



Revised (April  
20/15): insert  
Energy Programs  
material

## Finance, Administration and Operations Committee

Tuesday, April 21, 2015, 4:15 pm.  
City Hall, Council Chambers

### Committee Members

Councillor T. Blanchard,  
Chair  
Councillor P. Deery  
Councillor J. Earle  
Councillor J. Fullarton  
Mayor D. Henderson,  
Ex-Officio

### Areas of Responsibility:

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

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

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

Page

## **AGENDA**

### **DISCLOSURE OF INTEREST**

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

- |         |   |
|---------|---|
| 9       | 1. 200th Anniversary of the Rideau Military Settlement<br>Clark Theobald  |
| 10 - 18 | 2. Energy Programs and Cost Saving Opportunities<br>Mr. Andrew Hejnar, Energy Manager for 3M Canada<br>(Councillor Deery) |

*Mr. Andrew Hejnar, Energy Manager for 3M Canada will provide information regarding available programs and cost saving opportunities available to our city. Andrew is very knowledgeable and has received 3M global awards for his work in energy conservation and cost savings. He will have a brief power point presentation, afterwards he will answer any questions the committee has.*

- |    |  |
|----|--|
| 3. | Rotary Park Development<br>Brent Collett |
|----|--|

*Mr. Collett will provide an update to the Committee concerning Rotary Park Development.*

- 19 - 25      4.      University Hospitals Kingston Foundation  
Request for Funding  
Mr. Bill Durnford

*Mr. Durnford will address the Committee with a request for funding and provide a power point presentation concerning an initiative at Kingston General Hospital.*

## **CORRESPONDENCE**

1.      Nil.

## **STAFF REPORTS**

- 26 - 28      1.      2015-051-04  
Service Agreement  
St. Francis Xavier Cemetery

*Pursuant to the resolution of the Brockville Cemetery Board on March 10, 2015 it is recommended that Council authorize by By-law the entering into an agreement for service with St. Francis Xavier Cemetery.*

- 29 - 30      2.      2015-035-04  
Tender for Contract 2015-02  
Supply of Paint and Painting of Centre,  
Lane and Edge Line Pavement Markings

*THAT Council accepts the tender from Provincial Road Markings Inc. in the amount of twenty-eight thousand, seven hundred and eighty-two dollars (\$28,782.00) excluding HST for Contract 2015-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings; and*

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

- 31 - 33      3.      2015-036-04  
Proposed Parking Restrictions  
Hubbell Street

*THAT parking be restricted on the north side of Hubbell Street on Tuesdays and Wednesdays, from 12 metres east of Richards Street to 50 metres east of Richards Street, and 35 metres west of Richards Street to 95 metres west of Richards Street and;*

*THAT Schedule "2" of Subsection 74 of By-law 119-89 be amended accordingly.*

- 34 - 36      4.      2015-037-04  
Proposed Parking Restrictions Brock Street

*THAT parking be restricted on the south side of Brock Street from Elm Street to 200 metres east of Elm Street and;*

*THAT Schedule "1" of Subsection 72 of By-law 119-89 be amended accordingly.*

- 37 - 56      5.      2015-044-04  
Prohibition of Smoking  
Parks, Athletic Fields and Brock Trail

*THAT Section 2.1 of By-law Number 093-2003 be amended by adding subsections (u) Parks, (v) Athletic Fields and (w) Brock Trail as designated public places where smoking is prohibited; and*

*THAT Appendix "B" be added to By-law Number 093-2003, listing City owned parks and athletic fields.*

- 57 - 62      6.      2015-050-04  
All Ships Festival

*THAT Council grant the use of Centeen Park, Reynolds Park, Blockhouse Island, Market Street West Parking Lot, Water Street Parking Lot, and Hardy/Centennial Park, and the transient docks in the Brockville Municipal Harbour to stage All Ships Festival 2015, Monday, June 15, 2015 at 6 a.m. to Wednesday, June 24, 2015 at 8 p.m. The actual festival is being delivered from Friday, June 19th (6:00am) to Sunday, June 21st (8:00pm).*

*THAT the All Ships Festival Steering Committee is to supply maps and site layouts to the Operations Department, with amendments and updates when required;*

*THAT no vendors be permitted to operate on City property south of King Street between Ford Street and Kincaid Street from Friday, June 19, 2015 at 12 noon until Sunday, June 21, 2015 at 8 p.m. without prior arrangement with the All Ships Festival Committee;*

*THAT All Ships Festival 2015 be permitted to operate up to 20 (twenty) food concessions in the authorized City waterfront parks from Friday, June 19,*

*2015 at 12 noon until Sunday, June 21, 2015 at 8 p.m., with the sale of ice cream by food concessions on Blockhouse Island being prohibited;*

*THAT Market Street West be made available for the Farmer's Market from 6 a.m. to 1 p.m. on June 20, 2015;*

*THAT no persons with bicycles, rollerblades or skateboards be permitted to enter Centeen Park, Reynolds Park, Armagh St. Price Park/Blockhouse Island or Hardy Park during All Ships Festival 2015 from Friday, June 19, 2015 at 5 p.m. until Sunday, June 21, 2015 at 8 p.m. Dogs are permitted but must be on a leash at all times.*

*THAT the All Ships Festival Steering Committee be permitted to fly Pirate Flags on the flag poles at Highway # 401, Interchange/Exit 696 entrance to Brockville;*

*THAT the All Ships Festival Steering Committee reserve the banner spaces from May 18 until June 28th. This advertising space will be shared with the 1000 Islands Hydroplane Regatta & Festival. The two festivals will facilitate the raising of the banner;*

*THAT the following street closures be authorized:*

*THAT Water Street from Ford Street to Broad Street be closed to traffic excluding residents, service and emergency vehicles from Friday, June 19, 2015 at 6 a.m. to Sunday June 21, 2015 at 8 p.m.; there will be a one-way traffic ordinance in place with the entrance portal at Broad Street, headed eastbound to Ford Street. Barricades will be erected at the connecting streets (Orchard St. Park St., Bethune St. Market St. East, Market St. West, Broad St.)*

*THAT Park Street south of Water Street be closed to traffic excluding residents, service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;*

*THAT Ferry Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;*

*THAT Blockhouse Island be closed to all traffic excluding City of Brockville harbour staff, canteen operator/staff, tour boat operator/staff, service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;*

*THAT the south lane of Water Street from Broad Street to Kincaid Street be*

*closed to traffic from June 19, 2015 at 6:00am to June 21, 2015 at 8 p.m.;*

*THAT Home Street south of Water Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 12 noon to June 21, 2015 at 8 p.m.; and*

*THAT Kincaid Street south of Water Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 12 noon to June 21, 2015 at 8 p.m.;*

*THAT the following public parking lot/space closures be authorized from Friday, June 19, 2015 at 6 a.m. to Sunday, June 21, 2015 at 8 p.m.:*

- *Park Street, parking spaces south of Water Street*
- *Water Street Parking Lot including parking spaces located on east side of Blockhouse Island Parkway*
- *Blockhouse Island Parkway parking spaces with the exception of those parking spaces designated for harbour staff, canteen operator/staff and tour boat operator/staff*
- *Market St. West Parking Lot*
- *Home St. parking spaces located on the west side of Home St. south of Water St.*

*THAT the Home Street boat ramp be closed from June 19, 2015 at 6 a.m. to June 21 2015 at 8 p.m.;*

*THAT All Ships Festival 2015 be granted permission to provide their own personnel/volunteers to administer and control the above-noted street closures and intersections within the street closure areas. Barricades are to be manned by All Ships Festival personnel/volunteers. City staff will do initial placement and set-up of barricades.*

63 - 88      7.      2015-038-04  
Water & Wastewater Systems  
Quarterly Report (Jan - Mar 2015)

*THAT Report 2015-038-04 Water & Wastewater Systems Quarterly Report (Jan - Mar 2015) be received for information purposes.*

Finance, Administration and Operations Committee  
April 21, 2015

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- 89 - 91      8.      2015-046-04  
Mandatory Use of Paper Leaf and  
Yard Bags for Leaf Collection

*THAT Council endorse the mandatory use of kraft paper yard waste bags for the two weeks of fall leaf collection.*

- 92 - 93      9.      2015-043-04  
DBIA Board of Management  
Change of Board Composition

*THAT Council hereby authorize an amendment to By-law Number 284-1989, being a By-law to Establish a Board of Management for the Downtown Business Improvement Area, to reduce the number of members appointed from twelve (12) to a minimum of nine (9), 8 qualified members plus one (1) member of council.*

- 94 - 110    10.    2015-040-04  
2015 Tax Rates and Tax Ratios

*THAT Council authorize staff to levy \$33,346,301 and impose municipal and education tax rates for the year 2015; and*

*THAT Council authorize the levy of \$294,167 on behalf of the Downtown Board Improvement Association (DBIA) to impose special purpose rates for the year 2015; and*

*THAT Council authorize the tax ratios for all property classes per the attached schedule, for the 2015 year; and*

*THAT the necessary by-laws be enacted.*

- 111 - 113   11.    2015-041-04  
2015 Capping and Threshold Options

*THAT Council adopts the following measures for the 2015 tax year:*

*THAT the cost of mandatory capping for the multi-residential, commercial and industrial classes be revenue-neutral; self-financing within the property class; and*

*THAT the capping percentage for the multi-residential class remain at 5% of the previous years annualized taxes; and*

*THAT the capping percentage for the industrial class remain at 5% of the previous years annualized taxes; and*

*THAT the capping percentage for the commercial class be set at 10% of the previous years annualized taxes; and*

*THAT the threshold change option be continued at \$150 for multi-residential, commercial and industrial classes; and*

*THAT when a property reaches full current value assessment it is removed from the capping/clawback system; and*

*THAT Council authorizes the passing of a By-law to adopt the 2015 Capping Options for the Protected Property Classes [Attachment #1 to Report].*

- 114 - 119      12.      2015-045-04  
2015 Water and Wastewater Rates

*THAT the 2015 Water rate increase be approved at 8%*

*and THAT the 2015 Wastewater rates be approved at an 8% decrease.*

- 120 - 124      13.      2015-047-04  
Establishment of Development Charge  
Reserve Fund

*THAT Council adopt by-law 032-2015 being a by-law to create a reserve fund to be known as the "Indoor Recreation Services Development Charge Reserve Fund" [Attachment 1 to Report 2015-047-04]; and*

*THAT Council adopt by-law 033-2015 being a by-law to create a reserve fund to be known as the "Wastewater Services Development Charge Reserve Fund" [Attachment 2 to Report 2015-047-04] and;*

*THAT Council adopt by-law 034-2015 being a by-law to create a reserve fund to be known as the "Water Services Development Charge Reserve Fund" [Attachment 3 to Report 2015-047-04] and;*

*THAT the necessary by-laws be enacted.*

- 125 - 128     14.     2015-048-04  
Island Breakfast Revenues

*THAT Council approve the transfer of surplus revenues from the 2014 Island Breakfast to the Parkland Equipment Reserve Fund; and*

*THAT Council authorize staff to transfer surplus revenues from future Island Breakfast's to the Parkland Equipment Reserve Fund as part of the year end transactions.*

- 129 - 133     15.     2015-049-04  
2014 Council Remuneration & Expenses

*THAT Council receive the Treasurer's Report on 2014 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2015-049-04].*

## **NEW BUSINESS**

1.     Brockville General Hospital  
Laundry Facilities  
(Councillor Bursey)

*THAT the Corporation of the City of Brockville urge the Brockville General Hospital to reconsider their decision to close it's laundry facilities, which would eliminate twelve local jobs and move the work to Kingston; and*

*THAT we encourage that those jobs remain in Brockville.*

## **FAO - CONSENT AGENDA**

## **ADJOURNMENT**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for May 19, 2015.*



**Sandra MacDonald**

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**From:** Clark Theobald [REDACTED]  
**Sent:** March-18-15 9:53 AM  
**To:** Sandra MacDonald  
**Subject:** Delegation request

Greetings Sandy:

This note is to request being placed on the agenda of the City of Brockville's Council meeting on Tuesday, April 21, 2015.

I represent a group of private individuals who, on the occasion of the 200th anniversary of the founding of the "Rideau Military Settlement," wish to create in 2016 a 'symbolic' re-enactment of the Trek of the first military settlers from Brockville to the Perth depot. We have already held discussions with the Brockville Museum curator and your Director of Operations to determine how best to promote this event and conduct a meaningful ceremony to attract the Public's interest.

At present, we visualize a horse and wagon taking a family of 'volunteers' on Sunday noon, May 15, 2016 from the Museum to the site of the original military barracks where the Scots settlers were housed over the Winter of 1815/16. At each place in Brockville, we plan to have a brief ceremony involving representatives from the Brockville Infantry re-enactment group and the Brockville Pipe Band, both groups reflecting the Scottish and military connections associated with the original settlement scheme. We also hope that there will be representation in attendance from the Town of Perth in the form of its Town Crier and a member of Council.

I wish to request of this Council their support of our venture by indicating that the City publicly supports this Re-enactment ceremony proposal, and that official representation from the City be arranged to provide a few words of greeting from the City at one of the two sites on May 15, 2016.

Respectfully,

Clark Theobald

[REDACTED]

## Energy Management,

Andrew Hejnar, MS EnM, P.Eng, CEM, CP EnMS - Industrial

**3M** Science.  
Applied to Life.™



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## Why manage Energy?

- To reduce environmental footprint
- To become more sustainable
- To help with GHG emissions and Global Warming
- To reduce cost
- To mitigate energy unit cost increase

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## Energy Incentives in Ontario

- Get paid for energy management
  - Up to **80%** of the salary of an Embedded Energy Manager
  - Up to **100%** to uncover savings opportunities
  - Up to **70%** for upgrades to key equipment



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## Energy Incentives in Ontario

- Embedded Energy Manager – Hydro One Incentive
  - 80% of salary paid up to \$100,000
  - 80% of travel and training up to \$8,000



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## Energy Incentives in Ontario

- Required to achieve:
  - 300 kW of peak demand reduction (annually over all)
  - 1,655 MWh savings each year.
  - 33% of savings must be achieved without third party incentives.
- Must be hired by the city
- Must enrol in energy management-related training programs (CEM)
- Must develop an energy management plan and provide quarterly reporting;



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## Embedded Energy Manager qualifications

- Post-secondary degree or diploma in a relevant field of study (e.g. Electrical/Mechanical/Energy/Environmental/ Engineering, Building Environmental Science)
- A professional designation as a Certified Engineering Technician/Technologist (CET), a Certified Energy Manager (CEM) or a licensed professional engineer of Ontario (P.Eng).
- A minimum of 5 years' progressive experience in an energy reduction-focused role preferably within the commercial real estate field.
- Strong knowledge in HVAC, lighting and building automation systems in relation to system energy efficiency performance, operation and maintenance, and life-cycle costing.



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### Embedded Energy Manager qualifications

- High proficiency in office-computer applications
- Strong background in industrial energy use and energy management.
- Excellent oral and written communication skills
- Team facilitation and leadership
- Proven project management skills
- Advanced analytical and problem solving skills and proven ability to develop practical and creative solutions.
- Strong prioritization and organizational skills



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### Business Case for Embedded Energy Manager

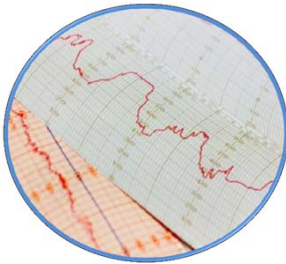
- Energy cost evaluation
- Energy system maintenance cost evaluation
- Opportunities for improvement – facilities walkthrough



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## Three Pillars of Successful Energy Management (EnMS)

### METERING & TARGETING



### TECHNOLOGY - PROJECTS



### PEOPLE



Vehicle to achieve this is ISO 50001



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## First Pillar of EnMS - Metering and Targeting

- What you can't measure, you can't control. Make energy visible
  - Metering:
    - Sub-metering
    - Energy Map - Identify where energy is used and how much it costs
  - Targeting:
    - Establish energy baselines
    - Establish energy targets normalized for outside weather conditions and any other related variables
    - Provide real-time energy information
    - Provide energy consumption reporting for tracking and budgeting



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## Second Pillar of EnMS - Technology

- Energy Technologies:
  - Combined Heat and Power (CHP) to generate own electricity
  - LED Lights
    - Mature technology now
    - Significant energy consumption savings (80-90%), better illumination and light quality
    - Outdoor/Indoor
    - Longer life – less maintenance cost
  - Compressed Air Optimization
    - The most expensive energy – 7 HP of electricity used to produce 1HP of compressed air
    - Replace with equipment not requiring compressed air like electric blowers, mixers etc.
    - Reduce air leaks – most plants leak at 30-40%



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## Second Pillar of EnMS - Technology

- HVAC
  - Conditioning of air is very expensive - \$3 per CFM per year
  - Air balance studies to reduce exhaust and makeup air
  - Re-commissioning of existing equipment
  - Evaporative Cooling
- Heat Recovery
  - Boilers
  - Air Compressors
  - Chillers (condenser water) – Ice arenas.



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## Some Energy Opportunities for the city

- Combined Heat and Power - Cogeneration
- Energy Audits at City owned operated facilities – City Hall, Gord Watts Municipal Centre, Brockville Arts Centre, Youth Arena and Memorial Centre, Water Treatment and Water Pollution Control Plants
- Lighting LED retrofits – Streetlights, Traffic lights, Ice pads at both arenas, Indoor Lights at City owned facilities.
- Optimization of HVAC units at City owned facilities



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## Combined Heat and Power



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## Technology – LED Lights



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## Third Pillar of EnMS - People

- Why?
  - They operate equipment that consumes energy
  - They know the equipment
- How?
  - Energy Conservation Awareness Campaigns
  - Energy Training
  - Employee Suggestion Program
  - Communication
  - Let them know they matter

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## Energy Management with ISO 50001



- Voluntary international standard framework to manage energy
- Based on “Plan–Do–Check–Act” continuous improvement cycle
  - Leads to improved energy performance
  - Integrates energy efficiency into management processes
  - Many core elements in common with ISO9001 (quality) and ISO14001 (environmental) ISO standards.
  - Commercial Buildings can be certified.



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At 3M We don't have a sustainability initiative.  
We have a sustainability culture.

Thank  
You.

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# We need YOUR help



**City of Brockville**

**April 21, 2015**



**UNIVERSITY HOSPITALS  
KINGSTON FOUNDATION**  
Your Hospitals. Your Health. Your Future.

**Supporting Kingston's university hospitals:**



**Hotel Dieu  
HOSPITAL**



**Kingston  
General  
Hospital**

**Providence  
Care**



4, 115

Cancer clinic visits



6,837

Outpatient clinic visits



415

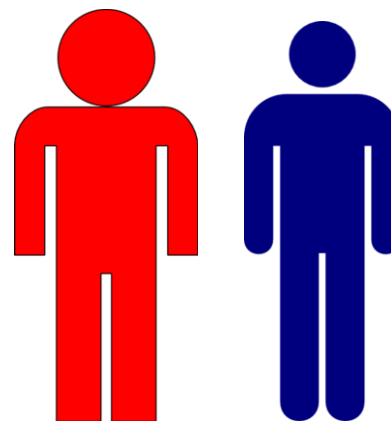
Visits to the Emergency  
Department or Urgent Care



511

Inpatient days

Inside the walls of your hospitals in Kingston, lives change each and every day. Here, patients and their families from across southeastern Ontario count on physicians, nurses, and allied health professionals who have a massive array of professional expertise to maintain and promote their quality of life. We are here for life's big milestones – when an infant wants to enter the world too soon or when a passing loved one receives their last kiss. We are here when you wake up with crushing chest pain or when your partner of 50 years can no longer remember your name.



Thanks to our close partnership with Queen's University's Faculty of Health Sciences, our families, friends and neighbours from across southeastern Ontario can count on the university hospitals in Kingston for the highly-specialized care usually reserved for large centres. Best of all, this care is provided within our close-knit community.

There was **1** visit for every **2** Brockville residents to your hospitals in Kingston in 2014.

As residents of southeastern Ontario, we are fortunate to be able to rely on the quality care provided in the hospitals in Kingston for our most complex health needs. We have grown together, laughed together and cried together. We face significant challenges in the days ahead in order to meet the demands of our aging population – and today, we are inviting you to again join us in our journey to transform health care in our region. We need your continued help to build a stronger tomorrow.

The quest for earlier diagnoses, better treatments and improved outcomes is constant. It's particularly important in southeastern Ontario, right now. More than 20 per cent of our population is over age 65, and our residents have more chronic disease and a higher incidence of lifestyle factors that adversely affect their health.

Just last year, there were 11,878 visits to the hospitals by residents from the City of Brockville. As the professionals in your hospitals are faced with increasingly complex diagnoses among their patients and an aging population, they work tirelessly with profound determination to make sure that everyone can benefit from the best possible outcomes.

## Your hospitals in Kingston

We are fortunate to have access to a wide range of quality healthcare services right here in southeastern Ontario. In the past five years, with your help, we've made significant investments in new facilities for cancer care, intensive care, inpatient care, pediatrics, kidney dialysis, outpatient clinics and more.

We know that great care isn't just about facilities – it is about talented people having an inspiring environment, with the right knowledge and the tools they need to provide the highest levels of care. Hotel Dieu Hospital, Kingston General Hospital (KGH) and Providence Care are all teaching hospitals. By investing strategically to support education, research infrastructure and patient care equipment, we will ensure the quality and range of health services available to us through Kingston's university hospitals for patients of today and for future generations.

## Caring for Brockville residents

As dedicated supporters of quality, specialized health care, the City of Brockville has been part of the transformation of health care in Kingston. You played an integral role in helping double the capacity of the Cancer Centre and expand outpatient clinics. You know that every year, thousands of residents from Brockville come to the hospitals in Kingston to receive care. Some of the most commonly accessed programs include:

- ✓ Cancer care at the Cancer Centre of Southeastern Ontario at KGH
- ✓ Ophthalmology, diabetes education and chronic disease care at Hotel Dieu
- ✓ Specialized rehabilitation services at Providence Care

### Each hospital plays a unique role:

**Hotel Dieu Hospital** provides leading acute ambulatory (outpatient) care

**Kingston General Hospital** provides acute inpatient care and is home to the Cancer Centre of Southeastern Ontario

**Providence Care** is a leading provider of services related to aging, mental health and rehabilitative care



The Neonatal Intensive Care Unit at KGH is one of only five centres in Ontario equipped to care for high-risk and critically ill infants.





A look inside one of the Intensive Care Unit rooms at KGH where some of the most seriously ill or injured patients receive life-saving care.



Ambulatory care is part of an integrated, cost effective approach to care. At Hotel Dieu, specialized clinic visits, day surgeries and diagnostic procedures are performed using advanced technologies.



Last month, KGH opened a new cardiac electrophysiology lab, the first of its kind in Ontario. KGH is now the best place in Canada to receive care for arrhythmia conditions.

We are fortunate. No other small centre in Canada has access to the level of care that we have to offer right here in Kingston.

## Our request

The University Hospitals Kingston Foundation is asking the City of Brockville for a gift to support the purchase of patient care equipment and specialized facilities that are not fully funded through the provincial government. **We are asking you to consider a \$100,000 grant, payable over four years, to be shared by our hospitals in support of our highest priority needs.**

A gift from the City of Brockville will help us to enhance our role in the provision of specialized health services to patients from across our region, ensuring our hospitals are able to put patients and residents first. We need to ensure the right care is provided in the right place and that our dedicated healthcare providers have the tools and innovation to make a substantial difference in the care they provide to our families, friends and neighbours.

## You can help make a difference

By investing strategically to support education, research infrastructure, patient care equipment and additional new facilities, we will increase the quality and range of health services available to us for the patients of today and for future generations.

Over the next five years, we will focus in areas such as:

- Specialized acute care – We will offer high-risk newborns and their parents the best start at life; and we will support the centre's role as a regional hub for the most complex surgical care.
- Specialized emergency and trauma care – To ensure that you get the emergency and life-saving care you need, when seconds count.
- Ambulatory (outpatient) care – To best meet the demands to provide outstanding care for people with chronic and other illnesses.



A second MRI will help reduce the chance that a diagnosis is delayed and will help ensure that patients are getting the treatment they need, when they need it.



About half of the imaging studies done in the hospitals in Kingston are related to cancer care.



More than 5 million tests are completed in the labs at KGH every year – about 80 per cent of all medical decisions are made based on these results.

- **Diagnostics** – New equipment will help our care teams offer more personalized medicine, which means better care for everyone.
- **Research** – To foster an environment for scientific innovation and the transfer of knowledge into practice right at the bedside.

At present, one of our most pressing needs supports the purchase and installation of a second Magnetic Resonance Imaging (MRI) machine. Our staff teams want to provide patients with earlier diagnoses, better treatments and improved outcomes. Our ability and knowledge to provide the best care has grown – but our access to critical equipment such as MRI has not.

At any given time, there are up to 1,000 people waiting for an MRI at Kingston General Hospital. It is one of only four MRIs in our region – and is the **ONLY** one where the most complex scans can take place. People waiting for MRI scans are prioritized by need, but because of the growing demand in our region, far too often, people in need of an MRI are scheduled for an appointment and then cancelled because a more urgent patient needs to be scanned.

This results in undue anxiety for patients and their families. About half of all imaging in Kingston's hospitals is cancer-related. We need more access to MRI care to meet clinical standards of care.

About 400 scans are completed on people from Brockville at KGH every year. These are studies of the head, spine, breast, abdomen, pelvis and more.

The provincial government is committed to provide ongoing operational funds for the machine, but our community needs to raise the needed \$6 million for its purchase and installation. The MRI project is one component of the current needs of our hospitals.

## Reaching your decision

We know that this is a significant request for the City of Brockville. We can provide you with tours, more detailed data about patient usage, and access to physicians, nurses, hospital

leaders, patients and others who will attest to the urgency of our needs.

## Recognizing your generosity

We will be pleased to work with your council to ensure that support from your tax base is appropriately celebrated and recognized, so that your residents can feel proud of their contribution to this urgent cause. Your gift of \$100,000 may also qualify for naming recognition for ten or more years in the hospital of your choice, depending on the space chosen.

## Conclusion

Thank you for your leadership as members of the City of Brockville municipal council. Your support is instrumental in enabling us to achieve our goals and advance the quality of care for the benefit of patients and families from our region. We look forward to working with you as we build a healthier and vibrant future in southeastern Ontario.

If you would like any more information about the university hospitals in Kingston, please contact Bill Durnford, Director of Leadership Philanthropy for UHKF at 613.549.6666 ext. 4115, or [Bill.Durnford@uhkf.ca](mailto:Bill.Durnford@uhkf.ca).



## University Hospitals Kingston Foundation

### 2014-2015 Board of Directors

#### Chair

Mr. Ian Wilson

#### Vice-Chair

Mr. Dale Kenney

#### Directors

Mr. Andrew Bonham

Mr. Tom Buchanan

Mr. Pierre Gaumond

Mr. Richard Kizell

Ms. Colleen Lawrie

Mr. Michel Longtin

Mr. Larry Macauley

Mr. Pat McCue

Ms. Sherri Robertson

Mr. Michael Ross

#### Ex Officio Non-Voting Directors

Ms. Leslee Thompson, President & CEO, Kingston General Hospital

Dr. David Pichora, Chief Executive Officer, Hotel Dieu Hospital

Ms. Cathy Szabo, President & CEO, Providence Care

#### Executive Leadership

Ms. Denise Cumming, CFRE, Executive Director

#### University Hospitals Kingston Foundation

55 Rideau Street, Suite 4

Kingston, ON K7K 2Z8

Email: [foundation@uhkf.ca](mailto:foundation@uhkf.ca) [www.uhkf.ca](http://www.uhkf.ca)

Registered Charitable #820218147RR0001



March 10, 2015

**REPORT TO THE FINANCE AND ADMINISTRATION COMMITTEE  
CITY OF BROCKVILLE**

**SERVICE AGREEMENT WITH ST. FRANCIS XAVIER CEMETERY**

**2015-051-04**

**PREPARED BY: C.M. LAROCQUE, SECRETARY/TREASURER  
BROCKVILLE CEMETERY BOARD.**

**RECOMMENDATION:**

Pursuant to the resolution of the Brockville Cemetery Board on March 10, 2015 is recommended that Council authorize by By-Law the entering into an agreement for service with St. Francis Xavier Cemetery Board

**ATTACHMENT 1.**

**PURPOSE:**

The purpose is to upgrade an old existing agreement which was last authorized by Council on November 25, 2003. Since that time, circumstances of service and fees billing arrangements have changed.

**ANALYSIS:**

The Brockville Cemetery Board and St. Francis Xavier Cemetery Board, both aware that an upgrade is desirable have negotiated new terms and a process for determining annual billings. It is believed by both Boards that the agreement will identify and better be able to measure relationship and service provided.

Fees for service will be calculated annually on a basis of cost recovery only. Each year the analysis will be presented to both Boards for approval and the amounts incorporated into the budget.

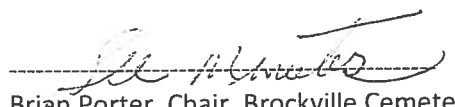
**POLICY IMPLICATIONS:**

The Brockville Cemetery Board, being a Board established and created by the City, requires Council approval by By-law to enter into the agreement with the third party, namely St. Francis Xavier Cemetery Board.

**FINANCIAL CONSIDERATIONS:**

A model has been developed that analysis the costs of the services being provided and serves as the basis for justifying the fees. The model and its processes and statistical calculation methods have been reviewed by both Boards and are deemed to be fair to both Boards and all the taxpayers of the City of Brockville.

  
C. M. Larocque, Secretary/Treasurer

  
Brian Porter, Chair, Brockville Cemetery Board.

THIS AGREEMENT MADE IN TRIPPLICATE THIS    DAY OF    2015  
BETWEEN  
THE BROCKVILLE CEMETERY BOARD ON BEHALF OF THE CITY OF BROCKVILLE  
-And-  
ST FRANCIS XAVIER CEMETERY BOARD  
-And-  
THE CORPORATION OF THE CITY OF BROCKVILLE

WHEREAS the parties hereto have agreed to enter into a service agreement whereby the Brockville Cemeteries Board shall provide service for the general maintenance of the two Cemeteries owned by St. Francis Xavier Cemetery Board on the terms and conditions outlined below: AND...

WHEREAS this agreement is subject to and conditional upon the consent of the Corporation of the City of Brockville;

NOW THEREFORE WITNESSETH THAT THE PARTIES HEREBY AGREE AS FOLLOWS:

1. THAT The Brockville Cemetery Board hereby agrees to provide to the St. Francis Xavier Cemetery Board general maintenance including, but not exclusive to:
  - The planting and cutting of grass and shrubs, the general upkeep of the cemetery grounds, and the removal of brush, save and except the pruning and removal of large trees, all subject to any terms listed hereunder.
  - The digging, excavating, and filling of casket and cremation graves, seeding and settling of grave sites.
  - The digging and pouring of new foundations to support new markers and monuments for monument dealers.
  - The Removal of garbage and filling of water barrels for flower maintenance in summer months.
  - The Plowing of snow on roads and the shoveling out of Columbarium's.
  - Meeting with families regarding plot sales and other grounds enquiries.

The Cutting and pruning of large trees and stone repair are the responsibility of ST. Francis Xavier Cemetery and are to be conducted in accordance with safe practices at the expense of the St. Francis Xavier Cemetery Board.

2. (a) The St. Francis Xavier Cemetery Board shall pay a yearly fee based on an analysis of the recovery of all costs associated with providing such services. This fee shall be calculated and justified by The Brockville Cemetery Board to the St. Francis Xavier Cemetery Board annually, as per the example and format attached. The annual billings will be based on a three (3) year moving average of the annual costing calculations.

(b) In Conjunction with the costing model, it as agreed that the Brockville Cemetery Board will review, evaluate and validate usage statistics and forward to St. Francis Xavier Cemetery Board a copy of such monthly activity statistics.

3. Payment of the cost- based fee shall be made by 12 post- dated cheques , payable to and delivered to the Corporation of the City of Brockville.
4. The Brockville Cemeteries Board shall complete all foundations. The monument dealers shall in advance provide the Brockville Cemetery Superintendent with the appropriate information. The Brockville Cemeteries Board shall invoice the monument dealers directly. Foundations shall be formed to coincide with the measurements of the base of the monument.
5. This contract shall take effect on the first day of January 2015 and shall continue from year- to year, based on an up-to-date cost recovery analysis, until cancelled by either party.
6. This contract may be modified and updated should new terms and conditions be desired by either party.
7. This agreement may be cancelled by either party, upon thirty (30) days' notice written notice.
8. The Brockville Cemeteries Board, the Corporation of the City of Brockville and the St. Francis Xavier Cemetery Board hereby release and forever discharge each other from all and any claims whatsoever arising out of the general maintenance service provided to it by the Brockville Cemeteries Board, including, without limiting the generality of the foregoing, any maintenance and repair to all related machinery for planting and cutting of grass and shrubs and general upkeep of the grounds of the St. Francis Xavier Cemeteries.
9. Concerns by St. Francis Xavier Cemetery Board on matters pertaining to this agreement or on matters that impinge upon this agreement, are to be directed to the Secretary/Treasurer of the Brockville Cemetery Board, in writing, as expeditiously as is practical. Concerns may be expressed verbally to the Secretary/Treasurer immediately and then confirmed in writing.


IN WITNESS WHEREOF the said Parties hereto have hereunto caused their corporate seals to be affixed hereto, attested to be the hands of their proper officers on their behalf.

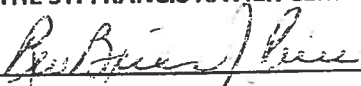
SIGNED, SEALED AND DELIVERED

Dated

) THE BROCKVILLE CEMETERY BOARD

)   
Secretary/Treasurer

)   
THE ST. FRANCIS XAVIER CEMETERY BOARD

)   
Pastor

) THE CORPORATION OF THE CITY OF BROCKVILLE

) \_\_\_\_\_  
Mayor

) \_\_\_\_\_  
City Clerk

**APRIL 21, 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 21, 2015**

**2015-035-04  
TENDER FOR CONTRACT 2015-02  
SUPPLY OF PAINT AND PAINTING OF  
CENTRE, LANE AND EDGE LINE  
PAVEMENT MARKINGS**

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

## **RECOMMENDED**

THAT Council accepts the tender from Provincial Road Markings Inc. in the amount of twenty-eight thousand, seven hundred and eighty-two dollars (\$28,782.00) excluding HST for Contract 2015-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings; and

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

## **PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete Contract 2015-02 Supply of Paint and Painting of Centre, Lane and Edge Line Pavement Markings.

## **BACKGROUND**

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

## **ANALYSIS/OPTIONS**

Three companies picked up tender packages and one company submitted a bid. The Transportation Division opened tenders on Monday, March 23, 2015 with the following results:

Provincial Road Markings Inc .....	\$28,782.00
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Provincial Road Markings Inc. has been the successful bidder on this contract several times in previous years and Transportation Services staff has been satisfied with their performance.

2015-035-04

Tender for Contract 2015-02

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

Page 2

## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS

The bid price for this work is \$28,782.00 excluding HST. Funds in the amount of \$27,669.00 were budgeted in the Public Works 2015 Operating Budget for this expense. The small deficit for this contract will be covered by surpluses in other components of the account.

Sufficient funds are available to cover the costs associated with this contract.

## CONCLUSION

It is recommended that Council accept the tender from Provincial Road Markings Inc. in the amount of \$28,782.00.



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



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



D. Dick, CA, CPA  
Director of Corporate Services



B. Casselman  
City Manager

**MARCH 9, 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 21, 2015**

**2015-036-04  
PROPOSED PARKING RESTRICTIONS  
HUBBELL STREET**

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

## **RECOMMENDED**

THAT parking be restricted on the north side of Hubbell Street on Tuesdays and Wednesdays, from 12 metres east of Richards Street to 50 metres east of Richards Street, and 35 metres west of Richards Street to 95 metres west of Richards Street and;

THAT Schedule “2” of Subsection 74 of By-law 119-89 be amended accordingly.

## **PURPOSE/BACKGROUND**

Transportation Services staff were requested by the Environmental Services Department – Solid Waste Division to amend the current parking by-law on Hubbell Street. The request was made to facilitate improved efficiency and safety for solid waste and recycling collection, specifically turning movements on Franklin Street and Pond Street during garbage collection days.

## **ANALYSIS**

After reviewing the site and survey responses, the Transportation Services Division has made the following observations;

- There is currently no parking at any time on the north side of Hubbell Street from Richards Street to 12 metres east of Richards Street, and Richards Street to 35 metres west of Richards Street.
- The collection vehicle backs down Pond Street and Franklin Street in order to collect solid waste, recycling and other materials from approximately 12 households.
- Hubbell Street, Franklin Street, and Pond Street are narrow streets, and vehicles parked near the intersections make it difficult for collection vehicles to safely navigate the turns.
- There has been vehicle and infrastructure (hydro pole) damage in 2014 due to collection vehicles being unable to successfully make these two turns when cars are parked at the intersection locations.
- Appendix 1 (attached) illustrates the location of the proposed parking restriction.

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## POLICY IMPLICATIONS


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

## FINANCIAL CONSIDERATIONS

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

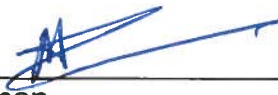
## CONCLUSION

It is recommended a parking restriction be implemented as detailed.

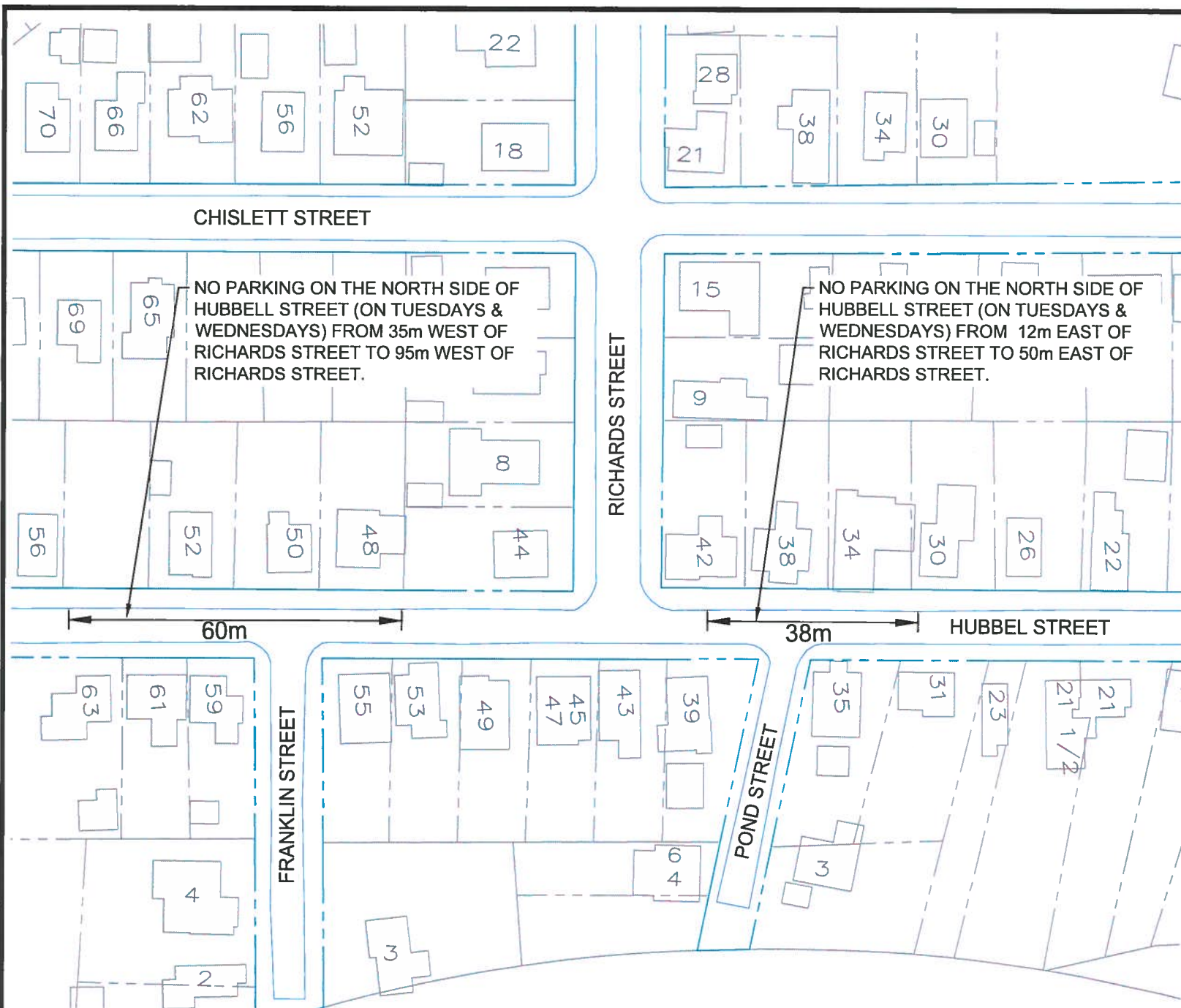
  
\_\_\_\_\_  
C.J. Cosgrove, P.Eng  
Director of Operations

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

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

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





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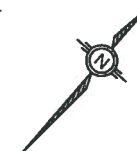


# BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:



Legend:

Property Line

Notes:

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**DRAWING NAME**

**HUBBELL STREET  
 PARKING RESTRICTIONS  
 APPENDIX '1'**

Rev.	Date	Comments
1	MAR 10/15	-

Drawn: JPB	Date: MAR 10, 2015
Scale: NTS	Drawing No: 1

**MARCH 9, 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 21, 2015**

**2015-037-04  
PROPOSED PARKING RESTRICTIONS  
BROCK STREET**

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

## **RECOMMENDED**

THAT parking be restricted on the south side of Brock Street from Elm Street to 200 metres east of Elm Street and;

THAT Schedule “1” of Subsection 72 of By-law 119-89 be amended accordingly.

## **PURPOSE/BACKGROUND**

Transportation Services staff were requested by a local resident to review the parking by-law for the south side of Brock Street, east of Elm Street.

Fifty (50) residences on Brock Street between Cedar Street and Prince of Wales School (including Elm Street) were provided with surveys requesting their input on the proposed amendment to the current parking restriction on the south side of Brock Street.

## **ANALYSIS**

After reviewing the site and survey responses, the Transportation Services Division has made the following observations;

- There is currently no parking at any time on the south side of Brock Street from Elm Street to 20 metres east of Elm Street. This allows vehicles to park on the hill east of Elm Street.
- The pavement width of Brock Street is 8.5 metres which is too narrow for two (2) lanes of traffic to drive simultaneously past parked vehicles. Eastbound vehicles have to maneuver into the westbound traffic lane to pass vehicles parked in this location.
- Due to reduced sightlines caused by the grade of the hill it is difficult for motorists to see oncoming traffic when passing parked vehicles in this area.
- Seven (7) residences provided responses to the survey, all of which were in favor of the outlined parking restriction.

- Appendix 1 (attached) illustrates the location of the proposed parking restriction.

## **POLICY IMPLICATIONS**


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

## **FINANCIAL CONSIDERATIONS**

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

## **CONCLUSION**

It is recommended that a parking restriction be implemented as detailed.

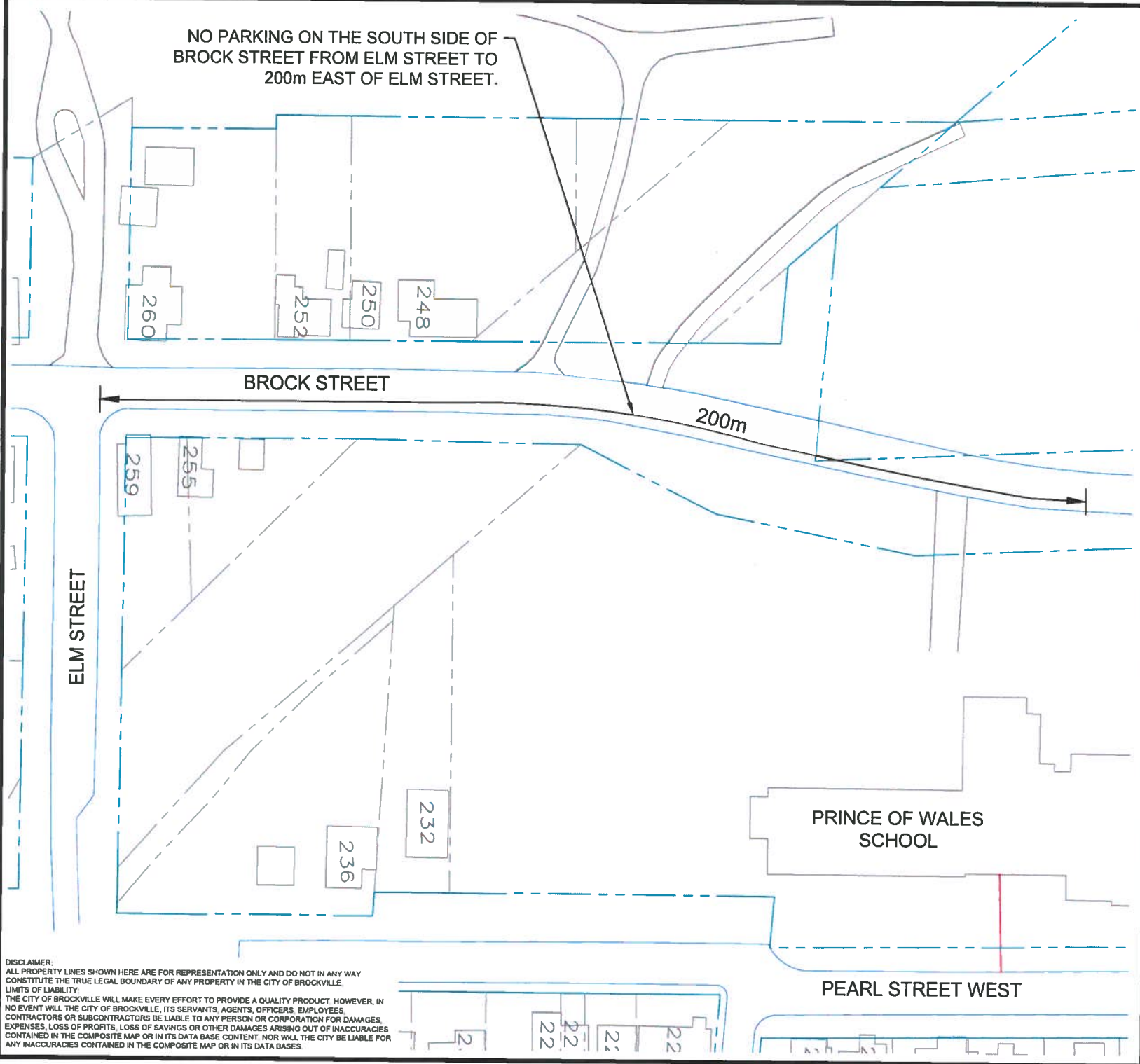
  
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C.J. Cosgrove, P.Eng  
Director of Operations

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

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

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

NO PARKING ON THE SOUTH SIDE OF  
BROCK STREET FROM ELM STREET TO  
200m EAST OF ELM STREET.



# BROCKVILLE

CITY OF THE 1000 ISLANDS

TRANSPORTATION SERVICES

North:



Legend:

Property Line

Notes:

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DRAWING NAME

BROCK STREET  
PARKING RESTRICTIONS  
APPENDIX 'I'

Rev.	Date	Comments
1	MAR 10/15	-

Drawn: JPB Date: MAR 10, 2015  
Scale: NTS Drawing No: 1

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CONTRACTORS OR SUBCONTRACTORS BE LIABLE TO ANY PERSON OR CORPORATION FOR DAMAGES,  
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ANY INACCURACIES CONTAINED IN THE COMPOSITE MAP OR IN ITS DATA BASES.

**April 15, 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – APRIL 21, 2015**

**2015-044-04  
PROHIBITION OF SMOKING -  
PARKS, ATHLETIC FIELDS  
AND BROCK TRAIL**

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

**RECOMMENDED**

THAT Section 2.1 of By-law Number 093-2003 be amended by adding subsections (u) Parks, (v) Athletic Fields, and (w) Brock Trail as designated public places where smoking is prohibited; and

THAT Appendix “B” be added to By-Law Number 093-2003, listing City-owned parks and athletic fields.

**PURPOSE**

The purpose of this report is to enact smoking prohibitions at City parks and athletic fields in response to changes to the Smoke-Free Ontario Act.

**BACKGROUND**

The Smoke-Free Ontario Act (Ontario Regulation 48/06) was amended in 2014 (Ontario Regulation 206/14) to prohibit smoking within 20 metres of children’s playgrounds and publicly-owned outdoor sporting areas effective January 1, 2015 (Attachment 1).

**ANALYSIS**

It is staff’s opinion that the 20 metre distance referenced in the Smoke-Free Ontario Act would create confusion for users of City parks and athletic fields as to where smoking is permitted and where it is prohibited. As well, the requirement for signage designating “No Smoking” areas would be costly and unsightly.

Therefore, it is recommended that smoking be prohibited at all City parks and athletic fields. It is recommended that the prohibition include the Brock Trail also, for the purposes of clarity and consistency, since the Brock Trail passes through many City parks and runs adjacent to athletic fields as well. Section 2.1 of By-law Number 093-2003 can be amended to include parks, athletic fields and the Brock Trail as designated

public places where smoking is prohibited. A new appendix can be added to the By-law to list the City parks and athletic fields.

Enforcement of the Smoke-Free Ontario Act and the City's By-law is carried out by the Health Unit. Health Unit staff support the actions recommended in this report.

## **POLICY IMPLICATIONS**

Municipalities are required to implement the requirements of the Smoke-Free Ontario Act, at a minimum. Municipalities have the jurisdiction to create additional prohibitions, if they choose to do so.


Council approval is required to amend a By-law.

## **FINANCIAL CONSIDERATIONS**


There are sufficient funds in the Operations Department budget to purchase and install the signage to implement the recommendation.

## **CONCLUSION**

Designating City parks, athletic fields and the Brock Trail as public places where smoking is prohibited is a clear and consistent method of implementing the requirements of the Smoke-Free Ontario Act.

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

  
D. Dick, CPA, CA  
Director of Corporate Services

  
B. Casselman  
City Manager





# Smoke-Free Ontario Act

## How the Act Affects: Children's Playgrounds

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### The Basics

The *Smoke-Free Ontario Act* prohibits smoking tobacco in enclosed workplaces, enclosed public places and other designated places in Ontario to protect workers and the public from second-hand smoke.

### Children's Playgrounds

**Starting January 1, 2015, smoking is no longer permitted on children's playgrounds or in public spaces within 20 metres of a playground ("smoke-free areas").**

A children's playground is:

- An area primarily used for children's recreation and equipped with children's play equipment, such as:
  - slides
  - swings
  - climbing apparatuses
  - splash pads
  - wading pools, or
  - sandboxes.
- An area that is open to the public at no cost or for a fee.

These restrictions include playgrounds at hotels, motels and inns. It does not apply to personal properties or apartment and condominium premises.

### Owner Responsibilities

It is the responsibility of the owner, operator or the person in charge of the place to ensure that smoking laws are followed.

They are required to:

- Give notice to the public that smoking is prohibited in the smoke-free area.
- Post "no smoking" signs at entrances and exits to the smoke-free area, in appropriate locations and in sufficient numbers, to ensure the public is aware that smoking is not permitted.

- Ensure that persons do not smoke in the smoke-free area.

Ensure that a person who refuses to comply with the prohibition on smoking does not remain in the smoke-free area.

## Enforcement

Local public health units will carry out inspections and respond to complaints regarding smoking on and around playgrounds.

## Penalties

An individual who breaks the law against smoking on and around playgrounds may be charged with an offence, and on conviction could be subject to a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any subsequent offence).

An owner, operator or manager of a children's playground that fails to comply with their obligations under the Smoke Free Ontario Act may be charged, and if convicted, could be subject to the following maximum fines:

- For individuals: \$1,000 (for a first offence) or \$5,000 (for any further offence),
- For corporations: \$100,000 (for a first offence) or \$300,000 (for any further offence).

This fact sheet is intended as a quick reference only and should not be considered to be legal advice. For more information, please contact your local public health unit.

**FOR INFORMATION ON THE SMOKE-FREE ONTARIO ACT AND ONTARIO REGULATION 48/06 ASSOCIATED WITH THE SMOKE-FREE ONTARIO ACT, CONTACT:**

**WEBSITE**

**[www.healthunit.org](http://www.healthunit.org)**



**E-MAIL**

**[SFOA@healthunit.org](mailto:SFOA@healthunit.org)**







# Smoke-Free Ontario Act

## How the Act Affects: Sporting Areas

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### The Basics

The *Smoke-Free Ontario Act* prohibits smoking tobacco in any enclosed workplace, any enclosed public places and certain outdoor places in Ontario.

### Sporting Areas

**Starting January 1, 2015, smoking is no longer allowed at publicly-owned outdoor sporting areas, spectator areas, sporting areas and public areas within 20 metres of any point of the edge of the sporting or spectator areas.**

This applies to spaces:

- owned by the province, a municipality, colleges and universities,
- used primarily for sports, such as soccer, football, basketball, beach volleyball or skateboarding (with the exception of golf),
- open to the public whether or not a fee is charged to enter.

### Owner Responsibilities

The Act requires owners and operators of these sporting areas to ensure that smoking laws are respected. They are required to:

- Give notice to the public that smoking is not allowed in smoke-free areas.
- Post “no smoking” signs at entrances and exits to the smoke-free areas, in appropriate locations and in sufficient numbers to ensure that the public is aware that smoking is not allowed.
- Ensure that people do not smoke in the smoke-free areas.
- Ensure that someone who refuses to comply with Ontario’s smoking laws does not remain in the smoke-free area.

### Enforcement

Local public health units will carry out inspections and respond to complaints regarding smoking on and around sporting areas.

## Penalties

Anyone caught smoking on or around these sporting areas may be charged with an offence, and if convicted could face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence).

The owner or operator of a sporting area who fails to fulfill their responsibilities under the law may be charged with an offence, and if convicted, could face a maximum fine:

- For individuals: \$1,000 (for a first offence) or \$5,000 (for any further offence)
- For owners: \$100,000 (for a first offence) or \$300,000 (for any further offence).

This fact sheet is intended as a quick reference only and should not be considered to be legal advice. For more information, please contact your local public health unit.

**FOR INFORMATION ON THE SMOKE-FREE ONTARIO ACT AND ONTARIO REGULATION 48/06 ASSOCIATED WITH THE SMOKE-FREE ONTARIO ACT, CONTACT:**

**WEBSITE**

**[www.healthunit.org](http://www.healthunit.org)**



**E-MAIL**

**[SFOA@healthunit.org](mailto:SFOA@healthunit.org)**



**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-law Number 093-2003**

*Being a By-law of the Corporation of the City of Brockville  
To Regulate Smoking in Public Places (amended by By-law 117-2003)*

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WHEREAS pursuant to the *Municipal Act*, 2001, Chapter 25, Section 115, the Council of every municipality may pass such by-laws and make such regulations to provide for the health, safety, and control of nuisance for the inhabitants of the municipality including prohibiting and regulating smoking of tobacco in public places and workplaces; and

WHEREAS it has been determined that secondhand smoke is a health hazard or discomfort for many inhabitants of the City of Brockville; and

WHEREAS it is desirable for the health, safety and welfare of the inhabitants of the City of Brockville to prohibit or regulate smoking, or both, in the City of Brockville as in this By-law more particularly set out;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE City of Brockville ENACTS AS FOLLOWS:

**1. Definitions**

In this by-law,

- (b) "amusement video arcade" means a place to which the public has access and which is equipped with four (4) or more mechanical or electronic games used solely for the entertainment or amusement of the players;
- (c) "arena" means any facility, premises or area within a building or part thereof, but not restricted to, a rink, floor or ice surface, spectator seating areas, dressing rooms and canteen facilities, to which the public has access to view or participate in sporting events;
- (d) "ashtray" means a receptacle for tobacco ashes and for cigar and cigarette butts;
- (e) "bar" means any facility, premises or area within a building or part thereof approved by the Government of Ontario or such other person or authority in the Province as may have been specified, for the sales and service of alcohol for the public consumption on the premises; to which the sales and service of food is incidental to the sale and service of liquor;

for illustration purposes Appendix "A" includes a list of restaurants, pubs and bars;

- (f) “barbershop” or hairstressing establishment” means any facility, premises or area within a building or part thereof where hair is styled, cut, trimmed, treated or washed;
- (g) “bingo hall” means any facility, premises or area within a building or part thereof to which the general public has access and which is used for the purposes of operating bingo games as approved by the Government of the Province of Ontario or such other person or authority in the Province as may have been specified by the Lieutenant Governor in Council;
- (h) “children” means any person who is less than nineteen (19) years of age;
- (i) “City” means the City of Brockville
- (j) “common area” means any indoor area of a building that is open to the public for the purpose of access to a retail shop, establishment or office, and includes corridors, passageways, eating areas in corridors, passageways, public restrooms, public seating areas and public standing areas;
- (k) “corporation” means the Corporation of the City of Brockville;
- (l) “Council” means the City Council of the City of Brockville;
- (m) “designated smoking area” or “DSA” means any facility, premises or area within a building or part thereof as permitted by the by-law, determined by the proprietor, that may allow persons to smoke, and shall not be located in any area in which any person must wait to be seated or through which any person must pass to acquire access to the non-smoking areas or the public restroom;
- (n) “designated smoking room” or “DSR” means a room that meets all the requirements as set out in Schedule “A” to this by-law;
- (o) “enclosed” means indoors or inside a building, structure or vehicle composed of surfaces (floors, ceilings and walls) not readily permeable by outdoor air, such that there is no free exchange of air with the outdoors;
- (p) “includes” means “includes but not limited to” and the word “including” has a corresponding meaning;
- (q) “inspector” means a person appointed by Council as a municipal by-law enforcement officer to enforce this by-law;
- (r) “laundromat” means any facility, premises or area within a building or part thereof established for the purpose of providing the use of any washing machines, dryers or dry cleaning machines by the public and shall include any coin operated or self-service washing machine, dryer and dry cleaning machine service or establishment;

- (s) "Legion" means a municipal branch of the Royal Canadian Legion;
- (t) "local board" shall include but not be limited to, a police service board, museum board, public library board, cemetery board;
- (u) "municipal law enforcement officer" means a by-law enforcement officer of the City of Brockville;
- (v) "municipal offices, facilities, establishments and vehicles" shall mean any building or structure and vehicles, owned, leased or used by the City of Brockville and includes any municipally owned facility which is rented out by the City for a private gathering, not open to the general public;
- (w) "person" includes a corporation;
- (x) "place of public assembly" means a place to which members of the general public at large are admitted, but does not include a place of public assembly or other place of assembly when admittance is restricted to a private or personal assemblage of persons;
- (y) "private club" means a facility which meets the following criteria:
  - (a) the club must have a fixed membership list
  - (b) each member must pay an annual or periodic membership fee
  - (c) the club must have an executive/leadership that is elected by all the members on an annual or periodic basis
  - (d) the club must have a constitution and by-laws that provide the governing rules for the membership, executive, fees, etc
  - (e) the club is operated on a **not for profit** basis
  - (f) non-members cannot enter the premises to consume food or alcohol unless accompanied by a member
- (y) "proprietor" or "person in charge" means the person who ultimately controls, governs, or directs the activity carried out within the kinds of premises referred to in this by-law and includes the person actually in charge thereof;
- (z) "pub" means any facility, premises or area within a building or part thereof where food is prepared and offered for retail sale to the public for immediate consumption either on or off the premises and is approved by the Government of Ontario or such other person or authority in the Province as may have been specified, for the sales and service of alcohol for the public consumption on the premises, and also contains a bar as defined herein;
 

for illustration purposes Appendix "A" includes a list of restaurants, pubs and bars;
- (aa) "public building" means any enclosed building or group of buildings to which the public may have access;

- (bb) "public facility" means any hall, room or banquet area that is publicly owned and is rented for an event or function;
- (cc) "public place" means the whole or part of an indoor area to which the general public is invited or permitted access, and includes a school bus;
- (dd) "public portion" means any areas of any building to which the public may have access and excludes areas used as offices by members of staff;
- (ee) "public restroom" means any restroom or washroom to which the public has access;
- (ff) "reception area" means the public space used by an office or other establishment for the receiving or greeting of customers, clients or other persons dealing with such office or establishment;
- (gg) "restaurant" means any facility, premises or area within a building or part thereof where food is prepared and offered for retail sale to the public for immediate consumption either on or off the premises, but excludes a bar or pub as defined herein; and  
  
for illustration purposes Appendix "A" includes a list of restaurants, pubs and bars;
- (hh) "retail shop" means any facility, premises or area within a building or part thereof, booth, stall or place where goods are exposed for sale or offered for sale by retail;
- (ii) "school bus" means a public vehicle licensed for the purpose of transporting children to and from school or to and from any activity, event or function associated therewith;
- (jj) "seating capacity" means the number of seats available for use by patrons or customers engaging in the immediate consumption of food while seated;
- (kk) "secondhand smoke" means;
  - (a) exhaled smoke
  - (b) smoke from an idling cigarette, cigar, pipe or any other tobacco using or constructed device;
- (ll) "service counter" means an indoor counter or desk where a person receives a service including, but not limited to, the exchange of money, sales, provision of information, transactions, advice or the transfer of money or goods;
- (mm) "service line" means an indoor line of two (2) or more persons awaiting service of any kind, regardless of whether or not such service involves the exchange of money, including but not limited to sales, transactions, purchase transaction, provision of information or advice, and the transfer of money or goods;

- (nn) "shopping mall" means any enclosed building or group of buildings containing one or more retail shops;
- (oo) "slot machine facility" means any facility, premises or area within a building or part thereof to which the general public has access and which is used for the purposes of operating games of chance, or of mixed chance and skill, including slot machines and table games, or any other casino-style game, device or lottery scheme as approved by the Government of Ontario or such other person or authority in the Province as may have been specified by the Lieutenant Governor in Council, but does not include a bingo hall as herein defined;
- (pp) "smoke" or "smoking" means produce or production of secondhand smoke, and includes the holding of lighted tobacco;
- (qq) "sports area" means an enclosed area used for public entertainment including, but not limited to the conduct of sports event;
- (rr) "taxi cab" means a motor vehicle having normal seating capacity of not more than six (6) persons plus the driver, kept or used for hire for the conveyance of passengers either wholly within the City of Brockville or to any point not more than five kilometers beyond its limits, but shall not include a public vehicle as defined in the Public Vehicles Act, RSO 1990, an ambulance, a funeral hearse or a limousine;

## **2. Public Places**

2.1 The following are designated public places for the purposes of this by-law:

- (b) the public portion of an amusement video arcade;
- (c) an arena;
- (d) the public portion of any barber shop or hairdressing establishment;
- (e) the common area of an apartment building;
- (f) an elevator, corridor, stairway, reception area, lobby, service counter, service line in any building to which the public has access;
- (g) a laundromat;
- (h) a municipal office, facility, vehicle and establishment owned or operated by the City of Brockville and by a local board of the City;
- (i) a place of public assembly;
- (j) a public building;
- (k) a public facility;

- (l) a public place;
- (m) the public portion of any retail shop;
- (n) a public washroom;
- (o) a reception area;
- (p) a school bus;
- (q) a common area of a shopping mall;
- (r) a sports area;
- (s) a shopping mall;
- (t) a taxi cab.

- 2.2 Upon passing of this by-law no person shall smoke in any public place that is designated in section 2.1 of this by-law, whether or not a No Smoking sign is posted, except as set out in Sections 3, 4 and 5.

### 3. General Prohibitions

- 3.1 **Bars:** that permit smoking in their establishment, shall not permit customers who are under the age of 17 years to enter the premises.
- 3.2 **Billiard places** shall only permit smoking in a Designated Smoking Room (DSR) that shall not occupy greater than 50% of the area occupied by billiard tables.
- 3.3 **Bingo Halls** shall only permit smoking in a Designated Smoking Room (DSR) that shall not occupy greater than 50% of the floor space open to the public.
- 3.4 **Bowling Alleys:** effective August 18, 2003 shall only permit smoking in a Designated Smoking Area (DSA) that shall not occupy greater than 15% of floor space (not including bowling lanes), notwithstanding the foregoing, effective July 1, 2004, smoking will not be permitted in bowling alleys.
- 3.5 **Designated Smoking Areas** within facilities, premises or area within a building or part thereof established by this by-law.
- (a) shall not be located in any area in which any person must wait to be seated or through which any person must pass to acquire access to the non-smoking areas or to a public restroom or service counter.
  - (b) despite subsection 3.5 (a) hereof, the proprietor of an establishment which has a Designated Smoking Area shall ensure that at least 50 percent of the useable floor space which is not in the Designated Smoking Area

- 1. is indoors



2. is not located in an area temporarily closed for the service of food or drink and
3. forms a contiguous unit separate from a Designated Smoking Area (DSA)

(c) where barriers or partitions exist, a proprietor may have more than one contiguous unit separate from a Designated Smoking Area (DSA).

(d) in calculating the useable floor space for the purposes of subsection (b) hereof:

- one seat shall be allotted for each 1.12 square metres of Useable seating area
- useable outdoor seating areas shall not be included in Calculation

(e) where a designated smoking area is permitted, the proprietor shall not permit children to enter the designated smoking area.

- 3.6 **Designated Smoking Rooms** within facilities, premises or area within a building or part thereof established by this by-law shall not be designated in an area through which any person must wait to be seated or through which any person must pass to acquire access to the non-smoking areas or the public restroom. Where a designated smoking room is permitted, the proprietor shall not permit children to enter the designated smoking room.
- 3.7 **Legions** shall be exempt from complying with smoking prohibitions for nine (9) months from the passing of this by-law after which smoking shall only be permitted in a Designated Smoking Room (DSR) that shall not occupy greater than 75% of the public floor area. Notwithstanding any of the foregoing, effective July 1, 2005, the percentage of public floor area that may be used for the purpose of smoking shall be reduced to 50%.
- 3.8 **Private clubs** when open to the public, or rented out or make space available to non-members for any special occasion including but not limited to, company banquets, weddings, retirement functions, bake sales, craft sales, dances, concerts, etcetera, where non-members are admitted, the facility is considered to be a place of public assembly and subject to Section 2 of this by-law.

- 3.9 **Pubs** shall, subject to the following regulations, effective August 18, 2003 only permit smoking in a Designated Smoking Area (DSA) that shall not occupy greater than 15% of the useable floor space.

Notwithstanding any of the foregoing, effective July 1, 2004 smoking will not be permitted in Pubs.

- 3.10 **Restaurants** shall, subject to the following regulations, effective August 18, 2003 only permit smoking in a Designated Smoking Area (DSA) that shall not occupy greater than 15% of the useable floor space.

Notwithstanding any of the foregoing, effective July 1, 2004 smoking will not be permitted in Restaurants.

The City of Brockville encourages the use of "No Smoking" tent signs on all tables in non-smoking areas of restaurants.

- 3.11 **Slot Machine Facility** shall only permit smoking in a Designated Smoking Room (DSR) that shall not occupy greater than 50% of the area occupied by the slots.

#### **4. Functions of a Private Nature**

When restaurants or banquet halls are rented for a private gathering and not open to the general public, the proprietor or person in charge shall designate whether smoking is permitted. Should smoking be permitted there must be a designated smoke free area, the floor space to be determined by the Management in consultation with the lessee.

#### **5. Exceptions**

- 5.1 Billiard Halls shall be exempt from complying with the requirements for a Designated Smoking Room for nine (9) months from the passing of this by-law. They shall be permitted a designated smoking area of not more than 25% of the public floor area for up to nine (9) months from the passing of this by-law, after which they shall comply with the requirements for a Designated Smoking Room as specified in Section 3.
- 5.2 Bingo Halls shall be exempt from complying with the requirements for a Designated Smoking Room for twelve (12) months from the passing of this by-law. They shall be permitted a designated smoking area of not more than 50% of the public floor area for up to twelve (12) months from the passing of this by-law, after which they shall comply with the requirement for a Designated Smoking Room as specified in Section 3.

#### **6. Signs**

- 6.1 The proprietor or person in charge of any public place designated or regulated under this by-law shall ensure that a sufficient number of signs as prescribed in section 6.3 are conspicuously posted so as to clearly identify the areas in which smoking is prohibited.
- 6.2 In every area referred to in section 6.1, the proprietor or person in charge of such place shall ensure that, in addition to the requirements of section 6.1 hereof, signs are posted in accordance with section 6.1 at every entrance to such area, clearly indicating that smoking is prohibited in that area.
- 6.3 Every sign that is posted and maintained in accordance with section 6.1 and 6.2 of this by-law must comply with the following requirements:
  - (1) The following graphic symbol – on a white background with the circle and the interdictory stroke in red – must be used;

**No Smoking**



**Brockville By-law**

- (2) The words “No Smoking” must be included above the graphic symbol, and the words “**Brockville By-law**” must be included below the graphic symbol in letters and figures at least five percent of the diameter of the circle in the symbol;
- (3) In addition to the graphic symbol required by subsection 6.3(1), other appropriate symbols may be included, such as directional arrows.
- (4) With respect to the size of the graphic symbol, the diameter of the circle in the symbol referred to subsection (2) hereof shall be not less than the number of centimetres prescribed below, based upon the maximum viewing distance in direct line of sight, as follows:
  - (a) viewing distance of 3.05 , metres (10 feet) or less  
- diameter 10.16 centimetres (4 inches);
  - (b) viewing distance of 6.10 metres (20 feet) or less  
- diameter 15.24 centimetres (6 inches);
  - (c) viewing distance of 12.20 metres (40 feet) or less  
- diameter 20.32 centimetres (8 inches);

(d) viewing distance of 24.40 metres (80 feet) or less  
 - diameter 30.48 centimetres (12 inches);

(e) viewing distance of 48.80 metres (160 feet) or less  
 - diameter 40.64 centimetres (16 inches);

(f) viewing distance of 73.20 metres (240 feet) or less  
 - diameter 60.96 centimetres (24 inches);

(g) in other public places where the maximum viewing distance, in direct line of sign, is less than three meters, the diameter of the circle in the graphic symbol required by subsection 6.3(1) must not be less than ten (10) centimeters.

(6) Despite the fact that the symbol referred to in Section 6.3(1) represents a cigarette, the provisions of this by-law that prohibit smoking in designated public places apply to all forms of smoking of tobacco, including cigarettes, cigars, pipes or other lighted smoking instruments.

(7) Deviations from the colour or content of the signs prescribed by this section that do not effect the substance or that are not calculated to mislead do not invalidate the signs maybe permitted. Such signs to be approved by the City Clerk and one other member of City Administration.

6.4 Where smoking is permitted in a Designated Smoking Room or a Designated Smoking Area in accordance with this By-law, signs must be conspicuously posted at all entrance ways to the smoking areas or rooms, so as to clearly identify the area in which smoking is permitted.

## **7. Duties**

7.1 Every proprietor or other person in charge of a designated public place in which smoking is prohibited shall ensure compliance with the by-law.

7.2 No proprietor or other person in charge of a designated public place in which smoking is prohibited shall place ashtrays or cause or permit ashtrays to be placed or to remain in that designated public place.

7.3 Where a Designated Smoking Area or Designated Smoking Room is permitted under this by-law, no proprietor shall permit children in any Designated Smoking Area or Designated Smoking Room.

## **8. Offences**

8.1 Any person who contravenes any of the provisions of this by-law is guilty of an offence.

**City of Brockville**  
**By-law Number XXX**

**A By-Law to Regulate Smoking in Public Places**

- 8.2 Any person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence.

**9. Fines**

- 9.1 Any person found to be in contravention of any of the provisions of this By-Law shall, upon conviction, be liable to a fine of not more than Five Thousand (\$5,000.00) Dollars as provided for in the Provincial Offences Act.

**10. Enforcement**

- 10.1 Municipal Law Enforcement Officers of the City of Brockville and members of the Brockville Police Service are appointed inspectors for the purpose of the By-law and may, in accordance with and subject to the Municipal Act, enter any Public Place for the purpose of determining whether there is compliance with the By-law and otherwise enforce the provisions of this By-law.

**11. Validity**

- 11.1 If there is a conflict between a section, clause or provision of any Act, regulation or by-law and a section, clause or provision of this by-law, the section, clause or provision that is the most restrictive of the smoking of tobacco prevails.
- 11.2 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or part thereof, other than the section, clause or provision declared to be invalid. It is hereby declared that all the remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed or amended, notwithstanding that one or more provisions shall have been declared to be invalid.

**12. Repeal**

By-law 206-93 is hereby repealed.

**13. Effective date**

This by-law shall come into force on the day of passing.

14. This by-law shall be mandatorily reviewed within five years from the original date of passing.

GIVEN UNDER THE SEAL OF THE CORPORATION OF

**City of Brockville**  
**By-law Number XXX**

**A By-Law to Regulate Smoking in Public Places**

THE CITY OF BROCKVILLE AND PASSED  
22<sup>nd</sup>, DAY OF July, 2003

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**Appendix "A" to By-law No. XXX**

**Restaurants**

1000 Island Mall Food Court (✓)	Heritage Tea House (✓)	Pizza Pizzazz
1000 Island Restaurant	Highland Golf Club	Relax Restaurant
1000 Island Seafood	Jon's Restaurant (✓)	Relics & Thyme (Royal Brock)
241 Pizza	Kevin K's	RePete's Restaurant
Blue Hen Café (✓)	KFC (Kentucky Fried Chicken)	River Walk Mill
Boboli (✓)	King's Street Café	Robin's Donuts
Brockberry Café (✓)	Lee Garden	Subway (all locations) (✓)
	Luna Pizzeria Restaurant (✓)	Swiss Chalet Chicken
Bud's on the Bay Patio	Mai Vietnamese Restaurant	& Ribs (✓)
(2 <sup>nd</sup> floor) (✓)	McDonald's Restaurants (✓)	Tait's (✓)
Buell Street Bistro (✓)	(all locations)	Tango Restaurant (✓)
Burger King (✓)	Milano's Pizzeria	Tata's House of Pasta & Pizza
	My Place/Robertson House	Tim Horton's (all locations) (✓)
Checker's Dinner	New Wave Restaurant	Tony's Restaurant
CJ's Banquet Hall	New York Restaurant, The	Zellers Restaurant (✓)
Dairy Queen (✓)	Pizza Pizza	
Diana Sweets Restaurant	Pizza Hut	
Golden Gate Restaurant (✓)		
Harvey's Restaurant		
Hepp's Lunch		
(✓) - designated as a non-smoking establishment by the proprietor.		

**Pubs**

Bud's Pub (main floor)	Isaac Brock, The	KeyStorm Pub
East Side Mario's	JukeBox	Phoenic Bar 7 Eatery
Filling Station	Kelsey's Restaurant	Roman's Roadhouse

**Bars**

Christopher's	J.R. Baileys	Sudsy's
401 Sports Bar (Days Inn)	Commercial Hotel	Sunken' Sailor (Royal Brock)
Dark Side	Club 7	Rockin' Roadies (Royal Brock)

**Schedule "A"****Requirements of a Designated Smoking Room (DSR):**

1. The room has been designated and set aside by the proprietor as a Designated Smoking Room.
2. The room has been registered by the proprietor with the City of Brockville as a Designated Smoking Room.
3. The room cannot exceed the maximum size permitted as specified under Section 3 and/or Section 6 of this By-law.
4. The room meets the requirements of the Ontario Building Code.
5. The room is not required by any person as a thoroughfare.
6. The room is posted with Smoking Signs on the walls at a height of 1.8 meters from the floor as set out in Section 6.
7. The room must be completely enclosed with surfaces (floors, ceilings and walls) not readily permeable by air, such that there is no free exchange of air with any indoor areas where smoking is not permitted.
8. The room must have all doors fitted with automatic closures.
9. The room must have an air supply and exhaust system separate from the air supply and exhaust system for the rest of the building.
10. The room must have an interlock between the air supply system and the exhaust system to ensure continuous operation of both systems.
11. The room must have at least three (3) metres horizontal distance between each exterior opening of the intake system and each exterior opening of the exhaust system and any other air intake or exterior opening of the building.
12. The room must be supplied with at least 30 litres per second (65.3 cubic feet per minute) of air per possible occupant (based on maximum possible occupancy) drawn from either the outdoors or an indoor area where smoking is not permitted.
13. The room must have the air exhausted at a rate of at least 110% of the rate of supply.



**15 April 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – April 21, 2015**

**2015-050-04  
ALL SHIPS FESTIVAL  
June 19-21, 2015**

**D.C. PAUL  
DIRECTOR OF ECONOMIC DEVELOPMENT  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDATION**

THAT Council grant the use of Centeen Park, Reynolds Park, Blockhouse Island, Market Street West Parking Lot, Water Street Parking Lot, and Hardy/Centennial Park, and the transient docks in the Brockville Municipal Harbour to stage All Ships Festival 2015, Monday, June 15, 2015 at 6 a.m. to Wednesday, June 24, 2015 at 8 p.m. The actual festival is being delivered from Friday, June 19<sup>th</sup> (6:00am) to Sunday, June 21<sup>st</sup> (8:00pm).

THAT the All Ships Festival Steering Committee is to supply maps and site layouts to the Operations Department, with amendments and updates when required;

THAT no vendors be permitted to operate on City property south of King Street between Ford Street and Kincaid Street from Friday, June 19, 2015 at 12 noon until Sunday, June 21, 2015 at 8 p.m. without prior arrangement with the All Ships Festival Committee;

THAT All Ships Festival 2015 be permitted to operate up to 20 (twenty) food concessions in the authorized City waterfront parks from Friday, June 19, 2015 at 12 noon until Sunday, June 21, 2015 at 8 p.m., with the sale of ice cream by food concessions on Blockhouse Island being prohibited;

THAT Market Street West be made available for the Farmer's Market from 6 a.m. to 1 p.m. on June 20, 2015;

THAT no persons with bicycles, rollerblades or skateboards be permitted to enter Centeen Park, Reynolds Park, Armagh St. Price Park/Blockhouse Island or Hardy Park during All Ships Festival 2015 from Friday, June 19, 2015 at 5 p.m. until Sunday, June 21, 2015 at 8 p.m. Dogs are permitted but must be on a leash at all times.

THAT the All Ships Festival Steering Committee be permitted to fly Pirate Flags on the flag poles at Highway # 401, Interchange/Exit 696 entrance to Brockville;

THAT the All Ships Festival Steering Committee reserve the banner spaces from May 18 until June 28<sup>th</sup>. This advertising space will be shared with the 1000 Islands Hydroplane Regatta & Festival. The two festivals will facilitate the raising of the banner;

THAT the following street closures be authorized:

THAT Water Street from Ford Street to Broad Street be closed to traffic excluding residents, service and emergency vehicles from Friday, June 19, 2015 at 6 a.m. to Sunday June 21, 2015 at 8 p.m.; there will be a one-way traffic ordinance in place with the entrance portal at Broad Street, headed eastbound to Ford Street. Barricades will be erected at the connecting streets (Orchard St. Park St., Bethune St. Market St. East, Market St. West, Broad St.)

THAT Park Street south of Water Street be closed to traffic excluding residents, service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;

THAT Ferry Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;

THAT Blockhouse Island be closed to all traffic excluding City of Brockville harbour staff, canteen operator/staff, tour boat operator/staff, service and emergency vehicles from June 19, 2015 at 6 a.m. to June 21, 2015 at 8 p.m.;

THAT the south lane of Water Street from Broad Street to Kincaid Street be closed to traffic from June 19, 2015 at 6:00am to June 21, 2015 at 8 p.m.;

THAT Home Street south of Water Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 12 noon to June 21, 2015 at 8 p.m.; and

THAT Kincaid Street south of Water Street be closed to traffic excluding service and emergency vehicles from June 19, 2015 at 12 noon to June 21, 2015 at 8 p.m.;

THAT the following public parking lot/space closures be authorized from Friday, June 19, 2015 at 6 a.m. to Sunday, June 21, 2015 at 8 p.m.:

- Park Street, parking spaces south of Water Street
- Water Street Parking Lot including parking spaces located on east side of Blockhouse Island Parkway
- Blockhouse Island Parkway parking spaces with the exception of those parking spaces designated for harbour staff, canteen operator/staff and tour boat operator/staff
- Market St. West Parking Lot
- Home St. parking spaces located on the west side of Home St. south of Water St.

THAT the Home Street boat ramp be closed from June 19, 2015 at 6 a.m. to June 21 2015 at 8 p.m.;

THAT All Ships Festival 2015 be granted permission to provide their own personnel/volunteers to administer and control the above-noted street closures and intersections within the street closure areas. Barricades are to be manned by All Ships Festival personnel/volunteers. City staff will do initial placement and set-up of barricades.

## **PURPOSE**

To obtain Council approval for the All Ships Festival, June 19 – 21, 2015.

## **ORIGIN/BACKGROUND**

All Ships Festival is a City of Brockville initiative spearheaded by Dave Paul, Director of Economic Development, Chris Hum, Festival and Events Coordinator, with various committee chairs including logistics, programming/entertainment, corporate fundraising, marketing/communications and captain/crew hosting. With the dissolution of Riverfest, organizers felt the City of Brockville was in need of a summer festival for residents and their families and that the festival would be an excellent venue to draw visitors to Brockville. A special events coordinator was hired on a 3-year term by vote by councilors of the City of Brockville.

## **ANALYSIS**

The All Ships Festival is a three day event running, June 19 – 21, 2015. The main attraction is the two tall ships that will converge on Brockville's waterfront, mooring in the Municipal Harbour and Hardy Park. The ships will arrive on Friday, June 19<sup>th</sup>, 2015; and congregate at 8 p.m. on June 20<sup>th</sup> east of Three Sisters Islands and at 9:30 p.m. will sweep the waterfront in a Parade of Sail before navigating to their designated mooring spots. The Tall Ships and Canadian Empress will remain in Brockville until their departure on Monday morning. Attendance to the festival and all land activities will be free of charge. Fees will apply to water-borne activities (fees will apply to water borne activities). Saturday night, June 20<sup>th</sup>, will see a number of waterfront activities, approximately 15 minutes in duration. Canons on board the tall ships will at the discretion of ship captains.

Activities for the weekend include a militia and native encampment, antique boat show, Brockville Police Services paint ball demonstration at Reynolds Park, personal watercraft

Poker Run on Blockhouse Island, youth and adult basketball tournament and handicap parking in Water St. Parking Lot and various children's activities in Hardy Park.

A command post for the event will be set up in the vacant city owned homes with sales kiosks at various locations.

To ensure safety first, a full street closure of Water Street from Ford Street to Broad Street and the south lane only (eastbound one way traffic) of Water Street from Broad Street to Kincaid St. has been proposed, residents, service and emergency vehicles excepted. Brockville Police will be working with the All Ships Festivals Committee to ensure the event is carried out with safety a priority. St. John Ambulance has been secured to provide first aid during the event with stations set-up at designated locations. EMS has been included in the planning discussions for the event and the necessary arrangements have been made to ensure their access in the event of a medical emergency. The OPP boat as well as other safety boats will form part of the Starry Night Parade of Sail to ensure safety on the water. The Coast Guard and Seaway Authority will be contacted and made aware of the event and the necessary arrangements will be made to ensure seafaring vessels reduce their speed while traveling through Brockville to lessen the wave action on the tall ships. The Brockville Yacht Club has been contacted by the All Ships Festival Committee and will be providing their assistance throughout the weekend.

In order to alleviate traffic and parking issues, off-site parking will be provided at the Brockville Memorial Civic Centre and other locations. Shuttle service throughout the event to the downtown core is being considered.

As festivities span Brockville's waterfront from Centeen Park to Hardy/Centennial Parks, golf carts have been secured to transport visitors.

The All Ships Festival Committee will send a letter of communication to Wedgewood Retirement Home, Executive Condominiums, Four Winds Condominiums, Boardwalk Condominiums, Harbourview Condominiums, Tall Ships Landing, Buds on the Bay, Brockville Adventure Dive Centre and all residents/businesses affected by the above-noted street closures.

Arrangements and discussions have been made with 1000 Islands and Seaway Cruises to ensure business as usual for the tour operator.

A maximum of 20 food vendors will be permitted at the event. Ice cream sales will not be permitted by these vendors on Blockhouse Island allowing exclusivity of this food item to the City's contracted canteen operator at the Harbour Services Building.

The Operations Department will post signs two weeks in advance for shore-based divers at

Centeen Park and Blockhouse Island advising that both these locations will be closed June 19 – 21, 2015.

The Operations Department will communicate with seasonal boater at the Brockville Municipal Harbour via signs posted two weeks in advance on dock gates advising them that vehicular access to Blockhouse Island will not be available June 19 - 21, 2015.

The Operations Department will post signs in the Harbour Services Bldg. two weeks in advance notifying the boating public that transient docking will not be available from June 19 – 21, 2015, inclusive.

### **POLICY IMPLICATIONS**

Council approval is required for new festivals.

### **FINANCIAL CONSIDERATIONS**

The cost to put on this inaugural All Ships Festival has been estimated at \$141,000 with grants and corporate revenues received to date at \$45,000. The Tall Ships Reserve as of May 13, 2015 had \$115,000. A Festival & Events Coordinator was hired for a 3-year term by vote of council.

The event is free of charge to attend however to help off-set the cost of the event, fees are being charged for all out of the ordinary service related activities (ie. deck tours, sailing tours and dinner charters, activities offered by service providers at festival).

### **CONCLUSION**

Permission to use City parks and for road closures are necessary for a safe and successful festival.

A formal power point presentation with complete programming descriptions and fundraising outline to be presented at the Council meeting of April 28, 2015.



D. Dick, C.P.A, CA  
Director of Corporate Services



D.C. Paul  
Director of Economic Development

2015-04-15  
Tall Ships Festival 2015

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B. Casselman  
City Manager



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C.J. Cosgrove  
Director of Operations

**April 13, 2015**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – APRIL 21, 2015**

**2015-038-04  
WATER & WASTEWATER  
SYSTEMS QUARTERLY REPORT  
(JAN. – MAR. 2015)**

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

**RECOMMENDED**

THAT Report 2015-038-04 Water & Wastewater Systems Quarterly Report (Jan. – Mar. 2015) be received for information purposes.

**PURPOSE**

This report covers the months of January, February and March 2015. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOECC inspections and adverse conditions.

**BACKGROUND**

This report is submitted quarterly, and represents the first quarter of 2015.

**ANALYSIS/OPTIONS**

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

The Brockville Drinking Water System 2014 Annual Water Quality Report was approved by Council, submitted to the Medical Officer of Health, and Elizabethtown-Kitley Township and posted on the City's website.

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

Adverse Water Quality Incidents: No incidents to report.

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

- Annual vibration analysis on all pumps and motors completed.
- Annual maintenance completed on all on-line analyzers.
- Treated water chlorine analyzer replaced.
- Raw water control valve actuator failed, new actuator on order (2015 Capital Contingency)
- Batteries for diesel engine #1 replaced.

**2. Booster Stations & Parkedale Reservoir:**

- Annual maintenance completed on chlorine analyzer.
- Annual vibration analysis on all pumps and motors completed.
- Zone 2 pump 2 bearing failed. Both the inboard and outboard bearings were replaced.
- Sunset Booster Station sump pump failed and was replaced.
- Battery for diesel engine replaced.

**3. Filters:**

- No items to report.

**4. Overhead Tank:**

- Inspection of PAX mixer operation completed. New mixer is preventing extensive ice formation in tower during cold temperatures.
- Electrical repairs completed on PAX mixer connection to comply with last ESA inspection.

**5. Low Lift Pump Station:**

- Installation and commissioning of Low Lift vacuum compressor completed (2014 Capital).
- Annual vibration analysis on all pumps and motors completed.

**6. Drinking Water Quality Management System:**

- Full risk assessment review completed for Brockville and Elizabethtown-Kitley Drinking Water Systems (see Attachment #2).
- NSF Surveillance audit conducted on January 22<sup>nd</sup> & 23<sup>rd</sup>, 2015. No corrective action requests were issued.

**7. MOECC Inspections:**

- Inspection reports for Brockville & Elizabethtown-Kitley received, one non-compliance identified (see Attachment #3)



8. Regulatory Sampling:

- All regulatory annual sampling completed.
- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
- All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.

9. Trunk Water Distribution:

- Emergency repairs completed on 200 mm bypass off of Church Street feedermain.

10. Elizabethtown-Kitley Distribution:

- No items to report.

11. Local Water Distribution:

- Service Calls

January (Total 42 service calls – 40 closed 2 pending)

- 12 curb stop repairs
- 3 Fire Dispatch
- 3 general inquiries
- 5 hydrant repairs
- 4 other inquiries
- 2 valve repairs
- 2 water main break inquiries
- 5 water meter/inside valve leaks
- 6 water quality complaints (dirty water/low pressure)

February (Total 193 service calls – 140 closed 53 pending)

- 49 bleed valves
- 6 curb stop repairs
- 8 Fire Dispatch
- 7 general inquiries
- 4 hydrant repairs
- 21 other inquiries
- 1 water bill
- 4 valve repairs
- 5 water main break
- 4 water meter/inside valve leaks
- 93 water quality complaints (dirty water/low pressure/no water)

March (Total 133 service calls – 105 closed 28 pending)

- 0 bleed valves
- 6 curb stop repairs
- 6 Fire Dispatch
- 7 general inquiries
- 0 hydrant repairs

- 
- 35 other inquiries
    - 0 water bill
    - 1 valve repairs
    - 8 water main break
    - 3 water meter/inside valve leaks
    - 63 water quality complaints (dirty water/low pressure/no water)
  - Water Main Breaks:
    - January 2015
      - Parkedale Avenue – 250 mm cast iron “shear”
    - February 2015
      - Brookview Crescent – 200 mm cast iron “shear”
      - John Street – 100 mm cast iron “shear”
      - Dales Avenue – 150 mm cast iron “hole”
      - Water Street West – 100 mm cast iron “hole”
    - March 2015
      - Feedermain Bypass Oak & Church Street – 200 mm cast iron “shear”
      - King Street East & Ford Street – 100 mm cast iron “shear”
      - Fairknowe Drive & First Avenue - 150 mm cast iron “shear”
  - Flushing Program:
    - No items to report.
  - Service Repairs / Replacement:
    - Operations Staff responded to numerous frozen services throughout the City. Designated areas of the City requested to flush service lines to prevent freezing.

As of March 31, 2015:

    - Number of frozen service/refreeze calls (149)
    - Number of frozen services (86)
    - Number of properties with no water (4)
    - Number of frozen services on temporary backfeed (39)
    - Number of services thawed and flushing (43)
  - Valve / Hydrant Inspection / Leak Detection:
    - Hydrant snow removal completed throughout City.
  - Capital Projects WD:
    - No project updates to report.

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## B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

The 2014 WPCC Annual Summary Report for Council was approved by Council and submitted to the MOECC in February 2015. A copy was also posted on the City's website.

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

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

### Items of Note:

#### 1. Main Plant:

- Primary Clarifiers #1 and #2 are currently not in use (on standby)
- Secondary Clarifier #1 and #3 are currently not in use (on standby).
- Boiler #505 is in service. New logic has been programmed into SCADA to control the rapid start and stop issues. Continuing to monitor.
- Ammonia testing initiatives completed for cold weather operation. Data collected will enable WPCC staff to compensate operations to better achieve targets during cold weather.
- 2015 lifting device inspections completed.
- Electrical Safety Authority (ESA) Inspector was on site January 14<sup>th</sup>, 2015 for a follow-up inspection and signed off on all deficiencies.
- 2014 4<sup>th</sup> Quarter Federal Wastewater Systems Effluent Regulations (WSER) Reports submitted to Environment Canada.
- During the month of March both digesters were upset due to an unknown cause. Volatile acids increased, pH and alkalinity decreased in conjunction with a decrease in methane production. Hydrated Lime was added to both digesters to help increase the alkalinity. Latest lab results show improvement. WPCC Staff are continuing to monitor.
- Working with St. Mary High School providing co-op opportunity in the lab for Miss Olivia Dixon.

#### 2. Main Pumping Station:

- Bypasses: No bypasses to report.
- The Main Sewage Pumping Station and Forcemain Work proposed in the 2015 Capital Budget was not approved by Council.
- Vibration analysis was completed on Pumps 2 and 3. Pump 1 could not be completed due to mechanical issues.
- Due to the aging infrastructure some components are showing considerable wear and malfunction. Many of these components should be replaced but this is not possible due to the station in constant operation.

**3. Pumping Stations:**

- WPCC Staff responded to thirteen (13) mechanical pump calls and two (2) communication calls. No issues to report.
- Communication failures are being addressed through new equipment procurement. Currently evaluating the design and assessing the most suitable equipment.

**4. Power Outages:**

- There were two (2) power outages. No issues to report.

**5. Wastewater Collection System:**

- 50 blocked sewer/camera inspections.
- 4 blocked main responses. The following two areas require further action:
  - Two blockages at Reynolds Drive/Elizabeth Lane manhole #1316B. Further camera inspection and/or repairs may be required. WPCC Staff to monitor this area.
  - One blockage on Aldershot Avenue just south of manhole #1415A. Sections of glazed tile were pulled from the blockage. Further camera inspections and/or repairs may be required. WPCC Staff are working with Engineering to investigate.
- 0 sanitary sewer lateral dig-ups and repair.
- All historical sewer data records have now been inputted into an electronic data base.
- Wastewater Main Line Cleaning Contract 2015-21 was awarded to Aqua-Drain Sewer Services Incorporated.

**POLICY IMPLICATIONS**


No policy implications at this time.


**FINANCIAL CONSIDERATIONS**

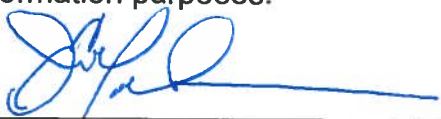
No financial considerations at this time.


**CONCLUSION**

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

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

  
\_\_\_\_\_  
D. Richards  
Supervisor - Water Systems

  
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E. Malcomson  
Supervisor – Wastewater Systems

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

## BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month 2015	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
							EC	TC	HPC
JAN	328.38	10.59	0.60	1.68	4.02	0.13	35 35 out of 35 safe	35 35 out of 35 safe	15 15 out of 15 safe
FEB	321.24	11.47	0.55	1.61	3.77	0.13	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
MAR	409.30	13.20	0.32	1.45	4.00	0.13	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe

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

PROCEDURE TITLE: Risk Assessment – Outcome Summary							PROCEDURE NO.: 1004			
							ISSUED BY: C. Cosgrove			
AUTHORIZED BY: D. Richards			REV. DATE: 2015-02-02 REVISED BY: Risk Assessment Team D. Richards, P. Raabe, J. Barlow, C. Sluytman, A. Christophersen, J. Buckland, S. Allan.				ISSUE DATE: 2009-06-08			
Risks/Hazards			Assessment (Risk Assessment Threshold = 25)				Control			
Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures	
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)					
INTAKE/RIVER										
Failure of intake pipe – Pipe failure unable to supply intake well with raw water.	Set up portable pumps to supply intake well.	1	5	1	5	No	Low level alarm on intake well – 6 feet	-Operator and contractor visual inspection of low levels in intake well  -Alarm levels of intake well on SCADA setpoint page	No procedure	
Source Water Protection Chemical, Pesticides, agricultural, industrial, WWTP bypasses, ballast water, tanker ship oil spill, biological (Terrorist acts, illegal dumping)	Shutdown low lift station Clean Water Act 2006 Coast Guard MOECC Spills action CRCA Source Water Protection Plan	1	5	3	15	No	Raw water pH, turbidity alarms	Alarm on SCADA setpoint page	WSEP 017 Source Water Contamination (Oil Spill)	
LOW-LIFT PUMPING STATION										
Intake screens blocked from debris, weeds, frazzle ice, fish (Pumps can't draw; starved wet well)	Manual screens	2	2	1	4	No	Low level alarm on intake well – 6 feet	-Operator visual inspection of low levels in intake well -Alarm levels of	WSEP-015 Well Chamber Inlet Blocked/Damaged (Frazil Ice)	

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)					
								intake well on SCADA setpoint page		
Electrical / mechanical system failure (MCC system failure means no electrical systems can run; main electrical feed to low-lift station could fail; pump failure no water to treatment plant;	Electrical MCC upgraded, 2 new pumps, redundant back-up equipment – diesel driven pump, portable 200 KW standby generator.	2	4	1	8	No	Raw water flow alarms	Alarm on SCADA setpoint page	WSEP 011 Low Lift Pump Station Failure	
RAW WATER SUPPLY LINE & METER CHAMBER										
Loss of flow/supply (Water plant shut down)	Trunk main repair	1	5	1	5	No	Raw water flow alarms	Alarm on SCADA setpoint page	WSEP 012 Broken Trunk Line	
COAGULATION/FLOCCULATION										
Chemical feed line / feed pump failure - Loss of chemical flow; Treatment process shut down	Redundant chemical feed lines, Redundant pumps	2	5	1	10	Yes	Chemical feed failure alarm set point in SCADA with automatic shutdown of treatment process.	-Coagulant chemical feed flow meter alarmed and trended through SCADA	WSEP-008 Chemical Feed System Failure  SOP 201 Adverse Drinking Water Quality Results or Exceedance	

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCXD= 1-125)				
									of Standards
FILTERS									
Filter failure – mechanical, electrical, regulatory treatment requirements,	Restrictions on water use, Regular assessments (operator perform annually)- underdrain system assessed by consulting engineers (3-4 years) Redundant filter.	2	5	1	10	Yes	Turbidity high level SCADA alarm setting – 0.11 NTU	-Turbidity on-line analyzers alarmed and trended through SCADA -Watertrax alert settings on turbidity data	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  WSEP-009 Filter Failure
POST-FILTER CHLORINATION (PRIMARY DISINFECTION)									
Lack of chlorine supply (plant would not meet disinfection requirements)	Redundant chlorination equipment and feed lines, UV as back-up for disinfection	1	5	1	5	Yes	Low free Chlorine residual alarm set point through SCADA – adjusted seasonally as per SOP 808 (CT), SOP 809 (CT) or SOP 814 (CT)	Chlorine on-line analyzers alarmed and trended through SCADA - Real-time CT calculation program alarmed and trended through SCADA -Watertrax alert settings on	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  WSEP-003 Chlorine System Failure



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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCXD= 1-125)				
								Chlorine and CT data	
CLEARWELL/RESERVOIR									
Structural issues-i.e. baffle curtain failure (Concrete failure [structural], pipe failure, short-circuiting, contamination in reservoir).	Visual inspection, treatment plant UV back-up	1	2	4	8	No	Security alarms	SCADA alarms	WSEP 002 Contaminated Water in Reservoir  SOP 702 Clearwell Bypass Operation
HIGH –LIFT PUMP									
Pump failure mechanical / electrical	Maintenance and replacement programs to keep equipment in a ready state	2	3	1	6	No	Flow, pressure, pump failure	SCADA alarms	WSEP 010 High Lift Pump System Failure
FLUORIDATION									
Chemical application - overdosing;	Alarmed analyzer;	5	1	1	5	No	Fluoride alarm	SCADA alarms	WSEP 016 Fluoride Overdosage  SOP 201 Adverse

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)				
									Drinking Water Quality Results or Exceedance of Standards
<b>UN-MANNED AUTOMATED CONTROL</b>									
SCADA alarming systems operator notification, operator response	Redundancy for SCADA alarms	2	5	1	10	No	Backup auto-dialer system and WIN911 SCADA alarm system (page, phone, e-mail, text, cell messaging capabilities)	401 Security monitoring	SOP 907 WIN 911 SCADA Alarm
<b>SCADA/PLC &amp; COMMUNICATIONS</b>									
Not able to operate or monitor the water treatment or distribution process	Operate plant manually 24/7 manned operation  Redundant SCADA computers, PLC spare parts	3	2	1	6	No	Communication alarms	SCADA alarms  401 Security monitoring	ISI Controls (Essential Supplies and Services for SCADA instrumentation and controls)
<b>PLANT EFFLUENT CHLORINATION</b>									

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<b>Description of Hazard</b>	<b>Available Control Measures</b>	<b>Risk Evaluation</b>				<b>CCP Yes or No</b>	<b>Critical Control Limits (can be qualitative or quantitative; use appropriate units)</b>	<b>Monitoring Processes and/or Procedures</b>	<b>Response Procedures</b>
		<b>Likelihood (1-5)</b>	<b>Consequence (1-5)</b>	<b>Detectability (1-5)</b>	<b>Assessed Risk (LXCD= 1-125)</b>				
Difficulty maintaining chlorine residual in the distribution system (only during Bypass operation at the WTP)	Redundant chlorination equipment	1	4	1	4	Yes	Chlorine on-line analyzers alarmed and trended through SCADA	SCADA alarms	WSEP-003 Chlorine System Failure  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
<b>FEEDER MAIN</b>									
Lack of redundancy; lack of ability to clean and inspect; unknown valve condition (isolation valves on feeder main); unknown condition of relief valve; unknown condition of the high-pres con pipe (Shut down; few hours [8 hrs in optimum conditions] of water to supply City  Main break on feeder main (No water, restriction of water flow)	Capital planning redundant feeder main; maintenance and replacement; condition assessment  Restrict construction methods in high risk areas; implementation of inspection program; implement redundancy in the system – update of Master Plan	2	5	1	10	No	Pressure alarms – high and low	SCADA alarms	WSEP 012 Broken Trunk Line  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
<b>FEEDER MAIN – VALVES</b>									

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Gate valve failure – age/condition of the valves Air relief valves (no water, restriction of water flow)	Preventative replacement program; preventative valve operational maintenance program.	1	5	1	5	No	Pressure alarms – high and low	SCADA alarms	WSEP 012 Broken Trunk Main  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
<b>DISTRIBUTION SYSTEM</b>									
Contamination in the system backflow; sabotage in the system (No water; boil water effect – consumer health)	Capital reconstruction program  Leak detection program  Ontario Building Code	3	4	5	60	No	Customer complaints	Public comments	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
<b>TOWER</b>									

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Description of Hazard	Available Control Measures	Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCXD= 1-125)	CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures	
Structural, mechanical and electrical failures;  Communication	Regular assessment of tower structure and mechanics, cathodic protection/epoxy coating; staffing of WTP (24 hrs);	1	3	2	6	No	Overhead tank level alarms	SCADA alarms	SOP 1104 Cleaning and Disinfecting of Overhead Tank	
BOOSTER STATION – SUNSET										
Mechanical / electrical failure	Maintenance program	2	1	1	2	No	Security alarm and pump status	SCADA alarms		
BOOSTER STATION – FIRST AVE										
Mechanical / electrical failure	Maintenance program Redundant pump	2	2	1	4	No	Security alarm and pump status	SCADA alarms		
BOOSTER STATION – PARKEDALE										
Mechanical / electrical failure	Redundant back-up equipment  Diesel driven pump for Zone 1  Portable 200 KW standby generator for Zone 2	2	2	1	4	No	Station alarms	SCADA alarms	WSEP 007 Hydro Power Failure (Parkedale Reservoir)  SOP 1008 Procedure for Parkedale Standby Operation	

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PARKEDALE RESERVOIR										
Security/Structural (Contamination and water quality issues/fire flow; capacity; supply)	Alarm system; access breach alarms for hatches/ Inspections and maintenance	1	1	1	1	No	Station alarms	SCADA alarms	SOP 1007 Cleaning and Disinfecting of the Parkedale Reservoir	
PARKEDALE – SECONDARY CHLORINATION										
Loss of disinfection equipment or analyzer	Redundant equipment; operational procedures; contingency plans  Pax Mixer	1	1	1	1	Yes	Low free Chlorine residual alarm set point through SCADA – 0.50 mg/l	-Chlorine on-line analyzers alarmed and trended through SCADA - Watertrax alert settings on Chlorine data	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  WSEP-007 Hydro Power Failure (Parkedale Reservoir)	
LOCAL WATER DISTRIBUTION SYSTEM										
Water quality issues in the system (Bateriological contamination; low chlorine residual)	Capital planning; Flushing program;	3	3	3	27	Yes	Minimum Free Chlorine Residual – 0.20 mg/l	Portable Chlorine Analyzer for field testing	SOP 201 Adverse Drinking Water Quality Results	

<b>PROCEDURE TITLE:</b> Risk Assessment – Outcome Summary							<b>PROCEDURE NO.:</b> 1004		
							<b>ISSUED BY:</b> C. Cosgrove		
<b>AUTHORIZED BY:</b> D. Richards				<b>REV. DATE:</b> 2015-02-02 <b>REVISED BY:</b> Risk Assessment Team <small>D. Richards, P. Raabe, J. Barlow, C. Sluytman, A. Christophersen, J. Buckland, S. Allan, .</small>			<b>ISSUE DATE:</b> 2009-06-08		
Risks/Hazards		Assessment (Risk Assessment Threshold = 25) Risk Evaluation				Control			
Description of Hazard	Available Control Measures	Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)	CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures
									or Exceedance of Standards
<b>MAIN BREAKS – GENERAL</b>									
Break or leak in main	Leak detection Program; Capital replacement program; contingency response	5	3	3	45	Yes	Minimum Free Chlorine Residual – 0.20 mg/l	Portable Chlorine Analyzer for field testing	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  SOP 1106 Broken Watermain Repair
<b>UNCONTROLLED BULK WATER LOADING</b>									
Cross-contamination; ties hydrant up in case of fire; risk of damage- main break; lack of control by City staff (Lack of control by City staff during water taking; surging in system can cause main breaks; fire risk; liability issues; contamination)	Dedicated fill stations with backflow preventers;  Education/inform the contractors	2	2	4	16	No			

<b>PROCEDURE TITLE:</b> Risk Assessment – Outcome Summary							<b>PROCEDURE NO.:</b> 1004		
							<b>ISSUED BY:</b> C. Cosgrove		
<b>AUTHORIZED BY:</b> D. Richards				<b>REV. DATE:</b> 2015-02-02 <b>REVISED BY:</b> Risk Assessment Team <small>D. Richards, P. Raabe, J. Barlow, C. Sluytman, A. Christophersen, J. Buckland, S. Allan</small>			<b>ISSUE DATE:</b> 2009-06-08		
Risks/Hazards		Assessment (Risk Assessment Threshold = 25)				Control			
Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)				
<b>GENERAL SECURITY</b>									
Breach of security; lack of security; sabotage to system (Contamination; theft; water stoppage; boil water	Contingency plan, security inspections	2	2	1	4	No		alarms and security system-video system; sampling	



## **NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

### **1. The owner did not have evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period.**

Condition 2.6 of Schedule B to DWWP # 152-201 requires the owner of the DWS to notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and the drinking water works permit as applicable to the prescribed system.

Paragraph 1, section 2 of O. Reg. 172/03 prescribes the following class for the purposes of clause (d) of the definition of "municipal drinking water system" in subsection 2 (1) of the Act: A drinking water system or part of a drinking water system that serves a major residential development and is established after this Regulation comes into force under an agreement with a municipality pursuant to Part VI of the Planning Act, if the agreement provides that ownership of the system may be transferred to the municipality, a municipal service board established under section 195 of the Municipal Act, 2001 or a corporation established under section 203 of the Municipal Act, 2001.

The notification to legal owners (i.e. developers that own subdivisions that have not yet been transferred to the municipality) associated with the drinking water system can be as simple as providing a copy of the Municipal Licence and Drinking Water Works Permit or can take the form of more in-depth knowledge transfer.

The City of Brockville was unable to immediately provide the Inspector with a description on how it advises developers of the requirements of MDWL # 152-101 and DWWP # 152-201.

#### **Action(s) Required:**

On March 11, 2015, the City advised the Inspector that going forward, the City will notify all developers of the requirements of the DWWP and MDWL, and their responsibilities, and, for future subdivisions, revise the City's subdivision agreements to include a clause notifying a developer of the requirements of Condition 2.6 of Schedule B to DWWP # 152-201, as well, as provide them with copies of DWWP #152-201 and MDWL # 152-101.

No further action is required.

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

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

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

Through previous inspections it has also been identified to the ministry's Safe Drinking Water Branch that the City of Brockville has been developing a cross-connection / backflow prevention by-law for some time, and the by-law apparently exists in draft form.

As of December 9, 2014, a formal cross connection / backflow prevention program was still not in effect in the City of Brockville.

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

#### **Recommendation:**

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

The ministry publication, "A Guide for Drinking Water System Owners Seeking To Undertake a Backflow Prevention Program", November 2014, found at the link below may be of some assistance in implementing a backflow prevention program:

[http://www.downloads.ene.gov.on.ca/envision/env\\_reg/er/documents/2014/012-1649.pdf](http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2014/012-1649.pdf)

### 2. A program for inspecting and exercising valves did not exist.

The Brockville DWS SOPs Manual contains Procedure No.: 1703 Valve Exercise Schedule. This SOP addresses major valves at the Brockville WTP, the raw water low lift pumping station, the Perth Street Elevated Storage Tank, the Parkdale Avenue Reservoir, and the Sunset Boulevard and First Avenue Booster Stations.

While the above noted procedure addresses the exercising of critical valves supplying the distribution system and within the distribution system, information provided to the Inspector by Jason Barlow, indicated that all other valves within the distribution system are inspected and exercised on an as required basis, and not on a regular, proactive program.

#### **Recommendation:**

In the interest of continuous improvement, it is recommended that the City of Brockville establish a valve inspection and exercising program for all valves within the distribution system based on AWWA Standard G200-09 Distribution System Operation and Management, Section 4.2.5 Valve Exercising and Replacement.

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

- 1) The Brockville WTP is not equipped with automatic filter-to-waste capability.
- 2) The designation of overall responsible operator (ORO) for the Brockville Drinking Water System is clearly identified in Section 11.1 of the Drinking Water Quality Management System Operational Plan. The positions of Operator, Water Systems, Operator/Instrumentation Technician, Water Systems and Maintenance Technician, Water Systems are identified under "Responsibilities and Authorities" in Section 9 Organizational Structure of the Operational Plan, as serving as operator in charge (OIC); however, OIC is not clearly designated as is the ORO in Section 11 of the Operational Plan.
- 3) The Inspector's examination of the Brockville Water Treatment Plant Daily Lab Reports and the Daily Log sheet Manual Entry reports found that these reports did not appear include the time of sampling for the grab samples for which test results were recorded.
- 4) Information provided to the Inspector by the City of Brockville Engineering Department identified that: the City of Brockville had not applied for a re-determination of type and classification, but rather determined that the additions or alterations had not increased the classification points; the alterations and additions undertaken only affected the scoring for Section 4, Subsystem Specifications, Piping, Size of Table 3, Distribution Subsystem, of Ontario Reg. 128/04; since all the pipes within the distribution system are less than 600 mm diameter, the system would score the maximum 5 points; and consequently, any additions or alterations would not increase the classification scoring and require an application to be submitted.

The above noted assessment was not made readily available to the Inspector when requested.

#### **Recommendation:**

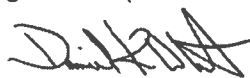
- 1) It is recommended the owner arrange for the design and installation of filter-to-waste capability at the WTP during future process upgrades.
- 2) It is recommended during a future revision to the Operational Plan, that the OIC designation be clearly identified under Section 11, similar to the designation of ORO.
- 3) It is recommended, if possible to incorporate a field into the Daily Log sheet Manual Entry reports for time of sampling, otherwise, include clear entries in the main logbook indicating the time when grab samples are collected for operational testing.
- 4) It is recommended, that the City of Brockville, at a minimum annually evaluate the effect of additions, replacements or alterations to the distribution subsystem with respect to facility classification, and document the evaluation, to demonstrate the impact of additions, replacements or alterations has not changed the type and class of subsystem; otherwise apply for a redetermination of the type and class of the subsystem, and have the evaluation(s) available for inspection by ministry personnel upon request.

**SIGNATURES**

Inspected By:

Dan White

Signature: (Provincial Officer):



Digitally signed by  
dan.k.white@ontario.ca  
DN: cn=dan.k.white@ontario.ca  
Date: 2015.03.30 14:44:06 -04'00'

Reviewed &amp; Approved By:

James Mahoney

Signature: (Supervisor):



Review &amp; Approval Date: 30/03/2015 (dd/mm/yyyy)

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

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

### 1. A program for inspecting and exercising valves did not exist.

Information provided to the Inspector by Jason Barlow indicated, that with the exception of critical valves supplying the distribution system, and within the distribution system, all other valves within the distribution system are inspected and exercised on an as required basis, and not based on a regular, proactive program.

#### **Recommendation:**

In the interest of continuous improvement, it is recommended that the Township of Elizabethtown-Kitley work with its operating authority to establish a valve inspection and exercising program for all valves within the Elizabethtown-Kitley distribution system, based on AWWA Standard G200-09 Distribution System Operation and Management, Section 4.2.5 Valve Exercising and Replacement.

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

1) The designation of overall responsible operator (ORO) for the Elizabethtown-Kitley Distribution System is clearly identified in Section 11.1 of the Drinking Water Quality Management System Operational Plan for the system. The positions of Operator, Water Systems, Operator/Instrumentation Technician, Water Systems and Maintenance Technician, Water Systems are identified under "Responsibilities and Authorities" in Section 9 Organizational Structure of the Operational Plan, as serving as operator in charge (OIC); however, OIC is not clearly designated as is the ORO in Section 11 of the Operational Plan.

#### **Recommendation:**

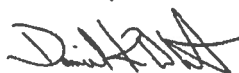
1) It is recommended during a future revision to the Operational Plan, that the OIC designation be clearly identified under Section 11, similar to the designation of ORO.

**SIGNATURES**

Inspected By:

Dan White

Signature: (Provincial Officer):



Digitally signed by  
dan.k.white@ontario.ca  
DN: cn=dan.k.white@ontario.ca  
Date: 2015.03.30 14:52:43 -04'00'

Reviewed &amp; Approved By:

James Mahoney

Signature: (Supervisor):



Review &amp; Approval Date: 30/03/2015 (dd/mm/yyyy)

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

# ATTACHMENT #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: 2014/2015  
WATER COURSE: ST. LAWRENCE RIVER  
DESIGN CAPACITY: 21.800 x 1000m3/day  
PEAK DESIGN CAPACITY: 62.500 X 1000m3/day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				TOTAL AMMONIA NITROGEN		E. COLI (Org/100 ml) (GEOMEAN)
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG RAW BOD (mg/L)	AVG EFF CBOD (mg/L)	TOTAL LOADING EFF CBOD (kg/day)	AVG RAW SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF SS (kg/day)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF PHOS. (kg/day)	PERCENT REMOVAL	AVG EFF TAN (mg/L)	TOTAL LOADING EFF TAN (kg/day)	
MAR 15	498.60	16.084	21.327	112.17	5.22	83.96	129.42	7.11	114.36	94.5	2.49	0.53	8.52	78.7	7.51	120.79	2
FEB 15	326.34	11.655	12.678	163.27	7.67	89.39	180.50	9.86	114.92	94.5	3.39	0.64	7.46	81.1	16.00	186.48	1
JAN 15	406.07	13.099	20.349	169.40	6.88	90.12	174.60	7.50	98.24	95.7	3.23	0.58	7.60	82.0	11.90	155.88	2
DEC 14	403.60	13.019	15.580	155.00	7.63	99.33	129.69	9.56	124.46	92.6	2.92	0.68	8.85	76.7	7.52	97.90	1
NOV 14	357.31	11.910	16.604	151.83	5.63	67.05	146.58	7.89	93.97	94.6	3.14	0.72	8.58	77.1	3.18	37.87	2
OCT 14	377.36	12.173	14.480	196.50	5.89	71.70	238.17	7.78	94.71	96.7	3.82	0.68	8.28	82.2	1.15	14.00	5
SEP 14	385.18	12.839	15.151	194.00	4.22	54.18	241.67	7.11	91.29	97.1	4.52	0.74	9.50	83.6	0.29	3.72	1
AUG 14	470.63	15.182	21.340	156.00	2.86	43.42	203.73	8.00	121.46	96.1	3.43	0.59	8.96	82.8	0.37	5.62	2
JUL 14	458.39	14.787	19.802	145.73	2.89	42.73	173.18	5.00	73.94	97.1	3.02	0.67	9.91	77.8	0.34	5.03	1
JUN 14	506.56	16.885	22.056	140.42	3.13	52.85	201.50	6.00	101.31	97.0	2.90	0.58	9.79	80.0	0.78	13.17	1
MAY 14	654.73	21.120	35.047	134.36	3.78	79.83	185.92	7.13	150.59	96.2	2.86	0.53	11.19	81.5	5.21	110.04	1
APR 14	924.63	30.821	47.211	107.20	5.00	154.11	108.67	8.25	254.27	92.4	1.67	0.44	13.56	73.7	6.81	209.89	1
AVG		15.798		152.16	5.07	77.39	176.14	7.60	119.46	95.38	3.12	0.62	9.35	79.77	5.09	80.03	2
MAX			47.211	196.50	7.67	154.11	241.67	9.86	254.27	97.11	4.52	0.74	13.56		16.00	209.89	
Objective Limit					15.00			15.00				0.80			12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100
Compliance Limit		21.800			25.00	545.00		25.00	545.00			1.00	21.80		18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
MAR 15	1,804	2,082	40
FEB 15	1,903	2,104	40
JAN 15	2,219	2,287	42
DEC 14	2,018	1,688	38
NOV 14	1,808	1,746	37
OCT 14	2,392	2,899	47
SEP 14	2,491	3,103	58
AUG 14	2,368	3,093	52
JUL 14	2,155	2,561	45
JUN 14	2,371	3,402	49
MAY 14	2,838	3,927	60
APR 14	3,304	3,349	51
AVG	2,306	2,687	47
MAX	3,304	3,927	60

COMMENTS:

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**April 16, 2015**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – April 21, 2015**

**2015-046-04**

**MANDATORY USE OF PAPER LEAF AND YARD  
BAGS FOR LEAF COLLECTION**

**P. RAABE, P.ENG.  
DIRECTOR OF  
ENVIRONMENTAL SERVICES  
C. WOOD  
SOLID WASTE OFFICER**

## **RECOMMENDED**

THAT Council endorse the mandatory use of kraft paper yard waste bags for the two weeks of fall leaf collection.

## **PURPOSE**

Collection of leaf waste in kraft paper yard bags is recommended for the following purposes:

- Eliminate delays to collection of leaves due to the current requirement to de-bag leaves from plastic bags, and;
- Eliminate the waste generated from the plastic bags after de-bagging leaves at the curb, and;
- Reduce or eliminate leaves spilling out of the waste collection vehicles while being unloaded from plastic bags, and;
- Reduce the opportunity for serious or critical injuries to waste collection staff.

## **BACKGROUND/ANALYSIS**

Since 2012 the collection dates for leaves have been indicated in the waste collection calendar, making it easier for residents to know when collection will occur, in advance. Typically the collection occurs on two separate weeks in the fall and anticipates the collection contractor to collect each collection day zone's leaves on that collection day. Use of paper bags or re-usable containers for leaves has been encouraged in the past two years, but a significant number of residents continue to use plastic bags for leaf set out. Using plastic bags for leaf containment means that the contractor must cut or rip open each plastic bag to empty the leaves into the collection vehicle, whereas paper bags may be thrown into the vehicle with the leaves and composted at the Gord Watts Municipal Centre compost site. In 2014 the second "week" of leaf collection was to start November 10 and end on November 14. Due to the high volume of leaves in plastic bags and an injury incident, leaf collection continued until November 24. During that time a significant number of complaint calls came from the public asking about the delays to leaf collection. Mandatory paper bags use would eliminate serious delays to the collection of leaves and result in better customer service.

Once plastic bags are removed from the leaves, the empty bags are temporarily stored on the sides of the truck in a garbage bag, until those bags are full. This generates

extra waste that is not necessary. It also results in the need to place the full bags (of ripped plastic bags) at an address for collection by the waste truck, provided the waste truck has not gone by the address already. With collection delays such as experienced in 2014, this became difficult to manage and resulted in complaints from some residents thinking that someone had dropped extra waste at their address to collect. Mandatory paper bag use will eliminate this problem completely.

When debugging leaves from plastic bags the operation can become messy with leaves falling to the street in front of residences. This results in complaints as well since the residents have likely spent some time to ensure their property and street front look tidy.

On November 18<sup>th</sup>, 2014, while debugging leaves from a plastic bag, one of the temporary labourers hired by GFL (collection contractor) had multiple fractures to both forearms when the compaction ram pinned his arms against the bottom of the collection chute. The worker had been trying to keep the leaves from falling out of the hopper while the ram was in operation. Fortunately the ram on this vehicle is spaced higher from the bottom of the chute than the other collection vehicles otherwise this injury could easily have resulted in a double arm amputation. Despite the training provided, the impulse to push loose leaves into the hopper when emptied from a plastic bag can sometimes lead to impulsive moves that will lead to serious injury or worse. Mandatory use of paper bags would eliminate the hazards associated with collecting and debugging leaves from plastic bags.

In a recent brief survey of Ontario municipal leaf collection programs requested through the Municipal Waste Association, only one city (Sarnia) of the 11 responding Cities and Regions allowed plastic bags for leaf collection. All other municipalities including Ottawa, Toronto, Peel Region, Durham Region, Halton Region, Quinte Region, Peterborough, Waterloo, York Region and Guelph insist on re-usable containers or paper bags only.

## **POLICY IMPLICATIONS**

Leaves set out at the curb in plastic bags would not be collected. Additional communications would be undertaken to ensure a broad messaging of this change.

## **FINANCIAL CONSIDERATIONS**

There are no cost implications.


## **CONCLUSION**

It is recommended that the City endorse the mandatory use of paper bags for leaf collection.

**Report 2015-046-04**  
**Mandatory use of paper leaf and yard bags**  
**for leaf collection**


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**Page 3**



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B. Casselman  
City Manager



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



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C. Wood  
Solid Waste Officer

**Report to Finance, Administration and Operation Committee – April 21, 2015**

**2015-043-04**

**DBIA Board of Management  
Change of Board Composition**

**Sandra MacDonald  
City Clerk**

**RECOMMENDED**

THAT Council hereby authorize an amendment to By-law Number 284-1989, being a By-law to Establish a Board of Management for the Downtown Business Improvement Area, to reduce the number of members appointed from twelve (12) to a minimum of nine (9), 8 qualified members plus one (1) member of council.

**PURPOSE**

To respond to a request from the Downtown Brockville Board of Management to reduce the number of appointees to the Board.

**BACKGROUND**

In 1975, City Council established a Downtown Board of Management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the defined area and to promote the area as a business or shopping area. The Board consisted of twelve members, ten qualified members (a person who is assessed in a prescribed business property class or a tenant of such property) and two members of council.

**ANALYSIS/OPTIONS**

The DBIA Board has reviewed the number of members and feels that the number should be reduced to ten in total. Their rationale for the reduction is stated in their letter of request which is attached.

The *Municipal Act*, Section 204 sets out the criteria for Business Improvements Areas including the composition of a board of management. The Act does not prescribe the number of directors for the board of management but does indicate that the board shall be composed of,

- a) one or more directors appointed directly by the municipality; and
- b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality.

**FINANCIAL CONSIDERATIONS**

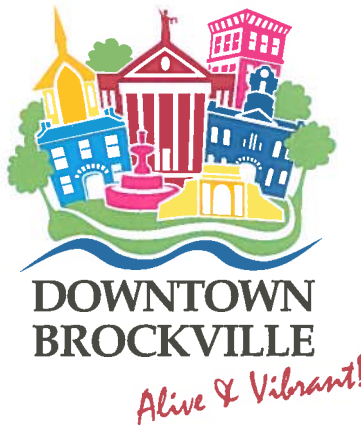
There are no financial implications related to this request.



S. MacDonald  
City Clerk



B. Casselman  
City Manager



February 23, 2015

Ms. Sandi MacDonald  
Clerk – City of Brockville

Re: Proposed Amendment to DBIA By-Law for:  
Reduction to the number of Board Members

Dear Ms. MacDonald,

The DBIA Board has recently been reviewing the number of Board members and are asking for a reduction to a minimum of eight + one council representative from ten plus one council representative. The rationale for the reduction are:

- The Board has reduced the number of committees to align better with the DBIA vision and mission.
- The committees are more manageable with fewer board members sitting on them and would allow the opportunity for non-board DBIA members to be involved.
- It can/has been difficult to attract 10 people for a 4 year commitment.
- Reducing to a minimum of 8 will allow the opportunity to increase the number if the Board has someone who is interest.

The Board wishes to thank you in advance for this consideration.

Yours truly,

Wendy Onstein  
Chair - Downtown Business Improvement Area

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – APRIL  
21, 2015**

**2015-040-04**

**2015 TAX RATES AND TAX RATIOS**

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

**RECOMMENDATION**

THAT Council authorize staff to levy \$33,346,301 and impose municipal and education tax rates for the year 2015; and

THAT Council authorize the levy of \$294,167 on behalf of the Downtown Board Improvement Association (DBIA) to impose special purpose rates for the year 2015; and

THAT Council authorize the tax ratios for all property classes per the attached schedule, for the 2015 year; and

THAT the necessary by-laws be enacted.

**PURPOSE**

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

**BACKGROUND**

Council, through the budget process approved a net levy of \$33,346,301.

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

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

**ANALYSIS**

**Tax Ratios**

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

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

As the City is below the Provincial averages, and the fact that any further shifts downward would put an increased burden upon the residential tax class, it is recommended to leave the tax ratios at the current level for 2015.

### **Municipal Rates**

The City's levy increase of 1.89% equates to an actual municipal tax rate decrease of 1.31%. This is the third year of the four year phase-in for reassessment based upon 2012 CVA. Assessment increases are phased in over 4 years; however, assessment decreases were all applied in the first year.

### **Education Rates**

The Province approved Ontario Regulation 75/15 that prescribed the education rates for the residential and business property classes for 2015.

The 2015 Education Tax rate is set at 0.195% reduced from the rate of 0.203%. Farm and managed forest tax class rates are based upon 25% of the residential education tax rate.

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

Attachments 3 to Report 2015-040-04 illustrate a full comparison of municipal and education rates.

We are calculating the 2015 tax rates based on the Assessment Roll returned on December 9, 2014 for the 2015 taxation year.

### **Downtown Board Improvement Rates**

The DBIA rates are based on the levy \$249,728 and recovery of the cost of complimentary parking of \$47,439 as approved by Brockville City Council in the budget.

### **Schedules and Attachments:**

Attachment 1	By-Law -2015 To Set Tax Ratios for 2015
Attachment 2	By-Law -2015 To Adopt 2015 Capping Options
Attachment 3	By-Law -2015 To Levy and Impose Tax Rates
Schedule A	<u>Municipal Tax Rates</u>


---

	This schedule includes assessment values, tax ratios, and tax rates.
Schedule B	<u>Education Tax Rates</u>
	This schedule includes assessment values and tax rates as prescribed by the Provincial government.
Attachment 4	2015 Tax Rate Schedule identified by Property Class
Attachment 5	Comparison of Tax Levies, Tax Rates and Impacts
Attachment 6	DBIA Tax Rates and tiered parking rates package
Attachment 7	By-Law –2015 To Impose Special Purpose Rates (DBIA)

### By-Laws

By-laws are required to establish tax ratios and to enact Municipal, Education and DBIA tax rates for the 2015 tax year.

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

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

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

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



**THE CORPORATION OF THE CITY OF BROCKVILLE****By-law Number -2015***By-law to Set Tax Ratios for the City of Brockville for the Year 2015*

---

**WHEREAS** it is necessary for the Council of the City of Brockville, pursuant to the Municipal Act Section 308 to establish the tax ratios for 2015 for the City of Brockville;

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

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

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

**AND WHEREAS** the City of Brockville has adopted the mainline classes of Residential/Farm class, Multi-Residential class, Commercial class, Industrial class, Pipelines class, Farmlands class and Managed Forest class

**AND** established the New Multi-Residential Property class as part of its Affordable Housing Program

**NOW THEREFORE** be it enacted that:

1. The ratios for these classes be adopted as follows:
  - a) the residential/farm property class is 1.000000
  - b) the new multi-residential property class is 1.000000
  - b) the multi-residential property class is 1.770000
  - c) the commercial property class is 1.948210
  - d) the industrial property class is 2.613109
  - e) the pipelines property class is 1.813224
  - f) the farmlands property class is 0.250000

g) the managed forest property class is 0.250000

- 
2. That the ratios for the sub classes as shown on the assessment roll be adopted at the ratios as follows:
    - a) the commercial office building property class is 1.948210
    - b) the commercial shopping centre property is 1.948210
    - c) the parking lot property class is 1.948210
    - d) the large industrial property class is 2.613109
  3. For the purposes of this By-Law the tax ratio for
    - a) vacant land, vacant units and excess land subclasses, which are commercial property, is 70% of the commercial property class tax ratio (1.363747);
    - b) vacant land, vacant units and excess land subclasses which are industrial property, is 65% of the industrial property class tax ratio (1.698521);
    - c) the industrial property class includes all large industrial property.
  4. This By-Law shall come into force and take effect immediately following third reading.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this    Day of

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MAYOR

---

CLERK

## THE CORPORATION OF THE CITY OF BROCKVILLE

### By-Law Number

#### *By-law to adopt the 2015 Capping options for the Protected Property Classes*

---

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

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

**NOW THEREFORE** be it enacted that the 2015 annual cap for industrial and multi-residential classes will be set at 5% (five percent) of the previous year's annualized taxes

**AND** that the 2015 annual cap for the commercial class will be set at 10% (ten percent) of the previous year's annualized taxes

**AND** that in the commercial, industrial and multi-residential classes that the CVA Threshold for capped properties whose 2015 revised taxes fall within \$150.00 of the current years' CVA tax will be moved to full current value assessment;

**AND** that in the commercial, industrial and multi-residential classes that the CVA Threshold for clawed back properties whose 2015 revised taxes fall within the \$150.00 of the current years' CVA tax will be moved to full current value assessment.

**AND** that any insufficiency in the self-financing cap shall be added to the 2015 levy;

**AND** that when a property in the protected classes of commercial, industrial or multi-residential class reach full current value assessment (CVA) it is removed from the capping and clawback system.

**AND** this by-law shall come into force and take effect immediately following third reading.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this    day of

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-law Number -2015**

*A By-law to Levy \$33,146,301 and Impose Municipal and Education Rates  
for the Year 2015 and to Authorize the Levying Thereof*

---

WHEREAS the estimates of all the sums which are required for the lawful purpose of the Corporation of the City of Brockville for the year 2014 have been laid before the Municipal Council of the City of Brockville and have been adopted by the said Council; and

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

WHEREAS the assessments in each property class includes any adjustments made under Section 32, 33, 34, 39.1 or 40 of the Assessment Act to the assessments on the assessment roll as returned for the 2015 taxation year; and

WHEREAS the tax ratios on each property class for the 2015 taxation year have been set out in By-law -2015 of the Corporation of The City of Brockville; and

WHEREAS the capping thresholds for protected property classes for the 2015 taxation year have been set out in By-law -2015 of the Corporation of The City of Brockville; and

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

WHEREAS it is necessary for the Corporation of the City of Brockville pursuant to the Education Act to levy rates and raise the sums requisitioned by the Province against the Municipality for 2015 as prescribed in Ontario Regulation 75/15; and

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

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

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

1. THAT for the year 2015 the municipal tax rates for all property classes on rateable property and payment in lieu (PIL) shall be as set out in Schedule A, attached hereto which shall be read with and form part of this by-law.

## By-Law 0-2015

A By-law to Levy \$33,146,301 and Impose Municipal and Education Rates  
for the Year 2015 and to Authorize the Levying Thereof

Page 2

2. THAT for the year 2015 the education tax rates for all property classes on rateable property shall be as set out in Schedule B, attached hereto which shall be read with and form part of this by-law.
3. THAT the rates as set out in Schedule A and Schedule B for the year 2015 shall be applied against all property classes in the assessment roll as returned and amended for the 2015 taxation year.
4. THAT the 2015 taxes are due and payable in two installments, being the Interim tax demand on the 27th of February 2015 and the Final Tax demand due on the 31st day of August 2015, provided however that the said due date does not prevent any persons from paying the whole tax levy for the year in one bulk sum.
5. THAT all notices of taxes shall be mailed to the address of the residence or place of business of the person taxed or alternate addresses as requested in writing by the person taxed. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.
6. THAT partial payment shall be accepted from time to time on account of any taxes due. Acceptance of such part payment does not affect the collection of any penalty or interest charge imposed or collectable under City of Brockville by-laws in respect to non-payment of any taxes or any installment. Where any payment is received on account of taxes, the payment shall first be applied against late payment charges and then payment shall be applied against taxes owing in accordance to the length of time they have been owing, with the taxes imposed earlier being discharged before taxes imposed later.
7. THAT payment of taxes, or any installment thereof, may be made at any financial institution as defined by the Municipal Act to the credit of the municipality.

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

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this    day of   , 2015

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**Mayor**

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**City Clerk**

## THE CORPORATION OF THE CITY OF BROCKVILLE

## SCHEDULE A

## 2015 MUNICIPAL TAX RATES

Property Class	RTC/RTQ	Assessment	Ratios	Tax Rates
Residential/farm	RT	1,542,183,783	1.000000	0.012964803
Residential Education only	RD	933,000		
Residential Shared PIL	RH	63,500	1.000000	0.012964803
New Multi-Residential	NMT	-	1.000000	0.012964803
Multi-Residential	MT	120,251,379	1.770000	0.022947701
Farmlands	FT	161,900	0.250000	0.032412010
Managed Forests	TT	41,500	0.250000	0.032412010
Commercial Occupied	CT	234,874,059	1.948210	0.025258159
Office Building	DT	50,808	1.948210	0.025258159
Shopping Centre	ST	37,725,869	1.948210	0.025258159
Parking Lot	GT	457,500	1.948210	0.025258159
Commercial Shared PIL	CH	619,250	1.948210	0.025258159
New Construction Commercial	XT	43,194,377	1.948210	0.025258159
New Construction Shopping Centre	ZT	8,336,155	1.948210	0.025258159
Commercial Vacant Land	CX	4,670,646	1.363747	0.017680711
Commercial Excess Land	CU	2,629,254	1.363747	0.017680711
Commercial Vacant PIL	CJ	45,500	1.363747	0.017680711
Shopping Centre Excess Land	SU	223,956	1.363747	0.017680711
New Construction Excess Land	XU	621,885	1.363747	0.017680711
New Construction Shopping Centre Excess Land	ZU	244,928	1.363747	0.017680711
Industrial Occupied	IT	21,006,771	2.613109	0.033878443
Large Industrial	LT	35,539,661	2.613109	0.033878443
Industrial Shared PIL	IH	265,350	2.613109	0.033878443
New Construction Industrial	JT	2,421,318	2.613109	0.033878443
Industrial Vacant Land	IX	1,148,200	1.698521	0.022020988
Industrial Excess Land	IU	496,700	1.698521	0.022020988
Large Industrial Vacant Land	LX		1.698521	0.022020988
Large Industrial Excess Land	LU	697,123	1.698521	0.022020988
Industrial Vacant Land PIL	IJ	27,625	1.698521	0.022020988
New Construction Industrial Excess Land	JU	29,152	1.698521	0.022020988
Pipelines	PT	7,096,361	1.813224	0.023508092

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2,066,057,510

**THE CORPORATION OF THE CITY OF BROCKVILLE**

**SCHEDULE B**

**2015 EDUCATION TAX RATES AS PRESCRIBED**

**Ontario Regulation 75/15**

<b>Property Class</b>	<b>RTC/RTQ</b>	<b>Assessment</b>	<b>Tax Rates</b>
Residential/farm	RT	1,542,183,783	0.001950000
Residential Shared PIL	RH	63,500	0.001950000
Residential/farm school support only	RD	933,000	0.001950000
New Multi-Residential	NMT		0.001950000
Multi-Residential	MT	120,251,379	0.001950000
Farmlands	FT	161,900	0.000487500
Managed Forests	TT	41,500	0.000487500
Commercial Occupied	CT	234,874,059	0.014300000
Office Building	DT	50,808	0.014300000
Shopping Centre	ST	37,725,869	0.014300000
Parking Lot	GT	457,500	0.014300000
Commercial Shared PIL	CH	619,250	0.014300000
New Construction Commercial	XT	43,194,377	0.011900000
New Construction Shopping Centre	ZT	8,336,155	0.011900000
Commercial Vacant Land	CX	4,670,646	0.010010000
Commercial Excess Land	CU	2,629,254	0.010010000
Commercial Vacant Shared PIL	CJ	45,500	0.010010000
Shopping Centre Excess Land	SU	223,956	0.010010000
New Construction Excess Land	XU	621,885	0.008330000
New Construction Shopping Centre Excess Land	ZU	244,928	0.008330000
Industrial Occupied	IT	21,006,771	0.015300000
Large Industrial	LT	35,539,661	0.015300000
Industrial Shared PIL	IH	265,350	0.015300000
New Construction Industrial	JT	2,421,318	0.011900000
Industrial Vacant Land	IX	1,148,200	0.009945000
Large Industrial Vacant Land	LX		0.009945000
Large Industrial Excess Land	LU	697,123	0.009945000
Industrial Excess Land	IU	496,700	0.007735000
Industrial Vacant Land PIL	IJ	27,625	0.007735000
New Construction Industrial Excess Land	JU	29,152	0.007930000
Pipelines	PT	7,096,361	0.012995290

2,066,057,510



2015 Assessment Class and Tax Rate Legend

PROPERTY CLASS	RTC/RTQ ASSESSMENT CODES	MUNICIPAL	SCHOOL	TOTAL
RESIDENTIAL/FARM	RT	0.012964803	0.001950000	0.014914803
RESIDENTIAL/FARM SCHOOL ONLY	RD		0.001950000	0.001950000
RESIDENTIAL/FARM SHARED PIL	RH	0.012964803	0.001950000	0.014914803
NEW MULTI-RESIDENTIAL	NMT	0.012964803	0.001950000	0.014914803
MULTI-RESIDENTIAL	MT	0.022947701	0.001950000	0.024897701
FARMLANDS	FT	0.003241201	0.000508000	0.003749201
MANAGED FORESTS	TT	0.003241201	0.000508000	0.003749201
COMMERCIAL OCCUPIED	CT	0.025258159	0.014600000	0.039858159
COMMERCIAL SHARED PIL	CH	0.025258159	0.014600000	0.039858159
NEW CONSTRUCTION COMMERCIAL	XT	0.025258159	0.012200000	0.037458159
COMMERCIAL EXCESS LAND	CU	0.017680711	0.010220000	0.027900711
NEW CONSTRUCTION COMMERCIAL EXCESS LAND	XU	0.017680711	0.008540000	0.026220711
COMMERCIAL VACANT LAND	CX	0.017680711	0.010220000	0.027900711
COMMERCIAL VACANT PIL	CJ	0.017680711	0.010220000	0.027900711
OFFICE BUILDING	DT	0.025258159	0.014600000	0.039858159
SHOPPING CENTRE	ST	0.025258159	0.014600000	0.039858159
NEW CONSTRUCTION SHOPPING CENTRE	ZT	0.025258159	0.012200000	0.037458159
SHOPPING CENTRE EXCESS LAND	SU	0.017680711	0.010220000	0.027900711
NEW CONSTRUCTION SHOPPING CENTRE EXCESS LAND	ZU	0.017680711	0.008540000	0.026220711
PARKING LOT	GT	0.025258159	0.014600000	0.039858159
INDUSTRIAL OCCUPIED	IT	0.033878443	0.015600000	0.049478443
INDUSTRIAL SHARED PIL	IH	0.033878443	0.015600000	0.049478443
INDUSTRIAL EXCESS LAND	IU	0.022020988	0.010140000	0.032160988
INDUSTRIAL VACANT LAND	IX	0.022020988	0.010140000	0.032160988
INDUSTRIAL VACANT LAND PIL	IJ	0.022020988	0.010140000	0.032160988
LARGE INDUSTRIAL	LT	0.033878443	0.015600000	0.049478443
LARGE INDUSTRIAL VACANT LAND	LX	0.022020988	0.010140000	0.032160988
LARGE INDUSTRIAL EXCESS LAND	LU	0.022020988	0.010140000	0.032160988
PIPELINES	PT	0.023508092	0.013279040	0.036787132
NEW CONSTRUCTION INDUSTRIAL	JT	0.033878443	0.012200000	0.046078443
NEW CONSTRUCTION INDUSTRIAL EXCESS LAND	JU	0.022020988	0.007930000	0.029950988
<b>DBIA</b>				0.004678031
Parking Tier 1				\$288.18
Parking Tier 2				\$244.17

# Combined Municipal and Education Rates

Attachment 5

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

● Reassessment Years

\* 2nd year of 4 year phase in

■ 3rd year of 4 year phase in

## ATTACHMENT 6

**2015 DOWNTOWN BOARD IMPROVEMENT AREA TAX RATE**

<b>Required Levy</b>	<u><u>\$246,728.00</u></u>
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**Property Classes**

Commercial, Taxable: vacant unit excess land	465,950
Commercial, Taxable: full	51,165,279
Industrial, Taxable: full	0
Commercial, Taxable: vacant land	603,000
Office Building, Taxable: full	50,115
Parking Lot, Taxable: full	457,500

<b>Assessment Total</b>	<u><u>52,741,844</u></u>
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<b>Required Levy / Assessment = Tax Rate</b>	0.0046780314
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	0.00467803
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52,741,844 X .0046780314	<u><u>\$246,728.00</u></u>
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<b>Parking Recovery</b>	<u><u>\$47,439.00</u></u>
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65% OF \$47,439	\$30,835.35
-----------------	-------------

35% OF \$47,439	\$16,603.65
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NOT IN COMPLIMENTARY ZONE	\$0.00
	<u><u>\$47,439.00</u></u>

\$29,367/ # OF PROPERTIES	107	\$288.18	\$30,835.35
\$15,813/ # OF PROPERTIES	69	\$244.17	\$16,603.65
\$0 / # OF PROPERTIES	45	\$0.00	\$0.00
			<u><u>\$47,439.00</u></u>

<b>Total Levy on Behalf of DBIA</b>	<u><u>\$294,167.00</u></u>
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# THE CORPORATION OF THE CITY OF BROCKVILLE

## BY-LAW NUMBER -2015

A By-Law to impose Special Purpose Rates for the year 2015 and to authorize the levying thereof for the Downtown Board Improvement Association (DBIA)

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

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

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

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

1. **THAT** the levy of rates for the year 2015, being so much in dollars upon certain assessment of real property within the City of Brockville be authorized and directed to be:

.00467803

Special Purpose Tax Rate for  
Downtown Board Improvement  
Association

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

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

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

**GIVEN UNDER THE SEAL OF THE CORPORATION OF THE CITY OF  
BROCKVILLE AND PASSED THIS DAY OF 2015.**

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MAYOR

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CLERK



CITY OF BROCKVILLE  
2015 MUNICIPAL + EDUCATION TAX RATES

Class	Assessment from Return of the Roll, Including Adjustments to Opta Cut Off	Tax Ratios	Weighted Assessment	2015 Levy	Municipal Tax Rate Levy / Weighted Assessment	Education Tax Rates	Total Municipal and Education Tax Rate	Municipal Levy per Class	Percent Levy per Class	Prior Year Tax Municipal Rate
				33,346,031						
Residential	1,542,247,283	1.000000	1,542,247,283		0.012964803	0.001950000	0.014914803	19,994,932	59.962%	0.013057903
New Multi Res	-	1.000000	-							
Multi-Res	120,251,379	1.770000	212,844,941		0.022947701	0.001950000	0.024897701	2,759,493	8.275%	0.023112489
Farmlands	161,900	0.250000	40,475		0.003241201	0.000487500	0.003728701	525	0.002%	0.003264476
Forests	41,500	0.250000	10,375		0.003241201	0.000487500	0.003728701	135	0.000%	0.003264476
Commercial - Occupied	273,727,486	1.948210	533,278,626		0.025258159	0.014300000	0.039558159	6,913,852	20.734%	0.025439538
Commercial - Vacant	7,569,356	1.363747	10,322,687		0.017680711	0.010010000	0.027690711	133,832	0.401%	0.017807676
NC Comm. -Occupied	51,530,532	1.948210	100,392,298		0.025258159	0.011900000	0.037158159	1,301,566	3.903%	0.025439538
NC Comm. -Vacant	866,813	1.363747	1,182,114		0.017680711	0.008330000	0.026010711	15,326	0.046%	0.017807676
Industrial - Occupied	56,811,782	2.613109	148,455,379		0.033878443	0.015300000	0.049178443	1,924,695	5.772%	0.034121724
Industrial - Vacant	2,369,648	1.698521	4,024,897		0.022020988	0.009945000	0.031965988	52,182	0.156%	0.022179121
NC Industrial-Occupied	2,421,318	2.613109	6,327,168		0.033878443	0.011900000	0.045778443	82,030	0.246%	0.034121724
NC Industrial-Vacant	29,152	1.698521	49,515		0.022020988	0.007735000	0.029755988	642	0.002%	0.022179121
Pipelines	7,096,361	1.813224	12,867,292		0.023508092	0.012995290	0.036503382	166,822	0.500%	0.023676903
Totals:	2,065,124,510									
	Weighted Assessment		2,572,043,048					33,346,031	1	

Increase in Weighted Assessment 3.24%

Levy Increase 2.51%

**REPORT TO THE FINANCE ADMINISTRATION AND OPERATIONS COMMITTEE –  
APRIL 21, 2015**

**2015-041-04  
2015 CAPPING AND  
THRESHOLD OPTIONS**

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

**RECOMMENDATION:**

THAT Council adopts the following measures for the 2015 tax year:

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

THAT Council authorizes the passing of a By-law to adopt the 2015 Capping Options for the Protected Property Classes [Attachment #1 to Report].

**PURPOSE**

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

**BACKGROUND**

In December 1998, the Provincial government passed Bill 79, The Fairness for Property Taxpayers Act. This Act, commonly known as 10-5-5, retroactively capped 1998 assessment related increases at 10% over 1997 levels in the commercial, industrial and

multi-residential classes. Future increases were also capped at an additional 5% for 1999 and 5% for 2000.

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

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

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

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

Capping options currently available to municipalities include:

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

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

## **ANALYSIS**

### **Capping**

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

In 2009, Brockville determined that once a property reaches CVA it is removed from the capping/clawback process. In 2010, the multi-residential and industrial properties were at full CVA. For 2015, if the capping and thresholds are not changed from 2013, the capped and clawback properties drop from 19 accounts to 1 account.



## Threshold

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

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

No change is recommended in the \$150 threshold.

## FINANCIAL CONSIDERATIONS

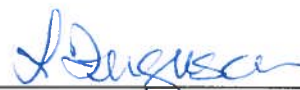
There are no financial implications for the municipality.

## CONCLUSION

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



S. Faber, Tax Collector



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman, City Manager

**April 14, 2015**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – April 21, 2015**

**2015-045-05**

**2015 WATER AND WASTEWATER RATES**

**D. DICK  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON  
MANAGER OF FINANCE**

**RECOMMENDED**

THAT the 2015 Water rate increase be approved at 8%  
and THAT the 2015 Wastewater rates be approved at an 8% decrease.

**PURPOSE**

To have Council approve the 2015 Water rate increase and Wastewater rate decrease.

**BACKGROUND**

During the 2015 budget deliberations on February 10, 2015 Council approved a 5.95% increase on the required Water expenses and a decrease of 1.97% for the Wastewater expenses. This equates to an 8% increase on the Water rates and an 8% decrease on the Wastewater rates.

**ANALYSIS/OPTIONS**

**Attachment # 1** shows the 5 year forecast on the reserve levels for the Water and Wastewater reserves.

**Attachment # 2** shows the effect on the minimum and average water bill. The minimum bill would increase by \$2.87 per quarter or \$11.48 per year. The quarterly increase for an average bill would be \$3.62 or \$14.48 per year.

**Attachment # 3** shows the comparison of the City's water rates to other comparable communities. With the proposed rate changes Brockville still has the lowest rates amongst the comparators.

**POLICY IMPLICATIONS**

Each year Council must approve the Water and Wastewater rate increases and/or decreases and pass the appropriate by-law.

**FINANCIAL CONSIDERATIONS**


The 2015 Water budget requires about \$3.9 million raised by user fees to cover the approved expenses of \$4.4 million. Along with miscellaneous user fees of \$112,000, Federal Gas tax of \$200,000 and proposed debentures of \$98,000, the budget also requires an appropriation of \$105,000 from reserves.

The 2015 Wastewater budget requires about \$4.7 million raised through user fees to cover budgeted expenses of \$5 million. Along with miscellaneous user fees of \$105,000 and proposed debentures of \$155,000, the budget also requires an appropriation of \$59,000 from reserves.

There is sufficient room in both reserves to cover the requirements for 2015.

**CONCLUSION**

During the 2015 budget process the expenses for the Water and Wastewater operations were approved on February 10, 2015. The rate increases recommended in this report are required to cover the approved budgets.



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L. Ferguson, CPA, CGA  
Manager of Accounting



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D. Dick, CPA, CA  
Director of Corporate Services



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B. Casselman  
City Manager

**Water Rate Administration Fund**

Attachment #1 - Page 1

**Revenue and Expenditure Projection as at December 31, 2014**

Unaudited  
(in thousands of dollars)

<i>Water Rate Increase - Proposed</i>	2014		8.00%	6.00%	4.00%	4.00%	4.00%
	BUDGET	ACTUAL	2015	2016	2017	2018	2019
OPENING BALANCE JANUARY 1	2,703	2,706	2,146	2,041	1,823	1,853	1,836
<b><u>ADD- PROJECTED REVENUES:</u></b>							
Water Revenues	3,679	3,648	3,876	4,049	4,218	4,338	4,462
Miscellaneous Income	109	106	115	118	121	124	127
<b>TOTAL PROJECTED REVENUES:</b>	<b>3,788</b>	<b>3,754</b>	<b>3,991</b>	<b>4,167</b>	<b>4,339</b>	<b>4,463</b>	<b>4,590</b>
<b>TOTAL AVAILABLE:</b>	<b>6,491</b>	<b>6,460</b>	<b>6,137</b>	<b>6,208</b>	<b>6,163</b>	<b>6,315</b>	<b>6,425</b>
<b><u>LESS- PLANNED EXPENDITURES:</u></b>							
<b>OPERATING EXPENSES:</b>							
Water Operating Expenses	2,811	2,729	2,859	2,916	2,975	3,034	3,095
Debt Charges (actual and estimated)	336	292	220	253	233	213	235
Contribution to capital budget	1,131	1,293	1,017	1,216	1,102	1,233	1,164
<b>TOTAL PLANNED EXPENDITURES:</b>	<b>4,278</b>	<b>4,314</b>	<b>4,096</b>	<b>4,385</b>	<b>4,310</b>	<b>4,480</b>	<b>4,494</b>
Contribution to / (from) reserve	-489	-560	-105	-218	29	-17	96
<b>RESERVE FUND EQUITY BALANCE, DEC 31</b>	<b>2,214</b>	<b>2,146</b>	<b>2,041</b>	<b>1,823</b>	<b>1,853</b>	<b>1,836</b>	<b>1,932</b>

**Wastewater Rate Service Fund**  
**Revenue and Expense projections to December 31, 2014**

Attachment #1 - Page 2

Unaudited  
(in thousands of dollars)

	2014						
	6% increase		-8%	0%	0%	0%	0%
	BUDGET	ACTUAL	158.2%	158.2%	158.2%	158.2%	158.2%
	2014	2014	2015	2016	2017	2018	2019
Year: OPENING BALANCE JANUARY 1	2,239	1,831	1,844	1,785	1,515	1,591	1,726
<b><u>ADD- PROJECTED REVENUES:</u></b>							
Wastewater Revenue	4,715	4,714	4,733	4,808	5,004	5,130	5,259
Miscellaneous Revenue	95	158	107	109	111	114	116
<b>TOTAL PLANNED REVENUES:</b>	<b>4,809</b>	<b>4,872</b>	<b>4,841</b>	<b>4,918</b>	<b>5,115</b>	<b>5,243</b>	<b>5,374</b>
<b><u>TOTAL AVAILABLE:</u></b>	<b><u>7,048</u></b>	<b><u>6,703</u></b>	<b><u>6,685</u></b>	<b><u>6,702</u></b>	<b><u>6,630</u></b>	<b><u>6,834</u></b>	<b><u>7,101</u></b>
<b><u>LESS- PLANNED EXPENDITURES:</u></b>							
<b>Operating Expenses:</b>							
Total Operating Budget	3,652	3,472	3,607	3,679	3,753	3,828	3,904
Debt Charges (actuals & estimates)	710	595	541	694	664	651	651
Contribution to Capital	511	493	752	814	622	629	680
Contribution to WPCC project - Phase 1	300	300					
<b>TOTAL PLANNED EXPENDITURES:</b>	<b>5,172</b>	<b>4,859</b>	<b>4,900</b>	<b>5,188</b>	<b>5,039</b>	<b>5,108</b>	<b>5,236</b>
<b>Annual Surplus/(Deficit)</b>	<b>(363)</b>	<b>13</b>	<b>(59)</b>	<b>(270)</b>	<b>76</b>	<b>135</b>	<b>139</b>
<b>PROJECTED EQUITY BALANCE ON DEC 31</b>	<b>1,876</b>	<b>1,844</b>	<b>1,785</b>	<b>1,515</b>	<b>1,591</b>	<b>1,726</b>	<b>1,865</b>

# Quarterly Bill Differences

	2014	2015	Increase
Minimum Bill	\$117.76	\$120.63	\$2.87
Average Bill	\$146.68	\$150.30	\$3.62

# 2014 Water Rate Survey

## Monthly Bill - Residential Based on 5/8" meter – usage of 15 m3

<b>BROCKVILLE</b>	52.60
<b>with proposed increases</b> 8% water	<b>53.90</b>
<b>STRATFORD</b>	59.95
<b>SMITHS FALLS</b>	74.53
<b>GANANOQUE</b>	75.38
<b>OWEN SOUND</b>	87.15
<b>BELLEVILLE</b>	79.23
<b>KINGSTON</b>	82.60
<b>PRESCOTT</b> No changes since 2008	84.52

**April 8, 2015**

**REPORT FOR FINANCE & ADMINISTRATION COMMITTEE – April 21, 2015**

**2015-047-04  
ESTABLISHMENT OF  
DEVELOPMENT CHARGE  
RESERVE FUNDS**

**D. DICK  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON  
MANAGER OF FINANCE  
C. WARD  
FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council adopt by-law 032-2015 being a by-law to create a reserve fund to be known as the "Indoor Recreation Services Development Charge Reserve Fund" [Attachment 1 to Report 2015-047-04]; and

THAT Council adopt by-law 033-2015 being a by-law to create a reserve fund to be known as the "Wastewater Services Development Charge Reserve Fund" [Attachment 2 to Report 2015-047-04] and;

THAT Council adopt by-law 034-2015 being a by-law to create a reserve fund to be known as the "Water Services Development Charge Reserve Fund" [Attachment 3 to Report 2015-047-04] and;

THAT the necessary by-laws be enacted.

**PURPOSE**

To create the reserve funds required for the deposit of funds received from the imposition of the Development Charge by-law, by-law # 062-2014.

**BACKGROUND**

On July 22, 2014 Council enacted By-law 062-2014 being a by-law which established Development Charges for the City of Brockville.

The categories of services for which development charges were imposed under by-law 062-2014 are:

- Roads and Related Services;
- Indoor Recreation Services;
- Administration Services;
- Water Services; and
- Wastewater Services



## ANALYSIS/OPTIONS

Sections 33 and 34 of the Development Charges Act, 1997 requires that a municipality establish a separate reserve fund for each service to which the charge relates and that the funds received by a municipality from the imposition of development charges be deposited and maintained in a reserve fund account established for the related service.

Currently, the City has reserve fund by-laws to deposit and account for the development charges received for Roads and Related Services (by-law 84-99, a by-law known as Transportation Services Development Charge Reserve Fund) and for Administration Services (by-law 83-99 a by-law known as Growth Management Services – Development Charge Reserve Fund).

## POLICY IMPLICATONS

Only Council can enact, amend or repeal by-laws to establish reserve funds within the municipality.

## FINANCIAL IMPLICATIONS

All funds collected under authority of the Development Charge By-law (by-law 062-2014) will be deposited to the appropriate reserve fund and reported on annually following the City's financial audit.

## CONCLUSIONS

Staff is recommending the establishment of separate reserve funds for the development charges collected for Indoor Recreation Services, Water Services and Wastewater Services to meet the requirements of the Development Charges Act, 1997.



C. Ward  
Financial Analyst – General



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-Law Number 032-2015**

*A By-Law of the City of Brockville to Establish a Reserve Fund to be known as the  
Indoor Recreation Services Reserve Fund*

WHEREAS subsection 2(1) of the Development Charges Act, 1997 c.27 (hereinafter called "the Act") provides that the council of a municipality may pass By-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies; and

WHEREAS the Council of the Corporation of the City of Brockville ("the City") enacted by-law 062-2014, being a by-law to impose development charges in accordance with said Act; and

WHEREAS section(s) 33 & 34 of the Development Charges Act, 1997 requires that a municipality establish a separate reserve fund for each service to which the charge relates and funds received by a municipality from the imposition of development charges be deposited and maintained in reserve fund account established for the related service; and

WHEREAS it is deemed necessary to establish and maintain a Reserve Fund to deposit the funds collected for Indoor Recreation Services imposed under the Development Charge By-law; and

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

1. THAT a Reserve Fund to be known as the "Indoor Recreation Services: Development Charge Reserve Fund" for the provision of services related to designated growth, as defined in the Development Charges by-law 062-2014, be and is hereby established.
2. THAT all monies received for or appropriated to the said reserve fund shall only be expended, pledged or applied to meet the growth related net capital costs in accordance with the provisions of paragraphs two (2) to eight (8) of subsection 5(1) of the Development Charges Act, 1997.
3. THAT monies raised for this Reserve Fund be put into a special bank account known as "Reserve Fund Bank A – Buildings, Facilities and Infrastructure".
4. THAT the auditor of the corporation shall report annually on the activities and position of the said reserve fund.

Given Under the Seal of the Corporation  
of the City of Brockville and Passed  
this day of , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-Law Number 033-2015**

*A By-Law of the City of Brockville to Establish a Reserve Fund to be known as the  
Wastewater Services Reserve Fund*

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WHEREAS subsection 2(1) of the Development Charges Act, 1997 c.27 (hereinafter called "the Act") provides that the council of a municipality may pass By-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies; and

WHEREAS the Council of the Corporation of the City of Brockville ("the City") enacted by-law 062-2014, being a by-law to impose development charges in accordance with said Act; and

WHEREAS section(s) 33 & 34 of the Development Charges Act, 1997 requires that a municipality establish a separate reserve fund for each service to which the charge relates and funds received by a municipality from the imposition of development charges be deposited and maintained in reserve fund account established for the related service; and

WHEREAS it is deemed necessary to establish and maintain a Reserve Fund to deposit the funds collected for Indoor Recreation Services imposed under the Development Charge By-law; and

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

1. THAT a Reserve Fund to be known as the "Wastewater Services: Development Charge Reserve Fund" for the provision of services related to designated growth, as defined in the Development Charges by-law 062-2014, be and is hereby established.
2. THAT all monies received for or appropriated to the said reserve fund shall only be expended, pledged or applied to meet the growth related net capital costs in accordance with the provisions of paragraphs two (2) to eight (8) of subsection 5(1) of the Development Charges Act, 1997.
3. THAT monies raised for this Reserve Fund be put into a special bank account known as "Reserve Fund Bank A – Buildings, Facilities and Infrastructure".
4. THAT the auditor of the corporation shall report annually on the activities and position of the said reserve fund.

Given Under the Seal of the Corporation  
of the City of Brockville and Passed  
this    day of   , 2015

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Mayor

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City Clerk

**THE CORPORATION OF THE CITY OF BROCKVILLE**  
**By-Law Number 034-2015**

*A By-Law of the City of Brockville to Establish a Reserve Fund to be known as the  
Water Services Reserve Fund*

---

WHEREAS subsection 2(1) of the Development Charges Act, 1997 c.27 (hereinafter called "the Act") provides that the council of a municipality may pass By-laws for the imposition of development charges against land for increased capital costs required because of the need for services arising from development in the area to which the by-law applies; and

WHEREAS the Council of the Corporation of the City of Brockville ("the City") enacted by-law 062-2014, being a by-law to impose development charges in accordance with said Act; and

WHEREAS section(s) 33 & 34 of the Development Charges Act, 1997 requires that a municipality establish a separate reserve fund for each service to which the charge relates and funds received by a municipality from the imposition of development charges be deposited and maintained in reserve fund account established for the related service; and

WHEREAS it is deemed necessary to establish and maintain a Reserve Fund to deposit the funds collected for Indoor Recreation Services imposed under the Development Charge By-law; and

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

1. THAT a Reserve Fund to be known as the "Water Services: Development Charge Reserve Fund" for the provision of services related to designated growth, as defined in the Development Charges by-law 062-2014, be and is hereby established.
2. THAT all monies received for or appropriated to the said reserve fund shall only be expended, pledged or applied to meet the growth related net capital costs in accordance with the provisions of paragraphs two (2) to eight (8) of subsection 5(1) of the Development Charges Act, 1997.
3. THAT monies raised for this Reserve Fund be put into a special bank account known as "Reserve Fund Bank A – Buildings, Facilities and Infrastructure".
4. THAT the auditor of the corporation shall report annually on the activities and position of the said reserve fund.

Given Under the Seal of the Corporation  
of the City of Brockville and Passed  
this    day of , 2015

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Mayor

---

City Clerk

**April 8, 2015**

**REPORT FOR FINANCE & ADMINISTRATION COMMITTEE – April 21, 2015**

**2015-048-04  
ISLAND BREAKFAST  
REVENUES**

**D. DICK  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON  
MANAGER OF FINANCE  
C. WARD  
FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council approve the transfer of surplus revenues from the 2014 Island Breakfast to the Parkland Equipment Reserve Fund; and

THAT Council authorize staff to transfer surplus revenues from future Island Breakfast's to the Parkland Equipment Reserve Fund as part of the year end transactions.

**PURPOSE**

To obtain Council permission to transfer the surplus revenues from the Island Breakfast to the Parkland Equipment Reserve Fund.

**BACKGROUND**

On February 25, 2014 Council adopted by-law 014-2014 (Attachment # 1 to Report # 2015-048-04), being a by-law to establish the Island Breakfast Committee. This by-law states *"with a view that any surplus revenues from the event would be used to build a picnic shelter on Refugee Island"*.

**ANALYSIS**

The Parkland Equipment Reserve Fund was established to "manage the financial resources required to maintain, replace and acquire park equipment and facilities". Similarly, the surplus funds from the Island Breakfast are to be used towards a picnic shelter on Refugee Island. Therefore, transferring the Island Breakfast surplus to the Parkland Equipment Reserve Fund allows the funds to be kept separate from the general funds of the municipality while being in an account designated for a similar purpose.

**POLICY IMPLICATONS**

Council authorization is required to transfer funds to or from a reserve fund.

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**FINANCIAL IMPLICATIONS**

Transferring the surplus funds from the Island Breakfast to the Parkland Equipment Reserve Fund will allow the funds to be tracked and kept separate from the general funds of the municipality. The funds will earn interest and be readily identifiable and available to be used towards a picnic shelter at Refugee Island in the future.

**CONCLUSIONS**

Staff is recommending that the surplus funds received from the Island Breakfast be transferred to the Parkland Equipment Reserve Fund.



C. Ward  
Financial Analyst – General



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

THE CORPORATION OF THE CITY OF BROCKVILLE  
By-law 014-2014

*By-law to Establish the Island Breakfast Committee*

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WHEREAS an event known that the Island Breakfast was held annually in conjunction with the former Brockville Riverfest; and

WHEREAS Council recognized that some residents and area visitor's do not have the opportunity to visit an island in the St. Lawrence River and recognize that the Island Breakfast is a chance for people to visit Refugee Island; and

WHEREAS it is prohibitively expensive for insurance coverage for a volunteer group to operate this event; and

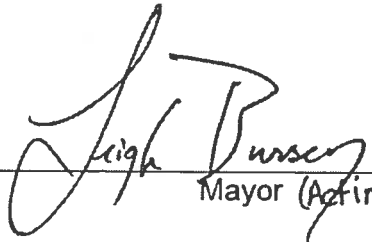
WHEREAS a group of volunteers comprised of City staff and Tourism staff desire to have the event continue and have requested Council to consider the creation of an Island Breakfast Committee to enable insurance coverage and with a view that any surplus revenues from the event would be used to build a picnic shelter on Refugee Island; and

WHEREAS at a Council meeting held on January 14, 2014, Council deemed it expedient to establish an Island Breakfast Committee to enable the holding of the annual Island Breakfast;

NOWHEREFORE the Council of the Corporation of the City of Brockville enacts as follows:

1. THAT the Terms of Reference for the Island Breakfast Committee (attached hereto as Schedule 'A') be hereby adopted.

Given under the Seal of the Corporation  
of the City of Brockville and Passed this  
25<sup>th</sup> day of February, 2014

  
\_\_\_\_\_  
Mayor (Acting)

  
\_\_\_\_\_  
City Clerk

City of Brockville  
 Schedule 'A' to By-law 014-2014  
 By-law to Establish the Island Breakfast Committee

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**Island Breakfast Committee (IBC)  
 Terms of Reference**

**Mission**

To provide an event that will generate surplus revenue that will be slated to build a shelter on Refugee Island; upgrade bathrooms by adopting best practices in green/biodegradable technology and future development of "tent" camping sites.

**1. Committee Composition and Structure**

- a) The Committee will be comprised of five (5) to eight (8) members, nominated and appointed in accordance with City policy and process. Appointees must be at least 18 years of age, a Canadian Citizen, a City employee or a resident or property owner within the City of Brockville and will include:
  - a. At least one employee of the Operations Department
  - b. At least one employee of Brockville Tourism
- b) The Mayor is an *ex officio* member of IBC.;
- c) The Committee will be governed by the City of Brockville Procedural By-Law.
- d) That the length of term for all members be one year.

**2. The Island Breakfast Committee will meet as required.**

- 3. The Recording Secretary for the IBC will be appointed from within the Committee and work with the Clerk's Office to adhere to City policies and procedures regarding agendas and minutes.
- 4. The meeting agenda will be published at least two business days in advance of the meeting, or in accordance with City policy.

Meetings are open to all members of the public. Members of the public wishing to appear as a delegation to the Committee shall notify the Chair or Recording Secretary in advance of the agenda being set and published.

- 5. The IBC will adhere to the City's policies and procedures including, but not limited to the Purchasing By-law, Accessibility, Social Media and accounting practices.

The Island Breakfast Committee will strive to be open, transparent and accessible to the public. The Committee will publish notices, meeting agendas and minutes, on the City's website and, as appropriate, through other readily-accessible media.



**March 19, 2015**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – April 21, 2015**

**2015-049-04**

**2014 COUNCIL REMUNERATION & EXPENSES**

**FILE: F09-03**

**D. DICK**

**DIRECTOR OF CORPORATE  
SERVICES**

**L.FERGUSON**

**MANAGER OF FINANCE**

**C. WARD**

**FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council receive the Treasurer's Report on 2014 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2015-049-04].

**PURPOSE**

To identify the 2014 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

**BACKGROUND/POLICY IMPLICATIONS**

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**CONCLUSION**

This report fulfills the City's requirement under Section 284 (1) of the *Municipal Act*.

Report 2015-049-04  
2014 Council Remuneration and Expenses

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C. Ward  
Financial Analyst - General



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

**MEMBERS OF COUNCIL  
CITY OF BROCKVILLE  
STATEMENT OF REMUNERATION & EXPENSES PAID  
AS AT DECEMBER 31, 2014**

	<b>Honorariums Paid</b>	<b>Expenses Paid</b>	<b>Total Paid</b>	<b>Credits</b>	<b>Total</b>
David Henderson	38,575.74	9,418.07	47,993.81	230.40 <sup>1</sup>	47,763.41
Jane Fullerton	17,091.66		17,091.66		17,091.66
David LeSueur	17,091.66	1,359.94	18,451.60		18,451.60
Jeff Earle	17,091.66		17,091.66	81.60 <sup>2</sup>	17,010.06
Thomas Blanchard	17,091.66		17,091.66		17,091.66
Mike Kalivas	17,091.66		17,091.66		17,091.66
Jason Baker	17,091.66		17,091.66		17,091.66
Mary Jean McFall	17,091.66	39.82	17,131.48		17,131.48
Leigh Bursey	17,091.66	2,033.30	19,124.96		19,124.96
David Beatty	17,091.66		17,091.66		17,091.66
	<b>192,400.68</b>	<b>12,851.13</b>	<b>205,251.81</b>	<b>312.00</b>	<b>204,939.81</b>

1. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Mayor Henderson.

2. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Councillor Earle.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID  
FOR THE YEAR ENDED DECEMBER 31, 2014**

<b>COUNCIL MEMBER</b>	<b>EXPLANATION</b>	<b>HONORARIUM RECEIVED</b>	<b>EXPENSES PAID</b>	<b>TOTAL RECEIVED</b>
MAYOR HENDERSON	City Council	38,575.74		38,575.74
	Ontario Good Roads Association Conference		1,589.92	
	Ontario East Municipal Conference		368.21	
	OAPSB Conference - Toronto expenses		1,153.91	
	Ontario Bike Summit		1,674.87	
	Great Waterfront Trail Bike Trip		173.23	
	Studio 9 grand opening		44.55	
	Chef's Challenge - Kemptville		89.50	
	Breakfast with MPP Steven Clark		22.51	
	Brockville Rifle's Mess Dinner		85.00	
	Rotary Club Lobster Dinner Fundraiser		60.00	
	St. John Ambulance - Canadian Heroes Event		100.00	
	9th Annual Heritage Golf Tournament - Dinner/Awards		33.00	
	Brockville & District Hospital Foundation Golf Tournament		23.00	
	St. John Ambulance - An Evening of Art and Music		100.00	
	Brockville Community Care & Share Golf Tourney		25.00	
	Rotary Gala		150.00	
	Brockville Chamber of Commerce Annual Awards Gala		274.75	
	Greater Brockville Ad & Sales Club Meeting		36.02	
	Tourism Summit		17.70	
	Economic Development Strategy 2014		44.25	
	United Counties Economic Development Summit		19.47	
	Brockville Chamber of Commerce Christmas Function		27.02	
	Brockville Chamber of Commerce Boat Cruise		25.44	
	United Way of Leeds & Grenville - Brockville Gala		50.00	
	Ottawa - Parking		5.00	
	Mileage		2,796.17	
	Business meals		429.55	9,418.07
COUNCILLOR BAKER	City Council	17,091.66		17,091.66
COUNCILLOR BURSEY	City Council	17,091.66		17,091.66
	AMO Conference Expenses		2,006.28	2,006.28
	Chamber Christmas Function		27.02	27.02
COUNCILLOR BLANCHARD	City Council	17,091.66		17,091.66
COUNCILLOR BEATTY	City Council	17,091.66		17,091.66
COUNCILLOR EARLE	City Council	17,091.66		17,091.66
COUNCILLOR FULLARTON	City Council	17,091.66		17,091.66
COUNCILLOR KALIVAS	City Council	17,091.66		17,091.66
COUNCILLOR LESUEUR	City Council	17,091.66		17,091.66
	Ontario Good Roads Association Conference		1,359.94	1,359.94
COUNCILLOR MCFALL	City Council	17,091.66		17,091.66
	Women's Day Dinner		39.82	39.82
		192,400.68	12,851.13	205,251.81

**AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS**

<b>CITIZEN</b>	<b>BOARD</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b><u>Police Board</u></b>			
No honorariums paid to Mayor or Council			
King Yee Jr	Police Board	Honorarium	1,510.00
King Yee Jr	Police Board	PAO Labour Conference	877.17
Wendy Cuthbert	Police Board	Honorarium	1,510.00
<b><u>Committee of Adjustment</u></b>			
Hugh Bates	Committee of Adjustment	Honorarium	495.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
<b><u>Brockville Public Library Board</u></b>			
Nancy Bowman	Public Library Board	OLA Conference registration and expenses	811.90
Jennifer Cullen	Public Library Board	Mileage	142.20