discussions	2017 budget vetted Recommendation provided to mayor	Ongoing agenda review – Mayor's Briefing		
a) Fire Operations Model change - Shift from Full time to Hybrid	Master Plan commenced, annual report 2 nd quarter, Insurance Bureau of Canada contacted Fire association negotiations commences	Draft master Plan under review		
b) Facilitate OPP Costing acquisition and disposition	OPP Costing proposal submitted to Council and turned down. Process complete.			
a) Docking	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th		
b) Parking	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th		
c) Marina Lease	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th		
d) Harbour Ownership	Pending arbitration hearing scheduled for second quarter	Mediation Session June 26 th / June 28th		
e) Outstanding Agreements	Pending arbitration hearing scheduled for second quarter Significant staff resources dedicated to arbitration	Mediation Session June 26 th / June 28th		
a) Facilitation of goals re active transportation / waterfront / downtown / increased density	W/A/C attendance In-camera recommendations to April 25/17 meeting	In camera recommendations June 27th		

Administration Department	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Strategic Plan				
a) Window Replacement Program	No activity	No activity		
b) Water Meter Replacement Program	6,450 meters replaced	6,755 meters replaced		
c) Employment lands certification - facilitation	Draft secondary plan, official plan. ZBL presented to Council Dec/2016 Environmental peer review report to Council Jan/2017 Open House, scheduled for April 5/17	Statutory Public Meeting Held on May 2, 2017 Will seek council approval early 3 rd Quarter		

2017 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. Accessibility compliance; review and update policies, programs, procedures and training programs in accordance with provincial legislation and to file compliance report by December 31, 2017	Policy and file review underway	Changes identified and preparing to implement changes			
b. Bill 8 Accountability and Transparency Act – develop customer complaint policy and process	No action	No action			
2. Sustainability					
a. Records management					
i. Records retention policy staff training	Draft reference doc underway				
ii. develop project plan for electronic document records management system (EDRMS)		Research underway			
b. 2018 Election					
i. Council Decisions:					
• Ranked ballots	Complete				
• Alternative voting	Complete				
• Language policy					
• Recount policy					
• Contribution rebates					
ii. Clerks responsibilities:					
• E-filing of financial	Working with UCLG Clerks	UCLG working groups			

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/ Barriers
<ul style="list-style-type: none"> statement • Hours of voting at institutions • Establish procedures and forms 		established			
c. MFIPPA					
i. develop routine disclosure (RD) policy to lessen staff time processing MFIPPA requests and ease the public's process to request records without the need to submit an MFIPPA request	RD policy drafted and sent to departments for review	Policy adopted by Council. Complete			
ii. train staff on MFIPPA and routine disclosure policy		Training material being developed			
d. Council, Standing Committees, Boards and Committees:					
i. Council Procedural By-law	Underway	No action			
ii. Review of board and committee establishing bylaws	Cemetery Board bylaw updated	No action			
• Board and committee training					
e. 2017 Budget monitoring	On-going	On-going			
f. 2018 Budget preparation	No action	On-going			

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<ul style="list-style-type: none"> Secure MTO commitment towards LCV(long trailer vehicle) capacity and advocate for implementation of interchange modification within next 3 to 5 years 		Discussion with Province under way as part of their support for Community Economic development following P&G closure			
Entrepreneurship Development <ul style="list-style-type: none"> Re-branding Enterprise Centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency Grant distribution under new Starter Company Plus Program 					
Business Retention & Expansion/Aftercare <p>Aftercare with P&G on 2016 financial packages and outreach for completion by 3rd quarter 2017</p> <ul style="list-style-type: none"> Ensure Canadian Milk Manufacturing expansion continues to third phase introducing infant formula and assist financial growth packaging. Employment target of 50 positions by 4th quarter 2017 	Ongoing	<p>P&G announced closure of plant in 2020/21. Working with company and other community stakeholders to support affected employees and local businesses</p> <p>CMM working with Canadian Food Inspection Agency to allow export of products. Foreign owners of CMM are looking at opening a water bottling plant, expected to be up and running in August 2017.</p>			
Retail Commercial Attraction <ul style="list-style-type: none"> Secure funding for updated Commercial market demand analysis 	Ongoing				

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
<p>and complete product mix development opportunity inventory for community</p> <ul style="list-style-type: none"> Advocacy on 1000 Island Mall issue on required MTO approvals necessary to complete anchor tenant occupancy 					
<p>2. People</p> <p>Immigration</p> <ul style="list-style-type: none"> With new grant funding complete research towards a population strategy and identified in 2016 immigrant attraction report <p>Age Friendly Certification</p>	<p>Re-branding immigration centre alignment to St.Lawrence-1000 Islands corridor consistent with focus of new econ dev corridor agency</p> <p>Council adoption of recommendation to seek 'Age Friendly Designation'</p>				
<p>3. Amenities</p> <p>Employment Lands</p> <ul style="list-style-type: none"> Following rezoning of subject lands initiate a provincial certification process and complete marketing and public relations program for new park 		<p>Still awaiting Province's comments on the subject lands. Discussions with Province regarding Certification are underway as part of their support for Community Economic development following P&G closure</p>			

2017 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT OFFICE	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/ BARRIERS
Waterfront <ul style="list-style-type: none"> 1000 Island International Passenger/Cycling Ferry Service- Pending favourable outcome of the feasibility study on reestablishing this service, assist with the process on compliance with Homeland Security and Customs including liaison with private sector cruise operator Brockville Arts Centre under development Community Signage <ul style="list-style-type: none"> Refurbishing of the three blue historic gateway signage 	Feasibility study completed Assist with supervision of BAC during absence of Arts Centre manager.				
4. Sustainability					
UNESCO International Centre for Sustainable Rural Communities <ul style="list-style-type: none"> Provide supportive role on the necessary grant writing and advocacy for the business planning of centre pending designation by UNESCO. Approval and designation by 2018 with construction target pending viability by 2020 		Continuing to support where needed. Have written to Canadian Biosphere Reserves Association requesting they consider Brockville as the location for their National head office			
Succession <ul style="list-style-type: none"> Complete with City Manager by Feb, a succession plan for the dept & successor including file/project reviews/introductions 	File/project review completed Orientation program for new EDO completed				

2017 DEPARTMENT GOALS/OBJECTIVES

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

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	with a couple of public schools. It is anticipated that presentations will be done later this year.	presentations to elementary school children regarding solid waste and recycling.			
5. Completion of 2017 Environmental Services Department's Capital Projects <ul style="list-style-type: none"> 1. Bartholomew Street Reconstruction 2. Main Pumping Station Force main Condition Assessment 3. North End Trunk Sanitary Sewer Oversizing – Shearer Drive 4. Pre-Engineering Services 5. Fire Hydrant Replacement Program 6. Schofield Avenue Water 	<p>Tender drawings and documents are in draft. Tender to be advertised in May with construction scheduled to start in late June.</p> <p>The City has received a proposal from Pure Technologies to complete the assessment. Staff will be asking for Council's approval to accept the proposal. It is anticipated that the assessment will be completed in August.</p> <p>Developer has decided not to proceed with work on Shearer Drive in 2017.</p> <p>On-going.</p> <p>Work to be completed throughout the summer by Water Systems staff.</p> <p>Work is anticipated to be</p>	<p>Tenders are to be advertised in July with construction scheduled to start in mid-August.</p> <p>The proposal from Pure Technologies was accepted by Council. Assessment is to be completed in August-September at low flow conditions.</p> <p>Deferred until 2018.</p> <p>On-going.</p> <p>On-going.</p> <p>Tender to be</p>			

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
Service Replacement	completed in the 4 th quarter.	advertised in July with construction to start in late July.			
7. Pacific Avenue Watermain Construction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in late May.	Completed.			
8. Home Street Watermain Reconstruction	Tender drawings and documents are in draft. Tender to be advertised in April with construction scheduled to start in early May.	Completed.			
9. WPCC Main Pump Station Engineering Design	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.	Staff is in the process of preparing an RFP for engineering design services. It is anticipated that the RFP will be advertised in early May.			
10. WTP Capital projects	On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.	On-going.			
11. WPCC Capital projects	On-going. Outstanding projects from 2016 are being completed with work on 2017 having started.	On-going.			

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
6. Provide technical assistance with the development of employment lands.	On-going.	On-going.			
7. Participate in the annual update of the City's Asset Management Plan.	On-going.	On-going.			
8. Participate in the Implementation of a Geographic Information System (GIS)	The City's GIS system is up and running but access is limited to a select few staff until the bugs are worked out. ES Staff have access to a number of base layers including water, sanitary sewer, storm sewer and solid waste.	On-going.			
9. Participate in the review of private subdivisions for their assumption.	Staff is working on the assumption of a number of subdivision developments in the Millwood, Cuthbertson, Regency, Liston, Loyalist area.	On-going.			
10. Continued Monitoring of Brownfields Remediation Projects.	On-going.	On-going.			
11. Amendment of Landfill Certificate of Approval – Employment Lands	City staff submitted the proposed amendment to the MOECC in early December 2016. The amendment is to have the lagoon area removed from	Waiting to hear back from the MOECC on their decision.			

2017 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS
	the official landfill property.				
12. Administration of Provincial and Federal Funding Programs	On-going. Staff is continuously submitting reports to OCIF, SCF, and CWWF for projects that received funding.	CWWF have approved 2 of the 3 projects submitted for funding. The 3 rd project is still under review.			
<u>Department Objectives</u>					
1. Assist City Manager in completion/implementation of: → Performance Reviews on Supervisory Staff	On-going.	On-going.			
→ Implementation/Monitoring of 2017 Budget	Ongoing. Supervisory staff is responsible for completing capital projects and monitoring operating budgets.	On-going.			
→ Preparation of 2018 Budget	Preparation of the 2018 budget is anticipated to start in the 3 rd quarter.	Staff has started preparing the 2018 capital and operating budgets.			
2. On-going monitoring/implementing of departmental succession planning.	On-going. There is a couple of staff in the ES Department eligible to retire in 2017 but have not officially done so.	On-going.			

2017 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
Corporate Objectives					
<p>1. People</p> <ul style="list-style-type: none"> a. In partnership with community groups, enhance existing and plan for new facilities to draw families and seniors ie Rotary Park, Brock Trail, Railway Tunnel, new arena/recreation facility, scuba diving (dive tokens), Waterfront Action Plan b. Facilitate departmental support for festivals and events which benefit residents and draw visitors ie Ribfest., hydroplane regatta, Rails to Trails/Canada 150, Poker Run, Red, Hot & Blue Rockabilly festival, Octoberfest, Winter Classic (linkage to Economy objectives) c. Complete review of Non-resident User Fee 	<ul style="list-style-type: none"> a. Planning for, or executing, projects for all of the facilities listed. b. Ongoing for 2017 events. c. Deferred pending Elizabethtown-Kitley agreement 	<ul style="list-style-type: none"> a. 2017 projects for Rotary Park, Brock Trail and Railway Tunnel underway. Planning for new arena ongoing. b. Preparation and planning ongoing for 2017 events, which start on July 1 weekend c. Deferred pending Elizabethtown-Kitley agreement 			
<p>2. Economy</p> <ul style="list-style-type: none"> a. Facilitate/monitor brownfield remediation projects (Wedgewood Phase 2, etc.) and linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly initiative c. LCV's – interchanges, City routes d. Encourage/support next steps of Reticle development (airport) 	<ul style="list-style-type: none"> a. Ongoing b. Ongoing c. Determining MTO requirements d. Gun range noise study being finalized 	<ul style="list-style-type: none"> a. Ongoing b. MTO comments regarding the Traffic Impact Study received c. Coordinating with MTO d. Gun range noise study received. Mitigation measures being reviewed 			

2017 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS
3. Amenities a. Brock Trail expansion/upgrades b. 2017 Capital Projects – roads, bridges, fleet, parkland, facilities c. Completion of Reynolds Park Risk Assessment d. Rotary Park ice pad roof e. Cycling network (link to Sustainability) f. Waterfront Action Plan – staff resource to Waterfront Adhoc Committee g. New Arena facility – staff resource to Twin Pad Committee h. Railway Tunnel restoration project i. Rotary Fieldhouse/Playground	a. Design of 2017 projects underway b. 2017 projects initiated c. Preparing response to MOECC comments d. Evaluating options to support footings e. Ongoing, with Cycling Advisory Committee f. Ongoing. Design of Hardy park restrooms. g. Preferred location confirmed by Council h. Phase 1 construction ongoing i. 3 rd quarter project	a. 2017 projects underway b. 2017 projects ongoing c. Response to MOECC comments submitted d. Installation of footings underway e. Ongoing, with Cycling Advisory Committee f. Ongoing. Hardy Park washrooms tendered g. Preferred location confirmed by Council h. Phase 1 construction ongoing i. 3 rd quarter project			
4. Sustainability a. WPCC Secondary Treatment - close file b. Asset Management – complete expanded/updated report	a. Final documentation submitted b. Ongoing. Final report to be completed in 2 nd quarter	a. Participated in Infrastructure Canada audit b. Draft report being reviewed			

2017 DEPARTMENT GOALS/OBJECTIVES

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

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
1. Fire Prevention				
- Home Inspection Program – this is a multi year project that identifies areas of concern for fire prevention education and enforcement. We will be increasing the number of inspections to attain 2,000 visits per year. Every home of a five year period, this will be a gradual increase from our present status.	Program set to start in late April, and generally concludes in the fall for the current year.	Crews conducted approximately 500 home inspections. The program is well received by the public.		
- Vulnerable Occupancy program, mandated by Province, involves educating and enforcement of Provincial regulation. Three steps are required annually in each building designated as a vulnerable occupancy. Our compliance is a priority.	Compliance was achieved for 2016. Fire Prevention staff working with these occupancies within the City to achieve 2017 compliance.	Fire prevention will continue to work with these occupancies, in order that they achieve compliance.		
- Apply Part 9 retrofit compliance and enforcement to specific geographic areas, historical, high risk, close proximity, etc.	Staff to continue to report issues to Fire Prevention.	Fire Suppression staff collaboration with Fire Prevention is ongoing.		
- Sightline to Safety Program – continue participation and guidance with the Can. Hearing Society re: fire safety, alarm notification systems for deaf and hard of hearing.	Fire Prevention continues collaboration with CHS.	Sightline to Safety Program continues. New information is entered into the CAD.		
- Public Safety Awareness Campaigns – focus on seniors and multiple unit dwellings – Fire Safety Information Sessions. Fire Safety Programs with primary grades in city schools.	Suppression staff will work with Fire prevention to visit schools to provide public education.	"Swing into Summer" public education campaign continues with support from the Toronto Blue Jays.		
- Application of CO Alarm Legislation, promotion and education of requirements and enforcement where applicable.	Ongoing education and enforcement.	Suppression and Fire Prevention working the public.		
- Introduction of scheduled T9-1-1 system upgrade (texting capability) for deaf, hard of hearing and speech impaired.	Monitor the system and continue training.	T911 system in place and operating.		

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Generate supplementary revenues from fire prevention, training divisions.	Met with each division to discuss goals.	Ongoing.		
2. Suppression				
- Initiate strategy re: composite Fire Department	Discussion of the process with Bob, and the team.	Working with Edmond Harnden law firm to achieve the City strategy of a composite force.		
- Completion of Fire Master Plan	Final draft anticipated by the end of May.	Final stages of the MFP process, anticipate early Q3 draft.		
- Determine implications of introduction of a composite Fire Department with the Fire Marshall's office and Insurance Bureau of Canada.	Determine insurance grading with the Underwriters.	Ongoing.		
- Development of a communication strategy For the implementation of a composite Fire Department in partnership with like-minded municipalities.	Ongoing in conjunction with FMP	Ongoing.		
- Establish response protocols that ensure adequate staffing and resources	Mutual aid and callback of fulltime staff during emergencies is established.	Process established and working as expected.		
- Take delivery of new vehicles, provide training on these and continue on fleet plan reduction and renewal project	Anticipated delivery date is early June.	Two new apparatus in service on July 11, 2017.		
- Initiate training opportunities with our Mutual Aid partners	Began training with Elizabethtown/Kitley last fall.	Continue to work with Elizabethtown/Kitley.		
3. Administration				
- Continue to support tourism by attending events seeking or requiring F.D. presence.	Staff already committed to several events in Q2	Several events were attended by staff		
- Prepare 2016 Annual Report	Compiling data and anticipated draft by end of Q2	Report to be in draft form in early Q3.		

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
- Monitor the 2016 Budget and Variance – report concerns as required	Variance reported and justified.	Variance reported and justified.		
- Work with HR on outstanding contract bargaining and negotiation issues	Negotiations at impasse awaiting Arbitration date.	Still awaiting an Arbitration date.		
- Development of the 2018 budget	Begin budget deliberations in Q2.	Budget guidelines received from Council.		
- Switch over from provincial to NFPA training standards. We will be receiving an audit of our record for compliance early in 2016. One completed, we will provide direction to staff training requirements for future years. Some provincial testing may be required. Enrollment of qualified staff in OFM office training programs, through Ontario Fire College.	Directed the Training Officer to post Fire Prevention course training opportunities for interested staff.	Several staff members attending NFPA courses at the OFC.		
- Develop a centralized filing system: physical/electronic	Filing system underway.	Filing system in place.		
- Review/update the outdated Fire Dept. by-laws	Bylaw update on hold for now, closely linked to FMP and Arbi.	No status change of the E&R as the MFP isn't completed at this time.		
4. Communication Division				
- Secure existing clientele, 5 year contract renewal	L&G contract to be approved by Council.	South Dundas contract to be approved by Council.		
- Promote and develop sustainable strategy for fire dispatch system	Attract new clients.	Submit RFP as opportunities arise.		
- Streamline workload through interfacing systems	Working with all stakeholders.	Ongoing		
- Reorganize proper response protocols and boundaries	Collaboration with Crisys and Area Chiefs	Continue to work with all stakeholders		
- Address deficiencies NFPA, etc.	Reviewing NFPA standards	Working to achieve NFPA compliance in Dispatch		
- Identify new revenue streams	Ongoing	Ongoing		
5. Emergency Planning				
- Maintain the City's compliance with the Fire prevention & Protection Act, Sections 2(1)(a) 2(1)(b)	Compliance to be achieved by Fire Prevention and Public education initiatives.	Staff continues to educate the public via attendance at events.		

FIRE DEPARTMENT 2017	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.
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- Maintain the City's annual compliance with the Emergency Management & Civil Protection Act. Additional training requirements will be introduced.	Schedule training with the MECG and invite the OFMEM representative to attend. Revise and update the plan	Will achieve in late Q3 or early Q4.		
- Organize annual training sessions	Continue working with the all stakeholders	Conduct sessions in conjunction with OFMEM.		
- Hold meetings of the committee, as required	SMT meetings include emergency management topics if necessary	Meetings continue at the SMT level.		
- Review HIRA in conjunction with FMP	Meeting with Chris Powers to discuss HIRA	HIRA to be revised as part of annual compliance		
- Provide training as required	Revised HIRA will be discussed with MECG	Completed in Q3 or early Q4.		
- Update plan to include a new primary EOC	Meeting to improve communications at WPCC	Cellular coverage improved at WPCC.		

**Report to the Finance Administration and Operations Committee
July 18, 2017**

2017-075-07

**Tiered Response Agreement
UCLG & City of Brockville**

**G. Pigeon, Fire Chief
R. Rayner, Deputy Fire Chief**

Recommendation

THAT Council authorizes the Tiered Response Agreement between the United Counties of Leeds and Grenville EMS and the City of Brockville.

Background

Brockville Fire Department has been responding to medical incidents for a number of years. The ultimate goal of "tiered response" for medical emergencies is to provide timely first response resources and skills to outside of hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the fire department's arrival in advance of Paramedic resources.

We are recommending this one and a half year agreement in order to replicate to a degree our response to the level offered throughout the United Counties of Leeds & Grenville for a period of eighteen months. We aspire to replace this agreement by 2019 with an agreement that would ensure coordination by the County EMS Services for all Medical responses by Fire, this would include training, supplying medical supplies, establishing service standards and levels and all cost associated with the exception of personnel.

Policy Implications

Council approval is required for the agreement with the UCLG EMS.

A tiered response will be requested by ambulance dispatch, in conjunction with the response reference chart, for the following emergencies:

1. Vital signs absent (VSA)
2. Unconscious Patient
3. Airway Compromise (Airway obstruction, absence of breathing)
4. All Motor Vehicle Accidents (Both Stations will respond)
5. All other Code 4 calls where the ambulance is greater than 15 minutes

2017-075-07

Tiered Response Agreement

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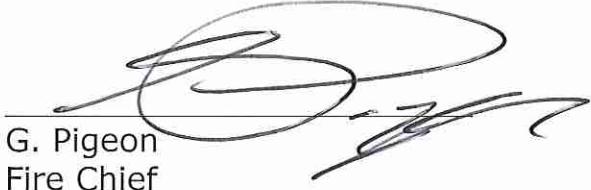
Financial Considerations

Ensure that all responding personnel have been trained and certified, by a credible agency in valid Cardiopulmonary Resuscitation (CPR) Level C with the defibrillation component annually, or equivalent / superior certification.

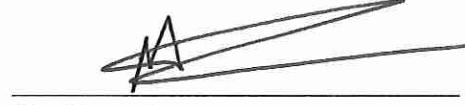
Ensure that all personnel providing patient care have been trained and certified in First Aid every three (3) years.

Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Brockville Fire Department presently responds on average to one hundred and eighty Medical and Motor Vehicles Accidents incidents per/year, the cost associated with these responses are built into the budget, no additional cost are anticipated with this new agreement.



G. Pigeon
Fire Chief



B. Casselman
City Manager



R. Rayner
Deputy Fire Chief



D. Dick, CPA, CA
Director of Corporate Services

TIERED RESPONSE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2017.

BETWEEN:

Corporation of the City of Brockville

And

Corporation of the United Counties of Leeds and Grenville
Represented by the Leeds Grenville Paramedic Service

WHEREAS the Municipal Act, 2001 provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS the Corporation of the United Counties of Leeds and Grenville have established and organized the Leeds Grenville Paramedic Service to provide ambulance service in Leeds and Grenville as authorized by the Ontario Minister of Health and Long-Term Care; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in the Schedule "A" - Call Out Procedures, and Schedule "B" - Roles and Responsibilities; and

WHEREAS the Leeds Grenville Paramedic Service will provide the established Call Out Procedures for the local fire departments to the Central Ambulance Communication Centre; and

WHEREAS the said Call Out Procedures will endeavor to ensure that the fire department communications center will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT the City of Brockville is hereby authorized to participate in the Tiered Response Program in partnership with the Leeds Grenville Paramedic Service as set out within the attached, Schedule "A" Call Out Procedures , and Schedule "B" Roles and Responsibilities; and

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed annually by the Leeds Grenville Paramedic Chief and affirmed, modified or revoked as required.

Tiered Response Agreement
Corporation of the City of Brockville and
Corporation of the United Counties of Leeds and Grenville

Page 2

Terms and Conditions

All Parties agree that upon request they will provide documentation detailing all emergency response for a given period.

Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in the agreement; however, it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.

Paramedic Supplies, Exchange and Requisition Form is attached as "Appendix A" outlining the disposable equipment inventory. Note: Defibrillator batteries shall form part of the supply requisition list.

Fire emergencies and rescues shall take precedent over requests for medical tiered response notifications and it is recognized that Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason as determined by their senior on duty fire officer and/or by CACC. No liability shall be incurred by the Fire Service for failing to respond to tiered response request.

Each Municipality may tailor the medical tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief will notify the Paramedic Chief to arrange discussions.

Dispute / Issue Arbitration

If issues or concerns arise the Fire Chief and the Paramedic Chief will to try and mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

Written notification must be sent to either party regarding termination giving 90 days' notice. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regards to health emergencies such as Severe Acute Respiratory Syndrome (SARS) pandemic, or other circumstances.

This agreement will be reviewed upon request of either party.

Tiered Response Agreement
Corporation of the City of Brockville and
Corporation of the United Counties of Leeds and Grenville

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Authorization

By authorized signature each partner agency agrees to adhere to the criteria as set out within this agreement or a tailored agreement within 60 days.

IN WITNESS WHEREOF, The Corporation of the City of Brockville has hereunto set its hand and seal and the United Counties of Leeds Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

Corporation of the
City of Brockville

Corporation of the United
Counties of Leeds and Grenville

David Henderson
Mayor

Robin Jones
Warden

Sandra MacDonald
City Clerk

Lesley Todd
Clerk

*We have the authority to bind the
Corporation*

*We have the authority to bind the
Corporation*

**Leeds Grenville Paramedic Service
Brockville Fire Department**

Schedule "A" - Call Out Procedures

Tiered Response:

The ultimate goal of "tiered response" for medical emergencies is to provide timely first response resources and skills to out of hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the fire department's arrival in advance of Paramedic resources.

Tiered Response Agreement:

A tiered response will be requested by ambulance dispatch, in conjunction with the response reference chart, for the following emergencies:

1. Vital signs absent (VSA)
2. Unconscious Patient
3. Airway Compromise (Airway obstruction, absence of breathing)
4. All Motor Vehicle Accidents (Both Stations will respond)*
5. All other Code 4 calls where the ambulance is greater than 15minutes

***NOTES*:**

- These criteria for medical tiered response are in addition to the usual incidents requiring Fire Services response under their fire suppression, rescue and/or Hazardous Materials Spills mandate where CACC notification of fire departments is automatic.
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator and/or Paramedic resource(s) have arrived on scene and made patient contact.
- Fire services will **NOT** be tiered to Long-Term Care Facilities, Correctional Facilities, and Hospitals.
- Responses will be from only one station unless the Incident Commander decides that a two station response is required.

Tiered Response Agreement
Corporation of the City of Brockville and
Corporation of the United Counties of Leeds and Grenville

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Leeds Grenville Paramedic Service Brockville Fire Department

Schedule "B" – Roles and Responsibilities

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this agreement is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service and Brockville Fire Department.

Participating Fire Service Shall:

- Ensure that all responding personnel have been trained and certified, by a credible agency in valid Cardiopulmonary Resuscitation (CPR) Level C with the defibrillation component annually, or equivalent / superior certification.
- Ensure that all personnel providing patient care have been trained and certified in First Aid every three (3) years.
- Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations

Leeds Grenville Paramedic Service Shall:

- Offer Fire Services first opportunity to purchase surplus/retired / decommissioned ambulances under the present purchase agreement
- Be a central store for all non-disposable medical equipment on a cost recovery basis (offers equipment standardization across Leeds and Grenville and cost savings from bulk purchasing)
- Exchange disposable medical equipment at the scene with the applicable fire service where possible

Report to the Finance Administration and Operations Committee July 18, 2017

**2017-076-07
Fire Dispatch Communication
Service Agreement
Municipality Of South Dundas**

**G. Pigeon, Fire Chief
R. Rayner, Deputy Fire Chief**

Recommendation

THAT Council authorizes the Mayor and Clerk to execute a Fire Dispatch Communication Service Agreement between the City of Brockville and the Municipality of South Dundas for the period of five years commencing on January 1st, 2017 and ending on December 31st, 2021.

Background

Following the RFP process with the United Counties of Leeds and Grenville for the services of Fire dispatch and the ensuing agreement the fire department extended a similar agreement to our other municipal clients. Representatives from the Municipality of South Dundas and the City have been meeting and discussing in order to ensure the agreement meets the needs of both parties involved.

Policy Implications

The proposed agreement reflects the agreement reached with the Counties and allows the service to continue in a fixed cost model and provides for surplus capacity allowing the addition of new clients/partners while continuing the support of all municipal after hour's services.

Financial Considerations

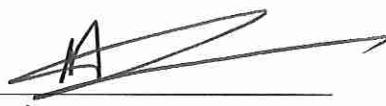
The proposed and recommended agreement meets the client/partners desire of a fixed cost service, and includes four percent annual cost increases over the life of the agreement.



G. Pigeon
Fire Chief



Renny Rayner
Deputy Fire Chief



B. Casselman
City Manager



D. Dick, CPA, CA
Director of Corporate Services

FIRE DISPATCH COMMUNICATION AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2017.

BETWEEN:

The Municipality of South Dundas
hereinafter referred to as "the Municipality"

And

The Corporation of the City of Brockville
hereinafter referred to as "Brockville"

WHEREAS the Municipality wishes to purchase fire dispatch services for its geographical area;

WHEREAS pursuant to Section 8 of the *Municipal Act, 2001*, as amended, the municipality is empowered to pass by-laws for the operation of the municipality and to enter into agreements;

AND WHEREAS the City of Brockville and the Municipality of South Dundas are authorized by subsection 2(5) of the *Fire Protection and Prevention Act, S.O., 1997*, Chapter 4 to enter into agreements to provide and receive fire protection services;

AND WHEREAS the Municipality has requested a proposal to provide fire dispatching communication services from the City of Brockville;

AND WHEREAS the Corporation of the City of Brockville submitted a proposal in response to the municipalities request;

AND WHEREAS Brockville agrees to provide services to the Municipality in accordance with its Service offer which is attached to this Agreement as Schedule "A" and in accordance with the terms of this Agreement;

NOW THEREFORE this Agreement witnesses that for the consideration specified herein and other good and valuable consideration, the sufficiency of which is acknowledged by the parties, the parties hereby agree as follows:

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Fire Dispatch Communication Agreement

Page 2

1. Brockville Responsibilities

Brockville shall provide all fire dispatch and communication services in accordance with a proposal submitted by Brockville in response to the Request for Proposals, attached to this Agreement as Schedule "A". Without limiting the generality of the foregoing, Brockville shall provide the following services to the fire department of the Municipality:

- a) Answer all emergency calls relative to the Fire Department covered by this agreement.
- b) Provide systems maintenance of the Computer Aided Dispatch, dispatch consoles and other equipment that makes up the fire dispatch centre.
- c) Notify by pager, smartphone application or traditional 'phone tree' methodology all firefighters in the area where the emergency occurs.
- d) Send notification pages, such as a vehicle out of service, or training announcements as required.
- e) Provide weekly pager tests and radio tests.
- f) When dispatching a Fire Department for an incident, provide any special information recorded in CAD, such as the closest water source or hazards, as provided by the Fire Chiefs to Brockville Dispatch (see Clause 2.)
- g) Provide after incident reports by fax or email, once the last vehicle is in station and the call is closed.
- h) Support hearing impaired callers who use Text to 911.
- i) Receive emergency alerts from radios operating on the Municipality's radio system, match the radio ID to an alias to uniquely identify the radio issuing the alert and follow the communications SOP to resolve and clear the alert, (if applicable).
- j) Monthly testing of the alternate (backup) dispatch centre to ensure staff are familiar with the backup site, test equipment to make sure it is operating properly and to confirm all onsite supplies are available.

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Fire Dispatch Communication Agreement

Page 3

k) Retain records of the emergency calls which will include but not limited to recording benchmarks, including but not limited to the following:

- If available, date and time call originally answered (9-1-1 or local)
- Date and time call conferenced (9-1-1)
- Date and time call answered by downstream agency (9-1-1)
- Date and time alarm dispatched
- Date and time alarm acknowledged
- Date and time each apparatus mobile
- Date and time each apparatus on scene
- Number of personnel on each apparatus
- Date, time and name of officer assuming command
- Date and time agent was applied
- Date, time and name if command is transferred
- Date and time "All Clear", if applicable
- Date and time "Under Control", if applicable
- Date and time "Loss Stopped", if applicable
- Any other records that may be required by the Ontario Fire Marshal or as provided by the incident commander on scene.

Such records shall be retained in accordance to the City of Brockville's Records Retention By-Law or Policy, or any other applicable legal requirements.

- l) In accordance with the process referenced in Clause 1.q) of this agreement, provide copies of digital recordings of radio transmissions as requested by the Fire Chief of the Municipality or his designate, or as may be required by law, for communications when any of the departments covered by this agreement are operating on the dispatch channel. The Fire Chief of the Municipality and the Fire Chief of Brockville shall establish a Standard Operating Guideline to address this Clause, including who may request the recordings.
- m) Provide dispatch staff in accordance with Option 3, or as otherwise selected by the Municipality, and ensure dispatch staff are trained to meet the job performance requirements for Public Safety Telecommunicator II as defined in Chapter 6 of NFPA 1061.

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Fire Dispatch Communication Agreement

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- n) Maintain a documented training plan, which defines the training required for each job function within the dispatch centre.
- o) Provide a designated dispatch Supervisor with the skills and knowledge outlined in NFPA 1061, Chapter 9.
- p) Provide a designated Training Officer and Training Coordinator function, with responsibility for coordination and planning of dispatch staff training, as outlined in NFPA 1061, Chapters 8 and 11.
- q) Provide an agreed upon, documented process for Fire Chiefs (or their designated alternate) to request specific call information and radio transmission recordings. The initial process document must be written and approved by the Municipality, Brockville and UCLG Counties not later than May 31 2017. Amendments to the process will be reviewed, documented and approved by the Municipality, Brockville and the Counties as part of the regular Service Review Meetings.
- r) Provide an agreed upon, documented process, for the Municipality, UCLG and the Fire Chiefs (or their designated alternate) to liaise with the dispatch centre. The initial process document must be written and approved by Brockville and the Counties not later than May 31 2017. Amendments to the process will be reviewed, documented and approved by Brockville and the Counties as part of the regular Service Review Meetings.
- s) Notify the South Dundas radio and pager service provider in the event that a system impairment is identified, to initiate investigation and repair.
- t) Notify other agencies as requested during an incident, through the use of predefined lists for specific types of incident, as well as real time requests by responding fire departments. Examples include, but are not limited to, calling Police, Paramedics, utility companies &/or Public Works, depending on the situation. The dispatch centre shall maintain and update a list of phone numbers for these services in each Municipality.
- u) Should there be a catastrophic failure within the communication centre and or with the Municipalities radio / paging infrastructure the

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Fire Dispatch Communication Agreement

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dispatch centre will immediately notify the Fire Chief of the Municipality and or designate of the failure so that the Fire Chiefs or designates can take the necessary steps to manually relay call incident details to their personnel (i.e. staff stations, phone tree etc.)

- v) Notify the County Fire Coordinator of pre-defined significant events. The Fire Chief of the Municipality is responsible to maintain the list of pre-defined significant events, in agreement with Brockville. The Fire Chiefs and City shall establish a Standard Operating Guideline to address this Clause, including the definition of a 'pre-defined significant event'.
- w) The City of Brockville is responsible for the operation, maintenance and upgrades of the equipment required to provide the Fire Dispatch Service, as outlined in section 7.
- x) Notwithstanding Clause 1.w) above, the parties agree that the Brockville Fire Services is subject to budgetary and procurement processes that may require time for upgrades and such major work, and such reasonable time requirements shall be respected by the Municipality.

2. Municipality of South Dundas Responsibilities

The Municipality agrees to provide or facilitate and maintain the provision of the following:

- a) The Municipality of South Dundas owns and is responsible for the operation, maintenance and upgrades of the radio and paging system. The Municipality is also responsible for the radio link connecting Brockville Fire Headquarters (HQ) building (Station 2).
- b) Maintain and upgrade as required,
 - The Municipalities Fire Department radio system.
- c) Maintain a contract for the maintenance of the Municipalities-owned digital radio and paging systems, including all equipment up to the demarcation point with the City of Brockville.
- d) Maintain and update GIS (Geographic Information System) data

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Fire Dispatch Communication Agreement

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including civic addresses, streets and other supporting data, (Hosted and provided by SDG).

- e) Ensure coordination of upload county GIS data to Crisys for the Brockville Computer Aided Dispatch System.
- f) Pay of Brockville monthly equal payments based on the annual per capita costs set out in Schedule B of this agreement.
- g) The Fire Chief (Municipality's) is responsible to identify to Brockville, any special information such as telephone contacts, water fill sites or hazardous material sites, that they want identified in the CAD.
- h) Provide Brockville access to the Municipality's radio system for Brockville fire department radio communications and paging.

3. Alarm (Call) Processing Times

- a) The Dispatch and communications service provided by Brockville must meet the alarm processing requirements as defined by the National Fire Protection Association (NFPA) standard NFPA 1221, Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems.
- b) Brockville will provide a report to the Municipality, by the 15th day of each month with the call processing statistics for the previous month.
- c) If the NFPA call processing requirements are not met for two successive months, or three months over a 6 month period, Brockville, either on its own or at the request of the Municipality, shall meet to review the circumstances and determine what additional equipment or human resource are required to meet the requirements. If Brockville and the Municipality are unable to agree that call processing times need improvement, then the issue will be brought to the Leeds Grenville Fire Services Communications Technical Committee for review.
- d) At any time during the term of this agreement, the Municipality and the other client/partners may elect to change the selected option with respect to dispatch staffing levels to Options 1 or 2 as described in Schedule "B" attached to this agreement. Once the

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Fire Dispatch Communication Agreement

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staffing levels have been altered by Brockville in accordance with the selected Option in Schedule "B", the Municipality and the Counties shall be obligated to make payments for the remainder of the agreement based on the cost of the new option, prorated over the balance of the term of the agreement.

4. Dispatch Upgrades

- a) By May 31, 2017, Brockville must provide written confirmation and a site tour, to demonstrate system and facility improvements identified in the Brockville UCLG RFP proposal attached to this agreement as Schedule "A" are completed. These include, without limitation:

- UPS - "*Two central bank UPS systems are budgeted for 2016, and will be installed in the Q3 of 2016. These will be monitored for advance troubleshooting and will have internal redundancy. The systems are totally supported to allow time to move to the alternate location should the move be required.*"
- CAD Integration - "*Total integration of Crisys CAD with the radio system, the paging system, 9-1-1 NG, alarm monitoring and the Who's Responding application is planned for the Q3 2017.*"
- Backup facility improvements - "*Brockville Fire Dispatch presently has a back-up facility at the Brockville Police station. The facility meets the present requirements. Any upgrades and modifications will ensure it meets the goals stated in NFPA-1221 4.1.5.*"
- Dispatch staff training - "*All Brockville Fire Dispatch communicators will meet the Job Performance Requirements (JPR's) for NFPA-1061 by Q3 of 2017; All new employees will be trained to the required certification immediately upon hiring.*"

- b) If Brockville is unable to complete the upgrades, as set out in Clause a) above, by December 31st, 2017, the Municipality and the County may, at their sole discretion, terminate the agreement following the termination process in section 8 of this agreement, or

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Fire Dispatch Communication Agreement

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withhold up to 25% of the service fee until such time as the upgrades are completed.

5. Service Review Meetings

- a) Brockville and the Municipality will meet at a minimum on a quarterly basis to review the fire dispatch and communications service, including review of the call processing statistics and review any questions or complaints from Fire Chiefs regarding specific incidents or service delivery in general. The number of meetings per year can be changed with the mutual consent of Brockville and the Municipality.
- b) At the first meeting of each year, Brockville shall provide a copy of the training plan and a record of current supervisor and dispatcher qualifications.
- c) The quarterly meetings will commence on or about January 30, 2017, and will include a set of key performance indicators that will be reviewed on a meeting by meeting basis, including but not limited to:
 - Alarm (Call) processing statistics
 - Dispatch centre service delivery
 - Incidents not resolved by a Fire Chief and Dispatch Supervisor
 - Fire Department communications and interaction with Dispatch
 - Dispatch Upgrade Requirements as specified in RFP response

6. Term

The term of this agreement is five (5) years, from January 1, 2017 to December 31, 2021.

7. Fees

- a) The cost for Fire Dispatch service provided by Brockville Fire Department is based on a fixed yearly service fee which is the product of the cost per capita and the total population for the Municipality of South Dundas as set out in Schedule "B" attached to this agreement.

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Fire Dispatch Communication Agreement

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- b) The Municipality shall pay for the services to be provided by Brockville in accordance with Option 3 as described at Schedule "B":

"Option 3: One dispatcher per shift plus up staffing during any major incident and known event, based on existing call volume. All our options meet NFPA-1221."

Up staffing will be provided by an NFPA qualified dispatcher within 15 minutes, during any major incident and as pre-defined by the Fire Chiefs for a known event, based on existing call volume. The initial list of pre-defined events, as noted in Section 1, Paragraph v), must be written and approved by Brockville, the Municipality and the Counties not later than May 30, 2017.

Amendments to the process will be reviewed, documented and approved by the Municipality, Brockville and the Counties as part of the regular Service Review Meetings.

- d) All financial liabilities, capital and operating expenses associated with the purchase, installation, operation, maintenance and upgrades of the equipment required by Brockville to provide the Fire Dispatch Service to the Municipality and the Counties are the sole responsibility of Brockville as the service provider, and is deemed to be included in the fee for service. This includes but is not limited to:

- CriSys Computer Aided Dispatch system, including ongoing operation, support and any hardware or software upgrades to maintain manufacturer's current supported version requirements.
- Motorola Dispatch consoles, K CORE and gateway switches interfacing to the demarcation point between the Brockville Fire Department and the Municipality of South Dundas radio system. This includes the costs for upgrades to maintain compatibility with the radio system.
- Dispatch centre facilities including building, backup generators, Uninterruptable power systems (UPS), security and structural requirements, to meet NFPA 1221 standard for primary and alternate dispatch centres.

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Fire Dispatch Communication Agreement

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- Implementation of new 911 capabilities and services. (i.e. EMS Automatic/Simultaneous notification to Fire Departments for medical emergencies requiring Fire Dept response, NG 9-1-1 capabilities, current legislated requirements, etc.)
- All staffing costs associated directly and indirectly with fire dispatching, including but not limited to the costs of management, corporate support and overhead.

8. Amendments

- a) This Agreement may be amended, from time to time, by the mutual consent of both parties.
- b) Notwithstanding Clause 8a) above, Clause 10, Arbitration, does not apply. In other words, neither party may request arbitration for an amendment to this Agreement.

9. Termination

Either party may, at any time, upon one hundred eighty (180) days written notice to the other, may terminate this Agreement.

10. Arbitration

- a) If there is any dispute arising out of, or relating to, this Agreement, the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful and if the parties so agree, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties.
- b) If a dispute is not settled by negotiation or mediation within a reasonable time, either party may give written notice to the other requiring the dispute to be settled exclusively by binding arbitration by a single arbitrator.
- c) The arbitration shall be conducted by a single arbitrator if the parties hereto agree upon one or otherwise by an arbitrator

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Fire Dispatch Communication Agreement

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appointed by a Judge of the Ontario Superior Court of Justice. The arbitration shall be conducted in accordance with the provisions of The Arbitration Act (Ontario), and any statutory amendments thereto for the time being in effect.

- d) Each party to the arbitration shall pay their own costs and the costs of the arbitration shall be divided equally as between the parties.
- e) The decision of the arbitrator shall be binding and shall not be subject to appeal.
- f) It is hereby agreed that it shall be a condition precedent to any action being instituted by either party hereto against the other or of any liability in connection therewith that the matter must be first referred to arbitration as herein provided for disposition.

11. Insurance

Each party, at their own expense shall maintain insurance requirements for the duration of the agreement as noted below:

Municipal Liability issued on an occurrence basis for an amount of not less than \$25,000,000. per occurrence / \$25,000,000. annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; products & completed operations; owners & contractors protective; occurrence property damage; employees as Additional Insured(s); contingent employers liability; cross liability and severability of interest clause

South Dundas shall add the City of Brockville as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

The City of Brockville shall add the Municipality of South Dundas as Additional Insured subject to a waiver of subrogation. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

Each party shall maintain Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$25,000,000. The Municipality of South Dundas shall also include Medical Malpractice to a limit of not less than \$25,000,000. If

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Fire Dispatch Communication Agreement

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such insurance is written on a claim made basis, the coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

The Municipality of South Dundas shall also provide evidence of Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$25,000,000. inclusive for each and every loss.

The Municipality of South Dundas shall be responsible for the physical damage to their equipment used in providing services as outlined in the agreement.

Any applicable Deductible to any insurance coverage shall be the sole responsibility of the Named Insured.

Each party shall provide the other parties with a certificate of insurance evidencing the above noted coverage including a 30 day notice of cancellation.

In addition to General Insurance, each party shall provide evidence of WSIB or its equivalent.

12. INDEMNITY

12.1 The Municipality of South Dundas covenants and agrees to defend, indemnify and save harmless the City of Brockville, their elected officials, officers, employees and members of the Brockville Fire Department from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Municipality, their officers, employees, agents, or others who the Municipality is legally responsible, in respect to this agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the City in accordance with this agreement, and shall survive this agreement.

12.2 The City of Brockville covenants and agrees to defend, indemnify and save harmless the Municipality of South Dundas, their elected officials, officers, employees and members of the South Dundas Fire Department from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs),

2017-076-07

Fire Dispatch Communication Agreement

Page 13

interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the City, their officers, employees, agents, or others who the City is legally responsible, in respect to this agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided to the Municipality in accordance with this agreement, and shall survive this agreement.

13. Definition of Terms

a) Radio Communications Demarcation Point

The radio communications demarcation point defines the interface of the radio system components that are the responsibility of the Municipality of South Dundas, to the radio system components that are the responsibility of the City of Brockville. (Technical details to be included)

b) NFPA

The National Fire Protection Association (NFPA) is a global non-profit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. NFPA is widely known as a codes and standards organization for the Fire Service, as well as training and research.

c) Population

The population for the Municipality of South Dundas is based on the most current Municipal Property Assessment Corporation (MPAC) population report.

14. Notice

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under the Agreement must be in writing and must be given by personal delivery, or transmitted by fax, email or other electronic medium that provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the party to whom it is intended at its address as set out below:

2017-076-07

Fire Dispatch Communication Agreement

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To the Municipality of South Dundas:

Attention: Chief Administrative Officer/Treasurer
Municipality of South Dundas
34 Ottawa Street
P.O. Box 740
Morrisburg, Ontario K0C 1X0

To The City of Brockville

Attention: City Manager
City of Brockville
Victoria Building
One King Street West
P.O. Box 5000
Brockville, Ontario K6V 7A5

Any such notice shall be deemed to be received, if personally delivered or sent by fax, email or other electronic medium, on the day it is sent and if such notice is sent by first class mail it shall be deemed to have been received on the date that is five (5) days after the date of mailing.

This notice applies solely to the terms and conditions of this agreement, and does not include regular communications between the Municipality, the Fire Chief and Brockville Fire Department relating to regular operations outside of this agreement.

15. Miscellaneous

- a) The Municipality and Brockville agree to sign all such documents and do all such things as may be necessary or desirable to more completely and effectively carry out the terms and intention of the Agreement.
- b) This Agreement contains the entire agreement between the parties and supersedes any previous agreement in writing or otherwise made between the parties hereto with respect to the subject matter hereof.

Furthermore, any conflict or difference in the wording of the attached proposal and this agreement, this agreement supersedes the proposal.

2017-076-07

Fire Dispatch Communication Agreement

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- c) Time shall be of the essence of this Agreement.
- d) If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from the Agreement without affecting the validity or enforceability of the remaining portions of this Agreement.
- e) Both parties named in this Agreement mutually agrees to indemnify each other from and against any third party liability that may arise out of the services set out in this Agreement.
- f) This Agreement shall ensure to the benefit of and be binding upon the respective successors and permitted assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto affix their corporate seals and the signature of their proper signing officers in that behalf

SIGNED, SEALED AND DELIVERED

For the Municipality of South Dundas

Evonne Delegarde
Mayor

Brenda Brunt
Clerk

2017-076-07

Fire Dispatch Communication Agreement

Page 16

For the Corporation of the City of Brockville

David Henderson
Mayor

Sandra MacDonald
Clerk

SCHEDULE B

The fee structure is based on a per capita cost, based on a population of 10,833, as defined by the three (3) options listed as follows:

Option 1: Two dispatchers per shift,

Option 2: Two dispatchers per shift for 12 hours on daytime seven days a week, and one dispatcher on nights, plus up staffing during any major incident and known event,

Option 3: One dispatcher per shift plus up staffing during any major incident and known event, based on existing call volume.

Below are the per capita costs for each option, for each year of the 3 year agreement:

YEAR	OPTION 1		OPTION 2		OPTION 3	
	Per Cap	Total	Per Cap	Total	Per Cap	Total
2017	\$ 4.80	\$ 51,998	\$ 4.19	\$ 45,390	\$ 3.57	\$ 38,673
2018	\$ 4.99	\$ 54,056	\$ 4.36	\$ 47,232	\$ 3.71	\$ 40,190
2019	\$ 5.18	\$ 56,115	\$ 4.54	\$ 49,182	\$ 3.85	\$ 41,707
2020	\$ 5.38	\$ 58,282	\$ 4.72	\$ 51,132	\$ 4.00	\$ 43,332
2021	\$ 5.59	\$ 60,556	\$ 4.91	\$ 53,190	\$ 4.16	\$ 45,065

The above per capita total costs are based on a population of 10,833.

Report to the Finance Administration and Operations Committee July 18, 2017

2017-084-07

Donation of 1997

**Pierce Quantum Pumper Rescue
to St-Lawrence College**

**G. Pigeon, Fire Chief
R. Rayner, Deputy Fire Chief**

Recommendation

THAT Council authorizes the donation of a surplus 1997 Pierce Quantum Pumper Rescue to the St-Lawrence College Brockville Campus to be used for its Firefighter Pre-Service Program.

Background

The St-Lawrence College offers one of the leading Firefighter pre-service firefighter programs in the Province of Ontario. Brockville Fire Department and our employees have been a major partner and contributor of the program and certainly one of the reasons for its success. The enrolment for the 2017/2018 Pre-Service Firefighter Program will be at full capacity with over fifty young adults coming to this community for the year long program.

Historically the program has utilized vehicles forming part of our fleet as props and training aids in its program. With new trucks coming in service and as part of our plan to reduce the size of our fleet we feel it would be a wise investment to transfer one of our surplus vehicles to the College for its program. This will reduce our fleet maintenance cost and prevent damage, wear and tear to our new trucks.

All cost associated with the vehicle will be, after transfer looked after by the College, we will continue to store the vehicle, college will take complete ownership, insurance, maintenance and fuel cost.

Policy Implications

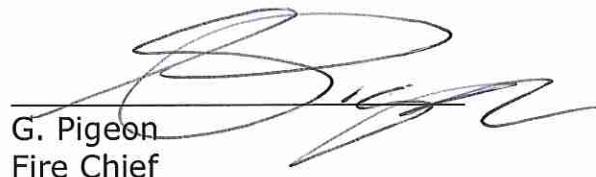
Council approval is required for the transfer of the surplus vehicle to St-Lawrence College

2017-084-07
Donation of Pumper Rescue

Page 2

Financial Considerations

The transfer of this vehicle has minimal financial impact the vehicle having a limited market value.



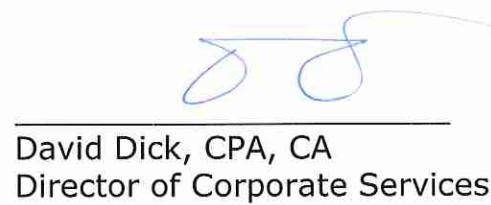
G. Pigeon
Fire Chief



B. Casselman
City Manager



Renny Rayner
Deputy Fire Chief



David Dick, CPA, CA
Director of Corporate Services

July 12, 2017

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – JULY 18,
2017**

**2017-074-07
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(APR. – JUN. 2017)**

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

RECOMMENDED

THAT Report 2017-074-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017) be received for information purposes.

PURPOSE

This report covers the months of April, May and June 2017. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOECC inspections and adverse conditions.

BACKGROUND

This report is submitted quarterly, and represents the second quarter of 2017.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

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

Adverse Water Quality Incidents: No incidents to report

2017-074-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 2****Items of Note:****1. Flows - Water Treatment Plant**April

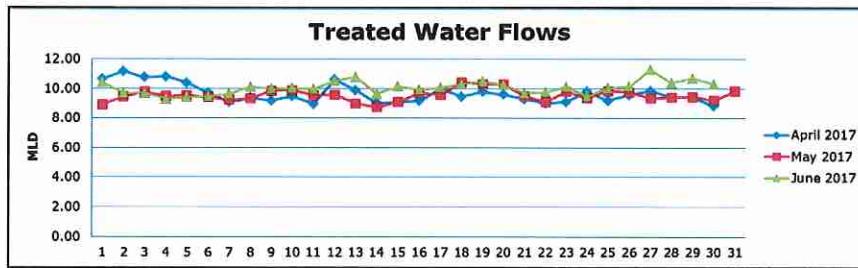
Total Volume Treated: 289.322 ML
 Average Daily Flow: 9.644 ML/d
 Average F12 Residuals: 0.50 mg/l
 Distribution Free Cl2 Res: Min 0.89, Max 2.07, Avg 1.52 mg/l

May

Total Volume Treated: 295.452 ML
 Average Daily Flow: 9.531 ML/d
 Average F12 Residuals: 0.50 mg/l
 Distribution Free Cl2 Res: Min 0.72, Max 1.76, Avg 1.33 mg/l

June

Total Volume Treated: 301.407 ML
 Average Daily Flow: 10.047 ML/d
 Average F12 Residuals: 0.54 mg/l
 Distribution Free Cl2 Res: Min 0.75, Max 1.85, Avg 1.40 mg/l

**2. Main Treatment Plant**

- Council has approved staff to proceed with the design and construction of a backwash water system to direct all backwash water to the City's sanitary sewer system
- Main plant pump and motor #1 refurbishment completed (Capital)
- Backwash pump and motor #2 refurbishment completed (Capital)
- Repairs completed on main plant discharge check valve #2
- Repairs completed on MCC soft start for main plant pump #1
- Installation of 4" communication conduits and new fiber optic line from main plant to low lift building completed.

3. Booster Stations & Parkedale Reservoir:

- Zone 2 pump 2 removed from service for refurbishment
- De-energized maintenance completed on Zone 1 and 2 MCC units

2017-074-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 3****Flows - Parkedale Reservoir**April

Total Flow Zone 2: 152.853 ML

Average Daily Flow: 5.095 ML/d

May

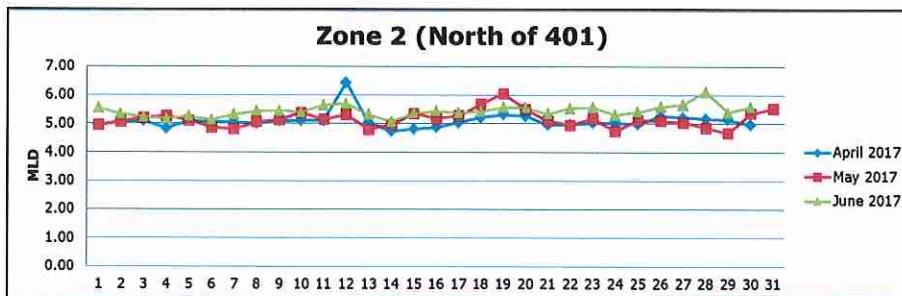
Total Flow Zone 2: 159.643 ML

Average Daily Flow: 5.150 ML/d

June

Total Flow Zone 2: 163.222 ML

Average Daily Flow: 5.441 ML/d

**Flows – First Avenue Booster Station**April

Total Flow Zone 3: 0.568 ML

Average Daily Flow: 0.019 ML/d

May

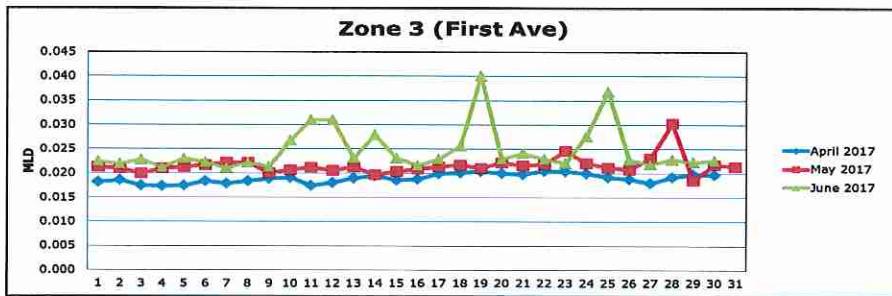
Total Flow Zone 3: 0.669 ML

Average Daily Flow: 0.022 ML/d

June

Total Flow Zone 3: 0.740 ML

Average Daily Flow: 0.025 ML/d



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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 4**

-
4. Filters:
 - Spring algae increased loading on filters, additional backwash required
 5. Overhead Tank:
 - No items to report
 6. Low Lift Pump Station:
 - Motor #1 refurbishment completed (Capital)
 - De-energized maintenance completed on low lift MCC unit
 7. Drinking Water Quality Management System:
 - DWQMS Internal audit conducted on May 5th, 2017 for Brockville and Elizabethtown-Kitley (see Attachment #2)
 - Drinking Water Quality Management Standard update DWQMS 2.0. Operational Plans for Brockville and Elizabethtown-Kitley updated to conform to revised standard
 - Annual DWQMS Management Review Meeting June 1st, 2017 (see Attachment #3)
 8. MOECC Inspections:
 - Annual inspection conducted on June 27th, 2017 for Brockville and Elizabethtown-Kitley – waiting on report
 9. Regulatory Updates:
 - No updates to report
 10. Regulatory Sampling:
 - All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed
 - All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed
 - Regulatory lead sampling completed for Brockville and Elizabethtown-Kitley
 11. Trunk Water Distribution:
 - No updates to report
 12. Elizabethtown-Kitley Distribution:
 - Lead sampling completed and report submitted to MOECC

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 5****Flows - Elizabethtown-Kitley****April**

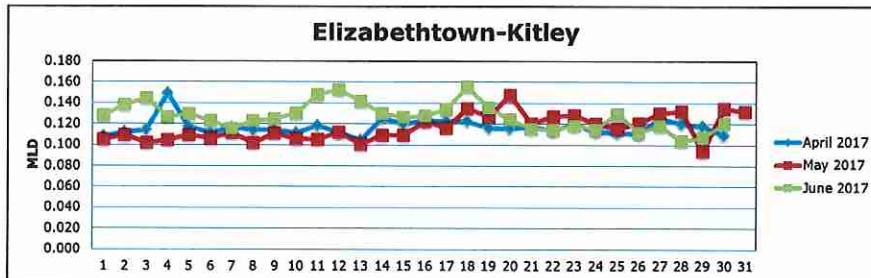
Total flow: 3.506 ML
 Average daily flow: 0.117 ML/d

May

Total flow: 3.601 ML
 Average daily flow: 0.116 ML/d

June

Total flow: 3.811 ML
 Average daily flow: 0.127 ML/d

**13. Local Water Distribution:**

- **Service Calls**

April (total 197 service calls)

- 120 bleed valves
- 27 curb stop repairs
- 3 Fire Dispatch
- 2 general inquiries
- 11 hydrant repairs
- 14 other inquiries
- 3 valve repairs
- 1 water main break inquiry
- 2 water meter/inside valve leaks
- 14 water quality complaints (dirty water/low pressure)

May (total 73 service calls)

- 1 bleed valve
- 31 curb stop repairs
- 0 Fire Dispatch
- 5 general inquiries
- 6 hydrant repairs
- 18 other inquiries
- 1 valve repair
- 4 water main breaks

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 6**

- 0 water meter/inside valve leaks
- 7 water quality complaint (dirty water/low pressure/no water)

June (total 55 service calls)

- 0 bleed valves
- 23 curb stop repairs
- 0 Fire Dispatch
- 0 general inquiries
- 9 hydrant repairs
- 8 other inquiries
- 2 valve repairs
- 2 water main breaks
- 0 water meter/inside valve leaks
- 11 water quality complaints (dirty water/low pressure/no water)

• Water Main Breaks:**April**

- Stewart Boulevard 200 mm cast iron shear

May

- 225 King Street East 250 mm split cast iron
- Scace Avenue 200 mm hole cast iron

June

- Ernie Fox Quay – valve repair
- Manor Drive 150 mm cast iron shear

• Flushing Program:

- Annual distribution flushing program commenced

• Service Repairs/Replacement:

- Nothing to report

• Valves/Hydrant Inspection/Leak Detection:

- Annual hydrant inspection program commenced

• Capital Projects WD:

- Home Street project completed
- Pacific Avenue project completed

2017-074-07

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

The plant is currently meeting or exceeding all MOECC effluent discharge requirements and the second 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)
- Primary Clarifiers 1 and 2 are on line
- Secondary Clarifier 3 is currently not in use (on standby)
- 2017 1st Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report submitted to Environment Canada
- 2016 National Pollutant Release Inventory (NPRI) Report was submitted to Environment Canada
- Annual effluent instrument servicing and calibrations completed
- Semi-annual gas meter calibrations completed
- Annual fire alarm inspection completed
- Monthly elevator inspection completed
- Digester #2 clean out in progress (Capital)
- Primary Clarifier raw sludge pump spare parts purchased (Capital)
- Odour control media for air scrubbers in Dewatering and Screen and Degrit Buildings purchased (Capital)
- WPCC Staff responded to five (5) call-ins related to high rain and high flow conditions
- WPCC Staff responded to eight (8) call-ins related to controls and SCADA issues.

2. Main Pumping Station:

- Bypasses:
 - On April 6th – April 7th, 2017 there was an 11 hour and 38 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 30,240 m³. MOECC was notified of the event. Chlorination was established and samples taken.
 - On May 1st, 2017 there was an 11 hour and 14 minutes bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 11,814 m³. MOECC was notified of the event. Chlorination was established and samples taken.
 - On May 6th, 2017 there were three bypass events due to heavy precipitation. MOECC was notified of the events. Chlorination was established and samples taken.

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Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)**Page 8**

- 5:30 am a 1 hour and 15 minutes bypass. Approximate volume of the bypass was 1,758 m³
 - 12:35 pm a 1 hour and 24 minutes bypass. Approximate volume of the bypass was 2,016 m³
 - 4:56 pm a 3 hour and 53 minutes bypass. Approximate volume of bypass was 5,429 m³
 - The 8" bypass valve is leaking and can't be taken out of service for repair without incurring a bypass
 - The City has applied for CWWF funding for the replacement of the Main Pumping Station
 - The City in coordination with Pure Technologies have completed initial plans for the condition assessment on the Main Pumping Station forcemain (Capital). The required components have been ordered. Necessary preliminary mechanical work is in progress.
 - Pump #2 mechanical seal was replaced
 - Pump #3 VFD failed. A new one was purchased through Capital Contingency and installed.
3. Pumping Stations:
- WPCC Staff responded to five (5) mechanical problems
 - WPCC Staff responded to seven (7) communication problems
 - New communication equipment had a singular issue that was rectified
 - New Leachate Pump #4 was installed (Capital)
 - New Flygt pumps for Riverview, Georgina and Oxford Pumping Stations have been received and require installation (Capital)
4. Power Outages:
- There were four (4) power outages/glitches - no issues to report
5. Wastewater Collection System:
- 42 blocked sewer/camera inspections
 - 7 sanitary sewer lateral dig-ups and repairs
 - 2 blocked mains
 - Contract 2017-21 Wastewater Main Line Cleaning was completed

POLICY IMPLICATIONS

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

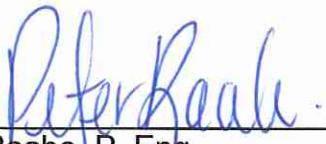
2017-074-07

Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2017)

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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

ATTACHMENT #1

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

Month 2017	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
APR	289.32	9.64	0.50	1.51	3.51	0.12	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
MAY	295.45	9.53	0.50	1.33	3.60	0.12	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe
JUN	301.41	10.05	0.54	1.40	3.81	0.13	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe

FCR - Free Chlorine Residual

WDS - Water Distribution System

EC - E. coli

TC - Total Coliform

HPC - Heterotrophic Plate Count

ML - Million Litres

ATTACHMENT #2



**2017 BROCKVILLE (152-401) &
ELIZABETHTOWN-KITLEY (257-401) WATER
SYSTEMS DWQMS OPERATIONAL PLANS
INTERNAL AUDIT**

FINAL REPORT

Date: May 3, 2017

Elements 1 to 21

Report Date: May 11, 2017

**Audit Team: Jill Buckland, Lead Auditor
Kathy MacKinnon
Andrew Christophersen**

ATTACHMENT #2**2017 City of Brockville & Elizabethtown-Kitley – DWQMS Operational Plan
Internal Audit – Final Report**

Page 2 of 5

Internal audits give us the opportunity to ensure our Operational Plans conform to the requirements of the Ontario Drinking Water Quality Management Standards and that we are following that plan. An updated Ontario Drinking Water Quality Management Standard was released in April 2017. The new Standard is referred to as Version 2.0. This Internal Audit was conducted against the DWQMS Version 2.0.

The co-operation and assistance received by all staff members involved in the internal audit was evident throughout the entire process.

OVERVIEW

The Internal Audit Team reviewed previous internal and external audits. They also conducted a review of a sampling of the processes followed by the City of Brockville to provide safe drinking water to City of Brockville and the Township of Elizabethtown-Kitley customers. Processes within the DWQMS were reviewed in preparation for the 2017 internal audit of the City of Brockville and the Township of Elizabethtown-Kitley Water Systems. The audit team consisted of three members: Lead Auditor: Jill Buckland, Kathy MacKinnon and Andrew Christophersen.

This internal audit covered Elements 1 to 21 of both DWQMS Operational Plans. Participants contacted during the internal audit process included:

Don Richards, Water Systems Supervisor, DWQMS Representative
Jason Barlow, Water Systems Chief Operator
Dwayne Mallory, Water Systems Operator
Steve Allen, Supervisor of Engineering
Melissa Hoogenraad, Civil Technologist
Stevan Larocque, Civil Technologist
Yvonne Robert, Elizabethtown-Kitley, Administrator-Clerk

As part of this internal audit five (5) process where audited. They included:

1. New and Reconstructed Watermains
2. Analyzer Cleaning and Calibration
3. Standard Operating Procedures
4. Maintenance/Work Orders
5. Sampling and Testing

ATTACHMENT #2**2017 City of Brockville & Elizabethtown-Kitley – DWQMS Operational Plan
Internal Audit – Final Report**

Page 3 of 5**SUMMARY**

The internal audit team reviewed the previous audit results, Corrective Action Requests (CARs) and follow-up documentation to confirm the follow up and closure of any prior non-conformances. There are currently no CARs which remain outstanding from the previous audit reports.

In reviewing the 2016 City of Brockville and Township of Elizabethtown-Kitley Internal Audit Report it was noted that staff is continuing to work towards the Opportunity For Improvement (OFI) that was suggested in the 2016 report. There was evidence seen during the interviews that staff continues to work towards fully developing their valve maintenance program.

In addition, an external full scope field audit was completed by NSF in February 2017. This audit also generated some OFI's. During our internal audit it was determined that the OFI's were being implemented and/or considered.

The Water Systems Division staff continues to demonstrate their commitment to deliver safe, reliable drinking water to the consumers of Brockville and Elizabethtown-Kitley while remaining compliant with all regulatory requirements.

Results of the internal audit were classified as Opportunity For Improvements (OFI), minor non-conformances and major non-conformances. Upon the completion of the internal audit process for the City of Brockville and the Township of Elizabethtown-Kitley, one (1) major non-conformance, one (1) minor non-conformance and nine (9) OFI's were identified.

A. MAJOR NON-CONFORMANCE

1. Procedure not updated to current method – Element 5 a) documents kept current

Evidence: The current SOP 1406 for performing Alkalinity does not outline the current in-house alkalinity method used. The SOP needs to be updated.

B. MINOR NON-CONFORMANCE

1. Document in use is not the latest revision.

Evidence: On the City of Brockville website two versions of the Brockville Operational Plan are available to the public. Version 7 (5/19/2015) and Version 8 (5/11/2016). Version 7 (5/19/2015) should be removed.

ATTACHMENT #2

2017 City of Brockville & Elizabethtown-Kitley – DWQMS Operational Plan
Internal Audit – Final Report

Page 4 of 5**C. OPPORTUNITY FOR IMPROVEMENTS**

1. **OPPORTUNITY FOR IMPROVEMENT** – Update the internal audit frequency wording in both Operational Plans to reflect the wording of the new 2.0 Standard of once every calendar year.
2. **OPPORTUNITY FOR IMPROVEMENT** – Incorporate the terms Preventative Non-Conformance and Preventative Non-Compliance into Internal Audit Classifications.
3. **OPPORTUNITY FOR IMPROVEMENT** – Need to review SOP's 101 and 102 and determine a consistent frequency for SOP review. SOP 101 states every 12 month and SOP 102 states every 24 months. May also want to use the term “calendar year”.
4. **OPPORTUNITY FOR IMPROVEMENT** – Revise Emergency Procedures to include flow charts.
5. **OPPORTUNITY FOR IMPROVEMENT** – Utilize Worktech more for capturing Capital Equipment projects and routine work on equipment performed by Contractors.
6. **OPPORTUNITY FOR IMPROVEMENT** – A preventative non-compliance opportunity would be to put a process in place to ensure expired reagents are not being used for routine in-house lab testing by Operations staff. Hach 5-in-1 dipsticks with an expiry date of February 2017 were still being used. A few other expired reagents were still available in the workspace and should be disposed of to prevent accidental use.
7. **OPPORTUNITY FOR IMPROVEMENT** – Improve awareness amongst the departments that the Operational Plans are now available electronically and that a binder copy is not being provided by the DWQMS Rep for each department.
8. **OPPORTUNITY FOR IMPROVEMENT** – Ensure Elizabethtown-Kitley Township is included in upcoming Emergency Management mock scenarios.
9. **OPPORTUNITY FOR IMPROVEMENT** – Additional/continuing training for the Civil Technologists in regards to the New and Reconstructed Watermain procedure from WTP staff.

ATTACHMENT #2

2017 City of Brockville & Elizabethtown-Kitley – DWQMS Operational Plan
Internal Audit – Final Report

Page 5 of 5

CONCLUSION:

During the 2017 internal audit cycle for the City of Brockville and the Township of Elizabethtown-Kitley one (1) Major Non-Conformance, one (1) Minor Non-Conformance and nine (9) Opportunity For Improvements were identified.

There is clear evidence that hard work and commitment has been put towards the development and sustainability of these quality management systems.

Sincerely,

Jill Buckland

Lead Auditor:

Jill Buckland, Abatement/Lab Technician

ATTACHMENT #3



Minutes
DWQMS Management/Infrastructure Review Meeting
Brockville Drinking Water System
June 1, 2017

Present: Dave Henderson, Mayor City of Brockville
Jim Pickard, Mayor Elizabethtown-Kitley
Barb Kalivas, Elizabethtown-Kitley
Bob Casselman, City of Brockville Manager
Peter Raabe, Director of Environmental Services
David Dick, Director Corporate Services
Don Richards, Supervisor Water Systems (DWQMS Rep)
Jason Barlow, Chief Operator Water Systems

Absent: Tom Blanchard, City of Brockville Councillor,
Yvonne Robert, Administrator Clerk Elizabethtown-Kitley

Location: *City Hall Council Chambers*

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

Old Business:

- D. Richards reviewed the action items from the last management review meetings on June 15, 2016 and November 29, 2016. All items have been addressed with the exception of the Backflow Prevention By-Law.

New Business:

- City of Brockville and Elizabethtown-Kitley operational plan revisions to conform with new DWQMS 2.0 were reviewed and both DWQMS Operational Plans endorsed by top management.
- D. Richards presented the annual summary report (attached).
- Meeting adjourned at 15:15 hrs.

Prepared by: D. Richards, Water Systems Supervisor

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



ATTACHMENT #3

Drinking Water Quality Management System
Brockville Water Systems Division – Operational Plan

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

Meeting Date: JUNE 1 2017

Operational Plan: City of Brockville & Elizabethtown-Kitley

Attendees: Dave Henderson, Bob Casselman, Jane Fullerton, Peter Raabe, David Dick, Don Richards, Jason Barlow, Jim Pickard, Barb Kalivas,

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DUE DATE	COMPLETION DATE	Comments
1	Environment Canada Directive	D. Richards	July 1, 2017		Prepare and submit report to Environment Canada outlining how the City plans on addressing the discharge of chlorinated supernatant from residual management system to St Lawrence River
2	Backflow Prevention By-Law	P. Raabe	Sept 30, 2017		Finalize by-law / Council approval
3	Master Water Plan Update, providing future water/wastewater services to region and including large capital projects i.e. treatment operations, feedermains and water tower	B. Casselman	On-Going		Bring forward a recommendation to Council to have Master Water Plan updated

ATTACHMENT #3

MEETING AGENDA



WATER SYSTEMS DIVISION

MEETING	DWQMS Management/Infrastructure Review Meeting Brockville Drinking Water System Elizabethtown-Kitley Water Distribution System
DATE	June 1, 2017
LOCATION	City Hall Boardroom
TIME	01:00 p.m. to 3:30 p.m.
ATTENDEES	Dave Henderson, Mayor City of Brockville Jim Pickard, Mayor Elizabethtown-Kitley Jane Fullerton, City of Brockville Councillor Tom Blanchard, 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 Jason Barlow, Chief Operator Water Systems Don Richards, Supervisor Water Systems (DWQMS Rep)

AGENDA

TIME	DESCRIPTION
1:00	Welcome new members – Jane Fullerton and Tom Blanchard Overview of Drinking Water Quality Management Standard and requirements of annual meeting
1:15	Review changes to DWQMS Operational plans - Endorsement of DWQMS Operational Plans
1:20	Review action items from June / November 2016 meetings
1:30	DWQMS Summary Report presentation
2:45	Open Discussion
3:30	Meeting adjourned



**ATTACHMENT #3 Drinking Water Quality Management System
Brockville Water Systems Division – Operational Plan**

PROCEDURE TITLE: DWQMS Management Review Meeting Attendance Form		FORM NO.: 017
		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: June 1, 2017

Municipality	Print Name	Signature
Brockville	Don Richards	
Brockville	Jason Berlau	
BROCKVILLE	PETER RAABE	
Eliz-Kittay	Barbara Kalivras (for Y. Rolyat) B. Kalivras	
Eliz-Kittay	Mayor Jim Pirokano	
Brockville	JANE FULLARTON	
" "	Bob Casselman	
-	DAVID DICK	
Brockville	David Henderson	



DWQMS Management / Infrastructure Review Summary Report

Brockville Drinking Water System / Elizabethtown-Kitley Distribution System

June 1st, 2017

1. Overview of Quality Management System

DWQMS 21 Elements

- #1 - Quality Management System
- #2 - QMS Policy
- #3 - Commitment & Endorsement
- #4 - QMS Representative
- #5 - Document & Records Control
- #6 - Drinking Water System Detailed Overview
- #7 - Risk Assessment
- #8 - Risk Assessment Outcomes
- #9 - Organizational Structure Roles, Responsibilities & Authorities
- #10 - Competencies
- #11 - Personal Coverage
- #12 - Communications
- #13 - Essential Supplies & Services
- #14 - Review & Provisions of Infrastructure
- #15 - Infrastructure Maintenance, Rehabilitation & Renewal
- #16 - Sampling Testing & Monitoring
- #17 - Measurement & Recording Equipment Calibration & Maintenance
- #18 - Emergency Management
- #19 - Internal Audits
- #20 - Management Review
- #21 - Continual Improvement

ISO 9001 QMS Principles

- #1 - CUSTOMER FOCUS
- #2 - LEADERSHIP
- #3 - ENGAGEMENT OF PEOPLE
- #4 - PROCESS APPROACH
- #5 - EVIDENCE-BASED DECISION MAKING
- #6 - RELATIONSHIP MANAGEMENT
- #7 - IMPROVEMENT

2. Follow-up from previous management reviews

- Review DWQMS Management Review Meeting Action Item Reports

3. Water Treatment & Distribution

- Treatment and Distribution system process overview

4. Incidence of non-compliance

- Environment Canada facility inspection February 28, 2017.
- Fisheries Act Direction issued to City to stop discharging chlorinated water to St Lawrence River

ATTACHMENT #3

- Residual management system (filter backwash water treatment) effluent supernatant contains trace amount of chlorine, existing treatment system not equipped with de-chlorination
- Clara-Vac system shut down, all backwash water diverted to sanitary sewer
- Pilot dechlorinating system approved by MOECC to meet increase demand during spring algae events
- Future capital expenditures required to increase size of wastewater force main from treatment plant to King Street and chemical dechlorinating system for supernatant discharge to St Lawrence River
- Report outlining how the City of Brockville plans on addressing directive is required by July 1, 2017

5. Adverse Drinking Water Incidents

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
March 10, 2016 AWQI #128534	Low pressure	< 20 PSI	Restored pressure, flushed and sampled	March 11, 2016
September 8, 2016 AWQI #131136	Total Coliform (TC)	TC (1) Brockville Museum sample	Flushed / resampled, all resample results clean and documentation sent to MOH & SAC	September 12, 2016
September 10, 2016 AWQI 131160	Fluoride	2.0 mg/L residual spike during main plant power failure during diesel backup operation.	Shutdown chemical feed system, flushed trunk distribution system. All documents submitted to MOH & SAC.	September 10, 2016
September 11, 2016 AWQI #131162	Fluoride	2.0 mg/L residual spike during chemical feed system startup.	Shutdown chemical feed system, flushed trunk distribution system. All documents submitted to MOH & SAC. Power surge from thunderstorm altered dosage settings on chemical feed pump causing residual spike. Dosage program adjusted and surge protection installed on power supply.	September 12, 2016

6. Deviations from critical control points

- No deviations from critical control points to report

7. Effectiveness of risk assessment process

- Risk assessment was completed on February 8, 2017 for Brockville Elizabethtown-Kitley. Risk assessment conforms to new DWQMS 2.0

8. Results of 3rd party audit and internal auditing

- NSF External Surveillance audit conducted on January 12 & 13th 2017 – No CARs issued City of Brockville & Elizabethtown-Kitley. 3 OFI's
- Internal audit conducted on May 6 & 7, 2017 City of Brockville Drinking Water System and Elizabethtown-Kitley Distribution System –

- (1) Major Non-Conformance – Element 5 Documentation & Control (Procedure Revision)
- (1) Minor Non-Conformance – Element 5 Documentation & Control (Website update – OP duplication)
- (1) Preventative Non-Conformance – Operational plan wording revision
- (1) Preventative Non-Compliance – Ensure in-house lab testing reagent are not expired
- (7) Opportunities for improvement identified

9. Emergency response testing

- Water Systems Emergency Procedures (WSEP) – Scenario training scheduled for June / July 2017
- WSEP procedure in-house training conducted with WS operations staff

10. Operational performance, raw water supply and treated water quality trends

- Review raw and treated water quality reports, and operational performance from 2016

11. Changes in resource requirements, infrastructure, process, personnel, the DWQMS or Regulations that could affect the QMS.

- MOECC Watermain Disinfection Procedure (February 2017).
- Drinking Water Quality Management Standard – 2.0 finalized
 - Changes to risk assessments
 1. Long term impacts of climate change
 2. Source water supply shortfall
 3. Extreme weather events
 4. Sustained extreme temperatures
 5. Chemical spill impacting on source water
 6. Sustained pressure loss
 7. Backflow
 8. Terrorist threat
 9. Vandalism
 - 10. Sudden changes to raw water characteristics
 - 11. Failure of equipment or process associated with secondary disinfection
 - 12. Algal blooms
- Element 21 – Continual Improvement
 1. Reviewing and considering applicable best management practices, including any published by the MOECC at least once every thirty six months
 2. Identification and management of corrective actions

3. Identifying and implementing preventative actions to eliminate the occurrence of potential non-conformities

12. Summary of Consumer Complaint / Inquiries (Jan 1, 2016 – Dec 31 2016)

• Bleed Valve	119
• Curb Stops	282
• Fire Dispatch	5
• General Inquiry	36
• Hydrants	43
• Other	89
• Valves	18
• Water Billing	0
• Water Main Break	36
• Water Meter/Inside Valve	16
• Water Quality	53
• Fire Hydrant Inspections	854
• Total Work Orders	1551

13. Resources to maintain QMS

- QMS Rep, admin support, internal audit team, operational budget for accreditation expenditures
- Resources are required for both Brockville and Elizabethtown-Kitley DWQMS

14. Results of Infrastructure review

- 2017 capital project update – City of Brockville Water Systems.
 - Majority of capital projects underway and within budget.
- 2017 capital project update – Elizabethtown-Kitley Distribution
- 30 year infrastructure review was conducted; February, March, April, May, June 2017 with Director of Environmental Services, Water Systems and Engineering staff
- 2018 draft capital budget review – City of Brockville Water Treatment / Distribution
- 2018 draft capital budget review – Elizabethtown-Kitley Distribution
- 30 Year Capital Plan – large capital expenditures
 - Require master water plan update /
 - Environmental assessment – Twin feedermain (150K)
 - Overhead tank painting required – lead paint abatement (1.3M)
 - Twin feedermain (4.5M)
 - Overhead tank replacement (4.5M)

15. Operational Plan Currency, content and updates

- DWQMS Brockville Operational Plan revision, Version No. 9 issued April 10, 2017 – Operational Plan endorsed by top management
- DWQMS Elizabethtown-Kitley Distribution Operational Plan revision, Version No. 8 issued April 10, 2017 – Operational Plan endorsed by top management

16. Municipal Drinking Water Licence, Drinking Water Works Permit, Permit to Take Water, Financial Plan, currency and renewals**City of Brockville**

- City of Brockville Municipal Drinking Water Licence 152-101
 - Issue Date: June 27, 2016
 - Expiry Date: June 26, 2021
 - Application Renewal Date: December 26, 2020 (Renewal application submitted to MOECC).
- City of Brockville Drinking Water Works Permit 152-201
 - Issue Date: June 27, 2016
- City of Brockville Permit To Take Water 2346-9HNEF
 - Issue Date: March 18, 2014
 - Expiry Date: March 31, 2024
- City of Brockville Financial Plan 152-301
 - Expiry Date: June 26, 2021.
 - Financial Plan Resubmission Date: December 26, 2021 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing)

Township of Elizabethtown-Kitley

- Elizabethtown-Kitley Municipal Drinking Water Licence 257-101
 - Issue Date: August 2, 2016
 - Expiry Date: August 1, 2021
 - Application Renewal Date: February 1, 2020 (Renewal application submitted to MOECC)
- Elizabethtown-Kitley Drinking Water Works Permit 257-201
 - Issue Date: August 2, 2016
- Elizabethtown-Kitley Financial Plan 257-301
 - Submitted to Ministry of Municipal Affairs and Housing February 2013
 - Expiry Date: August 1, 2021
 - Financial Plan Resubmission Date: February 1, 2020 (Financial plan revised and submitted to Ministry of Municipal Affairs and Housing)

ATTACHMENT #3

17. Source Water Protection

- No items to report

18. Improvements**DWQMS/ Operations**

- Revisions to operational plans to conform to DWQMS 2.0 – City of Brockville & Elizabethtown-Kitley
- Energy conservation
- Backflow policy development
- Succession planning – cross training operational staff for upcoming retirements
- Reduction in non-revenue water loss

19. Best Practice Implementation

- OFI's identified in last internal audit implemented

20. Staff Suggestions

- Move forward with the implementation of Water Use By-Law

ATTACHMENT #3

**DIRECTION**

FISHERIES ACT
Subsection 38(7.1)

File:8350-2017-04-11-1030

PROTECTED B
ENFORCEMENT

April 19, 2017

Registered with acknowledgement of receipt

Corporation of the City of Brockville
 c/o Bob Casselman
 City Manager
 P.O. Box 5000
 Brockville, ON
 K6V 7A5

RE : FISHERIES ACT DIRECTION

This document constitutes a direction to the persons named above, pursuant to subsection 38(7.1) of the *Fisheries Act* as amended, hereinafter referred to as the *Fisheries Act*.

REASONABLE GROUNDS FOR BELIEF

I, Drew Hartman, an Inspector designated by the Minister of Fisheries and Oceans under subsection 38(1) of the *Fisheries Act*, have reasonable grounds to believe :

1. That there occurs a deposit of a deleterious substance in water frequented by fish that is not authorized under the *Fisheries Act* and/or there is a serious and imminent danger of a deposit of a deleterious substance in water frequented by fish.
2. That detriment to fish habitat or fish or to the use by humans of fish results or may reasonably be expected to result from the occurrence and that immediate action is necessary in order to take all reasonable measures consistent with the public safety and with the conservation and protection of fish and fish habitat to prevent the occurrence or to counteract, mitigate or remedy any adverse effects that result from the occurrence or might reasonably be expected to result from it.

ATTACHMENT #3

3. That all reasonable measures consistent with public safety and with the conservation and protection of fish and fish habitat have not been taken as required by subsection 38(6) of the *Fisheries Act*.

THAT on February 28, 2017 I conducted an inspection at the Brockville Water Purification Plant. During the course of my inspection I observed that a portion of the filter backwash water was being deposited into the St. Lawrence River.

During the inspection a sample was taken from the last point of control before the water was released to the St. Lawrence River. The sample taken was analysed using a portable HACH meter. The result of the sample indicated that there was chlorine present at a concentration of .46mg/L

I spoke with Don Richards who is the Supervisor of Water systems. Mr. Richards indicated that during a backwash approximately 150 cubic meters of the backwash water is sent to the St. Lawrence, while the remainder is sent to sanitary. There could also possibly be 3 backwash procedures per day.

Mr. Richards indicated that they do not have a treatment system in place to dechlorinate at their facility.

The backwash water was at a concentration of .46mg/L which is known to be deleterious to fish. Mr. Richards said that he would immediately be sending all the backwash water to sanitary, although this may not be possible during high flow seasons.

MEASURES TO BE TAKEN

Under the authority given to me pursuant to subsection 38(7.1) of the *Fisheries Act*, I hereby direct the persons named above to immediately take all reasonable measures consistent with public safety and with the conservation and protection of fish and fish habitat to prevent the above mentioned occurrence or to counteract, mitigate, or remedy, any adverse effects that result from the above mentioned occurrence or might reasonably be expected to result from it, including :

Providing a report outlining how the City of Brockville plans on addressing the deposit of Chlorine, including timeframes by July 1st 2017 to Drew Hartman, the undersigned inspector.

Providing a report on the completion of these measures must be submitted to Drew Hartman the undersigned inspector, once the project is completed.

THE LAW

Fisheries Act

Deposit of deleterious substance prohibited

- 36(3) Subject to subsection (4), no person shall deposit or permit the deposit of a deleterious substance of any type in water frequented by fish or in any place under any conditions where the deleterious substance or any other deleterious substance that results from the deposit of the deleterious substance may enter any such water.

Duty to notify – deleterious substance

- 38(5) If there occurs a deposit of a deleterious substance in water frequented by fish that is not authorized under this Act, or if there is a serious and imminent danger of such an occurrence, and detriment to fish habitat or fish or to the use by humans of fish results or may reasonably be

ATTACHMENT #3

expected to result from the occurrence, then every person shall without delay notify an inspector, a fishery officer or an authority prescribed by the regulations if the person at any material time

- (a) owns or has the charge, management or control of
 - (i) the deleterious substance, or
 - (ii) the work, undertaking or activity that resulted in the deposit or the danger of the deposit; or
- (b) causes or contributes to the occurrence or the danger of the occurrence.

Duty to take corrective measures

- 38(6) Any person described in paragraph (4)(a) or (b) or 5(a) or (b) shall, as soon as feasible, take all reasonable measures consistent with public safety and with the conservation and protection of fish and fish habitat to prevent the occurrence or to counteract, mitigate or remedy any adverse effects that result from the occurrence or might reasonably be expected to result from it.

Report

- 38(7) As soon as feasible after the occurrence or after learning of the danger of the occurrence, the person shall provide an inspector, fishery officer or an authority prescribed by the regulations with a written report on the occurrence or danger of the occurrence.

Corrective measures

- 38(7.1) If an inspector or fishery officer, whether or not they have been notified under subsection (4) or (5) or provided with a report under subsection (7), is satisfied on reasonable grounds that immediate action is necessary in order to take any measures referred to in subsection (6), the inspector or officer may, subject to subsection (7.2), take any of those measures at the expense of any person described in paragraph (4)(a) or (b) or (5)(a) or (b) or direct such person to take them at that person's expense.

Offence and punishment

- 40(2) Every person who contravenes subsection 36(1) or (3) is guilty of an offence and liable

- (a) on conviction on indictment,

- (i) in the case of an individual,
 - (A) for a first offence, to a fine of not less than \$15,000 and not more than \$1,000,000, and
 - (B) for a second or subsequent offence, to a fine of not less than \$30,000 and not more than \$2,000,000, or to imprisonment for a term not exceeding three years, or to both,
- (ii) in the case of a person, other than an individual or a corporation referred to in subparagraph (iii),
 - (A) for a first offence, to a fine of not less than \$500,000 and not more than \$6,000,000, and
 - (B) for a second or subsequent offence, to a fine of not less than \$1,000,000 and not more than \$12,000,000, and
- (iii) in the case of a corporation that the court has determined to be a small revenue corporation,
 - (A) for a first offence, to a fine of not less than \$75,000 and not more than \$4,000,000, and
 - (B) for a second or subsequent offence, to a fine of not less than \$150,000 and not more than \$8,000,000; or

- (b) on summary conviction,

- (i) in the case of an individual,
 - (A) for a first offence, to a fine of not less than \$5,000 and not more than \$300,000, and

ATTACHMENT #3

- (B) for a second or subsequent offence, to a fine of not less than \$10,000 and not more than \$600,000, or to imprisonment for a term not exceeding six months, or to both,
- (ii) in the case of a person, other than an individual or a corporation referred to in subparagraph (iii),
(A) for a first offence, to a fine of not less than \$100,000 and not more than \$4,000,000, and
(B) for a second or subsequent offence, to a fine of not less than \$200,000 and not more than \$8,000,000, and
- (iii) in the case of a corporation that the court has determined to be a small revenue corporation,
(A) for a first offence, to a fine of not less than \$25,000 and not more than \$2,000,000, and
(B) for a second or subsequent offence, to a fine of not less than \$50,000 and not more than \$4,000,000.

Other offences

40(3) Every person who

is guilty of an offence punishable on summary conviction and liable, for a first offence, to a fine not exceeding two hundred thousand dollars and, for any subsequent offence, to a fine not exceeding two hundred thousand dollars or to imprisonment for a term not exceeding six months, or to both.

- (c) fails to provide notification that he or she is required to provide under subsection 38(4) or (5), or
- (e) fails to take any reasonable measures that he or she is required to take under subsection 38(6) or fails to take those measures in the required manner, or
- (f) fails to provide a report that he or she is required to provide under subsection 38(7), or
- (g) fails to comply with the whole or any part of a direction of an inspector or a fishery officer under subsection 38(7.1).

Power to recover costs

42(2) All the costs and expenses referred to in subsection (1) are recoverable by Her Majesty in right of Canada or a province with costs in proceedings brought or taken therefor in the name of Her Majesty in any such right in any court of competent jurisdiction.

ATTACHMENT #3

Punishment not otherwise provided for**Continuing offences**

78.1 Where any contravention of this Act or the regulations is committed or continued on more than one day, it constitutes a separate offence for each day on which the contravention is committed or continued.

Offences by corporate officers, etc., of the corporation

78.2 Where a corporation commits an offence under this Act, any officer, director or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is a party to and guilty of the offence and is liable on conviction to the punishment provided for the offence, whether or not the corporation has been prosecuted.

CONCLUSION

This direction is without prejudice to any further course of action that Environment Canada may take with respect to any violation of the *Fisheries Act*, including an amended Direction, prosecution, or the seeking of an injunction from the court under the *Fisheries Act*, or any other Act.

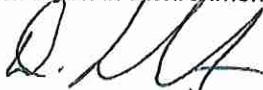
This direction and the circumstances to which it refers will form part of Environment Canada's records of The Corporation of the City of Brockville and its responsible officials, and will be taken into account in future responses to alleged violations and for internal purposes such as setting the frequency of inspections. Environment Canada will consider taking further action if you do not take all necessary corrective steps to comply.

This direction is issued in accordance with the Compliance and Enforcement Policy for the Habitat Protection and Pollution Prevention Provisions of the *Fisheries Act*. The complete text of this policy is available on Environment Canada's website :

<http://www.ec.gc.ca/alef-ewe/default.asp?lang=En&n=D6B74D58-1>

The complete text of the *Fisheries Act* is available on the Department of Justice website : <http://laws-lois.justice.gc.ca/Search/>

For more information or to respond to the alleged facts contained in this direction, please call or write the undersigned. Your comments will be considered, and where appropriate, a response provided. Any comments you make, as well as Environment Canada's response, will be maintained on file with this direction in Environment Canada's records.



Drew Hartman
Environmental Enforcement Directorate
Enforcement Branch
Environment Canada
335 River Road
Ottawa, ON
K1V 1C7

ATTACHMENT #3

c.c.

Michael Bell
Regional Director
Environmental Enforcement Directorate
Ontario Region
Enforcement Branch
Environment Canada
Burlington, Ontario

John Sencaj
Operations Manager
Environmental Enforcement Directorate
Ontario Region
Enforcement Branch
Environment Canada
Burlington, Ontario

Peter Raabe
Director of Environmental Services
City Manager
P.O. Box 5000
Brockville, ON
K6V 7A5

Don Richards
Supervisor of Water Systems
City Manager
P.O. Box 5000
Brockville, ON
K6V 7A5

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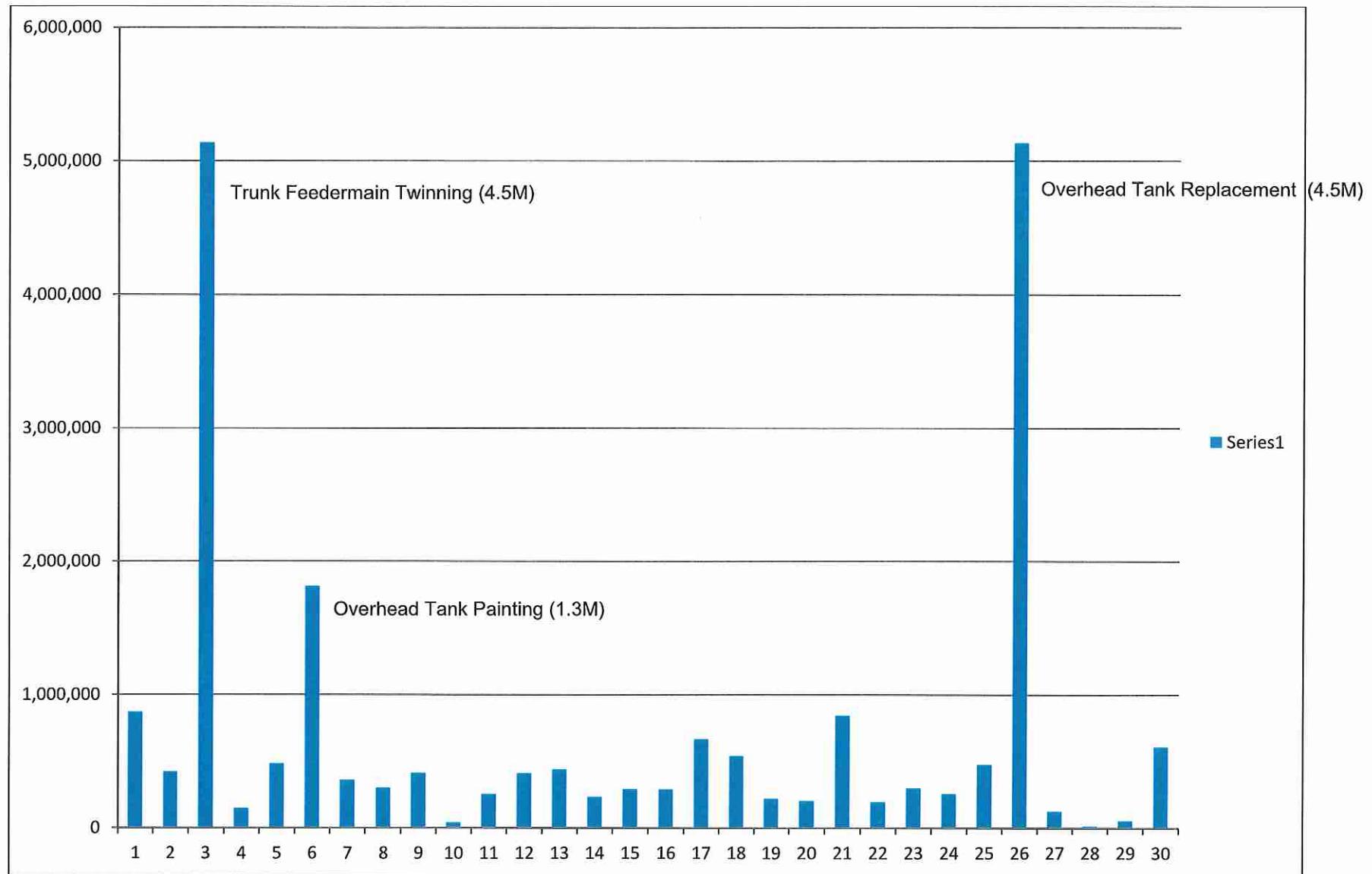
PROJECT ACCOUNT:	PROJECT DESCRIPTION:	2017 CAPITAL BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2017 YTD SPENT CAPITAL	(+/-) VARIANCE
	WATER TREATMENT: BLDG. & PROPERTY MNTCE:															
9403010- 9940404 -3010	Gas Heating System - Filter Building	25,000		21,644.25											21,644.25	3,355.75
	WATER TREATMENT PLANT:															
9403010- 9940405 -2010	Main Plant Pump #1 Refurb	13,000			9,526.77										9,526.77	3,473.23
9403010-9940406 -3010	Backwash Pump #2 Refurb	19,500			18,101.07	140.00									18,241.07	1,258.93
9403010-9940407 -3010	Filter #1 & #2 Effluent Flow Control Valve Actuators	24,000					16,756.52								15,756.52	8,243.48
9403010-9940408 -3010	Filter #1 & #2 Surfacewash Valve & Actuators	17,000					15,009.60								15,009.60	1,990.40
	LOW LIFT PUMPING STATION:															
9403010-9940409 -3010	Motor Refurb P1	3,000			2,860.00										2,660.00	340.00
9403010-9940410 -3010	Programmable Logic Controller	30,000													0.00	30,000.00
9403010-9940396 -3010	PLC Expansion (2016 Capital)	20,000	4,762.37			508.80	9,868.68	2,500.00							17,639.85	2,360.15
	PARKEDALE BOOSTER STN. & RESERVOIR:															
9403010-9940411 -3010	Zone 2 Pump #2 Refurbishment	12,500			5,527.60										5,527.60	6,972.40
9403010-9940412 -3010	MCC Arc Flash	25,000			7,123.20	2,360.00									9,483.20	15,516.80
	OVERHEAD TANK:															
9403010-9940413-3010	Safety Upgrades	60,000													0.00	50,000.00
	TRUNK DISTRIBUTION:															
	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)	24,834													0.00	24,834.18
9403010-9940333-3010	Engineering services valve feeder main replacement (2010)	10,000													0.00	10,000.00
9403010-9940388-3010	Water Tower Paint/Recoat - Cathodic Protection (Exterior Paint Touch Up)	21,965													0.00	21,965.45
9403010-9940301-9431	CONTINGENCY:															
	CONTINGENCY 2016	21,900			4,566.17		5,881.73	3,677.67							14,125.57	7,774.43
	COMPLETED PROJECTS															
	UNABLE TO COMPLETE															
	CURRENTLY IN PROGRESS														129,614.43	204,686.20
	CARRYOVER TO 2018															

**ATTACHMENT #3
2018 PROPOSED CAPITAL PROGRAM**

PROJECT NAME:	Water Equipment/Construction	YEAR PROPOSED:	2018
LOCATION:	Brockville Water Treatment Plant, Trunk Distribution System and Booster Stations	Cost Centre:	08WTPW
HISTORY:	LENGTH OF PROJECT: YEAR FIRST INTRODUCED:		Ongoing 2001
SCOPE:	Provides for the capital needs of the Water Treatment Plant, Trunk Distribution System and Booster Stations. Funding is provided through water revenues.		
PROJECT ID:	PROJECT DESCRIPTION:	PRJ. MGR:	BUDGET:
9403010			
	WATER TREATMENT, BLDG. & PROPERTY MNTGE:		
	WINDOW REPLACEMENT ADMIN		30,000
	ENERGY MANAGEMENT		75,000
	WATERWATER FORCE MAIN		100,000
	WATER TREATMENT PLANT:		
	CLARA VAC DECHLORINATION		45,000
	SCADA COMPUTERS		7,500
	SCADA SOFTWARE UPGRADE		35,000
	GAC FILTER MEDIA		325,000
	MAIN PLANT PUMP #2 REFURB		13,000
	BACKWASH PUMP #1 REFURB		19,500
	BACKWASH MOTOR VFD		40,000
	CHLORINE GAS LEAK DETECTION		7,500
	WASTEWATER TRANSFER PUMP UPGRADE		15,000
	PARKEDALE RESERVOIR & BOOSTER STNS:		
	BOOSTER STATIONS		
	FIRST AVE PUMP & MOTOR REFURB		7,500
	LOW LIFT STATION		
	OVERHEAD TANK		
	TRUNK WATER FEEDER MAIN		
	ENVIRONMENTAL ASSESSMENT 2ND FEEDERMAIN		150,000
	CONTINGENCY:		26,100
			896,100
WHY REQUIRED: Advantages & Benefits	Allows for coordinated planning of the Capital Requirements required to meet the needs of the Water Treatment system through the Water Distribution Reserve. This also ensures that all costs are being captured and financed through the water rates.		

ATTACHMENT #

ATTACHMENT #3

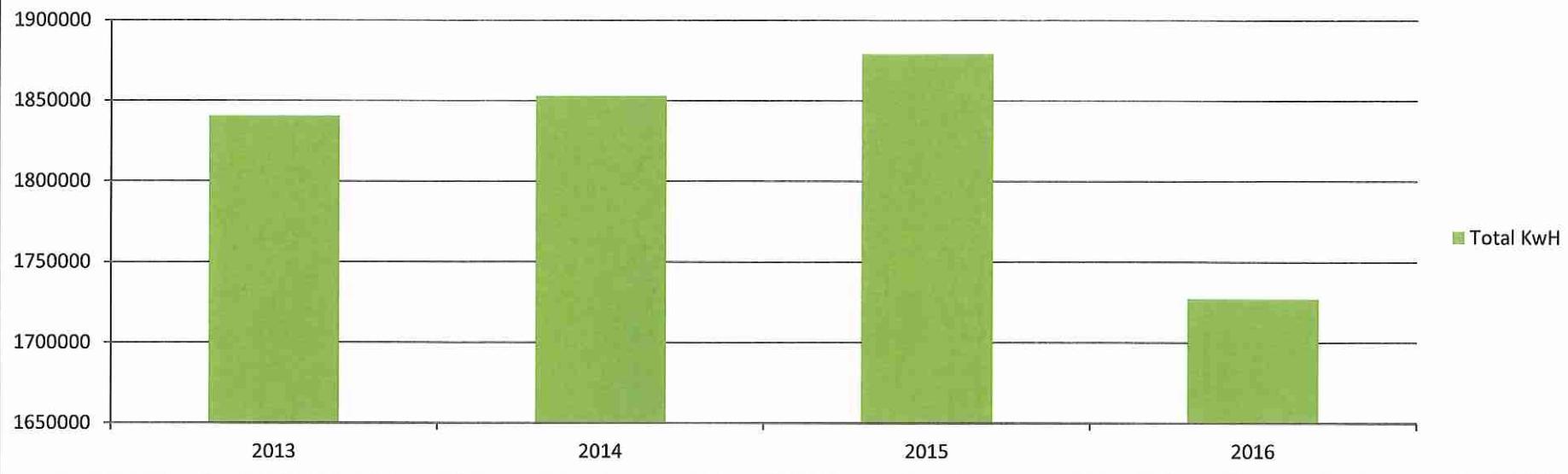


30 Year Capital Expenditure Overview 2018 to 2048- Water Treatment Trunk Water Distribution

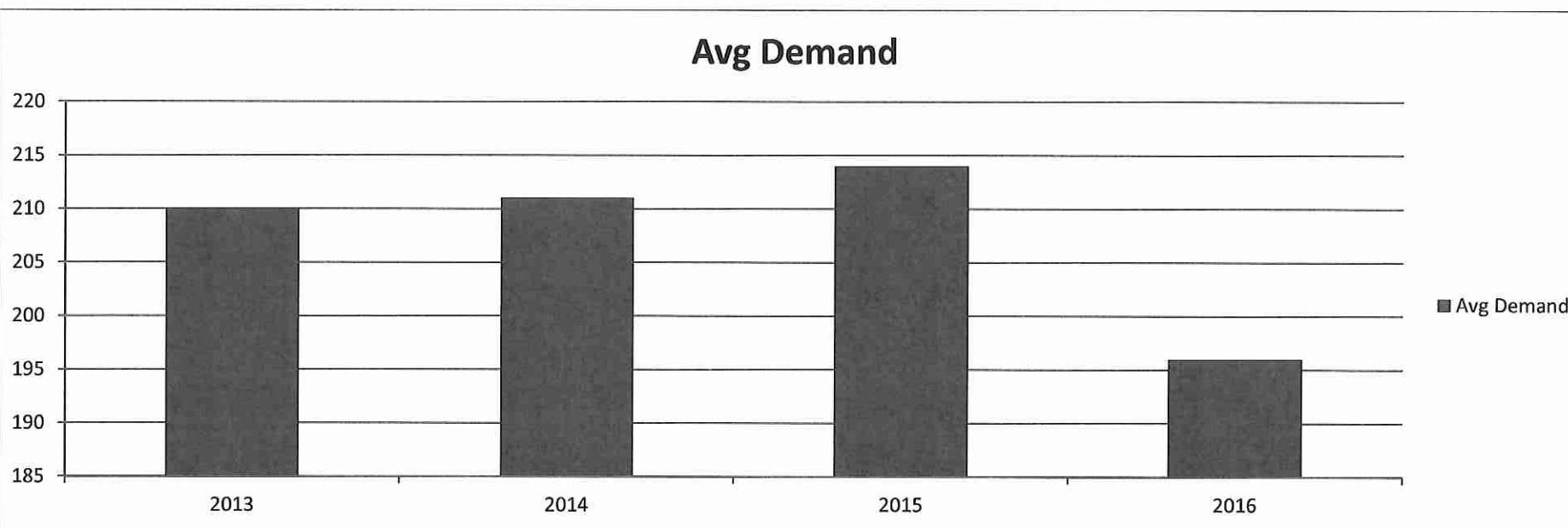
10 YEAR PLAN - ELIZABETHTOWN WATER DISTRIBUTION SYSTEM			Revised:	ATTACHMENT #3 APRIL 18, 2017										
CAPITAL PROJECTS/INFRASTRUCTURE:	Origin	Life Cycle	2018	2019	2020	2021	2022	2023	2024	2024	2026	2027	2028	\$ TOTAL
METER CHAMBER COUNTRY CLUB PLACE														
Vault Structure	1998	75												0
Piping	1998	75												0
Isolation Valves	1998	25												0
Flow Meter	2006	15												5,500
Electrical	1998	30												0
Telecommunications (Chamber and Treatment Plant)	2005	10							2,000					2,000
Heating	1998	25												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)	1998/2015	10												0
Hydrants (18)	1998	25	4,500	4,500										5,000
Isolation Valves	1998	75												0
Air Relief Valves (2)	1998	20												1,500
Water Meters (303)	1998	20	15,000											15,000
BOOSTER STATION														
Vault Structure	1998	75	2,500											2,500
Isolation Valves	1998	30												0
Pressure Reducing Valve	1998	20												2,000
Air Relief Valves	1998	20												1,000
North Pump & Motor	1998	30												0
South Pump & Motor	1998	30												0
Electrical	1998	30												0
Heating	1998	30												0
Telecommunications (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			23,500	6,000	1,500	1,500	5,500	3,000	3,500	8,000	3,000	14,000	1,500	71,000

ATTACHMENT #3

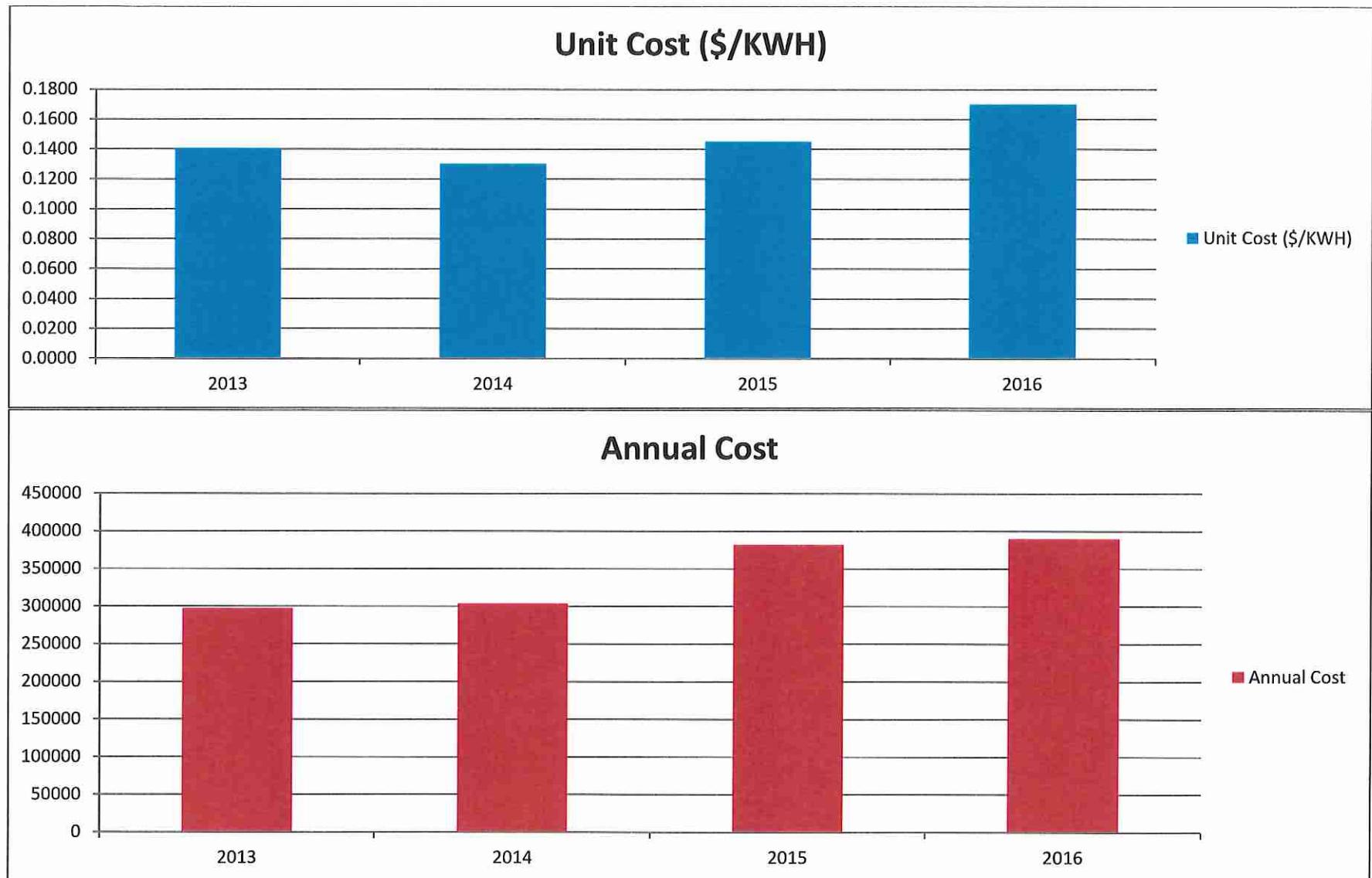
Total KwH



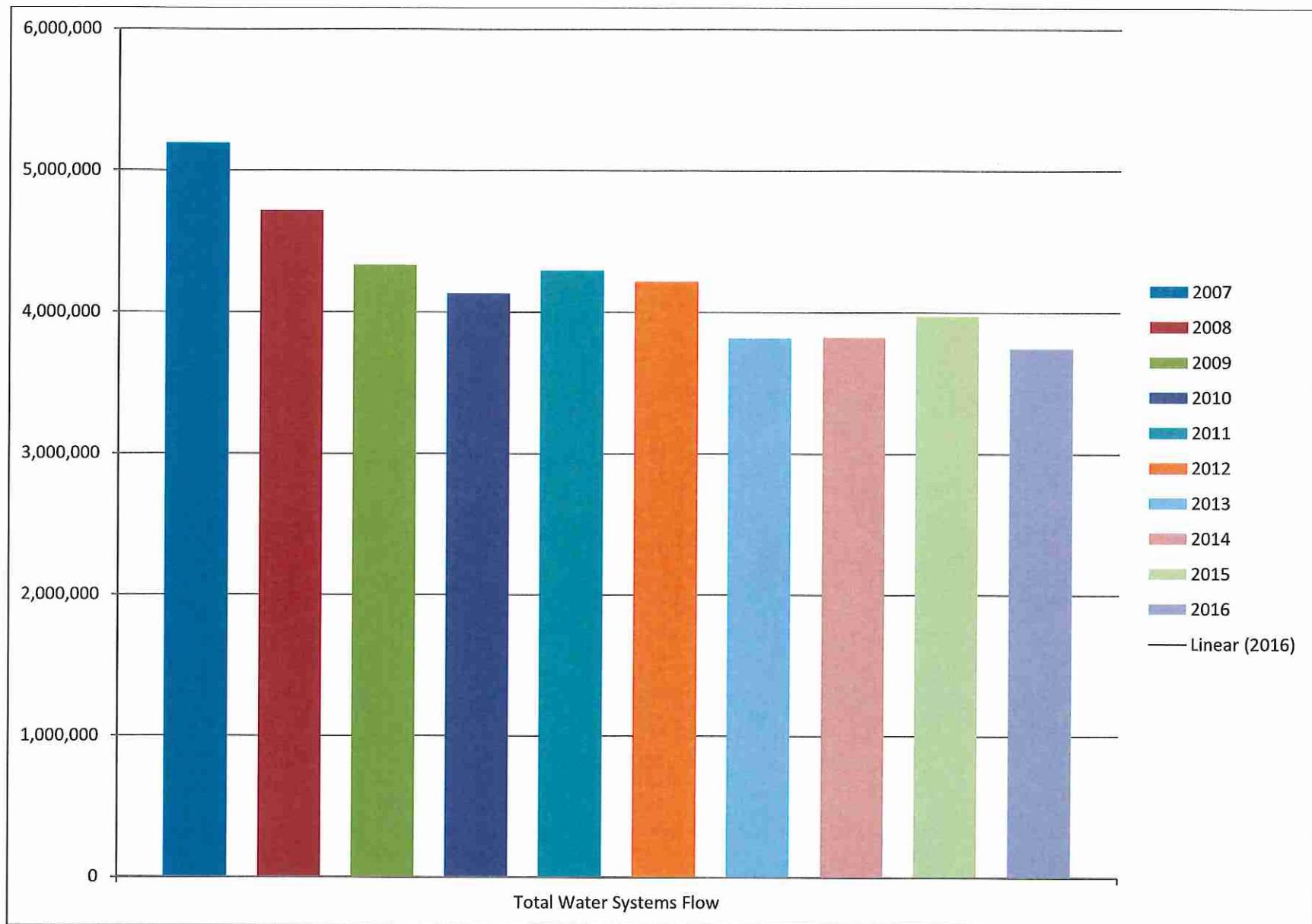
Avg Demand



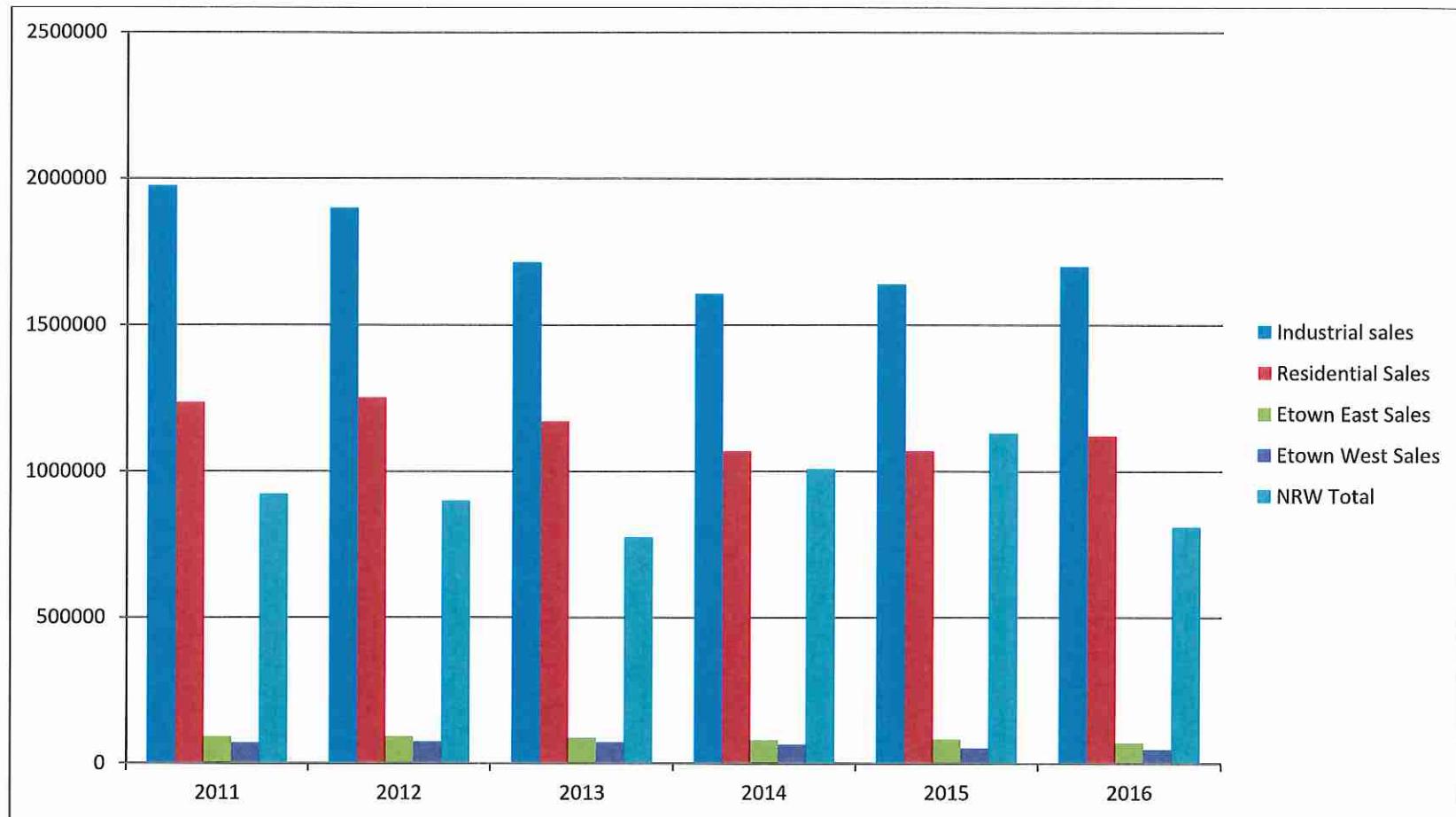
ATTACHMENT #3



ATTACHMENT #3

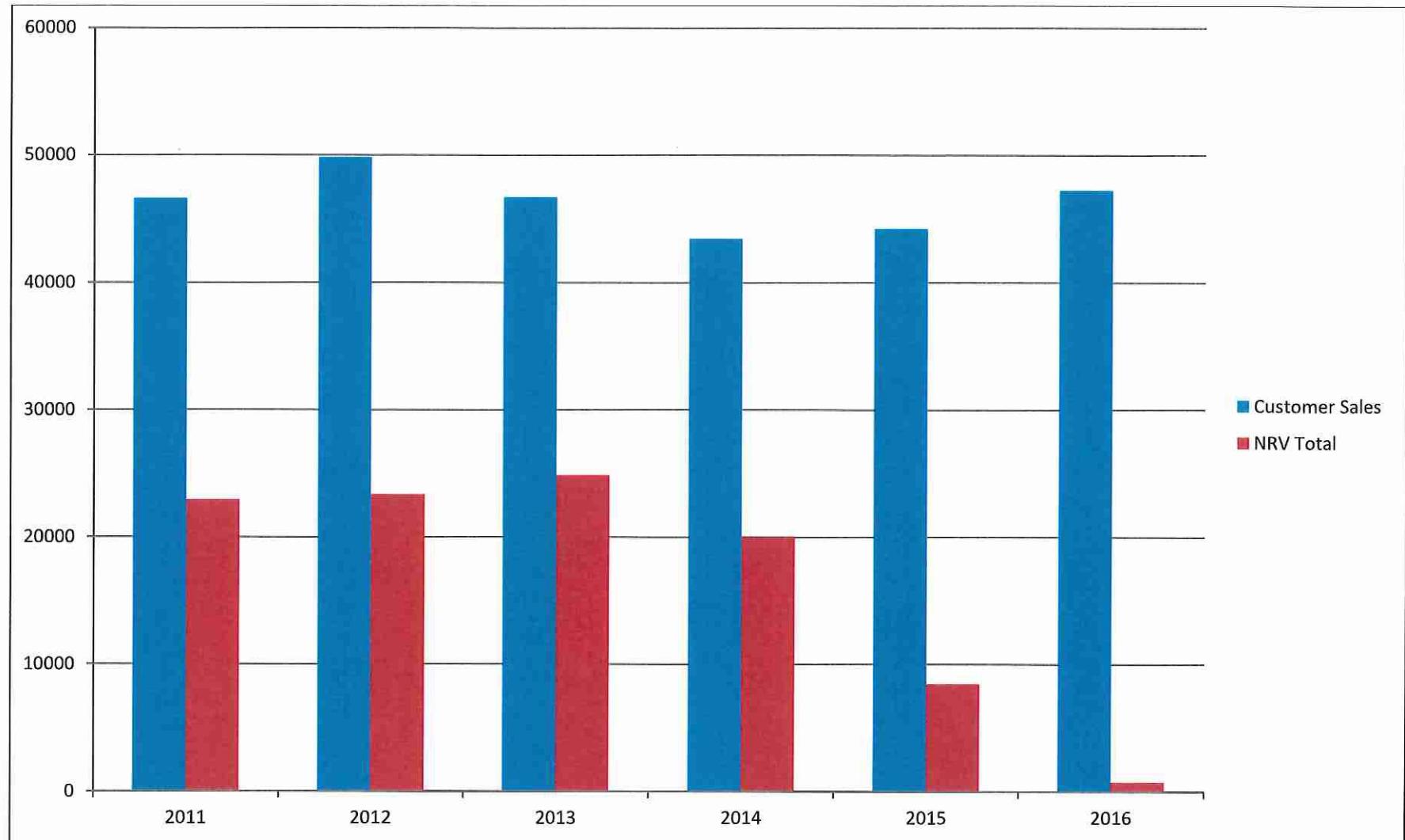


ATTACHMENT #3



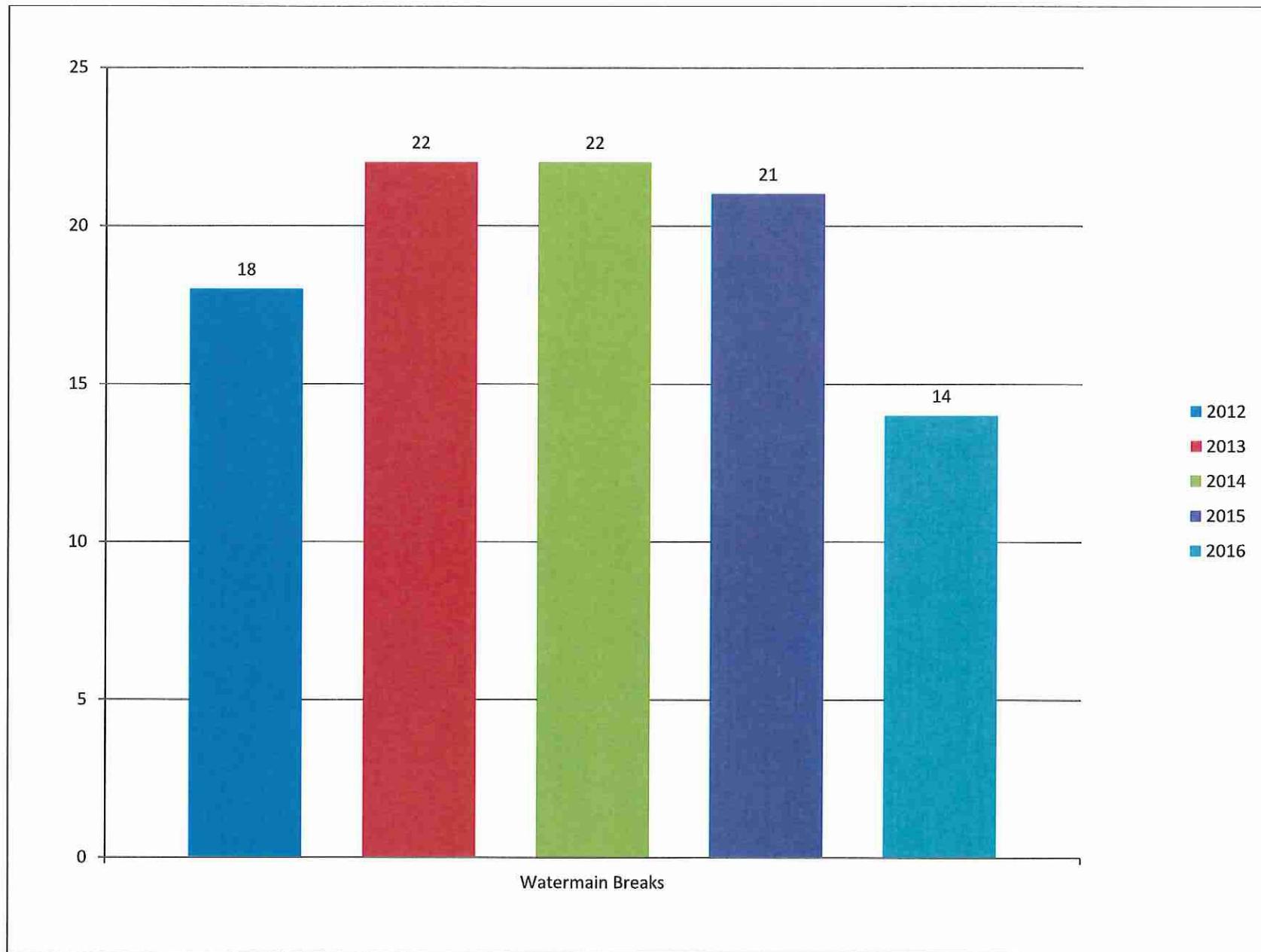
TOTAL FLOW CUSTOMER SALE BROCKVILLE

ATTACHMENT #3



TOTAL FLOW CUSTOMER SALE ELIZABETHTOWN-KITLEY

ATTACHMENT #3



ATTACHMENT #4

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

MUNICIPALITY: BROCKVILLE
PROJECT: BROCKVILLE
WORKS NUMBER: 120000122

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

YEAR: 2016/2017
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 (Org./100 ml) (GEO MEAN)		
	TOTAL FLOW 1000m ³	Avg Day Flow 1000m ³	Max Day Flow 1000m ³	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading Eff CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Total Loading Eff SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff Phos. (kg/day)	Percent Removal	Avg Eff Tan (mg/L)	Total Loading Eff Tan (kg/day)	
JUN 17	595.82	19,861	26,400	187.44	3.56	70,71	217.56	5.78	114.80	97.3	3.00	0.47	9.33	84.3	5.83	115.79	4
MAY 17	864.87	27,899	51,513	165.00	3.27	91.23	206.45	8.00	223.19	96.1	2.17	0.32	8.93	85.3	3.10	86.49	5
APR 17	798.39	26,613	47,588	289.71	3.50	93.15	344.43	7.88	209.71	97.7	2.89	0.44	11.71	84.8	2.20	58.55	2
MAR 17	610.09	19,680	29,577	189.90	3.44	67.70	214.60	6.11	120.24	97.2	2.43	0.32	6.30	86.8	6.29	123.79	1
FEB 17	524.05	18,716	34,169	172.14	4.25	79.54	194.43	4.88	91.33	97.5	2.46	0.37	6.92	85.0	5.78	108.18	1
JAN 17	575.46	18,563	28,792	201.50	5.30	98.38	179.20	7.27	134.95	95.9	2.52	0.31	5.75	87.7	4.48	83.16	2
DEC 16	492.22	15,878	22,589	241.00	5.57	88.44	270.29	8.57	136.07	96.8	3.24	0.36	5.72	88.9	7.94	126.07	2
NOV 16	402.28	13,409	21,555	306.50	4.20	56.32	357.20	8.50	113.98	97.6	4.22	0.53	7.11	87.4	3.23	43.31	2
OCT 16	413.66	13,344	24,917	299.33	4.25	56.71	384.89	10.00	133.44	97.4	4.36	0.61	8.15	86.0	3.85	51.37	2
SEP 16	335.41	11,180	13,315	333.20	3.11	34.77	447.30	6.00	67.08	98.7	4.44	0.39	4.36	91.2	1.63	18.22	1
AUG 16	365.87	11,802	14,966	313.62	4.54	53.58	410.38	6.08	71.76	98.5	4.59	0.59	6.96	87.1	1.86	21.95	1
JUL 16	390.99	12,613	21,592	214.10	3.80	47.93	271.10	6.90	87.03	97.5	3.64	0.64	8.07	82.4	1.94	24.47	1
AVG		17,463		242.79	4.07	69.87	291.49	7.16	125.30	97.35	3.33	0.45	7.44	86.41	4.01	71.78	2
MAX			51,513	333.20	5.57	98.38	447.30	10.00	223.19	98.66	4.59	0.64	11.71		7.94	126.07	
Objective Limit						15.00									12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100
Compliance Limit			21,800			25.00	545.00		25.00	545.00				16.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200	

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
JUN 17	3,723	4,323	60
MAY 17	4,603	5,760	61
APR 17	7,710	9,166	77
MAR 17	3,737	4,223	48
FEB 17	3,222	3,639	46
JAN 17	3,740	3,326	47
DEC 16	3,827	4,292	51
NOV 16	4,110	4,790	57
OCT 16	3,994	5,136	58
SEP 16	3,725	5,001	50
AUG 16	3,701	4,843	54
JUL 16	2,700	3,419	46
AVG	4,066	4,826	54
MAX	7,710	9,166	77

COMMENTS:

July 5, 2017

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE
– July 18, 2017**

**2017-079-07
2017 CITY DEBENTURE ISSUE**

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

RECOMMENDATION

THAT staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the *Ontario Infrastructure and Lands Corporation Act, 2011* (OILC) for the 2017 Capital Projects; and

THAT Council authorize the Mayor and Director of Corporate Services to enter into agreements with the OILC to provide such financing for the 2017 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

PURPOSE

To obtain approval for financing debentures through OILC for the 2017 Capital projects.

BACKGROUND

The 2017 Capital Budgets were approved containing debenture requirements for the following projects:

Bartholomew Street Reconstruction	\$180,000
William Street CNR Overhead Bridge	290,612
Tunnel Bay Dock Replacement	145,000
Victoria Building – Window Repair/Replacement	100,000
Fleet purchases:	
Aerial Platform (ladder) Fire Truck	1,373,133
Fire Station SUV	44,001
¾ Ton, 4 x 4 Pick-Up	47,300
Passenger Bus	57,900
Snow Blower (Loader mount)	136,619
Tractor with Plow, Sander, Sweeper, Snow Blower	140,000

Cargo Van Parks Department	45,000
¾ Ton, 4 x 4 Pick-Up with Plow Parks Department	50,000
Cargo Van Facilities Department	45,000
Tractor, Loader, Backhoe	57,163
Patrol Vehicle Police Department	25,710
 Total Approved Debentures	 <u>\$ 2,737,438</u>

ANALYSIS

Infrastructure Ontario (IO) is a crown corporation that is wholly owned by the Province of Ontario and established by the *Ontario Infrastructure and Lands Corporation Act, 2011*. This Act amalgamated the Ontario Realty Corporation, Ontario Infrastructure Projects Corporation (OIPC) and the Stadium Corporation of Ontario Limited.

Infrastructure Ontario's Loan Program was created to provide eligible public sector clients with affordable, long-term financing in an effort to help renew Ontario's infrastructure. OILC offers clients access to the capital markets with flexible terms, no additional fees and the ability to apply online at any time.

As of July 5, 2017, the rate on a ten year amortized debenture was 2.65% and short term (construction) financing was available at a rate of 1.58%. The City of Brockville has been successful in receiving low interest loans and construction financing through OILC (previously known as OMEIFA, OSIFA and OIPC) for the past several years.

POLICY IMPLICATIONS

In keeping with the City's strategic plan, the investigation and application for funds through OILC will help maintain and improve the City's infrastructure while also ensuring the funds are borrowed at a competitive rate. This directly relates to the economic sustainability of the City as a whole.

FINANCIAL CONSIDERATIONS

The financial considerations regarding the financing of the 2017 Capital projects are reflected in the chart below:

Project	Funding Source					Total
	Tax Rate	Reserve Funds	Water Rate	Wastewater Rate		
Bartholomew St Reconstruction	180,000	0	0	0	\$180,000	
William St. CNR Overhead Bridge	290,612	0	0	0	290,612	

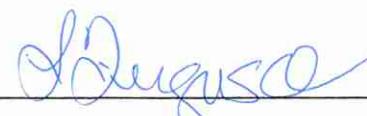
Tunnel Bay Dock Replacement	145,000	0	0	0	145,000
Victoria Building Window Repair/Replacement	100,000	0	0	0	100,000
Fleet program purchases	1,974,526	0	0	47,300	2,021,826
Total Debentures	<u>\$2,690,138</u>	<u>\$0</u>	<u>\$0</u>	<u>\$47,300</u>	<u>\$2,737,438</u>

CONCLUSION

It is recommended that Council authorize staff to apply to OILC for the 2017 Capital Budget projects.



M. Wing
Financial Analyst – General



L. Ferguson, CPA, CGA
Manager of Finance



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman,
City Manager

**Report to Finance, Administration & Operations Committee
July 18, 2017**

**2017-080-07
John Street Lot – Meter Acquisition**

**D. Dick, CPA, CA
Director of Corporate Services**

**L. Ferguson, CPA, CGA
Manager of Finance**

**S. Faber
Revenue Supervisor**

**R. Allen
Revenue Officer**

RECOMMENDATION

THAT Council for the City of Brockville approve the purchase of a pay & display parking machine to be installed in the John Street parking lot.

PURPOSE

To achieve uniform parking procedures for all municipal lots, while also increasing the availability of parking spaces by enabling enforcement in the lot itself.

ANALYSIS

The John Street lot is located on the corner of John Street and Saint Paul Street, it contains a total of 41 parking spaces; 10 of which are allotted for overnight parking.

At the end of 2008 the John Street parking lot's pay & display machine reached the end of its useful life and had to be removed. Attempts were made in 2009 and 2012 to budget for a new machine but both efforts were turned down.

Currently, all municipal lots require some form of payment, the John Street lot is the only outlier with neither a payment requirement or an effective time limit. As it stands, the John Street lot is listed as a fee lot within the parking by-law, which further supports that it should be treated as such.

In addition to the installation of the pay & display machine, it would be beneficial to allocate 5 parking spaces for 2-hour complimentary parking. This could promote business in the area while also encouraging traffic flow in the lot. Please see Appendix A for the proposed lot layout.

2017-080-07

John Street Lot – Meter Acquisition

Page 2

FINANCIAL CONSIDERATIONS

The expected acquisition and installation cost of the pay & display machine is \$11,000.

Based on the average annual revenue per space of other municipal lots (\$300), it is estimated that the John Street lot's 36 spaces (41 less the 5 proposed 2-hour complimentary spaces) would generate \$10,800 of revenue in its first 12 months of operation. Revenue could be further improved if monthly permits were offered to the public.

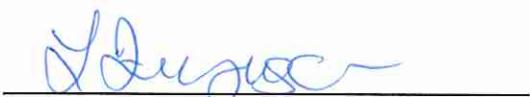
Funding of this purchase will be through the parking reserve fund.



R. Allen
Revenue Officer

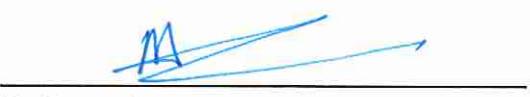


S. Faber
Revenue Supervisor



L. Ferguson, CPA, CGA
Manager of Finance

D. Dick, CPA, CA
Director of Corporate Services



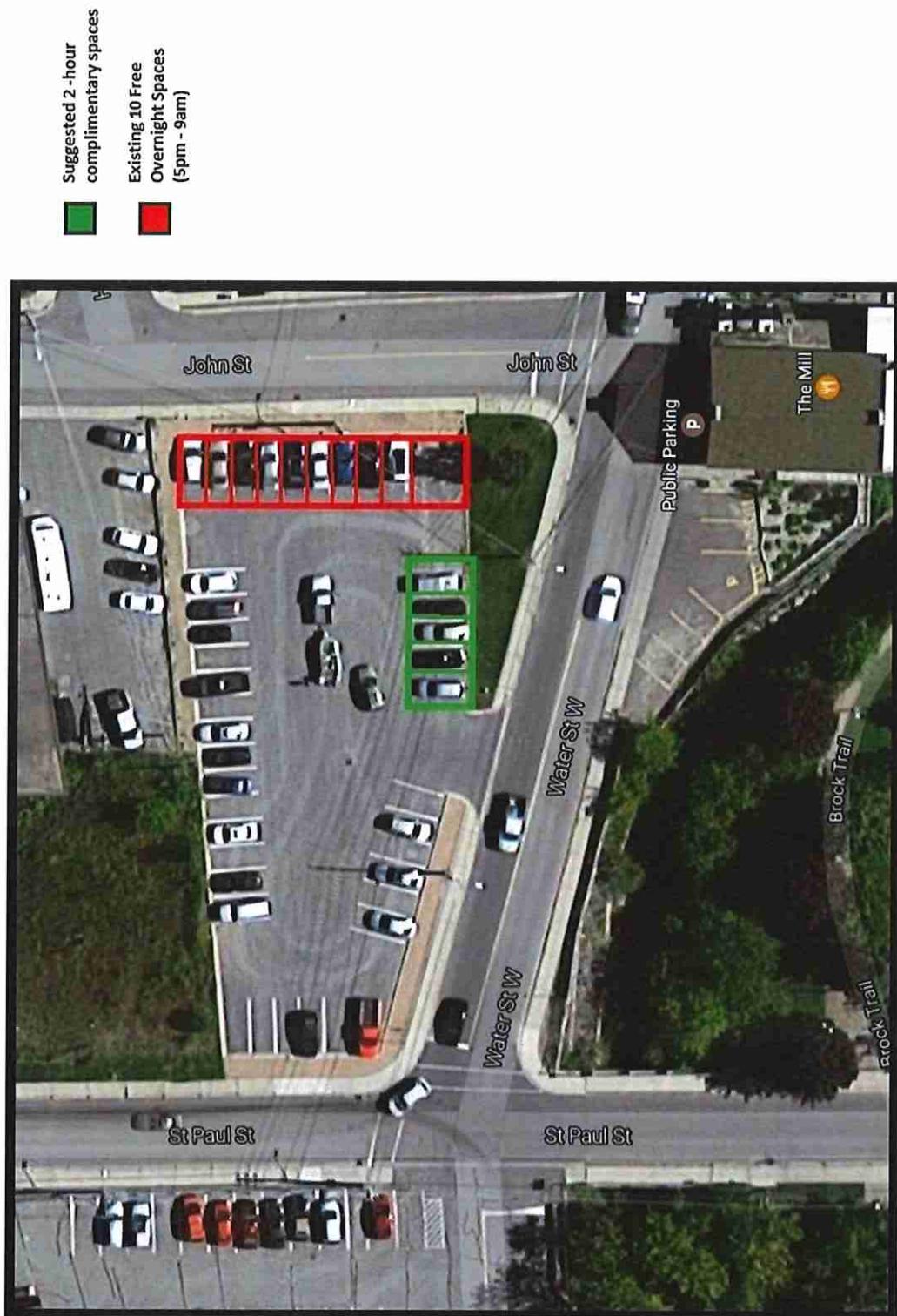
B. Casselman
City Manager

2017-080-07

John Street Lot – Meter Acquisition

Page 3

Appendix A



July 11, 2017

Report to Finance Administration and Operations Committee – July 18, 2017

2017-082-07

**2017 Interim Variance Report
at June 15, 2017**

D. Dick
Director of Corporate Services
L. Ferguson
Manager of Finance
C. Ward
Financial Analyst - General

RECOMMENDATION

THAT Council receives the Interim Variance Report as of June 15th, 2017 for information purposes.

PURPOSE

To report to Council the City of Brockville's financial position as of June 15th, 2017.

BACKGROUND

The City's Corporate Financial Controls which Council adopted on April 26th, 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted throughout the calendar year. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

ANALYSIS / FINANCIAL IMPLICATIONS

This report represents the Analyses of Budgets – General, Water and Wastewater, which are provided for information purposes. Attachments #1, 2 and 3 provide the variance analysis for each department.

Operating Budget

The current projection for the City is a deficit of \$82,667. Staff will review and monitor expenditures over the next few months and mitigate the projected deficit by foregoing expenditures.

- ◆ The Arts Centre has experienced growth in revenues of \$9,000 due primarily to additional dance competition revenue and the advanced projection movie

theatre provided to the Centre in 2016. The Art Centre is able to present first run movies in a comfortable environment with a first rate viewing experience for patrons.

- ◆ An increase in legal fees and mediation costs of \$15,000 reported in the Human Resource Department
- ◆ IT is reporting a deficit of \$5,000 that is a chargeback to all departments and would show as surpluses in the respective departments.
- ◆ The Operations Department is reporting an overall deficit of \$35,000. Less fuel sales to outside agents, and over expenditures for repairs and maintenance on second life vehicles and parks are mitigated by smaller surpluses in various areas. The department shows a wage surplus which is the result of a transfer of a staff person from Operations to water.
- ◆ Solid waste is expecting a positive variance of \$15,000.
- ◆ St. Lawrence Lodge expenses have exceeded budget in each of the past three years and the resulting increase for 2017 is expected to be \$157,000.
- ◆ The timing of issuing debt is expected to result in overall savings of \$110,000.
- ◆ The Aquatarium is not expected to generate a deficit in 2017 requiring financing from the City. All legal costs associated with the city defense should be accommodated through the 2017 budget.

Water Rate Administration Budget

The anticipated variance for Water Rate Administration is a deficit of \$87,635.

The deficit is being generated primarily by the transfer of an employee from Operations and additional wages associated with a number of employees off on short term disability.

Wastewater Rate Administration Budget

The anticipated variance for wastewater rate administration is a surplus of \$24,410. These are a result of timing of issuing of debt.

Report 2017-082-07
2017 Interim Variance Report at June 15, 2017

Page 3

CONCLUSION

Staff will continue to monitor shortfalls and will make the necessary expenditure reductions to remain within approved budgets.



C. Ward
Financial Analyst - General



D. Dick, CPA, CA
Director of Corporate Services



L. Ferguson, CPA, CGA
Manager of Finance



B. Casselman,
City Manager

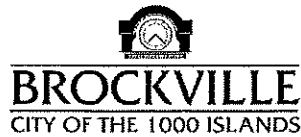
**General Operating Variance
as at June 15, 2017**

	Balance at June 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Projected Surplus / (Deficit)
City Management & Services				
Animal Control	33,154	84,305	84,305	-
Aquarium	217,132	195,000	195,000	-
Arts Centre	35,356	159,292	150,305	8,987
City Council/Mayor	104,636	215,361	215,361	-
City Manager	302,936	468,713	468,713	-
Clerk	131,466	269,539	269,539	-
Corporate Finance	(16,453,230)	2,930,630	2,930,630	-
Cultural Services	(6,238)	23,463	23,463	-
Economic Development	19,485	395,200	395,200	-
Finance	357,336	654,500	654,500	-
Fire Department	2,185,571	4,958,798	4,958,798	-
GIS	91,046	138,586	142,515	(3,929)
Human Resources	159,944	330,528	345,528	(15,000)
Information Services	283,192	433,011	439,831	(5,000)
Parking	(74,268)	(115,818)	(115,818)	-
Parking Rental	555	13,036	13,036	-
Planning	268,226	673,077	673,077	-
Tourism	43,130	195,805	195,805	-
City Management & Services Total	(12,300,569)	12,023,026	12,039,788	(14,942)
Operations				
Facilities	(130,333)	402,391	392,858	9,533
Fleet	216,127	365,910	428,269	(62,359)
Operations/Parks Administration	137,533	271,727	271,727	-
Parks	250,539	1,164,084	1,191,642	(27,558)
Pedestrian Vehicle Infrastructure	205,588	650,231	650,231	-
Public Works	1,207,148	2,639,326	2,594,178	45,148
Transit	314,595	589,447	589,447	-
Operations Total	2,201,197	6,083,116	6,118,352	(35,236)
Environmental Services				
Engineering	28,806	98,270	98,270	-
Solid Waste	358,474	1,113,553	1,098,553	15,000
Environmental Services Total	387,280	1,211,823	1,196,823	15,000



**General Operating Variance
as at June 15, 2017**

	Balance at June 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Projected Surplus / (Deficit)
City Boards & Committees				
Airport	60,491	78,742	78,742	-
Cemetery	39,929	100,154	100,154	-
Committee Of Adjustment	(1,395)	(185)	(185)	-
Heritage Brockville	1,843	9,327	9,327	-
Library	1,329	685,134	685,134	-
Museum	120,246	260,928	260,928	-
Police	3,065,091	7,111,796	7,111,796	-
City Boards & Committees Total	3,287,534	8,245,896	8,245,896	-
Outside Boards				
Cataraqui Reg. Conserv. Authority	90,582	188,891	188,891	-
Cemetery	51	3,000	3,000	-
Downtown Business Improvement Ass.	85,158	-	-	-
Long Term Care	275,303	943,776	1,101,212	(157,436)
Public Health Grants	188,817	416,215	416,215	-
Outside Boards Total	639,912	1,551,882	1,709,318	(157,436)
Joint Services				
Joint Services	1,294,069	3,590,070	3,590,070	-
Joint Services Total	1,294,069	3,590,070	3,590,070	-
Debt Charges				
Debt Charges	987,773	1,910,146	1,800,199	109,947
Debt Charges Total	987,773	1,910,146	1,800,199	109,947
Social Services				
Hub	12,797	2,200	2,200	-
Special Program	5,152	-	-	-
Social Services Total	17,949	2,200	2,200	-
Grand Total	(3,484,856)	34,618,159	34,702,646	(82,667)



**Water Variance
as at June 15, 2017**

	Balance at June 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Projected Surplus / (Deficit)
Administration	76,761	149,881	149,881	-
Debt Charges	103,488	229,032	226,817	2,215
Elizabethtown	(37,176)	(3,794)	(3,794)	-
Engineering	79,089	178,527	178,527	-
Finance - Water	(605,769)	(2,704,225)	(2,704,225)	-
Fleet	18,303	46,336	46,186	150
Water Distribution Maintenance	283,287	837,017	882,017	(45,000)
Water Treatment	466,360	1,267,226	1,312,226	(45,000)
Water Treatment Maintenance - Capital	1,153	-	-	-
Grand Total	385,494	-	87,635	(87,635)



**Wastewater Variance
as at June 15, 2017**

	Balance at June 15, 2017	2017 Budget	Projected Balance at December 31, 2017	Projected Surplus / (Deficit)
Administration	67,863	145,750	145,750	-
Debt Charges	268,717	681,963	657,553	24,410
Engineering	73,124	155,822	155,822	-
Finance - Wastewater	(1,006,250)	(3,910,701)	(3,910,701)	-
Wastewater Collection	106,991	334,781	334,781	-
Water Pollution Control	836,838	2,592,385	2,592,385	-
Grand Total	347,283	-	(24,410)	24,410