



## Finance, Administration and Operations Committee

Tuesday, October 15, 2013, 4:15 pm.  
City Hall, Council Chambers

### Committee Members

Councillor D. LeSueur,  
Chair  
Councillor D. Beatty  
Councillor L. Bursey  
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)**

- 6 - 13      1.      St. John Ambulance of Leeds-Grenville & Lanark  
                 Mr. David Dargie, Campaign Coordinator - "Caring for Our Community"  
                 Request for Funds

*Mr. Dargie will offer a Power Point Presentation to the Committee outlining the work that the St. John Ambulance Brigade of Leeds-Grenville and Lanark has accomplished in our community.*

### **CORRESPONDENCE**

Nil.

## STAFF REPORTS

- |         |  |
|---------|--|
| 14 - 20 | <p>1. 2013-112-10<br/>Water &amp; Wastewater Systems<br/>Quarterly Report<br/>(Jul.-Sept. 2013)</p> <p><i>THAT Report 2013-112-10 Water &amp; Wastewater Systems Quarterly Report (Jul. - Sept. 2013) be received for information purposes.</i></p>  |
| 21 - 59 | <p>2. 2013-118-10<br/>2013 Departmental Work Plans<br/>Third Quarter Report</p> <p><i>THAT Council approve the 2013 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2013-118-10.</i></p>  |
| 60 - 75 | <p>3. 2013-115-10<br/>Social Media Policy</p> <p><i>THAT Council approve the Social Media Policy (Appendix A to Staff Report No. 2013-115-10); and</i></p> <p><i>THAT Council receive the Social Media Guidelines (Appendix B to Staff Report No. 2013-115-10).</i></p>  |
| 76 - 77 | <p>4. 2013-116-10<br/>Winter Maintenance Policy Amendments</p> <p><i>THAT the following section of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis section of this report:</i></p> <ul style="list-style-type: none"> <li>• <i>Schedule B1 - Sidewalk Snow Clearing System</i></li> </ul> <p><i>THAT all costs incurred due to the recommended changes be charged to the associated winter maintenance accounts.</i></p> |

- 78 - 80      5.      2013-119-10  
Request for No Parking  
Mabel Street

*THAT parking be prohibited on the east side of Mabel Street; and*

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

- 81 - 84      6.      2013-121-10  
Request for No Parking  
Louis Street

*THAT parking be prohibited on the north side of Louis Street from Perth Street to 116 metres east of Perth Street; and*

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

- 85 - 87      7.      2013-122-10  
2013 Small, Rural and Northern  
Municipal Infrastructure Fund  
Capital Program

*THAT the City of Brockville submit an Expression of Interest to the Small, Rural and Northern Municipal Infrastructure Fund - Capital Program for the Reconstruction of Bethune Street from King Street to Pearl Street at a total project cost of \$1,095,000, with a municipal contribution of \$330,000; and*

*THAT the information in the Expression of Interest is certified as factually accurate; and*

*THAT the City of Brockville will have a comprehensive asset management plan in place by December 31, 2013 and publicly available by May 30, 2014; and*

*THAT the project be completed prior to December 31, 2015.*

- 88 - 98      8.      2013-120-10  
2012 Capital Projects  
Surplus and/or Deficit Balance

*THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2012, in the **net surplus amount of \$210,196.88**. [Attachment 1 to Report # 2013-120-10];*

*AND THAT the net surplus of \$210,196.88 from closed projects be allocated as follows:*

<i>Wastewater project surpluses to Wastewater Fund</i>	<i>\$ 54,430.38</i>
<i>Water project surpluses to Water Fund</i>	<i>23,262.05</i>
<i>Leash-free Dog Park surplus to Operating fund (for future years)</i>	<i>1,063.69</i>
<i>John St. Pay &amp; Display project surplus to Parking Res. Fd.</i>	<i>13,000.00</i>
<i>Parkland Equipment project surplus to Parkland Equipment Reserve Fund</i>	<i>1,981.17</i>
<i>Fleet surplus to Fleet Reserve Fund</i>	<i>116,459.59</i>

*AND THAT the surplus balances from the following closed projects:*

<i>Fleet Replacement Program</i>	<i>5,129.69</i>
<i>Parkview Blvd. reconstruction</i>	<i>777.18</i>
<i>Grenville Court reconstruction</i>	<i>1,171.98</i>
<i>James St. reconstruction</i>	<i>13,270.90</i>
<i>Front Ave. railway</i>	<i>92.56</i>
<i>Transportation Plan</i>	<i>22,800.06</i>
<i>Pedestrian Bridge Repairs</i>	<i>29.53</i>

*Be transferred to the following closed project deficits:*

<i>North Augusta Rd. overpass</i>	<i>(22,367.23)</i>
<i>Ferguson Drive PRV system</i>	<i>(12,240.34)</i>
<i>Diesel fuel storage system (Minor Capital)</i>	<i>( 5,129.69)</i>
<i>CN Railway Crossing Improvements</i>	<i>( 2,503.75)</i>
<i>Ormond St. – Amy to Front</i>	<i>( 638.63)</i>
<i>Jessie St. sewer separation</i>	<i>( 267.66)</i>
<i>George St. sewer separation</i>	<i>( 102.83)</i>
<i>Central Ave. manhole</i>	<i>( 21.44)</i>
<i>Skate Park</i>	<i>( 0.33)</i>

*AND THAT the costs associated with land related transactions be funded from the Industrial Land Sites Reserve Fund in the amount of \$13,808.71.*

- 99 - 109      9.      2013-117-10  
                 2012 Development Charges  
                 Annual Report

*THAT Council receives the 2012 Annual Report and Continuity Financial Statement with respect to the City's Development Charge Reserve Funds (Attachment 1 to Report # 2013-117-10); and*

*THAT this be forwarded as required to:*

*Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay Street, 13th Floor  
Toronto, Ontario M5G 2E5*

## **NEW BUSINESS**

Nil.

## **FAO - CONSENT AGENDA**

## **ADJOURNMENT**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for November 19, 2013.*



**St. John Ambulance**

**SAVING LIVES**  
at work, home and play

**Leeds - Grenville & Lanark Branch**  
23 Abbott Street P.O Box 5 Brockville ON K6V 5T7  
Phone: (613) 342-2974 Fax (613) 342-1483  
Email: Brockville@on.sja.ca

## **ST. JOHN AMBULANCE ANNOUNCES "CARING FOR OUR COMMUNITY" CAPITAL CAMPAIGN**

**FOR IMMEDIATE RELEASE: September 06, 2013**

Jeff Shaver{Lieutenant Colonel (Ret'd.) - Canadian Forces & former Commanding Officer of the Brockville Rifles}, who is the Chair of the Board of Directors for the St. John Ambulance Branch of Leeds - Grenville & Lanark announced today that preliminary work has begun on a \$350,000 capital campaign that will run from February, 2014 to September, 2014. The "Caring for Our Community" capital campaign has a goal of raising \$350,000 to be used for dissolving the current mortgage on St. John House and building an enclosure on the Abbott Street property to protect the Brigade's service vehicles from inclement weather.

Mr. Shaver stated, "By eliminating the debt on our home base - St. John House in Brockville, we will free up resources that can then be used for our operating costs. Similarly, our building project will help our service vehicles be better prepared for deployment during the winter months and help to ensure a longer life for the vehicles."

Since 1959 the St. John Ambulance Brigade has been caring for the Leeds - Grenville & Lanark communities. St. John Ambulance is a volunteer organization that receives no direct government funding. The local Brigade has been honored provincially two years in a row for their volunteer efforts, leading all Ontario St. John Ambulance Branches in the number of volunteer hours per person. The local Brigade provides: First Aid, CPR & AED training; medical first response services; therapy dog services; youth services; and car seat safety services.

Jeff Shaver had previously announced that David Dargie has been appointed as Campaign Coordinator for the "Caring for Our Community" capital campaign. Mr. Shaver observed, "David Dargie has a deep history of

fundraising in the local area, as well assuming leadership roles in large events such as the Ontario Senior Games, the Canada 55+ Games and The Great Waterway Classic. His extensive network of people and organizations, plus his work in the local media as host of several cable television programs, will help raise our profile in the local communities."

The "Caring for Our Community" campaign will have an official launch on Valentine's Day - February 14th, 2014 with a celebratory breakfast at CJ's Banquet Hall in Brockville. In the next five months, preparation and planning for this campaign launch will take place. The Chair of the "Caring for Our Community" campaign is Richard M. Dumbrille of Maitland, Ontario. He is joined on the campaign team by Sandra Lawn (Prescott, ON); Craig McQuitty (Colonel {Ret'd} - Canadian Forces: Ottawa, ON); Jim Fairfield (Brockville, ON); Doug Labron (Brockville, ON); and Margaret Wicklum (Brockville, ON) with Jodi Wallace (St. John Office Administrator) and David Dargie (Campaign Coordinator) as support staff.

David Dargie observed, "We have a strong campaign team that will be supplemented by the members of our Brigade and our many friends and supporters throughout Leeds-Grenville and Lanark Counties. We will be announcing our Honorary Chairperson and the role that person will play in our campaign later in October. At the Valentine's Day launch, we will reveal plans for a large scale event that will give many people a chance to enjoy themselves and in turn help support our capital campaign. Many opportunities to get in involved in our campaign will be offered to our local communities. Watch for more announcements later this Fall!"

For any enquiries or follow-up, please contact:

Jeff Shaver - 613.342.2974	<a href="mailto:jshaver@canarm.ca">jshaver@canarm.ca</a>
Jodi Wallace - 613.342.2974	<a href="mailto:brockville@on.sja.ca">brockville@on.sja.ca</a>
David Dargie - 613.342.2974	<a href="mailto:david.dargie@ripnet.com">david.dargie@ripnet.com</a>




F I R S T A I D

**Caring for our Community**  
**ST. JOHN AMBULANCE BRIGADE**  
**LEEDS-GRENVILLE & LANARK**  
**2014 CAPITAL CAMPAIGN**















**St. John Ambulance**  
**SAVING LIVES**  
at work, home and play

F I R S T A I D








**CARING FOR OUR COMMUNITY**

*WHO ARE WE?*

**A VOLUNTEER ORGANIZATION**  
**SERVING LEEDS-GRENVILLE & LANARK - FOUNDED IN 1959**  
**LOW ADMINISTRATIVE COSTS**  
**1 PAID STAFF MEMBER**



[www.sja.ca](http://www.sja.ca)



FIRST AID



## **CARING FOR OUR COMMUNITY**

*WHAT SERVICES DO WE OFFER?*

**MEDICAL FIRST RESPONSE SERVICES  
FIRST AID, CPR & AED TRAINING  
YOUTH SERVICES  
CAR SEAT SAFETY SERVICES  
THERAPY DOG SERVICES**



[www.sja.ca](http://www.sja.ca)

FIRST AID



## **CARING FOR OUR COMMUNITY**


*HOW ARE WE FUNDED?*

**NO GOVERNMENT FUNDING**  
REVENUE FROM OUR SERVICES  
PLUS  
DONATIONS & GRANTS FROM VARIOUS  
SOURCES  
FUND OUR OPERATIONS

[www.sja.ca](http://www.sja.ca)

FIRST AID





## CARING FOR OUR COMMUNITY

**A UNIQUE COMMUNITY ASSET  
ALWAYS THERE WHEN NEEDED**

**ANSWERING THE NEEDS OF OUR COMMUNITIES**

....

**TRAINING OUR CITIZENS, ORGANIZATIONS,  
SMALL BUSINESSES, COMPANIES, SCHOOLS,  
HEALTH PROFESSIONALS,  
FIRE & POLICE SERVICES**

[www.sja.ca](http://www.sja.ca)




FIRST AID



## CARING FOR OUR COMMUNITY

**2014 CAPITAL CAMPAIGN**  
***ONE TIME ONLY EFFORT***  
**GOAL \$350,000**  
**JANUARY – SEPTEMBER, 2014**  
**OFFICIAL LAUNCH: FEBRUARY 14<sup>TH</sup>**

[www.sja.ca](http://www.sja.ca)



FIRST AID




**CARING FOR OUR COMMUNITY**

**THE \$350K WILL . . . .**

**(1) PAY OFF THE MORTGAGE ON OUR  
HOME BASE - ST. JOHN HOUSE TO  
FREE UP MORE REVENUE FOR  
OPERATING COSTS**

**(2) BUILD A SHELTER FOR OUR  
SERVICE VEHICLES**

[www.sja.ca](http://www.sja.ca)



FIRST AID

**CARING FOR OUR COMMUNITY**

**OUR CAPITAL CAMPAIGN TEAM**

**SENATOR BOB RUNCIMAN –  
HONORARY CHAIR**

**RICHARD DUMBRILLE – CHAIR**

**DAVID DARGIE – CAMPAIGN  
COORDINATOR**

[www.sja.ca](http://www.sja.ca)

FIRST AID



---

**CARING FOR OUR COMMUNITY**

**SAVE THE DATES**

**VALENTINE'S DAY – FEB. 14, 2014  
CAPITAL CAMPAIGN LAUNCH**

**JUNE 23<sup>RD</sup> – 29<sup>TH</sup>, 2014  
\$1M HOLE-IN-ONE CHALLENGE  
SUNNIDELL GOLF - BROCKVILLE**

[www.sja.ca](http://www.sja.ca)

FIRST AID



---



**CARING FOR OUR COMMUNITY**

***OUR REQUEST TO YOU?***

**INVEST IN YOUR COMMUNITY ASSET  
WE TRAIN, PROTECT & SERVE YOUR  
CITIZENS EACH YEAR**

**PLEASE INCLUDE OUR CAPITAL CAMPAIGN  
IN YOUR 2014 BUDGET PLANNING**

[www.sja.ca](http://www.sja.ca)

FIRST AID



## **CARING FOR OUR COMMUNITY**

**THANK YOU FOR YOUR TIME AND  
ATTENTION  
WE WANT YOU TO BE AN INVESTOR  
IN OUR CAPITAL CAMPAIGN!**

[www.sja.ca](http://www.sja.ca)

**October 9, 2013**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –  
OCTOBER 15, 2013**

**2013-112-10**

**WATER & WASTEWATER SYSTEMS  
QUARTERLY REPORT  
(JUL. – SEP. 2013)**

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

**RECOMMENDED**

THAT Report 2013-112-10 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2013) be received for information purposes.

**PURPOSE**

This report covers the months of July, August and September 2013. 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, MOE inspections and adverse conditions.

**BACKGROUND**

This report is submitted quarterly, and represents the third quarter of 2013.

**ANALYSIS/OPTIONS**

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

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

2013-112-10

**Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2013)****Page 2**Adverse Water Quality Incidents:

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
June 28, 2013 AWQI #111990	Total Coliform	TC (2)	Flush and resampled – resample results clean.	July 3, 2013
June 29, 2013 AWQI #112027	Total Coliform	TC (1)	Flush and resampled – resample results clean.	July 3, 2013
July 9, 2013 AWQI #112276	Fluoride	2.0	Fluoride analyzer spike - manual sample taken, fluoride residual within MOE guidelines.	July 9, 2013
July 26, 2013 AWQI #112893	Total coliform	TC (11)	Flush and resampled – resample results clean.	July 29, 2013
Sept 12, 2013 AWQI #114017	E-coli	EC (3)	Resampled, raw and treated water samples misabeled. – resample results clean.	Sept 16, 2013

Other:

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

- Annual flow meter calibrations completed.
- Installation of main plant diesel pump check and isolation valves completed (2013 Capital).
- Installation of new wastewater transfer suction piping completed (2013 Capital)
- Float switch replaced for wastewater transfer pumps.
- Problem with main plant diesel engine #2 shutting down on high temperature. Replaced thermostat and temperature sensor module.

2. Booster Stations & Parkedale Reservoir:

- Repairs to Sunset Booster Station electrical panel – replace motor control ballast.
- Sodium Hypochlorite chemical feed pump failure – standby pump placed in service. A new chemical feed pump has been ordered.

- 
3. Filters:
    - GAC filter media sent for analysis.
  4. Overhead Tank:
    - No items to report.
  5. Low Lift Pump Station:
    - Installation of Low Lift pump #3 VFD completed (2013 Capital).
  6. Drinking Water Quality Management System:
    - Procedure review and updates completed.
  7. MOE Inspections:
    - No MOE inspections scheduled.
  8. Regulatory Sampling
    - All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
    - All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
    - Regulatory lead sampling underway.
  9. Trunk Water Distribution:
    - Transmission main condition assessment (2009 & 2013 capital projects) – pre-project completed.
  10. Elizabethtown-Kitley Distribution:
    - Pump #1 – unit removed from service, pump and motor refurbished.
    - Problem with the Country Club flow meter controller – new flow meter has been ordered.
  11. Local Water Distribution:
    - Water Main Breaks:
      - JULY 2013
        - Windsor & Laurier 300 mm CI Hole
      - AUG 2013
        - Stewart Blvd 300 mm CI Hole
      - SEPT 2013
        - Nothing to report
    - Flushing Program:
      - Flushing program underway.



- Service Repairs / Replacement:
  - New service connections tapped – King Street West
- Valve / Hydrant Inspection / Leak Detection:
  - Hydrant rebuild program – 26 hydrants refurbished.
  - Hydrant replaced on the corner of Brighton and Bramshot.
  - Hydrant painting (west end).
  - Hydrant inspection program underway.
- Capital Projects WD:
  - McCready Street watermain replacement project - completed.
  - Brock Street watermain connection/replacement project – completed.
  - Tunnel Ave and Byng – backfeed system installed.

## B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

The plant is currently meeting or exceeding all MOE effluent discharge requirements and the third quarter Effluent Acute Toxicity test was completed with zero (0) mortality.

Please refer to Attachment #2 – Brockville WPCP Sewage Plant Performance Assessment Report for all Operational Data for the quarter.

### Items of Note:

#### 1. Main Plant:

- Primary Clarifiers #3 and #4 are currently offline.
- Secondary Clarifier #2 is currently offline for cleaning, inspection and repair.
- New Boiler #505 is in service but still has outstanding deficiencies.
- A new ozone generator was installed in the Dewatering Building sludge cake bay area.
- As of September 9<sup>th</sup>, 2013 DES Environmental is responsible for the pick-up and disposal/recycling of our sludge cake.
- 2013 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Federal Wastewater Systems Effluent Regulations (WSER) Reports have been submitted to Environment Canada.
- Septage Receiving Facility has been fully operational since July. To date there are five contractors who have entered into a Hauled Wastewater Discharge Agreement with the City.

#### 2. Main Pumping Station:

- On July 18, 2013 there was a two hour bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 6,150 m<sup>3</sup>. MOE was notified of the event. Chlorination was established and samples taken.

- A public meeting to review the Main Sewage Pumping Station and Forcemain Municipal Class Environmental Assessment was held on September 19<sup>th</sup>, 2013 from 5:30 pm – 7:30 pm at City Hall in the Council Chambers.

### 3. Pumping Stations:

- WPCCC staff responded to seventeen (17) mechanical/SCADA/communication issues. No issues to report.
- Wet wells at Oxford Avenue, Bayview Street and Broome Pumping Stations were cleaned.
- New Grundfos pump was installed in Central Avenue Pumping Station.
- Floors in Elizabeth Street and Bayview Street Pumping Stations were epoxy coated.

### 4. Power Outages:

- There were three power outages: One at Oxford Avenue Pumping Station and two at Riverview Pumping Station. No issues to report.

### 5. Wastewater Collection System:

- 44 blocked sewer/camera inspections.
- 0 blocked main responses.
- 1 sanitary sewer lateral dig-up and repair.

## POLICY IMPLICATIONS

No policy implications at this time.

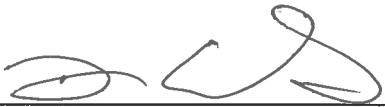
## FINANCIAL CONSIDERATIONS

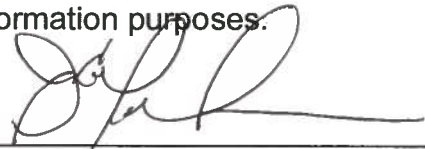
No financial considerations at this time.

## 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

  
\_\_\_\_\_  
E. Malcomson  
Supervisor – Wastewater Systems

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

## BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume	Avg. Daily	Avg. FI2	WDS Avg. FCR	Total Flow	Avg. Daily	BROCKVILLE WDS		
	Treated (ML)	Flow (ML/d)	Residual (mg/L)	(mg/L)	(ML)	Flow (ML/d)	EC	TC	HPC
JUL	355.70	11.47	0.48	1.03	6.67	0.22	44 44 out of 44 safe	44 44 out of 44 safe	20 20 out of 20 safe
AUG	342.39	11.05	0.49	0.97	7.40	0.24	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
SEP	313.19	10.44	0.28	1.09	4.57	0.15	38 38 out of 38 safe	38 38 out of 38 safe	16 16 out of 16 safe

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

# ATTACHMENT #2

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

MUNICIPALITY: BROCKVILLE  
PROJECT: BROCKVILLE  
WORKS NUMBER: 120000122

DESCRIPTION: *As of August 1, 2012 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: 2012/2013  
WATER COURSE: ST. LAWRENCE RIVER  
DESIGN CAPACITY: 21.800 x 1000m3/day  
PEAK DESIGN CAPACITY: 62.500 X 1000m3/day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				TOTAL AMMONIA NITROGEN				E. COLI
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG RAW BOD (mg/L)	AVG EFF CBOD (mg/L)	TOTAL LOADING EFF CBOD (kg/day)	AVG RAW SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF SS (kg/day)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF PHOS. (kg/day)	PERCENT REMOVAL	AVG RAW TAN (mg/L)	AVG EFF TAN (mg/L)	TOTAL LOADING EFF TAN (kg/day)	PERCENT REMOVAL	E. Coli (Org/100 ml) (GEOMEAN)
SEP 13	376.57	12.552	19.510	163.11	2.88	36.15	179.10	6.11	76.69	96.6	3.26	0.73	9.16	77.6	16.90	0.59	7.41	96.5	5
AUG 13	395.51	12.758	16.993	165.90	2.88	36.74	186.30	4.13	52.69	97.8	3.22	0.82	10.46	74.5	14.70	0.73	9.31	95.0	1
JUL 13	454.04	14.646	24.786	144.62	2.78	40.72	159.31	5.67	83.04	96.4	2.75	0.71	10.40	74.2	12.70	0.27	3.95	97.9	0
JUN 13	608.77	20.292	41.468	106.00	2.88	58.44	117.17	5.50	111.61	95.3	2.10	0.49	9.94	76.7	10.20	1.06	21.51	89.6	1
MAY 13	449.43	14.498	17.874	168.13	4.33	62.78	171.88	9.22	133.67	94.6	3.17	0.80	11.60	74.8	14.70	2.82	40.88	80.8	3
APR 13	542.76	18.092	33.034	112.50	5.33	96.43	118.00	9.00	162.83	92.4	2.21	0.71	12.85	67.9	8.50	4.20	75.99	50.6	4
MAR 13	537.40	17.336	34.291	104.89	4.79	83.04	111.70	6.93	120.14	93.8	2.27	0.66	11.44	70.9	13.30	10.37	179.77	22.0	2
FEB 13	396.69	14.167	18.124	158.64	6.50	92.09	146.64	6.31	89.39	95.7	2.84	0.78	11.05	72.5	9.75	9.94	140.82	-1.9	7
JAN 13	545.28	17.590	36.924	128.62	7.33	128.93	119.92	12.35	217.24	89.7	2.45	0.60	10.55	75.5	16.70	2.38	41.86	85.7	2
DEC 12	412.25	13.298	27.413	171.33	4.50	59.84	155.00	9.43	125.40	93.9	2.94	0.56	7.45	81.0	18.90	1.65	21.94	91.3	1
NOV 12	329.79	10.993	11.961	200.83	2.94	32.32	168.17	6.44	70.79	96.2	3.60	0.60	6.60	83.3	18.50	0.64	7.06	96.5	1
OCT 12	381.52	12.307	17.176	165.57	2.83	34.83	163.17	7.35	90.46	95.5	3.39	0.61	7.51	82.0	15.05	0.53	6.56	96.5	1
AVG		14.877		149.18	4.16	61.95	149.70	7.37	109.65	94.83	2.85	0.67	10.01	75.91	14.16	2.93	46.42	75.04	2
MAX			41.468	200.83	7.33		186.30	12.35		97.78	3.60	0.82			18.90	10.37			
OLD CRITERIA		21.800			35.00	763.00		45.00	981.00			1.00	22.00						N/A
NEW CRITERIA		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)
SEP 13	2,047	2,248	41
AUG 13	2,117	2,377	41
JUL 13	2,118	2,333	40
JUN 13	2,151	2,378	43
MAY 13	2,438	2,492	46
APR 13	2,035	2,135	40
MAR 13	1,818	1,936	39
FEB 13	2,247	2,077	40
JAN 13	2,262	2,109	43
DEC 12	2,278	2,061	39
NOV 12	2,208	1,849	40
OCT 12	2,038	2,008	42
AVG	2,146	2,167	41
MAX	2,438	2,492	46

COMMENTS:

---



---



---



---



---



---

**October 8, 2013**

**Report To Finance Administration Operations – August 20, 2013**

**2013-118-10**

**2013 Departmental Work Plans  
Third Quarter Report**

**Bob Casselman  
City Manager**

**RECOMMENDATION**

THAT Council approve the 2013 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2013-118-10.

**BACKGROUND**

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

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

The City Manager will report on the status of Departmental Work Plan on a quarterly basis throughout 2013.

**1) External Organizational/Operational Service Delivery Review**

- Staff vacancies filled: Director of Corporate Services, Accounts Payable, Financial Analyst
- Council budget debrief – January 29, 2013
- Ten (10) year Capital Priority Workshop 1 – February 28, 2013
- Economic Development Forum – May 21, 2013
- Ten (10) year Capital Priority Workshop 2 – June 4, 2013
- Succession plan updated
- OPP Costing Process Moratorium

**2) Tall Ships Festival**

- Programming completed for June 14-16, 2013 event
- Council/Public presentation/promotion of events
- Third party funding secured
- Anticipate funding legacy - \$100,000
- Successful Festival held

3) **Comprehensive Zoning By-Law**

- Terms of Reference completed. Contract awarded to MMM Group
- MMM Group presentation to Council regarding process/draft discussion paper held – September 24, 2013
- Stakeholder/Agency kick-off meeting held September 25, 2013
- Open House held September 25, 2013 to review project overview/draft discussion paper

4) **Economic Development Initiative**

- Significant staff time and resources spent on Aquatarium.
- Finalized Operating Agreement for TSL/Steering Committee review.
- Transport Canada marina design received.
- Facilitated stakeholder input sessions between City/TSL/Board Walk Condo #18 (pending legal action)
- Seconded I.T. Staff to project
- Review of financials – both Capital/Operating
- Release of \$150,000 2013 operating funding
- Parking file remains unresolved
- Review of Partnership Agreement as it relates to exhibit selection
- Continued monitoring of project management, schedule and financial position of project

**FINANCIAL IMPLICATIONS**

None at this time.

**CONCLUSION**

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

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

2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b><u>Liaise with City Council</u></b>					
<ul style="list-style-type: none"> <li>Define recommendations to Council &amp;/or options</li> </ul>	Ongoing	Ongoing	Ongoing		
<ul style="list-style-type: none"> <li>Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan</li> </ul>	Negotiating team/strategy established. Meeting date with Elizabethtown-Kitley – second quarter	Preparation of background material for early 3 <sup>rd</sup> Quarter negotiations Meeting dates: - June 10 - May 3	Preparation of background material continues. - Assessment appeal successful - Fourth quarter negotiations		
<b><u>Management, Leadership (Corporate, Fiscal Legislative)</u></b>					
<b><u>Human Resources</u></b>					
<ul style="list-style-type: none"> <li>Direct orientation of Director of Corporate Services</li> </ul>	Ongoing	Ongoing	Ongoing		
<ul style="list-style-type: none"> <li>Direct, motivate &amp; work with City staff to ensure that the required municipal services are in place &amp; delivered effectively to the community</li> </ul>	<ul style="list-style-type: none"> <li>2013 Departmental Work Plans complete</li> <li>Weekly Senior Management Meetings</li> <li>Long Service Recognition Held</li> <li>Safe Driving Award being organized</li> <li>Attend retirement gatherings</li> <li>greet new employees</li> </ul>	Ongoing	Ongoing		
<b><u>Finance</u></b>					
<ul style="list-style-type: none"> <li>Annual Operating Budget preparation and oversight</li> </ul>	2013 Operating Budget completed. Budget Debriefing Session Jan. 29/13	Oversight of variance reporting	Budget Workshop held – 2014 Guidelines adopted - 2014 Operating/Capital budget preparation underway - OMPF Ministerial		

2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<ul style="list-style-type: none"> <li>Annual Capital Budget preparation &amp; oversight</li> <li>Direct development of long term financial forecasts</li> <li>Direct implementation of Asset Management Plan</li> <li>Establish Strategic Capital Policies</li> <li>Quarterly status reporting to Council of Corporate Work Plans &amp; activity</li> <li>Eastern Ontario Mayor's Committee participation</li> <li>Joint Services Budget &amp; cooperation discussions</li> </ul>	<p>2013 Capital Budget completed</p> <p>5 Year forecast presented during budget deliberations</p> <p>Staff Team formed. Template established by Province</p> <p>10 Year Capital Plan review session Feb. 28<sup>th</sup>. Established prioritization tools/criteria to assist Council in prioritizing Capital projects</p> <p>May 21, 2013</p> <p>Private Members Bill – "Ability to Pay" lobby – Clark/Wilson. OGRA briefing note prep/ministerial meetings. Assisted in establishing EOMC 2013 priority list.</p> <p>Met with UCLG CAO/Treasurer/Social Services Director – prepared briefing paper for</p>	<p>No Action</p> <p>10 Year Capital Plan review session – June 4<sup>th</sup>. Further sessions required.</p> <p>August Finance Administration Operations Committee Meeting</p> <p>Appointed EOMC staff report to participate in the development of a Regional Economic Development Strategy for Eastern Ontario</p> <p>Ongoing meetings with UCLG CAO pursuing partnerships where deemed appropriate</p>	<p>consultation</p> <p>No Action</p> <p>Further session Oct. 8/13</p> <p>October 15, 2013</p> <p>- Coordination of EOMC stakeholder input - Coordinated/attendance at Economic Development Stakeholder Focus Group sessions - Joint AMO session EOMC/EOWC</p> <p>Regional Economic Development initiative underway – draft Terms of Reference completed.</p>		<p>Staff focused on Year-End preparation</p>



2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	Mayor		Funding sought through CFDC		
<u>Strategic &amp; Council Initiatives</u>					
<ul style="list-style-type: none"> <li>Service Delivery Review – Fire Operations Model Change shift from Full Time to Hybrid</li> </ul>	No Action	No Action	<ul style="list-style-type: none"> <li>- CAO Coordination meeting</li> <li>- Insurance Bureau of Canada contacts made. Terms of Reference received.</li> </ul>		
<ul style="list-style-type: none"> <li>Service Delivery Review – Fire and Police dispatch review.</li> </ul>	No Action	No Action	No Action		
<ul style="list-style-type: none"> <li>Facilitate OPP Costing acquisition and disposition</li> </ul>	Intrermunicipal meeting to review policing options. Briefing note preparation outlining costing process to Mayor. Liaise with various municipalities that have recently gone through OPP costing process including Perth/Gananoque, Pembroke, Port Hope	OPP Costing Process Committee established monthly meetings commenced June 24 <sup>th</sup> .	Monthly Meetings July 29, 2013 August 26, 2013 September 23, 2013 Ministerial moratorium in place on any new contract negotiations/costings pending completion of OPP Billing Reform initiative.		
<b>Aquatarium</b>					
<ul style="list-style-type: none"> <li>Docking</li> </ul>	Waiting for Transport Canada approval of docking design options: Hockey Stick vs Boomerang	No change	Transport Canada will approve either design – City to decide and submit one design for approval.		
<ul style="list-style-type: none"> <li>Parking</li> </ul>	Council report Jan. /2013.	Met with TSL/Aquatarium	Unresolved		

2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	Unable to secure TSL meeting.	Chair May17, 2013. TSL/Aquatarium considering options			
• Marina Lease	Waiting for Transport Canada approval of docking design. Draft long term Marina Lease presented to Council in Dec./2012	No Change	Facilitated stakeholder meetings. Pending legal action.		
• Harbour ownership	Peer Review of DFO Environment Assessment completed.	-	-		
• Outstanding Agreements	Draft Operating Agreement completed. Split Site Plan not submitted.	Aquatarium/TSL reviewing Agreement. Site plan not submitted	All outstanding matters resolved. Operating Agreement to Committee – 4 <sup>th</sup> Quarter.		
• Facilitation	Unable to secure meeting with TSL. Attended (4) Aquatarium events/meetings. Reviewing Budget/River Quest, Parking, Operating Agreement Schedule	May 17, 2013 meeting with Chair/TSL			
<b>Official Plan</b>					
• Zoning By-Law Update – Director of Planning –	Terms of Reference completed. Contract awarded to MMM Group	Project initiated	Council process/draft discussion paper presentation completed. Agency/Stakeholder consultation . Open house held to review process/draft discussion paper		
• Facilitation of goals re active transportation / waterfront / downtown / increased	No Action	Cycling Advisory Committee Capital Budget discussion re Brock Trail	-		

2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
density		Blockhouse Square Development TSL docking Aquarium			
<b>Strategic Plan</b>					
<ul style="list-style-type: none"> <li>Energy Management Plan</li> </ul>	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation		
<ul style="list-style-type: none"> <li>Carbon Baseline and Reduction Plan</li> </ul>	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation	Manager of Strategic Initiatives seconded to Aquarium resulting in delayed implementation		
<ul style="list-style-type: none"> <li>Window Replacement Program</li> </ul>	RFI completed for technical consultant contract awarded	Consultant has been retained to provide guidance in ensuring that any window retrofits to increase energy efficiency are in accordance with the requirements of the Ontario Heritage Trust.	Window retrofit pilot completed. - Specifications/scope of work to be finalized – 4 <sup>th</sup> Quarter for tendering of project.		
<ul style="list-style-type: none"> <li>Water Meter Replacement Program</li> </ul>	Contractor services secured program implemented	Water Meter replacement program commenced in January. One part time staff has been hired to replace the meters throughout the City. Approx. 350 of the 8,500 meters have been replaced. Additional funds to complete project will be requested through the 2014 Capital Budget process.	Approx. 470 of the 8,500 meters have been replaced.		

2013 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<ul style="list-style-type: none"> <li>Cultural Plan and Mapping</li> </ul>	Ongoing – liaison with Arts Committee – preliminary stages	-	-		
<b>Economic Development</b>					
<ul style="list-style-type: none"> <li>Strategy review and development – initiatives from this discussion</li> </ul>	Economic Development Forum. Agenda preparation. Forum scheduled for second quarter.	Economic Development Forum held May 21 <sup>st</sup> . Five (5) priority areas identified. Staff follow-up re implementation plan required..	Regional Economic Development Feasibility Study draft Terms of Reference completed. - CFDC funding sought.		
<ul style="list-style-type: none"> <li>Blockhouse Development - facilitation</li> </ul>	Significant time spent on peer review/ development agreement negotiations	Development Agreement May 21, 2013. Agreement of Purchase & Sale June 4, 2013	Hydro easement/right-of-way/life house focus for this quarter. Zoning/ Site Plan applications outstanding. Temporary parking plan completed. Chamber Office relocation options reviewed.		

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
1. People					
<ul style="list-style-type: none"> <li><u>Immigration Initiatives</u> Continue the execution of the strategy completed in June 2012 with focus on immigrant investment attraction and tracking new arrivals. Follow up on both Russian and Chinese contacts from previous missions on reaction basis only.</li> </ul>	Federal Funding again secured for programming till March 2014. \$500,000 secure to date since inception. On target with strategy execution. Focus currently on Immigrant attraction through local immigrant ambassadors and media placements	Ambassador orientation and target session completed. Six cultural ambassadors secured. Final report on portal grant program completed with final payment forthcoming. Immigration Newsletter to newcomers distributed	3 <sup>rd</sup> quarter results will be available following November stakeholder meeting. Currently under development.		Immigrant ambassador focus session ongoing. Local developers have joined the team including hoteliers. Census Canada spring report indicated success with immigrant attraction. Data in July newsletter.
<ul style="list-style-type: none"> <li><u>People Attraction Program</u> Launch the new Lifestyle Initiative with introduction on new materials and coordinate the program delivery and distribution including the engagement of new team members.</li> </ul>	Publication and new website launched and awareness outreach completed. People/lifestyle team expanded to include all community sectors. Presence at key events and BCI reunion in May.	Public speaking to influencer groups and real estate completed. Website refinements completed. Stronger home sales transactions this quarter. Pursuing more web based marketing and display banner advertising	Preparing budget estimates for council consideration for 2014 workplan. Tourism noted relocation enquiries from visitation from Tall Ships Festival. Quantified numbers for 4 <sup>th</sup> quarter reporting.		
<ul style="list-style-type: none"> <li><u>Entrepreneurship Development/Economic Gardening</u> Focus on ensuring the Business Success Mentoring Program meets benchmarks identified.</li> </ul>	Businesses started 84 Businesses expanded 15 Jobs created 91 Total consults 186 Workshops 25 Attendance 311 Business Success Coaching Program 5 Clients 11 Coaches Issues dealt with	Businesses started/Jobs created 29 including 15 summer company students. Number of inquiries including telephone, walk-ins, email and social media 1640 Website pageviews 1891 Unique visitors 504 Business	Success in securing enhanced programming from Provincial Government with \$60,000 of additional funding for coming year. Program results by individual consulting category to be prepared for year end report.		Brockville exceeds provincial average on ratio of business consultations to business registration level. Brockville exceeds most other Ontario Centres on Summer company student entrepreneurs participants.

# 2013 DEPARTMENT GOALS/OBJECTIVES

ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	include, Human Resources, Financial Planning, Marketing, Pricing	Consultations 85 Workshops and Events 7 with attendance of 66 Summer company recruitment 8 school visits			
<b>2. Economy</b>					
<ul style="list-style-type: none"> <li>• <u>Investment Attraction</u>-OEEDC Food Sector Program delivery on investment sourcing and focus on lead generator approach.</li> <li>• Broker presentations in Ottawa, Montreal and Toronto on community attributes and business offerings.</li> <li>• Complete an investment readiness assessment for community and recommend to Council necessary actions to enhance readiness...</li> <li>• Assist Angel Network on a refinement to the process for a more structured template for evaluation of investment proposals. Target of two new projects per year for consideration.</li> </ul>	<p>Participation at 2 Toronto food shows with OEEDC food sector team. Lead generation continues with this sector in advance of all shows. Two real estate broker sessions completed including both Black and Decker and Data Group brokerage agents. Angel meeting in March with expanded mandate&gt; Technology and Innovation Forum scheduled for June 4th</p>	<p>Activity and tour provided at Abbott with September target for the green light. Briefing and outreach discussion with new Black and Decker owners. Hosted in July the Data Group brokers and provided tour and orientation on offerings. Another angel meeting proposed for August on two proposals under assessment. Completed assessment of process and covenants on property transactions with recommendations to Council in September</p>	<p>Prospect activity slow during summer period. Numbers below 2013. Strong increased and enquiries evident during September period. Four qualified prospect with three visitations during past month. One offer extended on existing industrial building this past week. Awaiting Abbott directive on sale shortly. Two qualified food leads awaiting.</p>		<p>New electronic investment attraction presentation completed Broker "road show" targeted for November- January period. More trade show and lead generation activity proposed for next two quarters. One new lead from attendance at IAMC conference for Abbott.</p>
<ul style="list-style-type: none"> <li>• <u>Water Street Realignment Project</u> Facilitate the process to the point of formal confirmation to Council. City Manager to take lead on negotiations and technical coordination with city staff thereafter. Manage communications between Waterfront Improvement Committee</li> </ul>	<p>Agreement successfully negotiated with team. Presentation to EDP and Council this month/May Tenant negotiations commence May 3<sup>rd</sup> Proceeding with logistics facilitation on number of items</p>	<p>Council approval of development completed with appropriate security language and protection in agreement. Negotiations continue with the process and scheduling. Both tourism and life</p>	<p>Transferred follow up to the technical team. Minor communications and involvement at this stage.</p>		

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
and City Committees/Council and strive towards priority goals of waterfront strategy for short to long term.	Continued communications and marketing direction provided.	tenant to vacate by September 01			
<ul style="list-style-type: none"> <li>Focus on <u>Abbott Labs, Black and Decker and Regional Group Properties</u> for new business acquisition and/or redevelopment.</li> </ul>	Still no further direction offered by Abbott. Planning July 2 <sup>nd</sup> tour with OMAFRA with international investment team. Reverse trade fair generated 18 employment positions for employees that lost their jobs Regional Group commences demolition of downtown site in summer	Plant closure on schedule for December 2013 with sealing of plant in 2014 first quarter. Drafting proposal to Abbott on marketing and compensation options. Tour with OMAF completed with solid offer of support and lead generation completed. Regional Group completed planning and zoning application. In planning department process.	Visitation with Regional Group next week. Still no submission for building permit but demolition discussion has commenced with local firm.		
<ul style="list-style-type: none"> <li><u>Business Retention &amp; Expansion/Aftercare</u>-Corporate Calling- Newterra, 3M , P&amp;G and Invista will be primary firms for this program.</li> </ul>	Four corporate calls completed during quarter. Spectrum is hiring 16 new full time positions and expanding 100k in space. Apex structure mostly all rented now after 10 years	No corporate calls this quarter other than verbal responses from local firms.	Abbott was only corporate call during this period. Scheduled Procter and Gamble debrief next quarter.		Conference Board of Canada Data noted Brockville and Wood Buffalo as strongest employment performers for period 2001 to 2010 for small urban centre category with sample of 46 communities. Full details in July newsletter
<ul style="list-style-type: none"> <li>Ensure successful <u>Tall Ships-1812 Festival</u> and secure a succession plan and hand off for to new organization.</li> </ul>	Main focus this quarter on this special project. Almost have met budget with projected \$60 to \$80K surplus estimated. Visitation of 25,000 to event projected. Scheduled national coverage for May/June with both CBC and CTV and three travel writers confirmed. Newscast from CJOH and CKWS on site	All financial targets exceeded with likely a six figure surplus pending final accounting. Visitation in excess of 40,000 with further refinement prior to official report and presentation. Positive merchant feedback on the historic levels of business activity during the tall ship week-end.	Proposal to Council forthcoming on the commitment of surplus from Festival.		A strong position for another organization to organized a 2014 festival. Unlikely targets will be exceeded for many years. Recommendations will be included in a final report.

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	for June 14th	Tall Ship captains report Brockville as most successful to date. 15 ports on the summer tour. Major national television coverage and exposure secured. Home relocation enquires from the festival with additional tourism visitor returns being tracked by tourism office/chamber.			
<ul style="list-style-type: none"> <li><u>Brockville Mental Health Centre</u> Continue advocacy for site redevelopment upon completion of the required government process for the sale or transfer of assets.</li> </ul>	No activity on this file during this quarter	Federal Cabinet Shuffle provides some renewed optimism for female correction facility. Federal and provincial advocacy has commenced. Specific event planned for fall 2013.	Cost sharing proposal under development for updating of position paper for female corrections facility. Productive community meeting hosted by Chamber on next steps. Political follow-up encouraging.		Monitoring the political interventions with the new faces on the hill. Both local members are encouraged with current responses to their proposals.
<ul style="list-style-type: none"> <li><u>Community Improvement Plan</u> Assist Planning department with the communications and marketing of the revised programming.</li> <li><u>Employment Lands</u> Proceed with assessment process towards a new 200 acre business park</li> </ul>	<p>Approved and executed. Regional Group and possibly Former Howison's Store to make application</p> <p>Tree and wildlife study under development. Further required reports during next quarter. Both of impacted landowners have been advised on progress.</p>	<p>Very strong numbers and supportive case identified by Planning Department in report on developer reaction to the incentive offerings and proposed activity to 2015.</p> <p>Howison Store under renovation with Regional Group still on track for summer start.</p> <p>Environmental Report for Tree and wildlife completed with no concerns identified.</p> <p>Archeological study next followed by market valuation.</p>	<p>No activity or changes.</p> <p>Market evaluation for employment lands to be completed by Oct 18<sup>th</sup>.</p> <p>Archaeological report due within one week.</p> <p>Environmental report completed in August.</p>		<p>Goal is to have employment lands available for 2014 with servicing within 2 months of confirmed project.</p> <p>Confirmed eligibility for Provincial government financial assistance on servicing under EODF contingent of a industrial client confirmed.</p> <p>Confirmed interest from Cogeco on fibre installation and cost-sharing on trench work.</p>



2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
3. Amenities					
<ul style="list-style-type: none"> <li>Refresh on <u>401 highway entrance signage</u> at both interchanges. Assist Aquatarium with GCC roadside signage.</li> <li><u>Algoma Post- Secondary Learning Centre</u> - to establish a university program for 25 students by 2013/2014 preferably in a downtown location.</li> </ul>	<p>New signage for 401 to be completed with the 3D elements from TISS prior to May 24<sup>th</sup>. Savings of \$25k with partnerships/grants. VIA Rail sign refresh to be installed week of May 17.</p> <p>Political meetings and advocacy continues with Algoma file. University senate has approved Brockville site. Four downtown real estate options</p>	<p>401 and the VIA Rail Signage completed prior to Tall Ships Festival and grant assistance secured. The otter has been repaired!</p> <p>Ongoing meetings and letters on need to secure Provincial government endorsement of Algoma concept. Likely a September/October timeframe for response.</p>	<p>Completed</p> <p>Awaiting Provincial approval</p>		<p>New signage provides the necessary theming for community branding and the new direction on lifestyle attraction.</p> <p>Only 401 signage of this design between Windsor and Quebec border.</p> <p>Large Canadian flag erected on Canada Day at Smart Centre site to commemorate Birthplace of Canada Flag. Gateway footer signage under development to further this theme</p>
4. Sustainability					
<ul style="list-style-type: none"> <li><u>Tomlinson Project/Central Avenue</u> Ensure continued development of the process to redevelop this property with three new business units.</li> </ul>	<p>Agreement of Sale extended again. PR and public advisory approach by client. In camera update at EDP in May</p>	<p>Council achieved resolution to terminate further development of Tomlinson project on this site.</p>	<p>No action required</p>		<p>New process guidelines of process for discussion in September as result of the Tomlinson file.</p>
Continue the process to assess new economic	To be presented at May	September 10 <sup>th</sup> is the			

2013 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
delivery models that have linkage for regional cooperation. Recommendations of the recently completed external review will provide guidelines for this review.	21 <sup>st</sup> Economic Forum./ All background research completed.	business and industry forum from earlier recommendation on this issue.			
<ul style="list-style-type: none"> <li>Workforce Development with partnership with local labour board and St. Lawrence College.</li> </ul>	Two successful forums completed. Continuing with reverse trade fair option.		Successful workshop with local industry and business hosted this week with 55 attendees. Next steps report to be completed in 4 <sup>th</sup> quarter		

2013 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b>					
• Negotiate 1 Collective Agreements (Fire)	Pending – September 15 & 16 Arbitration date	August 29 <sup>th</sup> and October 17 <sup>th</sup> Confirmed	Mediation Session Held Interest Arbitration scheduled for October 17th		
• Complete implementation of External Review recommendations	Complete	Complete	Complete		
• Develop Transition Plan for H.R. Department	Complete	Complete	Complete		
• Present Draft Communications Policy	In Progress	Draft of Social Media Policy prepared – phase in with Clerk's office for elections proposed	Complete & presented to SMT for review 1 <sup>st</sup> phase – Clerk's office for Elections		
• Develop H & S Policies & Corporate Management Policies			Obtaining examples of other H&S policies to review		
• Develop Bill 168: Violence in the Workplace training for Fire Department			Schedule training in October		
• Address additional development needs for Succession Planning	In works	Completed Succession Plan review	Complete – looking to 2014		
• Succession Planning/Recruitment	Recruitment of : Accounts Payable Clerk Director of Corporate Services Part Time Fire Dispatcher Museum Curator/Director	Recruitment of: Mechanic Inventory/Payroll Operator III Waste Water ORO Fire Fighter(1)	Recruitment of: Fire Fighter (2) Fire Training Officer Chief Fire Prevention Officer Fire Prevention Officer		

2013 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<ul style="list-style-type: none"> <li>Customer Service Training</li> </ul>	Serviceperson/Metering Financial Analyst/Internal Auditor Summer Students (27) WHMIS training provided to students and new hires Young Employees Safety Training provided to students  Total of 53 individuals hired by May 7, 2013          Reviewing courses for delivery	Realignment and reorganization of Operations : Fleet Services & Support Supervisor Fleet Maintenance Foreman complete Placement completed with St. Lawrence College Placement with Career Services (8 weeks) July 2 began  Total of 66 individuals hired by July 5, 2013          Need to establish training date & cost	Part Time Fire Dispatch Waste Water Systems – Sub-Foreman Collections/Operator Bylaw Officer 4 p-t police students 1 p-t Arts Centre 4 Crossing Guards 1 p-t special constable 2 p-t rink attendants 1 operations seasonal p-t          To be schedule for January 2014 due to availability of AMCTO course to be brought in- house		
<b>2. Economy</b> <ul style="list-style-type: none"> <li>Attendance Monitoring</li> <li>Review and recover surplus WSIB appeals (Fire)</li> </ul>	Preliminary data provided Obtained one settlement & Other pending	Ongoing Delayed due to review: not anticipated until late summer	\$10,426.67 NEER adjustment requested Additional Submission prepared and delivered to Panel		
<b>3. Benefits</b> <ul style="list-style-type: none"> <li>Introduction of online claim remittance</li> <li>Changing Employee Identifier from Social Insurance Number to Employee Number &amp; Introductions of Loblaw Preferred Pharmacy Pricing</li> <li>Reprint of Benefit Booklets</li> <li>Reprint of Manulife Wallet Certificate</li> <li>Updating of Beneficiary Information</li> </ul>	Complete	Complete	Complete Complete – effective August 2, 2013 1st draft received July 2nd for review Complete Complete		

2013 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
for Manulife & OMERs					

2013 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
<b>1. People</b>					
- Completion of annual staff performance reviews	Will be conducted within the year	Ongoing meetings with staff. Formal evaluations to be conducted	Six month performance reviews being scheduled		
- Assist City Manager in implementation of External Organizational and Operational Service Delivery Review recommendations	Ongoing discussions	Discussions ongoing	Continuing discussions		
<b>2. Economy</b>					
- Continued promotion and review of the Community Improvement Plan including Brownfield Tax Incentives for environmental remediation and the effectiveness for new development	To meet with Planning department to review programs and update as needed.	To discuss further opportunities with Province	Updating of files. Further discussions with Province		
- Development of BFTIP By-Laws	See above. Establish contact with provincial representatives	See above	See above		
- Continued involvement in local MUSH Sector Purchasing	Re-establish contacts with Members from various sectors	Discussions about sharing services ongoing	Ongoing discussions on services that can be shared		
<b>3. Amenities</b>					
- Implement first phase of Corporate GIS Strategy	Discussions with MIS department and to establish meetings with committee members	Meeting with Counties to discuss strategy for implementation of GIS. Trial software to specific users in City	Demonstration of County GIS to City staff		
<b>4. Sustainability</b>					
- Development, implementation, monitoring of annual City budget	Review of year end status with respect to previous reports and expected year-	Ongoing. 2014 process underway	Meetings held with departments. Presentation scheduled		

2013 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
	end results		October 29, 2013		
- Completion of annual year-end statements such as FIR and MPMP, or any other Annual Reports pursuant to legislated requirements	In process. File to be ready for auditors 2 <sup>nd</sup> week of June	Auditors completed review. Scheduled FAO meeting scheduled Sept 17	Completed F/S and FIR's In process of completing MPMP statistics		
Updating, monitoring of the Ten Year Capital Plan which includes the information technology master plan	Draft presentation updated and to be presented June 4 <sup>th</sup> , 2013	First update completed. Second update included in Budget Guidelines of August 27	Further discussions held October 8 <sup>th</sup> , 2013		
- Continued implementation of water / wastewater meter replacement project	Ongoing discussions and report to council for continued funding during 2014 budget	Ongoing	First meeting held, second being scheduled		
- Continued development and implementation of Corporate Strategy of new practices involved with PSAB requirements (tangible capital assets)	Ongoing Development of Asset Management Policy and Program with respective Directors	Scheduled a number of meeting with appropriate departments and consultants	Finalizing asset management plan		
- Completion of Asset Management Plan in compliance with provincial guidelines	See above	See above	See above Further professional development		
- Development/implementation of new financial reporting requirements for Aquatarium	Ongoing Meeting with staff involved in project	Discussions ongoing	Ongoing		
- Consolidate and develop new Water / Wastewater Agreements with Elizabethtown-Kitley	Review of existing contract and determine outstanding liability from Township and E-K users. Assist in the development of new contract	Draft report to Lawyers. A number of meetings held with next meeting expected in August	Schedule meeting with team and then with E-Town before December		
- Complete implementation of new Financial System – specifically the Utilities Module and adjustments to Payroll Module – and monitor its effectiveness	Ongoing	Ongoing	Ongoing		

2013 DEPARTMENT GOALS/OBJECTIVES					
Corporate Services Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
- Review Water / Wastewater Rate Structure	Ongoing discussions. To re-establish committee in 2 <sup>nd</sup> quarter for readiness in 2014	Initial meeting in July. Next meeting(s) scheduled for September	Scheduled meeting in November		
- Develop reintroduction of Development Charges Strategy	Presented to Council at EDP committee, May 7 <sup>th</sup> , 2013	Completed. First meeting with consultant scheduled for August 7th	Engagement underway. Consultants preparing report		



## 2013 DEPARTMENT GOALS/OBJECTIVES

Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
<b>1. People</b>					
a. AODA Integrated Accessibility Standard – planning, training and implementation	Working with L&G Clerks group to draft policies and training materials.	L&G Clerks group completed draft and presented to Clerks for review	Draft policy being Brockville'ized. Training plans being developed. Policy to FAO in November		
b. Improve public's access to documents via website	Waiting on iCompass roll out of CivicWeb portal (April 2013)	Preparing wording for CivicWeb portal	CivicWeb portal live. Link from City Hall website created. Announcement and awareness campaign for staff and website users in Q4.		
<b>2. Economy</b>					
a. Complete (department) trial of iCompass Action Tracking module and introduce/train other departments on module	iCompass customizing Action Tracking templates	Action Tracking templates completed; need revision and further testing	No updates at this time.		
b. Corporate Policies – Communication and Alcohol	Alcohol policy drafted; to be reviewed by staff again	Draft policy reviewed by staff and sent to arena advisory committee for review; to FAO July	✓ Alcohol Policy adopted by Council. Social Media policy to be presented to Council at October FAO mtg.		
<b>3. Amenities</b>					
a. Complete implementation of parking program initiatives from the departmental Service Delivery Review (on-line ticket payments; new meters in Court House area)	No updates	No updates	Attended parking conference. Gathered product information. RFP to be prepared for spring installation.		

Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
<b>4. Sustainability</b>					
a. Assist Governance Committee with procedural by-law review/automation of Council procedures/activities	Procedure by-law modified; mtg with Gov Comm in April; iPads tested by Senior Mangers	Met with Gov Comm; Clerk to draft simple changes to procedural bylaw and draft report for changes to composition of council	Committee presenting recommendation to reduce composition of council to Council in October. Procedural by-law still under review.		
b. Prepare plan for centralize records management program (including electronic records)	Coordinate with 2A (above)	Coordinate with 2A (above)	Delayed to 2014/15 due to implementation of IASR and training requirements.		
c. Implement TOMRMS (filing classification system)	Coordinate with 4b (above)	Coordinate with 4b (above)	Delayed to 2014/15 due to implementation of IASR and training requirements.		
d. 2013 Budget monitoring	On-going	On-going	On-going		
e. 2014 Budget preparation	No updates	No updates	2014 budget drafted and submitted to Finance.		

2013 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b>					
- Continue implementation of data and application management software (Marmak's MILISA) for building and planning	Full deployment of MILISA software for building permitting completed. Complaints and by-law enforcement modules being tested	MILISA building permit software fully functional. Complaints and by-law enforcement modules have been deployed	Staff working with building permit, complaints and by-law enforcement modules.		
- Continue training of CBO & Inspection Officers to ensure full compliance with Ontario Building Code Act	Training for new Inspection Officer continued through Q1	New Inspection Officer passed CBO Legal course and has become a qualified inspector (House)	Newest Inspection Officer seconded to WPCC. Training needs will be assessed when vacancy is filled. Training opportunities for other inspectors limited over summer months		
- Ensure opportunities for Continuous Professional Learning for planners to meet requirements of OPPI (Mandatory commencing 2014)	Staff participated in available webinars	Staff continues to participate in training webinars. Rural Planning workshop attended by Planner II	Planning staff attended OEMC and OPPI conferences.		
- Continue subdivision file closure and assumption	Co-ordination and engineering review of targeted subdivisions underway	Limited opportunity for co-ordination with engineering to advance file closure	Meeting held to discuss specific files and actions needed to advance file closures		
- Rationalize Developer Deposits/Contributions	File review commenced	Document review continues.	No action in Q3		
<b>2. Economy</b>					
<i>Community Improvement Plans (Downtown &amp; Brownfields)</i>					
- Develop and implement communication strategy for new downtown Commercial Conversation/Rehabilitation Grant) and establish administrative protocols and standardized funding agreements	Updated CIP brochure produced and mailed to all downtown property owners. Stakeholder meeting hosted by DBIA March 20. Website updated. Applications	Promotion of CIP-FIG and CIP-RCCR programs continued and potential applicants are encouraged to participate. Cut off for access to programs at end of Q2	Funding agreements for new Downtown CIP Programs developed for distribution to eligible applicants.		

2013 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	finalized. Application period for FIG and RCCR Grants commenced.	results in 8 applicants. Commenced application review for eligibility.			
- Continue administration of applications for other program assistance under Downtown and Brownfields CIP's	Ongoing administration of 23 files.	Ongoing administration of 23 files. Received Registration of Intent for BHSD project (23 King St. W.), and 234 King St., W.	Ongoing administration of TIERR and Brownfields TIEG Grant files. Review of applications received for access to Façade Improvement and Res/Comm Conversion/Rehab Grants completed and status report provided to EDP/Council		
- BFTIP by-laws to be completed as necessary	Draft by-law commenced	Document review and consultation with MMAH underway	Follow up with MMAH pending		
<i>Planning &amp; Building Review / Approvals (Ongoing &amp; as needed)</i>					
- TSL/Aquatarium	Inspections continue as construction progresses. Condo exemption requests/applications received and recommendations provided to EDP/Council	Inspections continue as construction progresses.	Inspections continue as construction proceeds. Request for occupancy granted for initial units and ongoing based on meeting OBC requirements.		
- The Wayfare Condos	Finalization of site plan pending.	No activity in Q2	No activity in Q3		
- JUNIC	Review of applications for OPA, ZBLA and plan of subdivision underway.	Environmental consultant conferring with MNR on Significant Woodland area on site and species at risk report	Environmental consultant yet to report back. Review of requested zoning underway		
- Centre Street	Pre-consultation discussions held about subdivision approval to be sought	Discussions ongoing respecting anticipated subdivision application to be filed	Subdivision application requirements discussed with owner as part of pre-consultation		
- Wildwood Phase 2	Subdivision agreement finalized with developer. Final approval granted.	Plan of subdivision and Subdivision Agreement registered.	Permits issued for 3 lots in new phase of subdivision. Construction underway.		

2013 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- BGH	3 <sup>rd</sup> floor renovations pending. Minor change to site plan approved for development of new on-site parking	3 <sup>rd</sup> floor renovations and improved on-site parking underway. Pre-consultation meeting held with design team respecting hospital expansion. Preliminary design to be completed by end of 2013 for submission to MOH.	Inspections being provided for renovations to 3 <sup>rd</sup> floor. Demolition permit issued for former ambulance station being removed for parking lot expansion.		
- Blockhouse Square	Assisted in the advancement of project from concept to draft development agreement.	Ongoing consultation with developer respecting planning approvals needed and timing for same.	Consultation with development team ongoing.		
- Other/New	<p><u>CPHC</u>: Inspections continue as construction progresses</p> <p><u>Ange Gabriel</u>: Occupancy granted for new additions</p> <p><u>Banquet Hall</u>: Inspections completed and occupancy granted</p> <p><u>605 King W Townhouses</u>: Construction underway following receipt of confirmation of RSC</p> <p><u>Tomlinson</u>: Applications for OPA and Zoning amendment filed. Public meeting rescheduled and then postponed at request of applicant due to overwhelming public response.</p> <p><u>4 Schofield</u>: Zoning for personal service establishment approved in Jan.</p> <p><u>35 Broad</u>: Zoning</p>	<p><u>CPHC</u>: Inspections continue for anticipated occupancy in August</p> <p><u>Ange Gabriel</u>: Construction complete. File closed.</p> <p><u>Banquet Hall</u>: Construction complete. Application filed for consent to sever banquet hall from hotel.</p> <p><u>605 King W Townhouses</u>: Inspections continue as construction progresses</p> <p><u>Tomlinson</u>: Public submissions continue to be received while applicant conducts consultation with neighbours.</p> <p><u>4 Schofield</u>: Permit issued for renovations</p> <p><u>35 Broad</u>: Recommendation to EDP and Council for temp zoning for food truck</p>	<p><u>CPHC</u>: Construction and occupancy inspections completed.</p> <p><u>Ange Gabriel</u>: File closed</p> <p><u>Banquet Hall</u>: File closed. Consent for severance granted conditionally.</p> <p><u>605 King W</u>: Inspections continue as construction progresses</p> <p><u>Tomlinson</u>: Applications withdrawn.</p> <p><u>4 Schofield</u>: Salon open. Parking area to be completed.</p> <p><u>35 Broad</u>: Food truck installed</p> <p><u>36-46 King W</u>: Approval pending return of Site plan agreement sent to applicant for execution.</p> <p><u>243 Perth</u>: Rezoning complete. File closed.</p> <p><u>119-121 James W</u>: Rezoning and consent approvals complete.</p>		

2013 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
		creating 27 rental units <u>Brockville Crossroads</u> : Minor change to site plan approved for Ph 2 construction (plaza addition of 1421 sq m). Permit issued. <u>7777 Kent Blvd</u> : Permit issued for 2 storey motel addition and pool	<u>67 Church St</u> : Extension of temporary zoning approved by Council following public meeting held by EDP in Sept. <u>260 King W</u> : Notice given of public meeting on extension of temporary zoning for chip wagon to be held by EDP in Oct.		
Employment Lands - Assist with advancement of rationale for future employment lands in Brockville or in association with Elizabethtown-Kitley	Path forward respecting planning issues and approvals being formulated	Path forward being identified	Scoped Environmental Impact Assessment under review		
Approval & implementation of 2013 budget, & preparation of 2014 budget	2013 Budget approved, including new CIP program funding.	2013 Variance reporting as required	2013 Variance reporting as required. 2014 Budget preparation commenced		
<b>3. Amenities</b>					
Improve response times to Property Standards complaints, continue training of By-Law Enforcement Officer/Animal Control Officer to assist	MILISA Complaints software implementation in initial stages, to be fully deployed in Q2. Internal SOP being reviewed.	MILISA by-law enforcement software deployed to facilitate response and tracking of complaints.	Monitoring of response time with complaint tracking software over busiest season		
<b>4. Sustainability</b>					
<i>Official Plan/Downtown &amp; Waterfront Master Plan &amp; Urban Design Strategy</i>					
- Obtain direction from council with respect to prioritization of actions to be undertaken within the life of the Official Plan and DWMPUDS as identified therein	Participated in 10 year capital plan discussion and visioning. Ongoing action on Blockhouse Square Development.	Ongoing discussions regarding BHSD and Water St. realignment project	1. Ongoing discussions regarding BHSD and Water St. realignment project. 2. Watson & Associates engaged to complete Development Charges Study and By-law. Project initiation meeting held; data collection		

2013 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Update planning applications & procedures related thereto for consistency with new Official Plan	New applications being formulated	Draft modifications to applications being prepared for internal review	phase commenced. No action in Q3		
<i>Sustainability Plan</i>					
- Implement Recommended Program 5.1.5 by developing a Green Building Standards check list as an appendix to current planning and development application forms, and a tracking system for green building elements included in proposed development and construction projects	Check list and tracking system being developed as part of update to applications	Ongoing	In progress		
<i>New Comprehensive Zoning By-law</i>					
- Develop Terms of Reference for updating the City's comprehensive Zoning By-law	T Of R developed. RFP distributed. Responses from 6 firms reviewed, with development permit concept set aside and Zoning By-law update endorsed by Steering Committee	Completed	Completed		
- Seek approval on consultant selection	Consultant selection to Council in Q2	Recommendation to EDP and Council to engage MMM Group for preparation of new Zoning By-law.	Completed		
- Commence project	Pending award of contract	Contract awarded. Project initiation meeting held with steering committee June 4. Data and document sharing and review underway.	Draft Discussion Paper provided by consultants for review. Preparation for meetings with Council, stakeholders, agencies and first public Open House held Sept 24-25. Input to Discussion Paper being gathered		

# 2013 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT

1<sup>ST</sup> QTR.

2<sup>ND</sup> QTR.

3<sup>RD</sup> QTR.

4<sup>TH</sup> QTR.

COMMENTS/BARRIERS

amendment for food truck  
- public meeting Jan.  
Recommendation to  
EDP/Council in Q2  
36-46 King W: Zoning  
amendment for self-  
storage – approved  
243 Perth: Zoning  
amendment for clinic –  
public meeting scheduled  
for April  
119-121 James W.:  
Zoning amendment for  
semi-detached dwellings  
– public meeting  
scheduled for April

endorsed.  
36-46 King W: Site plan  
application for  
renovations received. In  
process.  
243 Perth:  
Recommendation to EDP  
and Council for zoning  
approval for clinic  
endorsed in May.  
119-121 James W:  
Recommendation to EDP  
and Council for creation  
of special exception zone  
endorsed. Consent  
application approved.  
10-12 Delhi: Rezoning  
application filed. Public  
meeting held in May.  
Recommendation to  
rezone rear lands for  
parking area for 401  
Security to EDP and  
Council endorsed.  
89 Church: Rezoning  
application filed for B & B.  
Public meeting held in  
May. Recommendation  
for approval to EDP and  
Council was endorsed in  
June.  
6 Court Terrace:  
Rezoning application filed  
for professional office.  
Notice given for public  
meeting to be held July 2.  
Churchill Apts.- Salisbury  
Ave at Reynolds Dr: Site  
Plan submission received  
for addition of 3<sup>rd</sup> story on  
each apartment building,

Files closed.  
10-12 Delhi: Rezoning  
and consent complete.  
Site Plan for parking area  
under review and  
Agreement being  
prepared  
89 Church: Rezoning  
complete. File closed.  
6 Court Terrace:  
Recommendation to EDP  
and Council endorsed.  
Zoning amendment  
complete. File closed.  
Churchill Apts – Salisbury  
Ave at Reynolds Dr:  
Approval pending  
finalization of Site Plan  
Agreement  
Brockville Crossroads:  
Permit issued for Phase 2  
and 3; construction  
underway with  
inspections provided as  
needed  
7777 Kent Blvd:  
Construction of addition  
to commence Q4  
58 Buell: Permit issued  
and inspections underway  
for renovations to Food  
Bank  
Millwood at Magedoma:  
Site plan approval pre-  
consultation held for 24  
unit/2 building condo  
project proposed.  
1000 Islands Mall: Minor  
variance approved for  
243 sq.m. addition.  
Permit issued.



2013 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b> a. In partnership with community groups, enhance existing & plan for new facilities to draw families & seniors, ie. Rotary Park, athletic field, Brock Trail, Railway Tunnel b. Facilitate departmental support for festivals & events which benefit residents & draw visitors, ie. Ribfest, 1812 Bicentennial Celebrations, Hydroplane Regatta (with linkage to Economy objectives) c. Complete review of Non-resident User Fee	a. Ongoing  b. Ongoing  c. Scheduled for 3 <sup>rd</sup> quarter.	a. Artificial ice approved for Rotary hockey rink; ongoing engineering investigations for safe opening of railway tunnel; Brock Trail design work approved b. Ongoing. Tall Ships Festival and Hydroplane Regatta complete. c. Scheduled for 3 <sup>rd</sup> quarter.	a. Rotary Park Committee approved purchase of Artificial ice system for Rotary hockey rink; engineering investigations for safe opening of railway tunnel nearing completion; proposal requested for Brock Trail design work b. Ongoing. Tall Ships Festival and Hydroplane Regatta complete. c. On hold pending discussions with Elizabethtown-Kitley		
<b>2. Economy</b> a. Facilitate/monitor brownfield remediation projects (TSL, Wayfare, Junic, etc.) & linkages with City amenities associated with or adjacent to these developments b. Provide technical support to industrial park land assembly initiative	a. Ongoing  b. Ongoing	a. Ongoing. Focus on Blockhouse Square project. b. Ongoing	a. Ongoing. Focus on Blockhouse Square project. b. Ongoing		
<b>3. Amenities</b> a. Assist City Manager in negotiation of harbour divestiture b. Relocation of Boardwalk docking to east wall c. Facilitate TSL/Aquatarium related projects – docking, Broad Street d. 2013 Capital Projects – roads, bridges, fleet, parkland, facilities e. RFP – Canteen operations	a. Ongoing b/c. Stakeholders consulted. Revised application for docking submitted to Transport Canada. d. Projects being initiated e. Contract awarded	a. Ongoing b. Boardwalk docking relocation complete c. Transport Canada approval for dock pending. d. Projects underway e. New contractor commenced operations	a. Ongoing b. Boardwalk docking relocation complete c. Transport Canada approval for dock pending. d. Projects underway e. Complete		

2013 DEPARTMENT GOALS/OBJECTIVES					
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>4. Sustainability</b> a. WPCC Secondary Treatment – main project wrap-up; Main Pumping Station/forcemain environmental assessment and design b. Participate in the Energy Management Committee – development of City's Energy Management Plan c. Asset Management – coordinate with Environmental Services to meet provincial requirements for funding eligibility	a. Main project: completing deficiencies; wrapping up contract issues. MPS/forcemain EA ongoing b. Ongoing through Arena and Facilities Supervisor c. Ongoing with Environmental Services and Corporate Services	a. Main project: completing deficiencies; all claims resolved. MPS/forcemain EA ongoing b. Ongoing through Arena and Facilities Supervisor c. Ongoing with Environmental Services and Corporate Services	a. Main project: completing deficiencies; all claims resolved. MPS/forcemain EA ongoing b. Ongoing through Arena and Facilities Supervisor c. Ongoing with Environmental Services and Corporate Services		
<b>Departmental Objectives</b>					
1. Assist City Manager in completion of: <ul style="list-style-type: none"> <li>Implementation/monitoring of 2013 budget</li> <li>Preparations for 2014 budget</li> <li>Implement next steps of Corporate Reorganization as necessary</li> </ul>	Ongoing  2 <sup>nd</sup> /3 <sup>rd</sup> quarter Succession planning for 2013 retirements	Ongoing  2 <sup>nd</sup> /3 <sup>rd</sup> quarter Succession planning for 2013 retirements complete	Ongoing  Ongoing  Succession planning for 2014 retirements ongoing		

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b><u>Corporate Objectives</u></b>					
<b>1. WPCC Secondary Treatment</b>  - Construction Project Management           - Environmental Assessment of Main Pumping Station	<p>On-going. The plant continues to have great effluent results. The contractor continues to work on deficiencies, incomplete work and warranty items. It is expected everything will be completed in the 1<sup>st</sup> quarter of 2013.</p> <p>A draft of the Phase 1 Environmental Assessment Report has been completed for staff review and comment. It is anticipated that the EA will be completed by the end of July. Staff is waiting to hear back about possible funding through the MIII program.</p>	<p>On-going. The plant continues to have great effluent results. The contractor continues to work on deficiencies, incomplete work and warranty items. It is expected everything will be completed in the 3<sup>rd</sup> quarter of 2013.</p> <p>It is anticipated that the Phase 2 Environmental Assessment Report will be completed by the end of August and that a public open house will be held in the early part of September. The project is to be finalized by the end of September. The City was not successful in obtaining funding through the MIII program.</p>	<p>On-going. The plant continues to have great effluent results. The contractor only has few deficiencies left to complete. Work on the problematic boiler system is on-going. It is expected everything will be completed by the end of November 2013.</p> <p>A public open house was held in September. The final report is scheduled to be completed by the end of October 2013.</p>		
<b>2. Wastewater System Capacity Analysis</b>  - Ongoing completion of corrective Actions as per Report 2007-144-08	<p><b><u>Immediate Term</u></b> Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's</p>	On-going.	On-hold.		<p>The purpose of report 2007-144-08 was to put a plan in place to reduce the amount of wastewater being treated at the City's WPCC. By 2007 the plant was at its capacity limit. Since 2007 there has steadily been a decline in</p>

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	<p>sanitary sewer system via water flushing stations.</p> <p><b>Short Term</b> A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I &amp; I). This work was completed in the 2<sup>nd</sup> quarter of 2012. Staff will now review the results and prepare a plan to resolve the problems as well as establish a cost estimate to complete the required work.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p><b>Long Term</b> Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p>				<p>influent at the plant. This can be mainly attributed to the amount of annual rainfall over the past three or four years. In addition, through the City's capital plan, shared manholes are being removed; water consumption across the City is declining; watermain breaks are being repaired. All contribute to a reduction of flows at the plant to where, in 2012, it is at 67% of its rated capacity. Staff will continue to work on reducing inflow and infiltration but the urgency is no longer there.</p>

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	Staff continues to monitor approved developments that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.				
<b>3. Implementation/Improvement of City's Operational Plan (DWQMS)</b>	<p>On-going. The City's Operational Plan is a living document and continues to evolve.</p> <p>NSF conducted an external audit of the City's Operational Plan in early February 2013. As a result of the audit, the City achieved full accreditation.</p>	<p>On-going. The City's Operational Plan is a living document and continues to evolve.</p> <p>City staff conducted the annual internal audit of the plan in April with only minor recommendations.</p> <p>The annual Management Review Meeting was held in June.</p>	On-going. The City's Operational Plan is a living document and continues to evolve		
<b>4. Water Systems Master Plan</b>  - Water Distribution System Hydraulic Modeling Review	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work.	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work.	On-going. Staff has met with a consultant about updating the City's Watercad model. In order to complete a master plan, it is necessary to have an updated water model. It is anticipated that work on the model will be completed in January 2014.		
<b>5. Implementation of Long</b>	The City's Solid Waste	The City's Solid Waste	On-going.		

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>Term Solid Waste Management Study</b>  - Review solid waste service levels	Officer is in the process of collecting data for the preparation of a council report regarding solid waste service levels.  Council gave direction to staff to review the service levels for those home owners currently not eligible due to site plan control agreements.	Officer is in the process of collecting data for the preparation of a council report regarding solid waste service levels.  Council gave direction to staff to review the service levels for those home owners currently not eligible due to site plan control agreements.			
<b>6. Completion of 2013 Environmental Services Department's Capital Projects</b>  1) Byng Ave. Reconstruction  2) Tunnel Ave. Reconstruction          3) McCreedy St. Reconstruction          4) Brock St. Watermain Reconstruction	The Tunnel and Byng Avenue projects will be combined and completed as one project. It is scheduled to be advertised in June with construction scheduled to start in September.          The McCreedy Street project has been awarded to Miller Construction. Work is scheduled to start in early May and be completed by the end of July.          The Brock Street project will be advertised in early May and scheduled to start in June.	Construction on these projects is scheduled to start in early September. Cruickshank Construction of Morrisburg has been awarded the contract.          Work on this project is progressing slowly due to the hardness of the rock encountered. An extension of time was granted to Miller Excavating. Work is to be completed by the end of August.          The Brock Street watermain project was awarded to Knapp's Paving and Landscaping and is	Work on Byng and Tunnel Avenue started in September and are well underway. It is expected that they will be completed by mid-November 2013.          The project has been completed on-time and under budget.          The project has been completed on-time and under budget.		

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
5) Wastewater Systems - Capital	There are only two small projects to be completed in 2013. Both are scheduled to be completed by the end of the year.	progressing well. Work on it is expected to be completed by mid-September.  There are only two small projects to be completed in 2013. Both are scheduled to be completed by the end of the year	There are only two small projects to be completed in 2013. Both are scheduled to be completed by the end of the year		
6) Water Systems - Capital	The Water Systems Division has a number of projects to be completed in 2013. A number of them have already been completed, several more are underway and all will be completed by the end of the year.	The Water Systems Division has a number of projects to be completed in 2013. A number of them have already been completed, several more are underway and all will be completed by the end of the year.	The Water Systems Division has a number of projects to be completed in 2013. A number of them have already been completed, several more are underway and all will be completed by the end of the year.		
7. Preparation of the City's Asset Management Plan	On-going. Staff secured funding in the amount of \$24,000 to assist in the preparation of an asset management plan which is required to be completed by the end of 2013. In order to receive funding in the future for capital projects, municipalities will have to have an AMP in place.  Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective	On-going. Staff secured funding in the amount of \$24,000 to assist in the preparation of an asset management plan which is required to be completed by the end of 2013. In order to receive funding in the future for capital projects, municipalities will have to have an AMP in place.  Environmental Services staff is in the process of finalizing the state of the infrastructure element of	On-going. Staff secured funding in the amount of \$24,000 to assist in the preparation of an asset management plan which is required to be completed by the end of 2013. In order to receive funding in the future for capital projects, municipalities will have to have an AMP in place.  Environmental Services staff is in the process of finalizing the state of the infrastructure element of		

2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system.	the plan and starting the desired level of service element shortly.  Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system.	the plan and have started developing the level of service element.  Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system.		
8. Implementation of a Geographic Information System (GIS)	On-going.	On-going.	On-going.		
9. Assist in the Risk Assessment of Reynolds Park	On-going.	On-going. See the Operations Departments Work Plan for more details.	On-going. See the Operations Departments Work Plan for more details.		
10. Continued Monitoring of Brownfields Remediation Projects (TSL, Junic, Way Fare, etc)	On-going. Environmental Services staff continues to assist other departments in remediation projects.	On-going.	On-going.		
11. City liaison with CRCA to assist in the development & implementation of Source Water Protection Plan	Ongoing. The local Source Water Protection Committee submitted its Source Water Protection Plan to the Minister's office at the end of August 2012. A response from the MOE is expected later this year.	City staff has participated in several meetings with the CRCA and other surrounding municipalities regarding establishing a regional Risk Management Official to review risk management plans on our behalf.	The CRCA have agreed to establish a regional Risk Management Official. Draft agreements have been prepared and are being reviewed. It is expected that the City will enter into its agreement with the CRCA by January 2014. It		



2013 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	Staff is working with the CRCA in anticipation of receiving approval of the plan. Once the plan has been approved staff will be responsible for its implementation.		is anticipated that the local Source Water Protection Plan will be approved by the Minister's office by the end of 2013 with implementation to start in 2014.		
<b>Department Objectives</b>					
<b>1. Assist City Manager in completion/implementation of:</b>  - Implement Services Delivery Review recommendations  - Performance Reviews on Supervisory Staff  - Implementation/Monitoring 2013 Budget  - Preparation of 2014 Budget	On-going.  Performance reviews on supervisory staff will be completed by the end of the year.  On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.  Preparation of the 2014 budget will start in the 3 <sup>rd</sup> quarter of the year.	On-going.  On-going. Scheduled to be completed in 3 <sup>rd</sup> quarter.  On-going.  On-going.	On-going.  On-going. Scheduled to be completed in 4th quarter.  On-going.  On-going.		

2013 DEPARTMENT GOALS/OBJECTIVES					
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>1. People</b>					
- Continue Home Inspection Program	2012 Stats review completed Scheduled start in May/13	Inspections currently in weekly activity schedule. Concentrating on specific areas identified in review.	Crews will finish with field work in late October. Stats will be reviewed.		
- Continue involvement with the resurgence of the Safe Community Program	Sightline to Safety Prgm. Introduction proposal in works.	Safe Community Program Not very active at this time.	Very little activity with this group.		
- Continue to assist those with impairments & seniors to ensure that they have working smoke alarms in accordance with the Ontario Fire Code (emphasis on hearing impairment program).	Focus on Fire safety for Deaf & Hard of Hearing Seniors info sessions attended	Presentation given to L&G Mutual Aid – support in principle, waiting for a response & action plan from Can. Hearing Soc.	Other departments becoming active in program. Can. Hearing Society driving force – working with them.		
- Public Safety Awareness Campaigns – posters on buses, at public places & on the digital sign board at Station 2. - promote Fire prevention education & materials at any viable opportunity &/or community functions.	Primarily focused on use of electronic sign.  Staff attending all venues where an opportunity to educate afforded.	Focus remains the same.  Crews very active attending numerous summer activities & functions.	Fire Prevention Week focus on kitchen/stove top fires & home escape plans. Crews active in schools & at public functions.		
<b>2. Economy</b>					
- Continue to promote remote access to our computer aided dispatch program Crisys records keeping option to S,D & G fire departments	Project not viable. No interest from dispatch clients. (too costly)	Change in focus – reducing faxing costs by implementing an e-mail based reporting to clients.	Most clients participating in electronic transfer of reports.		
- Regular monitoring & evaluation of dispatch services to South Dundas, South Stormont & South Glengary	Committee sitting & developing SOP's both L&G and S,D &G	Ongoing project - making steady development with clients.	Participating in develop of standard radio protocols & practices.		
- Monitor the 2013 Budget & report variance concerns as required & as they occur. - Work with HR Manager on Interest Arbitration (2011 & 2012) contract & vacancy grievance hearings tentatively scheduled into 2013.	On going  Compilation & sharing of relevant information as it becomes available. Sept. & Oct. dates.	Ongoing  In progress, info being compiled. Mediation hearing Aug. 29	On going  All info in hands of city rep. Arbitration Oct. 17.		

2013 DEPARTMENT GOALS/OBJECTIVES					
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Work with City Manager & Finance Department staff to develop 2014 budget - Renewal of EMS lease agreement.	Ongoing  Attempting to schedule meeting. Notice of intent.	SMT scheduling soon.  First meeting held, EMS seeking minor changes.	Work in progress.  Decrease in required space. No final agreement as of yet.		
<b>3. Amenities</b>					
- Support tourism by attending festivals & events that require Fire Department presence	Sitting members on related committees.	Staff attended where required and/as work schedule permits.	Continue to participate when available.		
- Maintain City's annual compliance with the Emergency Management & Civil Protection Act	Early preparation state. Emerg Preparedness week May 5-10/13	Ongoing expect to have an early fall training exercise.	Mandatory Emergency exercise scheduled for Oct 30 <sup>th</sup> .		
- Present an updated Fire Department Establishing & Regulating By-law to Council for adoption	Draft form complete.	Going to FA&O by late summer.	Submitted to City Manager for review.		
-Maintain the City's compliance with the Fire protection & Prevention Act – Sections 2(1)(a) & 2(1)(b)	On going	On going OFM monitoring have had recent meetings.	On going		
- Complete radio/paging system equipment procurement for upgrade & transition to a digital communications system throughout L&G Counties	Regular involvement at committee level, project on schedule.	Participate in bi-weekly conference call meetings. Committees and project reportedly on schedule.	Installation of mobile radio units scheduled. Tower work on schedule.		
- Conduct preliminary preparations for construction & transition of communications equipment from St. Vincent to Water Tower in partnership with Public Works & Police Depts.	No action at this time Budget approved in conjunction with Works & Police	Remains a non action item at this time.	Planning meeting with partner city departments held – 2014 budget requirements to complete project.		
- Assist City Manager with recommendations from the external Org. & Operations review.	Compiling relevant information	On going gathering of info.	On going		
- Renewal of EMS/Fire medical response agreement with Counties	On-going tied to E&R By-law. Draft form	Have begun initial talks with EMS	Talks continue.		

**October 3, 2013**

**Report to Finance Administration and Operations Committee – October 15, 2013**

**2013-115-10**

**Social Media Policy**

**Social Media Committee**

**S. Seale, City Clerk**

**D. Neilson, Manager of Human Resources**

**R. Watson, M.I.S. Supervisor**

**S. Dunbar, Secretary, Economic Development**

**Recommended**

THAT Council approve the Social Media Policy (Appendix A to Staff Report No. 2013-115-10); and

THAT Council receive the Social Media Guidelines (Appendix B to Staff Report No. 2013-115-10).

**Purpose**

To seek Council approval of a Social Media Policy.

**Background**

Social media has changed the way people communicate. Ontario municipalities have recognized that their residents are expecting to find local governments on social networks like Facebook and Twitter. In April 2010, about 25 Ontario municipalities had an official presence on social media but this has rapidly climbed to 240 (of 444 Ontario municipalities) in 2013, growth of 860% (as reported by Redbrick Communications Inc.).

There are several City social media sites being managed by staff as follows:

Facebook	Economic Development Office
	Brockville Museum
	Brockville Arts Centre
	Brockville Railway Tunnel

**Analysis/Options**

The purpose of establishing a Social Media Policy and related Guidelines is to expand the City's involvement in Social Media in a proactive manner to ensure that communications are in keeping with the municipality's commitment to openness and transparency providing greater access to the public with timely, accurate, clear, objective and complete information about its policies, programs, services and initiatives.

The Policy and Guidelines are applicable to all City Representatives including staff, volunteers and elected officials.

**Policy Implications**

Council approval of this policy is in alignment with the Strategic Plans Core value of "Communications and Transparency" - sharing information between council, staff and citizens.

**Financial Considerations**

There are no direct financial implications related to this report.

  
\_\_\_\_\_  
S. Seale  
City Clerk/Social Media Committee  
\_\_\_\_\_  
D. Dick, CA  
Director of Corporate Services  
\_\_\_\_\_  
B. Casselman  
City Manager

**Appendix A**

City of Brockville

PROCEDURES/POLICY

<b>Section</b>	PROCEDURE/POLICY MANUAL	<b>Current Issue Date</b>	2013 08 28	<b>Index Number</b> xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 1 of 6

**PROCEDURE/  
POLICY**

This policy applies to the professional use of social media in the performance of the business of the Corporation of the City of Brockville.

The Corporation of the City of Brockville ("City") recognizes that social media is a valuable tool to increase communications between the City and the Community. The City will use social media to provide the community with information on public events, projects, meetings and other initiatives.

This policy creates guidelines for the establishment and use by the Corporation of the City of Brockville social media sites. The Corporation of the City of Brockville has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on City and Committee/Board social media sites.

This policy launches guidelines for the use of social media applications so that the distribution of timely and accurate information is balanced with the Corporation's need to ensure that:

- a. Social media content posted on behalf of the municipality is accurate, accessible, transparent and accountable.
- b. Social media content does not violate individual privacy or conflict with existing municipal policies and by-laws or other regulations as applicable.
- c. The information provided through social media is in line with the City's vision and guiding principles.
- d. The use of social media tools does not compromise public safety or the City's image.

**General Policy**

- 1.0 This policy applies to all City employees, volunteers, contractors, consultants and other persons, including third parties who use communications and computer resources on the City's behalf.
- 2.0 Social media tools are third-party internet-based applications that allows for the sharing of opinions, insights, images, information and experiences through real-time conversations among individuals and groups. Such as Twitter, Facebook, LinkedIn and YouTube.
- 3.0 Social Media Committee (SMC) – City's Information Coordinator / Secretary of Economic Development, City Clerk, Manager of Human Resources and Manager of M.I.S. (Municipal Information Systems). The SMC will approve the creation of social media accounts and Directors within their division will assign specific staff members to

<b>Section</b>	PROCEDURE/POLICY MANUAL	Current Issue Date	2013 08 28	Index Number xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 2 of 6

use and maintain the sites to be known as Designated Site Monitors (DSM).

- 4.0 The decision to establish social media accounts shall be a risk-based decision supported by a strong business case that considers the City's goals, audience, legal risks, technical capabilities and potential benefits.
- 5.0 All City social media sites shall be administered by the City's Information Coordinator (CIC) who is assigned by the Director of Corporate Services.
- 6.0 City social media sites should make clear that they are maintained by the City of Brockville and that they follow the City's Social Media Policy. The City's Information Coordinator will evaluate annually all City Social media sites to ensure that they continue to be relevant and meet the City's business goals. Should they no longer meet these purposes, the site shall be retired.
- 7.0 Designated Site Monitors will monitor content on City social media sites to confirm compliance to both the City's Social Media Policy and the interest and goals of the City of Brockville.
- 8.0 Social networking applications should follow the same guidelines as other City of Brockville communication applications. The following information will be permitted:
  - Information pertaining to City of Brockville business and City managed events and activities;
  - Information pertaining to Public Health and Safety (i.e. road closures, inclement weather, etc.).
- 9.0 The City reserves the right to restrict or remove content that is considered in violation of this Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Designated Site Monitor for a reasonable period of time, including the time, date and identity of the poster, when available.
- 10.0 These guidelines must be displayed to users or made available by hyperlink.
- 11.0 The City will approach the use of social media tools as consistently as possible, enterprise wide.
- 12.0 All City social media sites will be comply with applicable federal, provincial and local laws, regulations and policies.
- 13.0 Employees representing the City via City social media sites must conduct themselves at all times as a representative of the City and in accordance with all City policies.



## City of Brockville

## PROCEDURES/POLICY

<b>Section</b>	PROCEDURE/POLICY MANUAL	<b>Current Issue Date</b>	2013 08 28	<b>Index Number</b> xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 3 of 6

14.0 This Social Media Policy may be revised at any time.

### Comment Policy

- 1.0 As a public entity the City must abide by certain standards to serve all its citizens in a civil and unbiased manner.
- 2.0 The intended purpose behind establishing City of Brockville social media sites is to broadcast information from the City, about the City, to its residents.
- 3.0 Posts or Comments containing any of the following inappropriate forms of content shall not be permitted on the City of Brockville social media sites and are subject to removal and/or restriction by the City's Information Coordinator or the Designated Site Monitors:
  - a. Comments not related to the original topic, including random or unintelligible comments;
  - b. Profane, obscene, violent, or pornographic content, sexual in nature and/or language;
  - c. Content that promotes fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, national origin, or any human rights restricted group;
  - d. Defamatory or personal attacks;
  - e. Threats to any person or organization
  - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - g. Solicitation of commerce, including but not limited to advertising of any non-City business or product for sale;
  - h. Conduct in violation of any federal, provincial or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may compromise the safety or security of the public or public systems; or
  - k. Content that violates a legal ownership interest, such as a copyright, of any party.
- 4.0 A comment posted by a member of the public on any City of Brockville social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Brockville, nor do such comments necessarily reflect the opinions or policies of the City of Brockville.



<b>Section</b>	PROCEDURE/POLICY MANUAL	Current Issue Date	2013 08 28	Index Number xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 4 of 6

- 5.0 The City of Brockville reserves the right to deny access to City of Brockville social media sites for any individual who violates the City of Brockville Social Media Policy, at any time and without prior notice.
- 6.0 Departments and Committees shall monitor their social media sites for comments requesting responses from the City and for comments in violation of this policy.
- 7.0 When a City of Brockville employee responds to a comment, their capacity as a City of Brockville employee, the employee's name and title should be made available, and the employee shall not share personal information about themselves or other City employees.
- 8.0 Appropriate content for staff to post include but are not limited to:
- Notices of upcoming meetings and events;
  - Content of all press releases;
  - Policies and procedures and bylaws (or a portion thereof);
  - Employment opportunities with the Corporation;
  - Information about municipal services, trends or technology;
  - Communications between staff and the community regarding municipal work or projects;
  - Frequently asked questions (FAQs);
  - Training and continuing education opportunities;
  - Links to other City of Brockville-administered websites and social media
  - Links to sites or services related to the municipality such as the municipal airport, BIA, Chamber of Commerce, etc.

### **Administration of Social Media**

The Corporate Services Department shall be the lead department for the City's online communication strategies.

The Corporate Services Department will work with staff to ensure that the information published online regarding City of Brockville policies, programs, services, events and initiatives is accurate, easy to understand and accessible in multiple formats. City departments should carefully consider messages to be posted to the social media sites. Social media content generated by employees of the City of Brockville are records owned by the Corporation and not the individual employee.



## City of Brockville

## PROCEDURES/POLICY

<b>Section</b>	PROCEDURE/POLICY MANUAL	<b>Current Issue Date</b>	2013 08 28	<b>Index Number</b> xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 5 of 6

In addition to being a record of the City, content maintained in a social media format that is related to the City's business is a public record and is subject to the rules of the *Municipal Freedom of Information and Protection of Privacy Act*.

The following are guidelines to administering a social media site:

- a. Priority should be given to social media sites that can provide information to the public in program or services areas that receive a high volume of public contact;
- b. Each site will have a staff person assigned as a Designated Site Monitor who will monitor their social media site regularly to ensure that the information and content provided is current, accurate and useful. As a general rule, information and content should be updated at least once a week;
- c. Login and password information will be made accessible to program supervisors and staff responsible for monitoring the site and to the Director, Supervisor of IT services and the staff responsible for using and maintaining the site;
- d. Sites will include only approved City of Brockville logos and program identifiers; An appropriate disclaimer or other terms and conditions, as approved by the Corporate Service's Department, must be posted on any social media group or site prior to its use.

In accordance with the Corporation of the City of Brockville Social Media Guidelines, the assigned Designated Site Moderator shall be responsible for:

1. Correcting misinformation and ensuring content is up-to-date;
2. Ensuring responses to wall posts, in-box messages and discussion comments are made as soon as practical and no longer than one (1) week of when they are posted or received;
3. Removing any post that is considered to be false, defamatory, abusive, hateful, obscene, racist, sexually-oriented, threatening or invasive of someone's privacy;
4. Denying access to or blocking users who continue to post inappropriate or offensive comments;
5. Removing any commercial posting made by any company or business that has not received prior approval;
6. Responding to any concern or objection concerning the site in a timely manner, preferably within one (1) week;
7. Closing and removing the site or information therein upon completion of its intended purpose.



<b>Section</b>	PROCEDURE/POLICY MANUAL	<b>Current Issue Date</b>	2013 08 28	<b>Index Number</b> xxx
<b>Subject</b>	SOCIAL MEDIA POLICY			Page 6 of 6

### Response to Public Inquiries/Comments

City of Brockville staff may provide factual responses but not engage in debate regarding comments and inquiries that are generated by the public as a result of content posted on social media sites used by the City. The SMC and/or Director of Corporate Services will determine when exceptions to this policy are required.

### Disclaimer

The City is not responsible for comments made by subscribers or members related to its social media applications and reserve the right to remove any content that is inappropriate for any reason and at any time. Third-party social media sites are private businesses with their own terms of service and privacy policies. The City does not accept any responsibility for the operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the City.

Final resolution pertaining to any disputes will reside with the Director of Corporate Services for the Corporation of the City of Brockville. Any questions related to the content of a document will be answered in person, by telephone or e-mail.

## Corporation of the City of Brockville Social Media Guidelines

---



The City of Brockville is committed to excellence in municipal management with a focus on accountability, transparency, communication and customer service. As a result, the City strives to provide open access to information about its policies, services, and initiatives. The City recognizes that social media applications are widely being utilized as new communication tools with the potential to provide the public with timely information. The City is committed to disbursing information in a range of formats to reach a variety of stakeholders.

Further to the HR Social Media Policy (*Index Number xxx*), these guidelines have been established for the use of the social media applications specifically so that the disbursement of timely and accurate information is balanced with the Corporation's need to ensure that:

- a. Social media content posted on behalf of the municipality is accurate, accessible, transparent and accountable.
- b. Social media content does not violate individual privacy or conflict with existing municipal policies and by-laws or other regulations as applicable.
- c. The information provided through social media is in line with the City's vision and guiding principles.
- d. The use of social media tools does not compromise public safety or the City's image.

*The following protocols are meant to guide the City of Brockville's corporate social media use. For City of Brockville staff, see also the applicable Human Resource Department's policies: Accessible Customer Service; Code of Conduct; Computer Use; Respect in the Workplace; Website Policy; Workplace Harassment and Discrimination and of course the Social Media Policy itself.*

### 1. Definitions

---

**CIC: City's Information Coordinator:** Appointed by the Director of Corporate Services, the CIC is responsible for overseeing the Corporation of Brockville's Social Media Policy and provide training to Designated Site Monitors. They will perform random audits of Sites and ensure content, format and standards are being met.

**City:** The Corporation of the City of Brockville

**Corporate Use:** Refers to management approved activity on social media platforms or accounts that are operated and maintained by the City of Brockville.

**Department Head:** Senior manager of the department.

## Corporation of the City of Brockville Social Media Guidelines

---

**Designated Site Monitor:** A City of Brockville employee who is designated by the City of Brockville's Social Media Committee (SMC) and is responsible for creating and approving content, posting to and monitoring a social media account on behalf of the City of Brockville or one of its departments, programs or services.

**SMC:** Social Media Committee – City's Information Coordinator / Secretary of Economic Development, City Clerk, Manager of Human Resources and Manager of M.I.S. (Municipal Information Systems)

## 2. Social Media Accounts

---

### New Accounts

- Departments or Committees who wish to have a social media account will forward the City's applicable access to social media form to the SMC for review.
- The City of Brockville's corporate social media accounts will be approved, established and maintained by the SMC.
- Where possible, all corporate social media accounts will clearly indicate that they are maintained by the City of Brockville.
- Where possible, all corporate social media accounts will display:
  - The City of Brockville crest;
  - applicable contact information;
  - a link to the official City of Brockville website; and,
  - terms of use that clearly indicate what content is unacceptable and will be subject to removal without notification;
  - notice that the personal and other information contained within the Corporations social media sites is subject to the *Municipal Freedom of Information and Protection of Privacy Act* and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the sender and any information contained within the correspondence cannot be presumed or relied upon.

### Account Management

- The use of all social media accounts administered by the City of Brockville will adhere to:
  - All applicable provincial, federal laws, policies and regulations;
  - The terms of service of the applicable social media platform; and,
  - All existing City of Brockville policies, procedures and guidelines.
- The City of Brockville's corporate social media accounts will be administered and monitored by Designated Site Monitors.
- Designated Site Monitors will be appointed by the SMC and will be trained regarding the terms of the City of Brockville's Social Media Policy.
- Designated Site Monitors are trusted to have access to login and password information that is owned by the City of Brockville. All user names and passwords will be set and/or changed

## Corporation of the City of Brockville Social Media Guidelines

---

with the permission of the SMC. This information will also be shared with both the MIS Department and the City's Information Coordinator.

- Updates to all corporate social media accounts will only be posted by a Designated Site Monitor and will adhere to this Social Media Policy, training that they have received and/or current best practice guidelines provided by the SMC.
- The City of Brockville generated content that requests feedback or input from the public will be reviewed and approved by the department head or in the case of a committee the City Clerk or designated department head.
- Designated Site Monitors will review their assigned corporate social media accounts a minimum of three times daily (morning, mid-day and end of business day) to:
  - Ensure that all content is appropriate;
  - Review posted comments and inquiries to determine whether a response is appropriate; and,
  - Identify opportunities to engage in social media use that would benefit the City of Brockville programs and/or service delivery.

### 3. Guidelines for Designated Site Monitors

---

Designated Site Monitors should refer to these protocols as a guide to:

- Protect the City of Brockville's reputation and ensure consistency and professionalism in how the City communicates via all online forums and social media platforms;
- Establish, monitor and maintain approved, corporate social media accounts;
- Provide timely, effective and accurate information and responses;
- Address controversial or sensitive matters relating to online content about the City of Brockville, its business, or its employees; and,
- Protect the privacy of municipal staff and the public who engage with the City of Brockville via social media platforms.

As of September 2013, all City social media sites must be approved in advance by the Social Media Committee (SMC).

Employees and Committee representatives that serve as Designated Site Monitors will be trusted with the responsibility of using social media to support objectives that may include, but may not be limited to:

- distributing information to the public quickly;
- increasing access to information for targeted audiences;
- sharing information and public notification during emergencies;
- promoting City of Brockville events, programs and services;
- driving traffic to the City of Brockville website ([www.brockville.com](http://www.brockville.com) / <http://city.brockville.on.ca/>);
- encouraging discussion, civic engagement and comment;
- extending the reach of communications campaigns;
- humanizing our connections with constituents and enhancing transparency;

## Corporation of the City of Brockville Social Media Guidelines

---

- recruiting employees and volunteers; and,
- monitoring trends, issues and reactions to City of Brockville news.

To promote responsive and effective two-way communication, a three-tiered approach is used, following a “low risk, medium risk and high risk” model to guide decision-making. Initially, all social media content must be approved in advance of posting to ensure accuracy and professionalism.

**Low Risk** – Social media content or activity that meets the following criteria can be posted without hesitation:

- sharing previously published information about City of Brockville events, programs and services;
- Public Advisory related announcements or information;
- providing links to the City of Brockville’s published and approved communications materials, such as web pages, news releases, newsletters etc.;
- links to positive media coverage about the City of Brockville;
- responses to complimentary posts about City of Brockville;
- thanking people for following or connecting with the City of Brockville.

**Medium Risk** – Social media content or activity that meets any of the following criteria should be considered carefully before posting. The approval process should include discussions with related program staff and managers. Final approval from the applicable department head is required. Examples would include:

- responses to negative comments or inquiries directed to any of the City of Brockville’s corporate social media accounts;
- content that requests feedback or input from the public;
- links to potentially controversial issues;
- anything that makes reference to other governments or jurisdictions;
- references to any elected officials, political parties or political movements
- references to religious events, holidays or beliefs.

**High Risk** – Designated Site Monitors should refrain from creating or sharing content that:

- promotes a candidate for municipal, provincial or federal election;
- makes negative references about any elected officials, political parties or members of political parties;
- promotes a business, campaign, product or service that is not connected to or endorsed by the City of Brockville;
- criticizes a business, campaign, product or service;
- promotes an individual religion or religious service;
- is a personal attack on an individual or specific group;
- promotes, perpetuates or fosters discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, nationality, physical or mental disability or sexual orientation;
- is profane or abusive;
- is sexually explicit or link to content that is sexually explicit;
- conducts or encourages illegal activity;
- may tend to compromise the safety or security of the public or public systems;
- provides the personal information of individuals;



## Corporation of the City of Brockville Social Media Guidelines

---

- violates a legal ownership interest of another party; or
- does not comply with municipal, provincial or federal legislation.

### Inquiries and Comments

- Comments or inquiries directed to any corporate social media account should be reviewed by a Designated Site Monitor to determine whether a response is appropriate.
- If a Designated Site Monitor determines that a comment and/or inquiry requires a response, it should be made within forty-eight (48) working hours, in accordance with the City of Brockville's policies.
- Negative, sensitive or controversial comments or feedback directed to any of the City of Brockville's corporate social media accounts will be reviewed by the department head or City Clerk to determine the best course of action.
- Responses to comments or inquiries must be approved by either a Designated Site Monitor, or if the matter is potentially contentious, the department head or City Clerk.
- DSM's that receive inquiries outside of their departments or committees of responsibility should redirect the inquiry to the appropriate department for response.

### Removal of Inappropriate Content

At all times, the DSM must respect public order as well as the rules and laws in effect. These rules are designed to ensure a respectful and pleasant communication environment. Inappropriate content will be removed. Examples include material that:

- provides the personal information of individuals;
- promotes, perpetuates or fosters discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, nationality, physical or mental disability or sexual orientation;
- is a personal attack on an individual or specific group;
- is profane or abusive;
- is sexually explicit or links to content that is sexually explicit;
- conducts or encourages illegal activity;
- is commercial in nature and is attempting to advertise, promote or sell products or services of an individual or an individual business;
- is for the purposes of promoting a candidate for municipal, provincial or federal election;
- may tend to compromise the safety or security of the public or public systems;
- violates a legal ownership interest of another party;
- does not comply with municipal, provincial or federal legislation;
- promotes an individual religion or religious service; or
- is deemed inappropriate in the opinion of the Corporation of the City of Brockville.



## **Corporation of the City of Brockville Social Media Guidelines**

---

### **Rules about Comments**

Respect – Everybody has a right to his/her opinion and nobody is perfect, thus respect other people's comments and ideas. You can always argue intelligently, but keep it respectful.

The following lists the terms, messages and/or content that shall not be tolerated:

- comments that divulge personal and confidential information that allow for the identification of a person other than yourself;
- lack of respect towards another member, an administrator and/or moderator;
- comments provided in a language other than English;
- comments that are written in upper case, which are the web equivalent of shouting; and posting the same message in repetition;
- it is forbidden to engage in any form of illegal activity, most notably the unauthorised copying and distribution of software, content, pictures, and images. It is also forbidden to twist the space reserved for comments into propaganda and/or solicitation and/or use the space to pursue a political, professional and/or commercial agenda;
- the content of the materials, notes and text comments, pictures, sounds and videos must not contravene to moral ethics, public order, and laws and rules in effect in addition to being under the sole responsibility of the author. Moreover, you must at all-time make sure that your posts are free of any legal limitation and that they do not infringe upon the rights of others, notably copyright.

Remember that no one is anonymous over the internet. The IP addresses are recorded for security purposes and we shall not hesitate to retrieve them to reprimand those who threaten others or who do not show any respect towards others. Furthermore, it is prudent that you protect yourself by not divulging any personal or nominative information. Inappropriate content identified by a Designated Site Monitor will be brought to the attention of the SMC immediately to determine the best course of action.

### **Accessibility**

The City of Brockville is committed to the principle of accessibility and is required to comply with communications and information provisions within the Accessibility for Ontarians with Disabilities Act (AODA). As such, Designated Site Monitor must be able to facilitate delivery of accessible material that the City of Brockville communicates through social media in accordance with the City's accessibility policy(s)

### **Privacy**

Social media platforms are third-party service providers and they are not private. City of Brockville cannot guarantee that information will be recorded and we cannot assure confidentiality. Users should be aware that personal and other information contained in electronic correspondence (or printed versions thereof) which are directed to the City of Brockville are subject to MFIPPA and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the sender and any information contained within the correspondence cannot be presumed or relied upon. These facts should be clearly stated on all City of Brockville corporate social media accounts.

### **Records Management**

## Corporation of the City of Brockville Social Media Guidelines

---

Most content posted to the City of Brockville's corporate social media accounts will be considered transitory records and will not be retained by the City of Brockville. Information collected electronically will be kept in accordance with City of Brockville Records Policy. These facts should be clearly stated on all City of Brockville corporate social media accounts.

The Corporation of the City of Brockville reserves the right to suspend access and distribution of a posting or comment in part or in its entirety that contravenes the aforementioned rules.

The Corporation of the City of Brockville assumes no responsibility with respect to the content and opinions conveyed on any City of Brockville staff or committee social media sites. The comments are under the sole responsibility of their authors and the Corporation of the City of Brockville does not endorse the intent or judgment that may be present in them. The Corporation of the City of Brockville reserves the right, at their discretion, to remove or edit messages that do not respect the rules of these guidelines and rules of good conduct. The Corporation of the City of Brockville may also suspend or remove postings where comments are made at any time and ban those who do not comply with the guidelines without prior notice. Thanks for your cooperation.

If you have any questions about your use of social media, please consult with the SMC or a Designated Site Monitor.

### 4. Guidelines for Personal Social Media Use

---

The City of Brockville employees who engage in personal use of social media should be aware that there are professional risks. Employees cannot control the fact that an audience may perceive that their posts are being made within the context of their employment with the City of Brockville. As such, caution should always be exercised. Furthermore, while social media activity can seem transitory, posts on social media are considered publications, and are subject to laws governing publications.

The City of Brockville has prepared the following risk model to help inform employees' own judgements about their personal use of social media. These guidelines are meant to provide employees with a sense of what types of activity could have the potential to harm the City of Brockville, their fellow employees, or their own interests.

**Low Risk** – Activity that falls under this category is low-risk. Staff should feel comfortable posting personal content that falls within this category without hesitation. This includes content or activity that:

- ✓ Is non-controversial, and positive in tone;
- ✓ Is unrelated to the City of Brockville;
- ✓ Adheres to the terms of service of the applicable social media platform; and,
- ✓ Respects the City of Brockville policies, procedures and guidelines.

**Medium Risk** – Activity that falls under this category may involve risks. Social media content or activity that meets any of the following criteria should be considered carefully before posting:

- Content that promotes a particular product, opinion or cause;
- Content that refers to a political party, political candidate or elected official;
- Content that refers to an individual or an identifiable group;
- Content that refers to media coverage;

## Corporation of the City of Brockville Social Media Guidelines

---

- Content that shares or re-posts information that was produced by someone else;
- Content that posts photographs of events or individuals; or,
- Content that relates to the City of Brockville and its business.

### What Are The Risks?

Here are some questions you may want to ask before you post:

- Am I respecting others' privacy?
- Am I confident that this could not be viewed as an attack on individual or group?
- Have I made it clear that my views are my own, and not the views of the Corporation?
- If sharing something created by a third-party or media outlet: Have I read it through in its entirety? Do I know what I am sharing?
- Am I confident that this post does not have the potential to harm the City of Brockville or anyone employed by the City of Brockville?
- If it relates to City of Brockville business: Am I making it clear that I am an employee of the City of Brockville?
- Am I comfortable with the possibility that I could be misinterpreted, by some audiences, as speaking for the City of Brockville?
- Would I say the same thing in a public square? Would I post the comment under my own name?

If the answer to any of the above questions is not a confident "yes," employees are encouraged to exercise caution. If they feel strongly that their information should be posted, employees would be wise to consult with their manager or one of the City's Designated Site Monitors before posting the material.

**High Risk** – Activity that falls under this category is high-risk. It is very likely to be considered unprofessional, and has the potential to cause harm to the City of Brockville, its employees, the person posting it, or others. As such, staff should refrain from posting content that:

- Provides the personal information of individuals without their consent;
- Promotes, perpetuates or fosters discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, nationality, physical or mental disability or sexual orientation;
- Is a personal attack on an individual or specific group;
- Is profane or abusive;
- Is sexually explicit or link to content that is sexually explicit;
- Conducts or encourages illegal activity;
- May tend to compromise the safety or security of the public or public systems;
- Violates a legal ownership interest of another party; or,
- Responds to online inquiries or comments addressed to any of the City's corporate social media accounts or other official communications channel.

**October 4, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – OCTOBER 15, 2013**

**2013-116-10  
WINTER MAINTENANCE  
POLICY AMENDMENTS**

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

**RECOMMENDATION**

THAT the following section of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis section of this report:

- Schedule B1 – Sidewalk Snow Clearing System

THAT all costs incurred due to the recommended changes be charged to the associated winter maintenance accounts.

**PURPOSE**

Annual amendments are required to keep the Winter Maintenance Policy current with respect to infrastructure serviced and level of service provided.

**BACKGROUND**

The Winter Maintenance Policy was passed by City Council in November of 1999. Annual amendments have been passed in September of each succeeding year to allow Public Works forces to effectively and efficiently carry out Winter Maintenance operations.

**ANALYSIS**

The following changes to the Policy are required. Explanatory details are listed immediately following each amended section.

**SCHEDULE B1, SIDEWALK SNOW CLEARING SYSTEM****Additions**

<u>Street Name</u>	<u>Location</u>	<u>Class</u>
Centre St.	King St. West to Baxter Dr.	1 (Transit)
Brock St.	Wolthausen St. to Centre St.	1 (Transit)

**Explanatory Details**

Centre St. and Brock St. are new sidewalks that were constructed in 2013.

**POLICY**

As per the recommendation, the policy must be amended to reflect the listed changes.

**FINANCIAL ANALYSIS**

No cost increase or decrease is anticipated with the above changes.


**CONCLUSION**

The above recommendations should be implemented to provide an up-to-date Snow and Ice Maintenance Policy.

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

  
\_\_\_\_\_  
R. Fraser  
Supervisor of Public Works/Parks

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

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

**October 9, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – OCT 15, 2013**

**2013-119-10  
REQUEST FOR NO PARKING  
MABEL STREET**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
V.B. HARVEY, SUPERVISOR OF  
TRANSPORTATION SERVICES**

**RECOMMENDATION**

THAT parking be prohibited on the east side of Mabel Street; and

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

**PURPOSE/BACKGROUND**

Operations Staff were contacted by a resident on Mabel Street regarding parking and driving issues.

Residents on the street were contacted about the issue stating that the City was considering making a No Parking Zone on the east side of the street and asked for their comments or concerns. We had no responses from residents indicating preference on this issue.

**ANALYSIS**

After reviewing the site, the Transportation Services Division has made the following observations.

- Mabel Street is a dead end street with 6 residential units.
- Mabel Street is 7.5 meters wide.
- Parking By-law states that parking should be permitted on only one side of any street having a pavement width of not less than 7.4 metres and no more than 11.6 metres.
- Currently, parking is permitted on both sides of the street.
- Drivers have a difficult time negotiating the street when vehicles are parked directly opposite from each other.

Report 2013-119-10  
Request For No Parking  
Mabel Street

Page 2

---

## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS

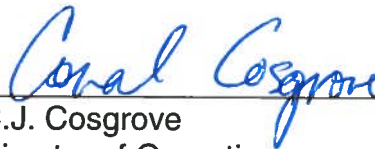
Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2013 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs.

## CONCLUSION

It is recommended that a No Parking Zone be installed as detailed.



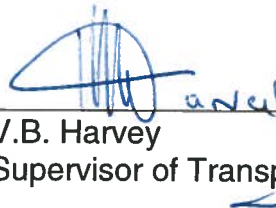
D. Dick, CPA, CA  
Director of Corporate Services



C.J. Cosgrove  
Director of Operations



B. Casselman  
City Manager



V.B. Harvey  
Supervisor of Transportation Services





## Proposed No Parking on East Side

Mabel Street, Brockville Ontario



**October 9, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – OCT 15, 2013**

**2013-121-10  
REQUEST FOR NO PARKING  
LOUIS STREET**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
V.B. HARVEY, SUPERVISOR OF  
TRANSPORTATION SERVICES**

**RECOMMENDATION**

THAT parking be prohibited on the north side of Louis Street from Perth Street to 116 metres east of Perth Street; and

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

**PURPOSE/BACKGROUND**

Operations Staff were contacted by the Clerk’s Office as well as residents on Louis Street regarding parking and driving issues.

Residents on the street were contacted about the issue stating that the City was considering making the south side of the street a No Parking Zone and asked for their comments or concerns. The following is a synopsis of their responses:

- 2 residents were in favour of no parking on the south side of the street
- 17 residents were not in favour no parking on the south side of the street but recommended a No Parking Zone on the north side of the street from the end of the sidewalk to Perth Street.

**ANALYSIS**

After reviewing the site, the Transportation Services Division has made the following observations:

- Louis Street is comprised of residential units; however vehicles from commercial units on Perth Street are parking on the street.
- Louis Street is 6.5 meters wide.
- Typically, based on the Parking By-law, a street with a width of 6.5 metres, parking should be prohibited on both sides of a street where the pavement width of less than 7.4 metres. Louis Street has parking permitted on both sides of the street.
- Drivers have a difficult time negotiating the street when vehicles are parking

directly opposite from each other.

## 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 including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2013 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 No Parking Zone be installed as detailed.

  
D. Dick, CPA, CA  
Director of Corporate Services

  
C.J. Cosgrove  
Director of Operations

  
B. Casselman  
City Manager

  
V.B. Harvey  
Supervisor of Transportation Services



Proposed No Parking North Side from Perth Street to Beginning of Sidewalk at #84 Louis Street

Louis Street, Brockville, Ontario





Proposed No Parking North Side from Perth Street to Beginning of Sidewalk at #84 Louis Street

Louis Street, Brockville, Ontario

**October 10, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – OCTOBER 15, 2013**

**2013-122-10  
2013 SMALL, RURAL AND NORTHERN  
MUNICIPAL INFRASTRUCTURE  
FUND – CAPITAL PROGRAM**

**C. J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS  
P. E. RAABE, P.ENG.  
DIRECTOR OF  
ENVIRONMENTAL SERVICES**

**RECOMMENDED**

THAT the City of Brockville submit an Expression of Interest to the Small, Rural and Northern Municipal Infrastructure Fund – Capital Program for the Reconstruction of Bethune Street from King Street to Pearl Street at a total project cost of \$1,095,000, with a municipal contribution of \$330,000; and

THAT the information in the Expression of Interest is certified as factually accurate; and

THAT the City of Brockville will have a comprehensive asset management plan in place by December 31, 2013 and publicly available by May 30, 2014; and

THAT the project be completed prior to December 31, 2015.

**PURPOSE**

A Council resolution is required to be submitted as part of an Expression of Interest to the Small, Rural and Northern Municipal Infrastructure Fund – Capital Program.

**BACKGROUND**

The Province of Ontario announced a \$100 million infrastructure funding program for small, rural and northern municipalities. The deadline for submitting an Expression of Interest for a project is November 1, 2013.

## ANALYSIS/OPTIONS

The \$100 million fund for 2013 will be allocated as follows:

- \$25 million for 21 projects which passed the pre-screening process for the Municipal Infrastructure Investment Initiative in 2012 but were not funded because the program was fully allocated;
- \$71 million for applications for new projects, including applications re-submitted from the 2012 MII; and
- \$4 million for municipalities under 5,000 population to complete asset management plans (AMO understands this funding can also be used to develop applications to the competitive fund).
- Projects must be critical in that their primary objective must be to address urgent public health and safety issues or maintain public health and safety over the long-term.
- Road, bridge, water and wastewater (includes both sanitary and stormwater) capital projects are eligible. Each project type has an equal chance of success. Road and bridge projects may include cycling infrastructure.

Projects in the 10-year Capital Plan have been compared against the funding program criteria and the total funding available. The reconstruction of Bethune Street from King Street to Pearl Street is considered the project with the highest priority that best meets the funding program criteria.

The Bethune Street project, which is currently proposed to be included in the 2014 Capital Budget, satisfies the “public health and safety” criteria as it involves the replacement of combined manholes, reducing the amount of stormwater entering the sanitary sewer system. The replacement of a watermain constructed in 1893, would reduce the risk to the municipal water system through the potential failure of the watermain while simultaneously improving pressures and volumes for firefighting purposes. The existing storm sewer system does not have sufficient capacity to meet the current standard of being able to convey a once in five-year storm event.

## POLICY IMPLICATIONS

Submitting an Expression of Interest would commit the City to undertake the project should funding be approved.

## FINANCIAL CONSIDERATIONS

The project is currently proposed to be funded as follows:

Federal Gas Tax	\$ 297,000
Water Fund	330,000
Tax Rate Debentures	208,000
Sewer Fund Debentures	<u>260,000</u>
	\$1,095,000

It is recommended that the City propose to provide funding of \$330,000 through a cash contribution from the Water Fund, and request that the remainder be funded through the infrastructure program. This would free up Federal Gas Tax funds which could be re-allocated to other projects, and reduce or provide the opportunity to reallocate debentures funded by the tax rate and the Sewer Fund.

## CONCLUSION

An expression of Interest should be submitted to the Small, Rural and Northern Municipal Infrastructure Fund – Capital Program for the Bethune Street reconstruction project.

*Janis Webster*

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

*Peter Raabe*

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

*D. Dick*

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

*B. Casselman*

B. Casselman  
 City Manager

October 3, 2013

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –  
October 15, 2013**

2013-120-10

2012 CAPITAL PROJECTS

SURPLUS &/OR DEFICIT BALANCE

D.DICK

DIRECTOR OF CORPORATE SERVICES

L. FERGUSON

MANAGER OF FINANCE

C. WARD

TREASURY OFFICER – CAPITAL AND RESERVES

**RECOMMENDED**

THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2012, in the **net surplus amount of \$210,196.88**. [Attachment 1 to Report # 2013-120-10];

AND THAT the net surplus of \$210,196.88 from closed projects be allocated as follows:

Wastewater project surpluses to Wastewater Fund	\$ 54,430.38
Water project surpluses to Water Fund	23,262.05
Leash-free Dog Park surplus to Operating fund (for future years)	1,063.69
John St. Pay & Display project surplus to Parking Res. Fd.	13,000.00
Parkland Equipment project surplus to Parkland Equipment Reserve Fund	1,981.17
Fleet surplus to Fleet Reserve Fund	116,459.59

AND THAT the surplus balances from the following closed projects:

Fleet Replacement Program	5,129.69
Parkview Blvd. reconstruction	777.18
Grenville Court reconstruction	1,171.98
James St. reconstruction	13,270.90
Front Ave. railway	92.56
Transportation Plan	22,800.06
Pedestrian Bridge Repairs	29.53

Be transferred to the following closed project deficits:

North Augusta Rd. overpass	(22,367.23)
Ferguson Drive PRV system	(12,240.34)
Diesel fuel storage system (Minor Capital)	( 5,129.69)
CN Railway Crossing Improvements	( 2,503.75)
Ormond St. – Amy to Front	( 638.63)
Jessie St. sewer separation	( 267.66)



**Report 2013-120-10**  
**2012 Capital Projects Surplus &/or Deficit Balance**

**Page 2**

---

George St. sewer separation	( 102.83)
Central Ave. manhole	( 21.44)
Skate Park	( 0.33)

AND THAT the costs associated with land related transactions be funded from the Industrial Land Sites Reserve Fund in the amount of \$13,808.71.

**PURPOSE**

The intent of this report is to allow Council the opportunity to review and ratify the expenditures which occurred in the Capital fund during the fiscal year of 2012. As well, this report seeks Council's authorization to transfer the net surplus funds from the Capital projects to be closed to the Water Fund, Wastewater Fund or Reserve Funds from which the funds were originally allocated.

**BACKGROUND**

Each year, as part of the Corporation's annual Capital financial accounting review, completed projects are evaluated and closed. Deficits or surpluses from each project are amalgamated in order to identify the overall amount of remaining funds. This year, a net surplus of \$210,196.88 has been identified during this review.

**ANALYSIS / OPTIONS**

The transfer of surplus funds from the Capital projects to be closed to the Water Fund, Wastewater Fund or other contributing reserve funds increases the balances in the separate funds, thereby enhancing their interest earning potential. As a result, it allows the funds to have more monies in which Council can draw upon to fund future projects if they wish.

**POLICY IMPLICATIONS**

Staff requires the authorization of Council to transfer monies to or from the Water Fund, Wastewater Fund or a Reserve Fund.

**FINANCIAL CONSIDERATIONS**

Attached to this report [Attachment 2 to Report 2013-120-10] is a copy of the Capital Fiscal Management Reserve which has a balance of \$40,522.33. There were no surplus monies identified in the 2012 Capital year-end financial review to be transferred to this fund.

**CONCLUSION**

Many of the Capital projects to be closed received funding from one or more funds. It is proposed that the surplus from these projects be returned to the fund which contributed the initial funding.

**Report 2013-120-10**  
**2012 Capital Projects Surplus &/or Deficit Balance**

**Page 3**



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman,  
City Manager

**SUMMARY OF CAPITAL FUND PROJECTS**  
**As at December 31, 2012**

	TOTAL		CARRIED FORWARD		CLOSED OUT	
	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
General Government	(274,339.72)	1,475,223.29	(369,784.02)	1,422,150.36	(18,938.40)	167,455.63
Protection to Persons & Property	0.00	10,721.50	0.00	10,721.50	0.00	0.00
Transportation	(81,818.19)	249,340.89	(56,947.21)	159,798.22	(24,870.98)	89,542.67
Environment	(9,127,107.11)	1,282,354.95	(9,113,836.21)	1,275,150.15	(13,270.90)	7,204.80
Parks	(148,119.36)	288,148.89	(148,119.03)	285,074.50	(0.33)	3,074.39
Planning and Development	0.00	148,516.44	0.00	148,516.44	0.00	0.00
Totals	(9,631,384.38)	3,454,305.96	(9,688,686.47)	3,301,411.17	(57,080.61)	267,277.49

<b>Net Carry Forward</b>	<b>(6,387,275.30)</b>	<b>Net</b>	<b>210,196.88</b>
--------------------------	-----------------------	------------	-------------------

Return to Reserve Funds	131,440.76
Return to Water Fund	23,262.05
Return to Wastewater Fund	54,430.38
Return to Current Fund	1,063.69
	<u>210,196.88</u>

**GENERAL GOVERNMENT  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Brockville Munic. Access Advisory	2004	0.00	40,072.93	0.00	40,072.93	0.00	0.00
Brockville Memorial Centre Solar Project	2009	0.00	21,047.75	0.00	21,047.75	0.00	0.00
Safety and Protective Upgrades	2010	0.00	1,552.49	0.00	1,552.49	0.00	0.00
Gord Watts Solar Project	2010	0.00	0.00	0.00	0.00	0.00	0.00
History of Brockville Book	Ongoing	(68,829.00)	0.00	(68,829.00)	0.00	0.00	0.00
GIS - Engineering	2008	(28,595.88)	0.00	(28,595.88)	0.00	0.00	0.00
Land Sales	Annual	0.00	0.00	0.00	0.00	(13,808.71)	13,808.71
Aquatarium	2011	0.00	1,160,184.94	0.00	1,160,184.94	0.00	0.00
Fleet - Administration <i>(to be financed by debentures)</i>	1995 (Annual)	(165,762.25)	0.00	(306,409.17)	0.00	0.00	140,646.92
Minor Capital	Annual	(5,129.69)	36,298.45	0.00	23,298.45	(5,129.69)	13,000.00
Building/Equipment Maint. Mgmt Pgm.	1996 (Annual)	0.00	200,603.67	0.00	200,603.67	0.00	0.00
Corporate Systems Upgrade	1998 (Annual)	0.00	15,463.06	0.00	15,463.06	0.00	0.00
Computer Replacement System	1998 (Annual)	(6,022.90)	0.00	(6,022.90)	0.00	0.00	0.00
		<u>(274,339.72)</u>	<u>1,475,223.29</u>	<u>(409,856.95)</u>	<u>1,462,223.29</u>	<u>(18,938.40)</u>	<u>167,455.63</u>

**PROTECTION TO PERSONS & PROPERTY  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Replace Portable/Mobile radios	2011	0.00	7,291.93	0.00	7,291.93	0.00	0.00
Scott Air Pack	2011	0.00	3,429.57	0.00	3,429.57	0.00	0.00
		0.00	10,721.50	0.00	10,721.50	0.00	0.00

**TRANSPORTATION SERVICES  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Asphalt Concrete Program	1998 (Annual)	0.00	0.00	0.00	0.00	0.00	0.00
North Augusta Rd overpass	1995	(22,367.23)	0.00	0.00	0.00	(22,367.23)	0.00
North Augusta Rd culvert <i>(to be financed by debentures)</i>	1995	(4,281.55)	0.00	(4,281.55)	0.00	0.00	0.00
Bridge Inspection Services	2009	0.00	10,849.18	0.00	10,849.18	0.00	0.00
Ormond Street Bridge	2012	0.00	0.00	0.00	0.00	0.00	0.00
Opticom Equipment	2012	0.00	0.00	0.00	0.00	0.00	0.00
Transportation Planning Study	2008	0.00	23,746.73	0.00	946.67	0.00	22,800.06
Centre Street Reconstruction	2011	(5,061.36)	0.00	(5,061.36)	0.00	0.00	0.00
CN Railway Crossing Improvements	2007	(2,503.75)	0.00	0.00	0.00	(2,503.75)	0.00
Railway Fencing: CNR Lands	Ongoing	0.00	3,224.97	0.00	3,224.97	0.00	0.00
Front Avenue Railway Improvements	2010	0.00	92.56	0.00	0.00	0.00	92.56
Grenville Court Reconstruction	2011	0.00	1,171.98	0.00	0.00	0.00	1,171.98
Kingston Bridge Repairs <i>(to be financed by debentures)</i>	2010	(6,531.08)	0.00	(6,531.08)	0.00	0.00	0.00
Municipal Parking Meters	2007	0.00	22,678.09	0.00	22,678.09	0.00	0.00
James Street Reconstruction	2011	0.00	69,700.89	0.00	5,000.00	0.00	64,700.89
McCreedy Street <i>(to be financed in 2013)</i>	2012	(7,118.56)	0.00	(7,118.56)	0.00	0.00	0.00
Pre-Engineering Services	2004	0.00	10,015.62	0.00	10,015.62	0.00	0.00
Parkedale Ave Realignment	2004	0.00	107,083.69	0.00	107,083.69	0.00	0.00
Parkview Blvd. Reconstruction	2011	0.00	777.18	0.00	0.00	0.00	777.18
Energy Efficient Streetlights	2009	(33,954.66)	0.00	(33,954.66)	0.00	0.00	0.00
		(81,818.19)	249,340.89	(56,947.21)	159,798.22	(24,870.98)	89,542.67

**ENVIRONMENTAL SERVICES  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Landfill Site Closure	2004	(3,361.68)	0.00	(3,361.68)	0.00	0.00	0.00
Dechlorination Station Equipment	2006	0.00	50,282.66	0.00	50,282.66	0.00	0.00
Waste Management Study	1999 (Ongoing)	0.00	26,771.63	0.00	26,771.63	0.00	0.00
Ferguson Drive PRV system	2009	(12,240.34)	0.00	0.00	0.00	(12,240.34)	0.00
George St. sewer separations	2009	(102.83)	0.00	0.00	0.00	(102.83)	0.00
Jessie St. sewer separations	2009	(267.66)	0.00	0.00	0.00	(267.66)	0.00
Central Ave. manhole	2011	(21.44)	0.00	0.00	0.00	(21.44)	0.00
North Trunk Sanitary Sewer	2011	0.00	110,000.00	0.00	110,000.00	0.00	0.00
Ormond St. Watermain	2010	(638.63)	0.00	0.00	0.00	(638.63)	0.00
Sewer Inflow/Infiltration Analysis	2008	0.00	128,173.67	0.00	128,173.67	0.00	0.00
Water Service Upgrades	2001	0.00	14,280.08	0.00	14,280.08	0.00	0.00
Stewart Blvd - Central to Park	2004	0.00	78,446.96	0.00	78,446.96	0.00	0.00
Water Pollution Control Plant Equipment	2003 (Ongoing)	0.00	597,823.90	0.00	597,823.90	0.00	0.00
Water Pollution Control Plant Upgrade	2003	(8,906,734.63)	0.00	(8,906,734.63)	0.00	0.00	0.00
Main Pump/Force main project (Scope Change re: WPCU)	2012	(46,413.17)	0.00	(46,413.17)	0.00	0.00	0.00
Ormond Street - Water Dist. <i>(to be financed by debentures)</i>	2012	(154,951.06)	0.00	(154,951.06)	0.00	0.00	0.00
Brock Street - Perth St. to Elm St.	2012	(797.78)	0.00	(797.78)	0.00	0.00	0.00
Water Meter replacements	2012	0.00	27,909.19	0.00	27,909.19	0.00	0.00
Water Systems Master Plan	2011	(1,577.89)	0.00	(1,577.89)	0.00	0.00	0.00
Water Treatment Plant Work	2001(Ongoing)	0.00	208,214.80	0.00	201,010.00	0.00	7,204.80
Zone III Pressure Area	2001	0.00	40,452.06	0.00	40,452.06	0.00	0.00
		(9,127,107.11)	1,282,354.95	(9,113,836.21)	1,275,150.15	(13,270.90)	7,204.80

**PARKS, RECREATION, CULTURE  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Centeen Park Power Pedestals <i>(to be financed in 2013)</i>	2012	(36,592.92)	0.00	(36,592.92)	0.00	0.00	0.00
Leash-free dog park	2007	0.00	1,063.69	0.00	0.00	0.00	1,063.69
Dredging <i>(funding of \$98,200 to be applied in 2013)</i>	2011	(99,782.53)	0.00	(99,782.53)	0.00	0.00	0.00
Project Encore	2008	0.00	3,802.95	0.00	3,802.95	0.00	0.00
Fulford Fountain	2010	0.00	1,570.59	0.00	1,570.59	0.00	0.00
Island Environmental Assessment	2009	0.00	6,423.53	0.00	6,423.53	0.00	0.00
Pedestrian Pathway Linkage	1986	0.00	10,831.02	0.00	10,831.02	0.00	0.00
Pedestrian Bridge Repairs	2010	0.00	29.53	0.00	0.00	0.00	29.53
Parkland Equipment Management Pgm.	1996 (Annual)	0.00	94,338.08	0.00	92,356.91	0.00	1,981.17
RinC - Memorial Centre	2009	0.00	0.00	0.00	0.00	0.00	0.00
Skateboard Park	2005	(0.33)	0.00	0.00	0.00	(0.33)	0.00
Rotary Park Splash Pad <i>(to be financed by donations in 2013)</i>	2011	(11,743.58)	0.00	(11,743.58)	0.00	0.00	0.00
St. Lawrence Park - Design	2006	0.00	16,950.87	0.00	16,950.87	0.00	0.00
Tunnel Bay Docking	2011	0.00	4,424.79	0.00	4,424.79	0.00	0.00
Tunnel Tourism Project	2003	0.00	121,808.60	0.00	121,808.60	0.00	0.00
Water Front Public Use Study	2008	0.00	5,458.87	0.00	5,458.87	0.00	0.00
Reynolds Park	2004	0.00	21,446.37	0.00	21,446.37	0.00	0.00
		(148,119.36)	288,148.89	(148,119.03)	285,074.50	(0.33)	3,074.39



**PLANNING AND DEVELOPMENT  
CAPITAL FUND PROJECTS  
As at December 31, 2012**

Project	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Bridlewood Subdivision	1997 (Ongoing)	0.00	99,364.92	0.00	99,364.92	0.00	0.00
Stormwater Mgmt. - Brockwoods	Ongoing	0.00	3,536.12	0.00	3,536.12	0.00	0.00
Cont. to sidewalks	Ongoing	0.00	45,615.40	0.00	45,615.40	0.00	0.00
St. Lawrence Lodge Redevelopment	2004	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	148,516.44	0.00	148,516.44	0.00	0.00

CL410-FMR1-0918

RELEASE DATE: 09-Oct-13

PAGE 1 OF 1

**CAPITAL FUND FISCAL MANAGEMENT RESERVE FUND  
AS AT December 31, 2012**

	BUDGET	ACTUAL											
<b>CASH FLOW PROJECTION:</b>	<b>Year:</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>OPENING BALANCE JANUARY 1</b>		<b>40,522</b>	<b>40,522.33</b>	<b>40,522</b>	<b>7,968</b>	<b>7,968</b>	<b>8,128</b>	<b>8,290</b>	<b>8,456</b>	<b>8,625</b>	<b>8,798</b>	<b>8,974</b>	<b>9,153</b>
<b>ADD- PROJECTED REVENUES:</b>													
Contribution from operating fund budget:		0	0.00	0	0	0	0	0	0	0	0	0	0
Capital Surplus		0	0.00	0	0	0	0	0	0	0	0	0	0
Developer Contributions		0	0.00										
Investment income-from own funds:		0	0.00	0	0	159	163	166	169	173	176	179	183
<b>TOTAL PLANNED REVENUES:</b>		<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>159</b>	<b>163</b>	<b>166</b>	<b>169</b>	<b>173</b>	<b>176</b>	<b>179</b>	<b>183</b>
<b>TOTAL AVAILABLE:</b>		<b>40,522</b>	<b>40,522.33</b>	<b>40,522</b>	<b>7,968</b>	<b>8,128</b>	<b>8,290</b>	<b>8,456</b>	<b>8,625</b>	<b>8,798</b>	<b>8,974</b>	<b>9,153</b>	<b>9,336</b>
<b>LESS- APPROVED EXPENDITURES:</b>													
Reynolds Park Risk Assessment		0	0.00	32,554									
		0	0.00										
		0	0.00	0	0	0	0	0	0				
<b>TOTAL APPROVED EXPENDITURES:</b>		<b>0</b>	<b>0.00</b>	<b>32,554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BALANCE ON DECEMBER 31</b>		<b>40,522</b>	<b>40,522.33</b>	<b>7,968</b>	<b>7,968</b>	<b>8,128</b>	<b>8,290</b>	<b>8,456</b>	<b>8,625</b>	<b>8,798</b>	<b>8,974</b>	<b>9,153</b>	<b>9,336</b>

Attachment # 2 to Report # 2013-120-10

**OCTOBER 3, 2013**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – October 15, 2013**

**2013-117-10**

**2012 DEVELOPMENT CHARGES**

**ANNUAL REPORT**

**FILE: F21-02**

**D.DICK**

**DIRECTOR OF CORPORATE SERVICES**

**L. FERGUSON**

**MANAGER OF FINANCE**

**C. WARD**

**TREASURY OFFICER - RESERVES & CAPITAL**

**RECOMMENDATION**

THAT Council receives the 2012 Annual Report and Continuity Financial Statement with respect to the City's Development Charge Reserve Funds [Attachment 1 to Report # 2013-117-10]; and

THAT this be forwarded as required to:

Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay Street, 13<sup>th</sup> Floor  
Toronto, ON M5G 2E5

**PURPOSE**

To provide Council with a financial statement relating to development charge by-laws and the associated reserve funds, as stipulated in the *Development Charge Act, 1997*.

**BACKGROUND**

Development Charges are fees imposed and collected by municipalities to help offset the capital costs associated with growth related infrastructure projects. Municipalities are given the authority to impose such fees by the Development Charges Act of 1997.

On June 22, 2004, the Corporation of the City of Brockville passed by-law 076-2004 under Section 2(1) of the Development Charges Act of 1997. This by-law established development charges upon all lands within the boundaries of the City of Brockville. It exempted these fees from developments in the downtown area (Part II Item 15) and industrial land uses (Part III Item 22). Fees imposed through Development Charges were payable upon the issuance of the first building permit.

Development Charge by-law 076-2004 expired in June of 2009. A background study, as well as at least one public meeting, has to be completed before the next Development Charge by-law can be passed. In addition, the Development Charge by-law must be passed within one year of the completion of the background study.

In July 2013, Council approved the awarding of the consulting contract for the Development Charge background study to Watson & Associates. It is expected that the background study will be completed in December 2013.

The Treasurers of Ontario municipalities are required to file with Council an annual report and financial statements on the purpose and activities associated with Reserve Funds for which Development Charges have been initiated. As well, a copy of this report must be sent to the Minister of Municipal Affairs and Housing within 60 days of Council receiving the aforementioned report.

A copy of Ontario Regulation 82/98 which outlines the reporting requirements is provided as [Attachment 2 to Report # 2013-117-10].

## **ANALYSIS**

The City of Brockville has provided for the following Development Charges Reserve Funds:

- A. Growth Management Development Charge Reserve Fund
- B. Transportation Development Charge Reserve Fund
- C. Water Pollution Control Plant Development Charge Reserve Fund

Attachment 1 to Report 2013-117-10 is the statement of continuity which shows the revenues, deposit interest earned and monies paid for each Development Charges Reserve Fund during the 2012 fiscal year.

## **Purpose**

The purpose of each Development Charge Reserve Fund is as follows:

- A. **Growth Management Development Charge Reserve Fund**  
For the provision of services related to designated growth as defined in the Development Charges By-Law 70-99.
- B. **Transportation Development Charge Reserve Fund**  
For the provision of transportation services related to designated growth, as defined in the Development Charges By-Law 70-99.
- C. **Water Pollution Control Plant Development Charge Reserve Fund**  
For the upgrade / expansion of the Water Pollution Control Plant, as defined in the Development Charges By-Law 70-99.

## FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

## CONCLUSION

After Council has received and reviewed this report, a copy will be sent to the Minister of Municipal Affairs and Housing.



D. Dick, CPA, CA  
Director of Corporate Services

  
*pu*

B. Casselman  
City Manager

**Corporation of the City of Brockville  
Development Charge Reserve Funds  
As at December 31, 2012**

<b>By-Law 076-2004</b>				
<b>2012</b>	<b>958 Growth Management Development Charge Reserve Fund</b>	<b>968 Transportation Development Charge Reserve Fund</b>	<b>983 Water Pollution Control Plant Development Charge Reserve Fund</b>	<b>Total</b>
Opening	35,968	32,909	52,928	121,806
Interest income	514	470	841	1,826
Developers' Charges	0	0	10,975	10,975
Transfers to capital	0	0	0	0
Transfers to current	0	0	0	0
Closing	<b>36,482</b>	<b>33,380</b>	<b>64,745</b>	<b>134,607</b>

Français

## Development Charges Act, 1997

### ONTARIO REGULATION 82/98

#### GENERAL

**Consolidation Period:** From July 22, 2004 to the [e-Laws currency date](#)

Last amendment: O.Reg. 206/04.

*This is the English version of a bilingual regulation.*

#### DEFINITIONS

1. (1) For the purposes of the Act and in this Regulation,

“existing industrial building” means a building used for or in connection with,

- (a) manufacturing, producing, processing, storing or distributing something,
- (b) research or development in connection with manufacturing, producing or processing something,
- (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place,
- (d) office or administrative purposes, if they are,
  - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
  - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution; (“immeuble industriel existant”)

“gross floor area” means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls. (“surface de plancher hors oeuvre brute”) O. Reg. 82/98, s. 1 (1).

(2) For the purposes of paragraph 3 of subsection 2 (4) of the Act,

“land for parks”,

- (a) includes land for woodlots and land that is acquired because it is environmentally sensitive, and
- (b) does not include land for an enclosed structure used throughout the year for public recreation and land that is necessary for the structure to be used for that purpose, including parking and access to the structure. O. Reg. 82/98, s. 1 (2).

#### EXCEPTION RELATING TO THE CREATION OF ADDITIONAL DWELLING UNITS

2. For the purposes of clause 2 (3) (b) of the Act, the following table sets out the name and description of the classes of residential buildings that are prescribed, the maximum number of additional dwelling units that are prescribed for buildings in those classes and the restrictions for each class.

Name of Class of Residential Building	Description of Class of Residential Buildings	Maximum Number of Additional Dwelling Units	Restrictions
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
Other residential buildings	A residential building not in another class of residential building described in this table.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

O. Reg. 82/98, s. 2.

#### WHEN INTENTION TO MEET INCREASED NEED IS SHOWN

3. For the purposes of paragraph 3 of subsection 5 (1) of the Act, the council of a municipality has indicated that it intends to ensure that an increase in the need for service will be met if the increase in service forms part of an official plan, capital forecast or similar expression of the intention of the council and the plan, forecast or similar expression of the intention of the council has been approved by the council. O. Reg. 82/98, s. 3.

#### LEVEL OF SERVICE

4. (1) For the purposes of paragraph 4 of subsection 5 (1) of the Act, both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service. O. Reg. 82/98, s. 4 (1).

(1.1) In determining the quality of a service under subsection (1), the replacement cost of municipal capital works, exclusive of any allowance for depreciation, shall be the amount used. O. Reg. 206/04, s. 1.

(2) A geographic area of the municipality may be excluded in determining the service and average level of service if,

(a) the service is not provided in the excluded geographic area; and

(b) the excluded geographic area is identified in the by-law. O. Reg. 82/98, s. 4 (2).

(3) If the average level of service determined is lower than the standard level of service required under another Act, the standard level of service required under the other Act may be deemed for the purposes of paragraph 4 of subsection 5 (1) of the Act to be the average level of service. O. Reg. 82/98, s. 4 (3).

(4) Subject to subsection (2), if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. O. Reg. 82/98, s. 4 (4).

#### UNCOMMITTED EXCESS CAPACITY

5. For the purposes of paragraph 5 of subsection 5 (1) of the Act, excess capacity is uncommitted excess capacity unless, either before or at the time the excess capacity was created, the council of the municipality expressed a clear intention that the excess capacity would be paid for by development charges or other similar charges. O. Reg. 82/98, s. 5.

#### REDUCTIONS IN RESPECT OF CAPITAL GRANTS, ETC.

6. (1) If a capital grant, subsidy or other contribution has been made in respect of capital costs and, at the time the grant, subsidy or other contribution was made, the person making it expressed a clear intention that all or part of the grant, subsidy or other contribution be used to benefit existing development or new development, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of the grant, subsidy or other contribution, but only to the extent that the grant, subsidy or other contribution was intended to benefit new development. O. Reg. 82/98, s. 6 (1).

(2) If subsection (1) does not apply, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of any grant, subsidy or other contribution made in respect of the capital costs in the same proportion as the increase in the need for service was reduced under paragraph 6 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 6 (2).

#### PRESCRIBED INDEX

7. The Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007 is prescribed as the index for the purposes of paragraph 10 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 7.

#### BACKGROUND STUDY

8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:

1. The total of the estimated capital costs relating to the service.
2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development.
3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law.
4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development.
5. The estimated and actual value of credits that are being carried forward relating to the service. O. Reg. 82/98, s. 8.

#### NOTICE OF PUBLIC MEETING

9. (1) The notice of the public meeting the council is required to give under clause 12 (1) (b) of the Act shall be given in one of the following ways:

1. To every owner of land in the area to which the proposed by-law would apply, by personal service, fax or mail.



2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting. O. Reg. 82/98, s. 9 (1).

(2) For the purposes of paragraph 1 of subsection (1), the owners are the owners shown on the last revised assessment roll, subject to any written notice of a change of ownership of land the clerk of the municipality may have received. A notice given by mail to an owner shall be mailed to the address shown on the last revised assessment roll or, if applicable, to the address shown on the notice of a change of ownership of land received by the clerk. O. Reg. 82/98, s. 9 (2).

#### NOTICES OF DEVELOPMENT CHARGE BY-LAWS

10. (1) This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act. O. Reg. 82/98, s. 10 (1).

- (2) Notice shall be given in one of the following ways:

1. By personal service, fax or mail to every owner of land in the area to which the by-law applies.
2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law. O. Reg. 82/98, s. 10 (2).

(3) Subsection 9 (2) applies, with necessary modifications, for the purposes of paragraph 1 of subsection (2). O. Reg. 82/98, s. 10 (3).

- (4) In addition to the notice under subsection (2), notice shall be given, by personal service, fax or mail, to the following:

1. To every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address.
2. In the case of a by-law passed by the council of an area municipality, to the clerk of the upper tier municipality that the area municipality is in.
3. In the case of a by-law passed by the council of an upper tier municipality, to the clerks of the area municipalities within the upper tier municipality.
4. To the secretary of every school board having jurisdiction within the area to which the by-law applies. O. Reg. 82/98, s. 10 (4).

- (5) Each notice shall set out the following:

1. A statement that the council of the municipality has passed a development charge by-law.
2. A statement setting out when the by-law was passed and what its number is.
3. A statement that any person or organization may appeal the by-law to the Ontario Municipal Board under section 14 of the Act by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.
4. A statement setting out what the last day for appealing the by-law is.
5. An explanation of the development charges imposed by the by-law.
6. A description of the lands to which the by-law applies.
7. A key map showing the lands to which the by-law applies or an explanation of why a key map is not provided.
8. An explanation of where and when persons may examine a copy of the by-law. O. Reg. 82/98, s. 10 (5).

#### MINIMUM INTEREST RATE

11. (1) The minimum interest rate that a municipality shall pay under subsections 18 (3) and 25 (2) of the Act and section 36 of the Act, in relation to a development charge by-law, is what the Bank of Canada rate is on the day the by-law comes into force. O. Reg. 82/98, s. 11 (1).

(2) Despite subsection (1), if the by-law so provides, the minimum interest rate is what the Bank of Canada rate is on the day the by-law comes into force updated on the first business day of every January, April, July and October. O. Reg. 82/98, s. 11 (2).

#### TREASURER'S STATEMENT

12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year, as required by subsection 43 (2) of the Act. O. Reg. 82/98, s. 12 (1).

- (2) The information referred to in subsection (1) is the following, for each reserve fund:

1. A description of the service for which the fund was established. If the fund was established for a service category, the services in the category.

2. For the credits in relation to the service or service category for which the fund was established,
    - i. the amount outstanding at the beginning of the previous year, given in the year, used in the year and outstanding at the end of the year,
    - ii. the amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.
  3. The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.
  4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.
  5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.
  6. A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit. O. Reg. 82/98, s. 12 (2).
- (3) The following is also prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act:
1. For each project that is financed, in whole or in part, by development charges,
    - i. the amount of money from each reserve fund established under section 33 of the Act that is spent on the project, and
    - ii. the amount and source of any other money that is spent on the project. O. Reg. 82/98, s. 12 (3).
- 13. (1)** The treasurer of a municipality shall, on or before such date as the council of the municipality may direct in each year that reserve funds described in subsection 63 (3) of the Act exist, give the council a financial statement relating to those reserve funds. O. Reg. 82/98, s. 13 (1).
- (2) A statement must include, for the preceding year, statements of the opening and closing balances of the reserve funds and of the transactions relating to the funds and the information required by subsections 12 (2) and (3), with necessary modifications. O. Reg. 82/98, s. 13 (2).

#### PAMPHLET EXPLAINING BY-LAW

- 14. (1)** A municipality shall prepare a pamphlet for each development charge by-law in force setting out,
- (a) a description of the general purpose for which the development charges under the by-law are being imposed;
  - (b) the rules for determining if a development charge is payable in a particular case and for determining the amount of the charge;
  - (c) a list of the services to which the development charges relate; and
  - (d) a description of the general purpose of the statement of the treasurer of the municipality and the place where it may be reviewed by the public. O. Reg. 82/98, s. 14 (1).
- (2) The municipality shall prepare the pamphlet,
- (a) if the by-law is not appealed to the Ontario Municipal Board, within 60 days after the by-law comes into force;
  - (b) if the by-law is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the by-law, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (2).
- (3) If a development charge by-law is amended, the municipality shall revise the pamphlet for the by-law as necessary. O. Reg. 82/98, s. 14 (3).
- (4) If the municipality is required to revise the pamphlet, it shall do so,
- (a) if the amendment is not appealed to the Ontario Municipal Board, within 60 days after the amendment comes into force;
  - (b) if the amendment is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the amendment, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (4).
- (5) The municipality shall give a copy of the most recent pamphlet, without charge, to any person who requests one. O. Reg. 82/98, s. 14 (5).
- (6) The municipality may charge a fee for additional copies of a pamphlet given to a person but the fee must be no more than is needed to pay for the cost of the additional copies. O. Reg. 82/98, s. 14 (6).
- (7) A person may reproduce and distribute the pamphlet in any form. O. Reg. 82/98, s. 14 (7).

## NOTICE RELATING TO CREDITS UNDER SECTION 13 OF THE OLD ACT

15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality,
- (a) by personal service, fax or mail to every person who holds a credit from the municipality under section 13 of the *Development Charges Act* as it read immediately before March 1, 1998; and
  - (b) by publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applied to give the public reasonable notice of the right to apply for a refund of ineligible credits. O. Reg. 82/98, s. 15 (1).
- (2) A notice required under paragraph 1 of subsection 64 (1) of the Act shall contain the following:
- 1. A statement setting out the date the by-law expired or was repealed and what its number was.
  - 2. A statement setting out the last day for applying under section 64 of the Act for a refund of ineligible credits.
  - 3. A statement describing the credits for which refunds are available under section 64 of the Act, including a summary of the definition of "ineligible credit" in subsection 64 (2) of the Act and a list of the services referred to in paragraphs 1 to 7 of subsection 2 (4) of the Act.
  - 4. A statement that there is no right of appeal to the Ontario Municipal Board in respect of a claim under section 64 of the Act for a refund of ineligible credits. O. Reg. 82/98, s. 15 (2).

## TRANSITION RULES FOR CREDITS UNDER SECTION 14 OF THE OLD ACT

16. In sections 17 to 20,
- "new Act" means the *Development Charges Act, 1997*; ("nouvelle loi")
- "old Act" means the *Development Charges Act* as it read immediately before March 1, 1998. ("ancienne loi") O. Reg. 82/98, s. 16.
17. The following rules apply with respect to credits given or required to be given under section 14 of the old Act:
- 1. The owner or former owner of land is entitled to the recognition of a credit towards a development charge imposed under a development charge by-law passed under the new Act by the council of the municipality that gave the credit.
  - 2. If there is a conflict between a development charge by-law passed under the new Act and an agreement referred to in paragraph 3, the provisions of the agreement prevail over the by-law to the extent of the conflict.
  - 3. Paragraph 2 applies with respect to an agreement made between a municipality and the owner or former owner of land if, before the coming into force of a development charge by-law under the old Act,
    - i. the owner or former owner of the land paid all or a portion of a charge related to development under the agreement with respect to the land and the land is within the area to which a development charge by-law passed under the new Act may apply, or
    - ii. the owner or former owner of the land provided services in lieu of the payment referred to in subparagraph i.
  - 4. If a credit has been recognized under this section with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act, the value of the credit cannot be recovered from future development charges.
  - 5. An application for the recognition of a credit under paragraph 1 must be made,
    - i. on or after March 1, 1998 and on or before March 1, 1999, or
    - ii. on or after September 27, 1999 and on or before October 31, 1999.
  - 6. An application for the recognition of a credit shall set out the amount of the credit that is sought and the services to which the applicant claims the credit should be applied.
  - 7. The municipality shall give each applicant written notice of whether the municipality agrees or refuses to recognize the credit in accordance with the application. The notice must be given,
    - i. on or before September 1, 1999 for an application made during the period described in subparagraph 5 i, and
    - ii. on or before December 31, 1999 for an application made during the period described in subparagraph 5 ii.
  - 8. If the municipality agrees to recognize a credit in accordance with an application, or does not give the applicant a notice within the time required under paragraph 7, the applicant is entitled to have the credit recognized for the services set out in the application in the amount set out in the application.
  - 9. A municipality may agree to recognize some credits in accordance with an application and refuse to recognize other credits and, if the municipality does so, paragraph 8 applies but only with respect to the credits that the municipality agrees to recognize.

10. If the municipality refuses to recognize a credit in accordance with an application, the applicant may appeal the municipality's decision to the Ontario Municipal Board by filing with the clerk of the municipality, within 30 days after the applicant receives the notice of the municipality's refusal, a notice of appeal.
11. If a notice of appeal under paragraph 10 is filed with the clerk of the municipality, the clerk shall,
  - i. compile a record that includes a copy of the application and the notice of the municipality's refusal,
  - ii. forward a copy of the notice of appeal and the record to the secretary of the Ontario Municipal Board within 30 days after the notice is received, and
  - iii. provide any other information and material that the Board may require in respect of the appeal.
12. The Ontario Municipal Board shall hold a hearing to deal with the notice of appeal.
13. The parties to the appeal are the appellant and the municipality.
14. The Ontario Municipal Board shall give notice of the hearing to the parties.
15. After the hearing, the Ontario Municipal Board shall determine whether the appellant is entitled to the recognition of a credit and, if so, shall determine the amount of the credit to be recognized and the services to which it relates.
16. Despite paragraph 12, the Ontario Municipal Board may, where it is of the opinion that the complaint set out in the notice of appeal is insufficient, dismiss the appeal without holding a full hearing after notifying the appellant and giving the appellant an opportunity to make representations as to the merits of the appeal.
17. An applicant and the municipality may, at any time before the commencement of the hearing before the Ontario Municipal Board, agree that the applicant is entitled to the recognition of a credit and may agree to the amount of the credit to be recognized and the service to which it relates.
18. If the applicant and the municipality enter into an agreement under paragraph 17, the applicant shall withdraw the appeal to the Ontario Municipal Board and the appeal shall be deemed to be terminated. O. Reg. 82/98, s. 17; O. Reg. 439/99, s. 1.

#### TRANSITION RULES FOR DEBTS UNDER THE OLD ACT

18. (1) This section applies with respect to a debt, other than credits, incurred with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act under a development charge by-law under the old Act that expires or is repealed during the transition period or expires, under section 63 of the new Act, at the end of the transition period. O. Reg. 82/98, s. 18 (1).

(2) For the purposes of developing a development charge by-law, the debt, reduced by the amount of any reserve funds held in respect of the same service, may be included as a capital cost if the following requirements are met:

1. The debt relates to a service contained in a development charge by-law on or before November 25, 1996.
2. The project for which the debt was incurred was tendered for construction on or before November 25, 1996.
3. The debt was either debentured or the subject of documented internal fund borrowing on or before November 25, 1996. O. Reg. 82/98, s. 18 (2).

#### TRANSITION RULES FOR DEVELOPMENT CHARGE BY-LAWS

19. (1) A development charge by-law passed under section 3 of the old Act before March 1, 1998 may be approved by the Minister after March 1, 1998 and before the end of the transition period. O. Reg. 82/98, s. 19 (1).

(2) Section 62 of the new Act applies to a by-law described in subsection (1). O. Reg. 82/98, s. 19 (2).

#### TRANSITION RULES FOR OLD FRONT-ENDING AGREEMENTS

20. (1) The old Act continues to apply to a front-ending agreement under Part II of the old Act if the agreement was entered into before March 1, 1998, even if the agreement is not yet in force on that day. O. Reg. 82/98, s. 20 (1).

(2) If an agreement mentioned in subsection (1) comes into force, it continues in force until it expires or otherwise ceases to be in force. O. Reg. 82/98, s. 20 (2).

(3) The following rules apply with respect to deductions under subsection 28 (9) of the old Act as it applies under subsection (1):

1. If a development charge by-law under the old Act applies, the deduction under subsection 28 (9) of the old Act shall be made from the amount otherwise payable under that by-law.
2. An amount not deducted under paragraph 1 shall be deducted from any applicable development charge under the new Act. Such an amount shall be deducted only from a development charge that is for the same development for which the payment being deducted was made.

3. A deduction is not a credit and the provisions of the new Act in relation to credits do not apply. O. Reg. 82/98, s. 20 (3).

21. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THE ENGLISH VERSION OF THIS REGULATION).  
O. Reg. 82/98, s. 21.

Français

[Back to top](#)