



Finance, Administration and Operations Committee

Tuesday, January 20, 2015, 4:15 pm
City Hall, Council Chambers

Committee Members

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

Areas of Responsibility:

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

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

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

4 - 15

1. Brockville's Railway Tunnel
Councillor LeSueur, Committee Chair

Councillor LeSueur will present Brockville's Railway Tunnel Project to the Committee.

CORRESPONDENCE

Nil.

STAFF REPORTS

16 - 19

1. 2015-001-01
Charitable Donations Receipt Policy

THAT the FA&O committee approve the Charitable Donation Receipt Policy 2015-001-01 and that the Director Corporate Services / Treasurer be authorized to enter into agreements for gifts in-kind.

Finance, Administration and Operations Committee

January 20, 2015

- 20 - 35 2. 2015-004-01
 Water and Wastewater Systems
 Quarterly Report (Oct. - Dec. 2014)
- THAT Report 2015-004-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014) be received for information purposes.*
- 36 - 40 3. 2015-005-01
 Allocation of Water and Wastewater Surpluses
- THAT the FA&O committee approve the allocation of the water and wastewater surpluses into separate reserves and reserve funds to provide for future operating and capital expenditures as follows:*
- | | Water | Wastewater |
|------------------------------|--------------|--------------|
| Working Capital - Operations | \$ 330,000 | \$ 450,000 |
| Working Capital - Capital | \$ 80,000 | \$ 80,000 |
| Long-term Capital Assets | \$ 2,190,000 | \$ 1,770,000 |
- 41 - 42 4. 2015-006-01
 Renewal of Agreement with Commissionaires Inc.
 Kingston & Region Division for Parking Enforcement
- THAT Council for the Corporation of the City of Brockville authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement services for the period of February 1, 2015 to January 31, 2016.*
- 43 - 49 5. 2015-008-01
 Conventional and Para Transit Extended Hours
- THAT Council approve the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday.*
- 50 - 58 6. 2015-009-01
 Rotary Park Rink Board Advertising
- THAT Cole Solutions be permitted to sell, install and maintain advertisements on the rink boards at the Rotary Park hockey rink until June 30, 2017, with 10% of the profit from the advertising being returned to the City.*

Finance, Administration and Operations Committee
January 20, 2015

NEW BUSINESS

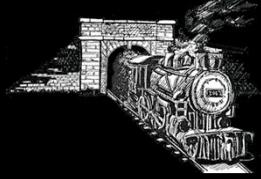
FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for February 17, 2015.



Brockville's Railway Tunnel
The Project



The Brockville Railway Tunnel will be Inducted

[2002 - Banff, Alberta](#)
[2002 - Bonfield, Ontario](#)
[2002 - London, Ontario](#)
[2002 - Montréal, Quebec](#)
[2003 - Hornepayne, Ontario](#)
[2003 - Revelstoke, British Columbia](#)
[2003 - Transcona, Manitoba](#)
[2004 - Edmonton, Alberta](#)
[2004 - McAdam, New Brunswick](#)
[2005 - Craigellachie, British Columbia](#)
[2006 - Melville, Saskatchewan](#)
[2007 - Town of Mount Royal, Quebec](#)
[2008 - Capreol, Ontario](#)
[2009 - Winnipeg, Manitoba](#)
[2010 - La Prairie and Saint-Jean-sur-Richelieu, Québec](#)

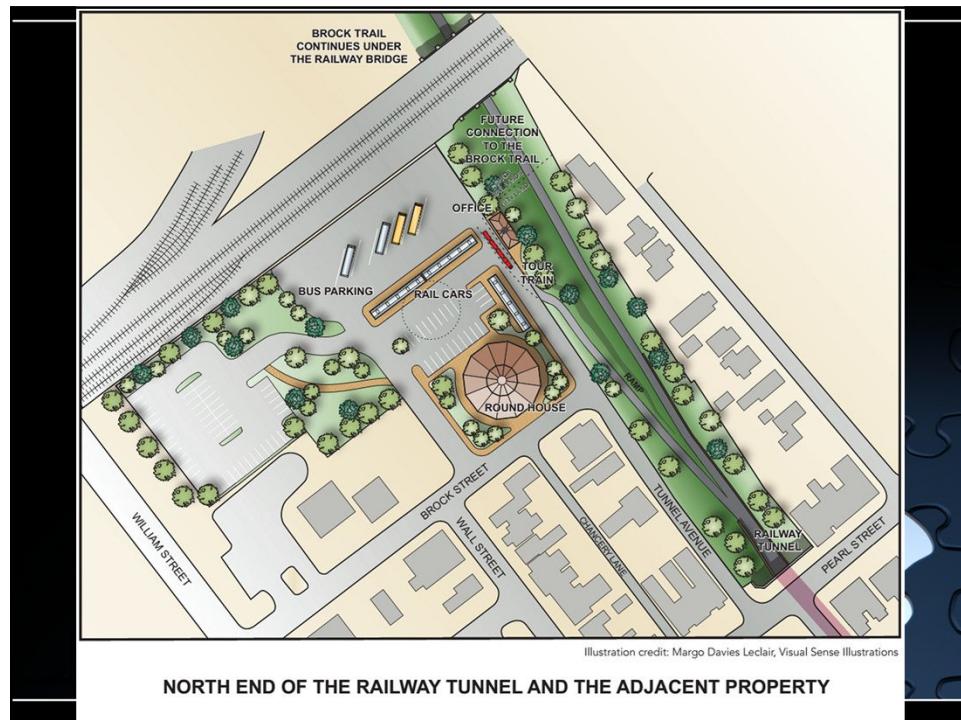


Canadian Railway Hall of Fame

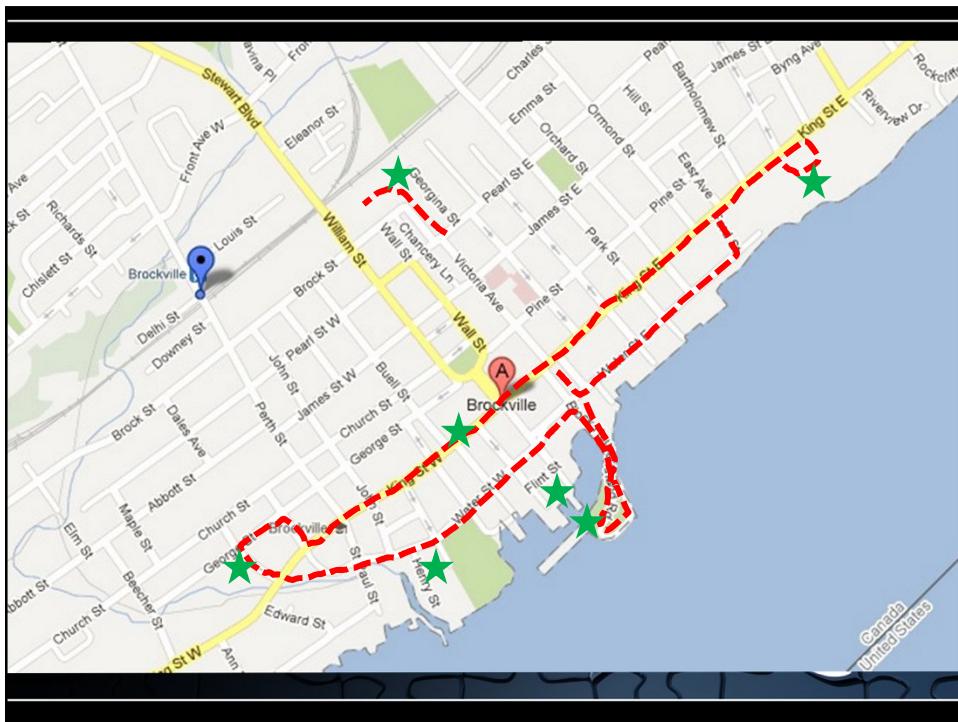
Award presentation in Brockville this Spring











Vision

• Train Display

Image	All Listings	Price	Bids	Ends
	Southern Pacific Triple Unit Dining Car	\$75,000.00	-	4/4/2011
	Georgia Pacific Railroad Business Car	\$35,000.00	-	4/4/2011
	SP 2375 Apartment Car	\$15,000.00	-	4/4/2011
	SP 2352 Coast Daylight Coach	\$8,000.00	-	4/4/2011
	SP Pride of Texas Diner/Lounge Car	\$15,000.00	-	4/4/2011
	Southern Pacific Sleeping Car #9008	\$8,000.00	-	4/5/2011

Home

• Railway Post Office (3)
 • Self Propelled/RDC (2)
 • Sleeper Lounge Cars (1)
 • Sleeping Cars (12)
 • Table Cars (5)

FOR SALE

Passenger Cars FSPC2306	Passenger Cars FSPC2303	Passenger Cars FSPC2302	Passenger Cars FSPC2176
Private car in good condition Parlor area, dining area, 3 bedrooms, stainless steel kitchen small crew lounge area Location: Syracuse, Utica, and New York	AMTK certified business car Car boasts of two very large staterooms observation lounge, kitchen, crew quarters, sleeps up to 9 passengers Location: MN	Circa 1930 Pullman built heavyweight open platform private railcar Observation room, three bedrooms (sleeping 6) Lounge/Dining area Car has seating capacity of 20 Location: FL	1940 Stainless Steel Passenger Car Southern R.R. Would be moved by rail Would be good for static display or shop Call for pricing Location: SC

FOR SALE

Passenger Cars FSPC2360	Passenger Cars FSPC1789	Passenger Cars FSPC1668	Passenger Cars FSPC1053
(5) Sleeper Cars Certified by Progress Rail	25 Budd Passenger Cars built in 1950	Parlor/Lounge Car CCF built in 1950 (14) Rotating parlor	(3) Budd Built Passenger Cars + Observation

Vision

- Dinning Car Restaurant

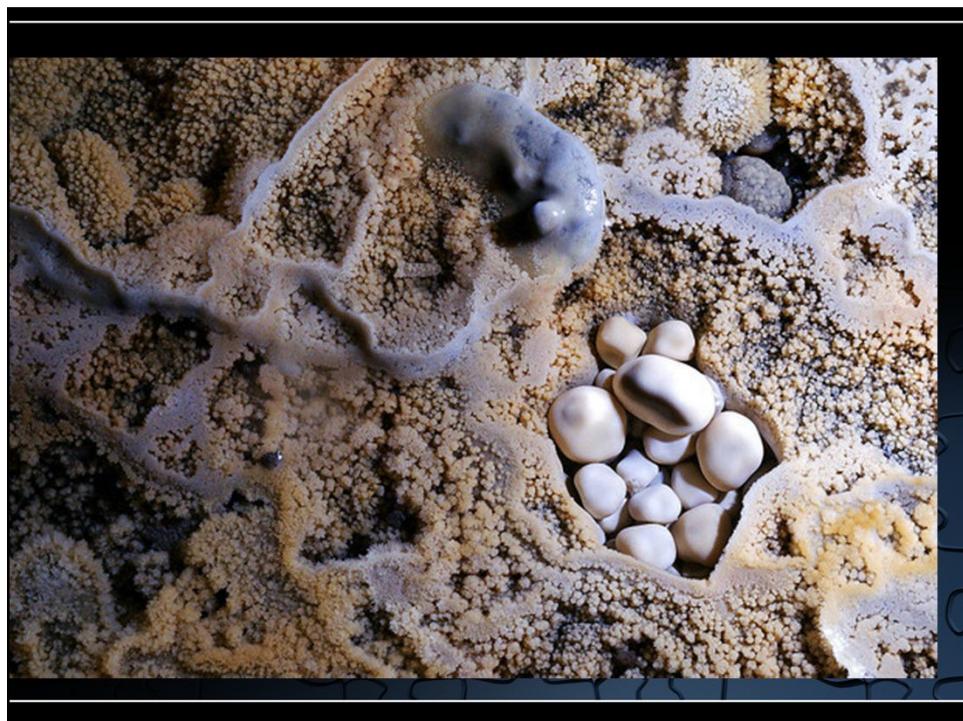


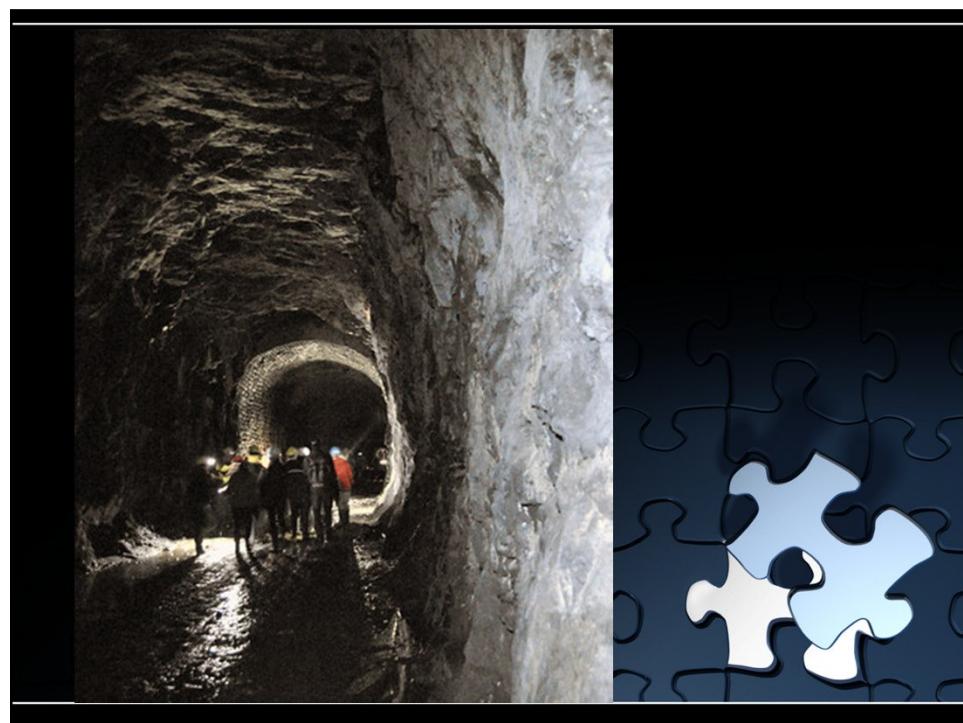
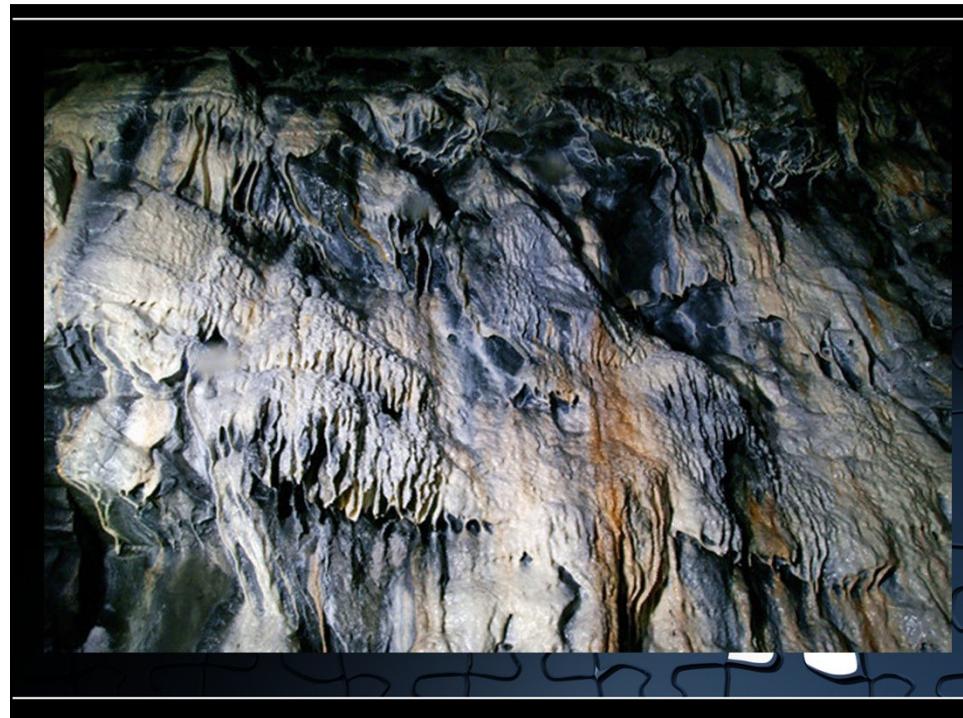
Benefits

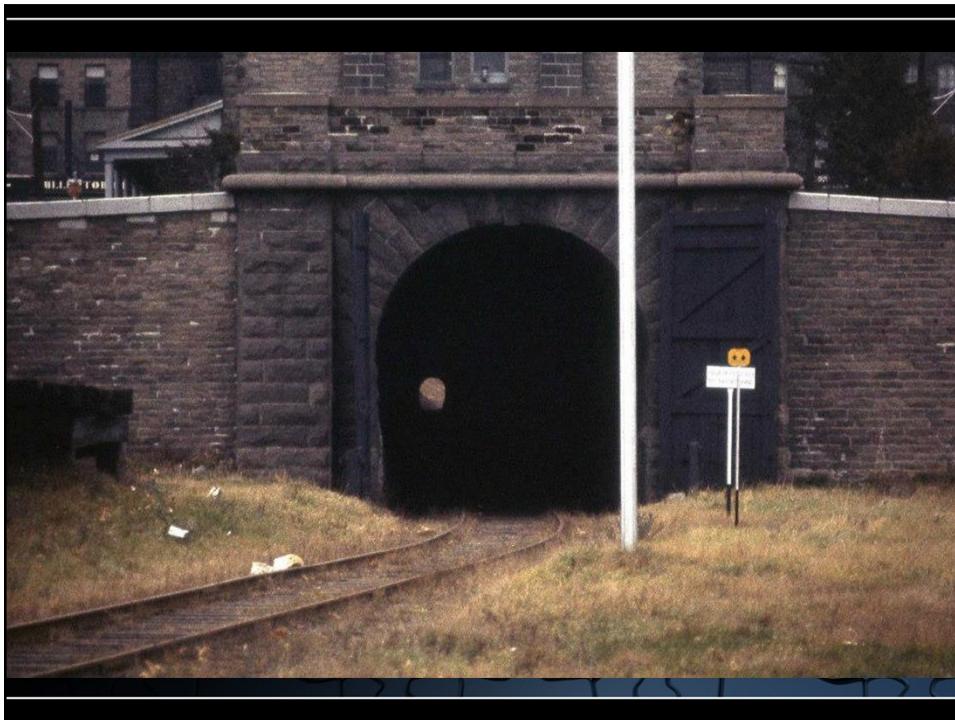
- Adds to the Attractions that Brockville has.
 - 20,000 Tourists for Downtown revitalization
 - Brings a different tourist (Train Buffs, photographers, etc)
 - Helps parking Downtown and brings people to Aquatarium, Boat Tours and other Attraction
- Plus more...

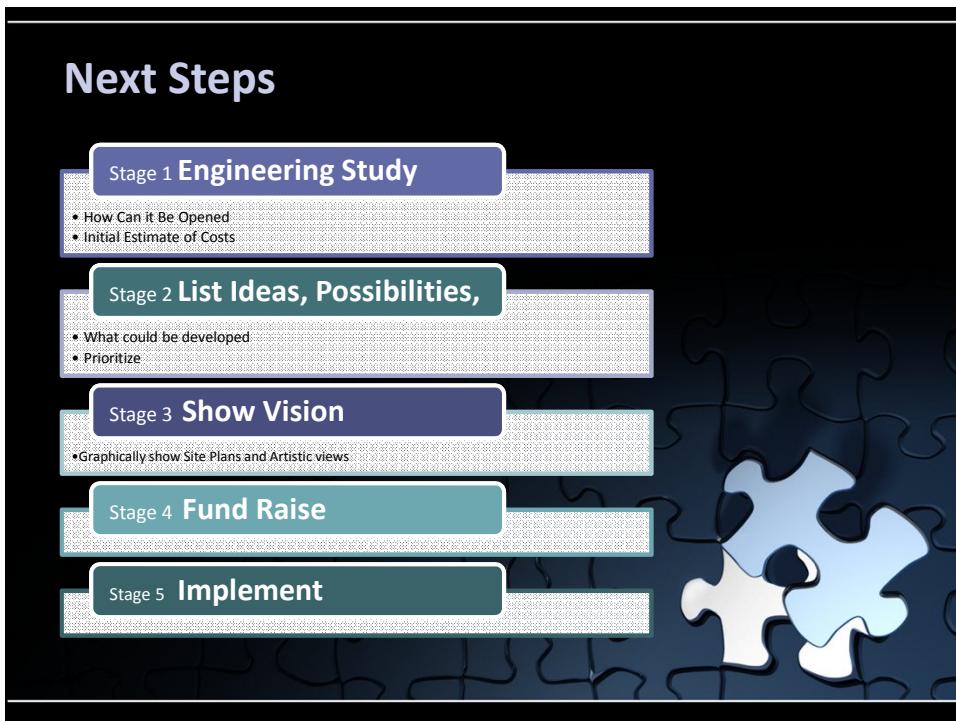
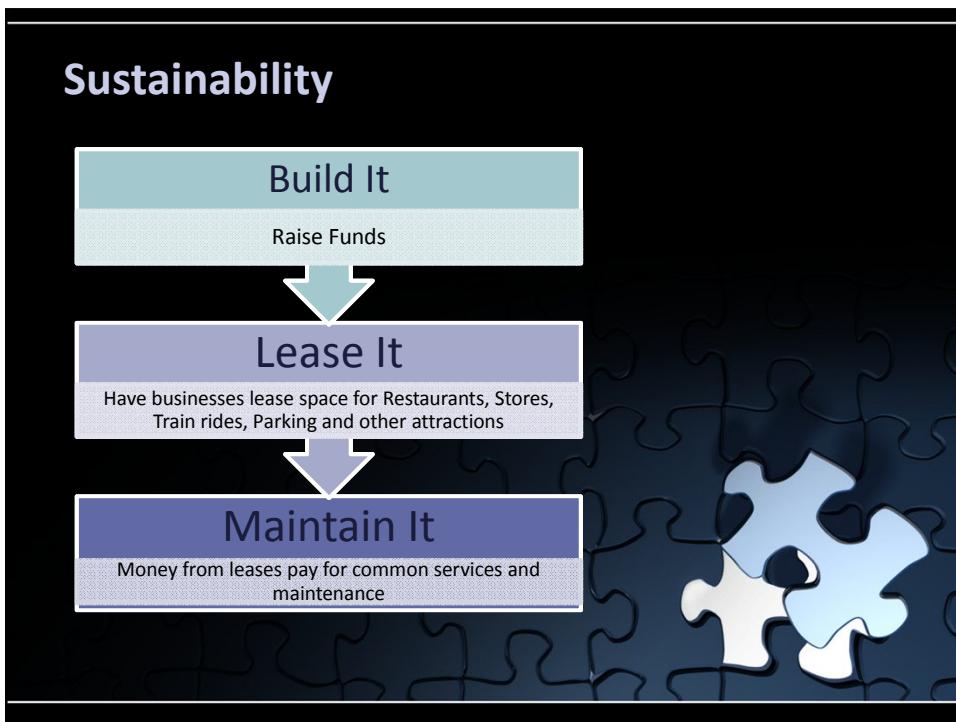
Queens Engineering



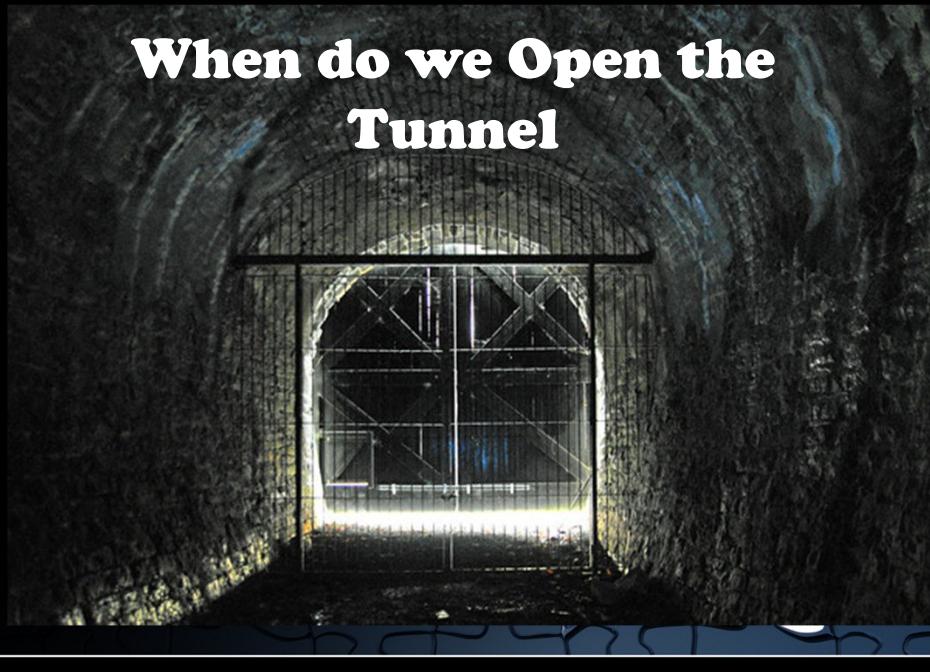








When do we Open the Tunnel



January 8, 2015

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE – January 20, 2015

**2015-001-01
CHARITABLE DONATION RECEIPTS**

**DAVID DICK
DIRECTOR OF CORPORATE SERVICES**

RECOMMENDATION

THAT the FA&O committee approve the Charitable Donation Receipt Policy 2015-001-01 and that the Director Corporate Services / Treasurer be authorized to enter into agreements for gifts in-kind.

BACKGROUND

The responsibility for the management and administration of charitable donations received by the City rests with the Finance Department.

A Council policy for the issuance of charitable receipts will provide consistency in application, endure compliance with CRA guidelines and will provide the necessary guidance to staff in planning of various fundraising programs.

ANALYSIS

Under the income tax act, the City of Brockville is designated as a qualified donee for charitable donations and as such is afforded the same status as a registered charity in terms of issuing charitable receipts. Under Sections 110.1 (1) (a) and 118.1 (1) of the Income Tax Act, Canadian municipalities are permitted to issue these receipts for qualified charitable donations. These donations may be received in the form of cash or donations in-kind.

The City has issued donation receipts in the past and based on results of a recent Canada Revenue Agency audit have changed the process to ensure procedures follow guidelines as established by CRA. The purpose of establishing a policy is to provide direction for accepting cash and non-cash donations, accounting for these donations and standardizing the issue of the donation receipts.

Report 2015-001-01
Charitable Donations Policy

FINANCIAL CONSIDERATION

At this time, it is not anticipated that this will have a financial impact on the City as donors typically request their donation be allocated to a specific activity. It may occur however that donations may be received by the City for future donations without specific requested or functions attached. Should the City receive this type of donation, funds will be segregated into a separate reserve fund, which will accumulate investment income until such time as disbursement of funds is determined.

CONCLUSION

This report and attached policy be accepted to ensure receipt of donations and subsequent issue of receipts are handled in accordance with CRA and City guidelines.



D. Dick, CPA, CA
Director of Corporate Services

Report 2015-001-01
Charitable Donations Policy



City of Brockville

PROCEDURES/POLICY

Section	PROCEDURE/POLICY MANUAL	Current Issue Date	2015 XX XX	Index Number (TBD)
Subject	CHARITABLE DONATION RECEIPTS POLICY			Page 1 of 2

The City of Brockville will issue charitable donation receipts that qualify as charitable donations to all donations received by the City for gifts received as defined as charitable gifts under the Income Tax Act.

The policy formalizes the charitable donations receipt program.

Definitions

- a) **Charitable Donations** – voluntary transfers of tangible property including cash.
- b) **Donation in-kind** – tangible property other than cash that qualify as eligible donations.
- c) **Fair Market Value** – The dollar value that a tangible property would bring in an open and unrestricted market between a willing purchaser and seller.
- d) **Net Amount of Donation** – the fair market value of the donation received less any advantage or benefit received by the donor by virtue of making the donation.
- e) **Non-Qualifying Donations** – donations that do not meet the definition of qualified donation as defined under the Income Tax Act.

Policy Guidelines

To be eligible for an official charitable receipt, the donation has to:

- Be made payable to the City of Brockville
- Be voluntary
- Be supportive of the City's mandate or be of benefit to the City

Donations in kind may be accepted only after the following has occurred:

- Compliance with City by-laws and or policies
- Compliant with laws, conventions and treaties of other levels of government
- Consistent with City priorities, mandates strategic initiatives, business plans and general operations
- Independent valuations of tangible property
- Useful to the City and or mandates, strategic initiatives and business plans
- Cost/ benefit analysis as determined by finance department

Report 2015-001-01
Charitable Donations Policy

- In kind donations should have independent valuations provided. Any costs associated with the independent valuation should be borne by the donor.

Non-qualifying donations for which charitable receipts will not be provided in accordance with CRA guidelines include:

- Intangibles including services, time, skills, effort...
- Donations that are given the City for eventual flow through to a specified recipient that does not have charitable status or is consistent with the City priorities, mandates or strategic initiatives.
- Donations of marketing products or business advertising including supplies and merchandise.

Qualified donations received without a specific identified purpose will be segregated into a separate reserve funds that will accumulate interest until such time as the funds are flowed through to a qualifying venture.

Information to be included on charitable receipts will include:

- A statement that it is an official receipt for income tax purposes
- The name and address of the qualified donee
- A unique serial number
- The place or locality where the receipt was issued
- The date the gift was received
- The date on which the receipt was issued
- The full name, including middle initial and address of the donor
- The amount of the gift
- The amount of advantage/benefit in respect of the gift
- A description of the advantage/benefit
- The eligible amount of the gift
- The signature of the individual authorized by the qualified donee to acknowledge receipt of the gift
- The name and website address of CRA
- A brief description of the tangible property transferred to the donee (if applicable)
- The name and address of the appraiser (if applicable)
- The fair market value of the tangible property transferred at the time the gift was made

The City is required to maintain adequate books and records of all qualifying donations including:

- Information that will allow CRA to verify the amounts that donors can claim for tax credits and or deductions
- Information to allow CRA to confirm that the entity meets the requirements for qualified donee status under the ITA
- A duplicate of each official donation receipt issued

January 12, 2015

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
JANUARY 20, 2015**

**2015-004-01
WATER & WASTEWATER
SYSTEMS QUARTERLY REPORT
(OCT. – DEC. 2014)**

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

RECOMMENDED

THAT Report 2015-004-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014) be received for information purposes.

PURPOSE

This report covers the months of October, November and December 2014. 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 fourth quarter of 2014.

ANALYSIS/OPTIONS

A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM

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

Adverse Water Quality Incidents:

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
DECEMBER 16, 2014 AWQI #121979	Fluoride	>1.5 MG/L	Flushed hydrants / sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	DECEMBER 16, 2014

2015-004-01

Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014)**Page 2**

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

- Installation of new backwash flow pressure transmitter completed.
- Installation of new chemical day tank, residual management chemical feed systems completed.
- Inspection of main plant reservoir and clear well completed.
- Annual inspection of all backflow preventers completed.
- Annual maintenance of UV reactors completed.
- Annual inspection of fire extinguishers completed.
- Repairs to fluoride system complete, chemical feed application back in service.
- Servicing of wastewater transfer suction pipe foot valves completed.

2. Booster Stations & Parkedale Reservoir:

- New discharge check valves installed in Zone 2 Pumps 1 & 2.
- Programmable Logic Controller (PLC) communications alarm programmed.
- Annual inspection of fire extinguishers completed.

3. Filters:

- No items to report.

4. Overhead Tank:

- Engineering review for building expansion to accommodate telecommunication equipment.
- Security fencing repaired.

5. Low Lift Pump Station:

- Electrical connection for new vacuum compressor completed.

6. Drinking Water Quality Management System:

- Emergency procedure training completed.
- 2nd DWQMS Management Review Meeting was held on December 11th, 2014 (see Attachment #2)

7. MOECC Inspections:

- Inspection conducted December 9th, 2014 for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System. Still waiting on report.

2015-004-01

Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014)**Page 3****8. Regulatory Sampling**

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

9. Trunk Water Distribution:

- No items to report.

10. Elizabethtown-Kitley Distribution:

- Installation of flush station postponed until spring of 2015 (2014 Capital).
- Installed new curb stop at 1255 Hwy. #2
- Repaired curb stop at 302 Gilbert Road.

11. Local Water Distribution:

- Service Calls

- OCT. (Total 55 service calls – 38 closed 24 pending)

- 17 Curb Stop repairs
 - 0 Fire dispatch
 - 2 General inquires
 - 17 Hydrant repairs
 - 6 Other inquiries
 - 5 Valve repairs
 - 1 Water main break inquires
 - 0 Water meter / inside valve leaks
 - 7 Water quality complaints (dirty water/low pressure)

- NOV. (Total 51 service calls – 81 closed 2 pending)

- 31 Curb Stop repairs
 - 2 Fire dispatch
 - 3 General inquires
 - 65 Hydrant repairs
 - 7 Other inquiries
 - 1 Valve repairs
 - 2 Water main break inquires
 - 0 Water meter / inside valve leaks
 - 4 Water quality complaints (dirty water/low pressure)

- DEC. (Total 128 service calls – 121 closed 7 pending)

- 107 Bleed Valve
 - 9 Curb Stop repairs
 - 0 Fire dispatch
 - 2 General inquires

- 3 Hydrant repairs
- 13 Other inquiries
- 0 Valve repairs
- 5 Water main break inquiries
- 2 Water meter / inside valve leaks
- 9 Water quality complaints (dirty water/low pressure)

- Water Main Breaks:

- OCT. 2014
 - Stewart Boulevard 150 mm cast iron "shear"
- NOV. 2014
 - Fairknowe Crescent 150 mm cast iron "shear"
 - Chipman Road 200 mm ductile iron "bell joint leak"
- DEC. 2014
 - Church Street 150 mm cast iron "shear"
 - Bartholomew Street 100 mm cast iron "shear" (private)
 - Manor Drive 150 mm cast iron "shear"

- Flushing Program:

- Flushing program completed in Zones 1 & 2.

- Service Repairs/Replacement:

- Repair numerous curb stops.
- Bleed valves activated.

- Valve/Hydrant Inspection/Leak Detection:

- 989 out of 989 hydrant inspections completed.

- Capital Projects WD:

- All projects completed.

B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

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

Please refer to Attachment #3 – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the quarter.

2015-004-01

Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014)**Page 5****Items of Note:****1. Main Plant:**

- Primary Clarifiers #1 and #2 are currently not in use (on standby).
- Secondary Clarifier #1 is currently not in use (on standby).
- New Boiler #505 is in service but we are still experiencing start-up issues. Stack relocation was completed in December.
- Work on new screening bypass has been completed.
- Ammonia testing program ongoing in order to identify loadings and removals throughout the process.
- Plant historian system crashed with loss of both drives. New drives are now operational. This system has a back-up to prevent loss of data. Extra drives are available but not yet utilized.
- A new plant Environmental Compliance Approval (ECA) No. 7875-9Q7JV2 was issued by the MOE on November 19th, 2014. City Staff are currently reviewing.
- Annual fire extinguisher inspections were completed.
- Electrical Safety Authority (ESA) Inspection was completed. Deficiencies being addressed.

2. Main Pumping Station:

- Bypasses: No bypasses to report.
- MOE has given permission for the City to proceed with the next step regarding the Main Sewage Pumping Station and Force main Work.
- On December 16th, 2014 the Main Pumping Station wet well was cleaned.

3. Pumping Stations:

- WPCC Staff responded to fourteen (14) mechanical pump calls and two (2) communication calls. No issues to report.
- Communication failures are being addressed through new equipment purchases. The next step will involve the rest of the pumping stations. There are still questions with regards to the reliability of the Virtual Portal Network (VPN) equipment from MIS.
- Oxford Pumping Station's communication device has been working very well.

4. Power Outages:

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

5. Wastewater Collection System:

- 51 blocked sewer/camera inspections.
- 0 blocked main responses.
- 2 sanitary sewer lateral dig-ups and repair.
- Continuing with inputting historical sewer data records into an electronic data base.

2015-004-01

Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014)**Page 6****POLICY IMPLICATIONS**

No policy implications at this time.

FINANCIAL CONSIDERATIONS

No financial considerations at this time.

CONCLUSION

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



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



E. Malcomson
Supervisor – Wastewater Systems


D. Richards
Supervisor - Water Systems

B. Casselman
City Manager

**BROCKVILLE DRINKING WATER SYSTEM
PERFORMANCE ASSESSMENT REPORT**

Month 2014	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY		BACTERIOLOGICAL SAMPLING		
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS		
							EC	TC	HPC
OCT	318.51	10.27	0.42	1.44	4.29	0.14	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
NOV	291.75	9.73	0.17	1.46	4.08	0.14	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe
DEC	312.38	10.08	0.27	1.64	4.20	0.14	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe

FCR - Free Chlorine Residual

WDS - Water Distribution System

EC - E. coli

TC - Total Coliform

HPC - Heterotrophic Plate Count

ML - Million Litres

ATTACHMENT #2



**Minutes
DWQMS Management/Infrastructure Review Meeting
Brockville Drinking Water System
December 11, 2014**

Present: Dave Henderson, Mayor City of Brockville
Jeff Earle, Councillor City of Brockville
Maureen Pascoe Merkley, Acting Manager City of Brockville
Peter Raabe, Director of Environmental Services
David Dick, Director Corporate Services
Don Richards, Supervisor Water Systems (DWQMS Rep)
Jason Barlow, Chief Operator Water Systems

Absent: Jim Pickard, Mayor Elizabethtown-Kitley
Yvonne Robert, Administrator Clerk Elizabethtown-Kitley
Bob Casselman, City of Brockville Manager

Location: City Hall Boardroom

- Meeting commenced at 09:15hrs.
- D. Richards welcomed everyone to the meeting and provided a brief overview of the DWQMS meeting requirements. This is the second management review meeting for 2014.

Old Business:

- D. Richards reviewed the action items from the last management review meetings June 17, 2014. All items have been addressed or are on-going.

New Business:

- D. Richards provided a presentation on the attached summary report.
- Meeting adjourned at 10:30 hrs.

Prepared by: D. Richards, Water Systems Supervisor

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

ATTACHMENT #2

MEETING AGENDA



WATER SYSTEMS DIVISION

MEETING	DWQMS Management/Infrastructure Review Meeting Brockville Drinking Water System Elizabethtown-Kitley Water Distribution System
DATE	December 11, 2014
LOCATION	City Hall Boardroom
TIME	9:00 a.m. to 11:00 a.m.
ATTENDEES	Dave Henderson, Mayor City of Brockville Jim Pickard, Mayor Elizabethtown-Kitley Jeff Earle, City of Brockville Councillor Maureen Pascoe Merkley, Acting Manager City of Brockville Yvonne Robert, Administrator Clerk Elizabethtown-Kitley Peter Raabe, Director of Environmental Services City of Brockville David Dick, Director of Corporate Services Don Richards, Supervisor Water Systems (DWQMS Rep) Jason Barlow, Chief Operator Water Systems

AGENDA

TIME	DESCRIPTION
9:00	Welcome - Overview DWQMS management review meeting requirements.
9:05	DWQMS Management Review Presentation.
9:30	Open discussion.
10:00	Meeting adjourned.

ATTACHMENT #2



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

PROCEDURE TITLE: DWQMS Management Review Meeting Attendance Form		FORM NO.: 017
		ISSUED BY: D. Richards
AUTHORIZED BY: D. Richards SIGNATURE: Don Richards	REV. DATE: REvised By: D. Richards	ISSUE DATE: 2013-06-19

Meeting Location: City Hall Boardroom

Date: December 11, 2014

Municipality	Print Name	Signature
Brockville	Don Richmonds	
Brockville	Jason Barlow	
"	PETER RAABE	
"	Maureen Pascoe Merkley	
"	DAWN HENNEMAN	
✓	DAVID DICKL	
✓	Jeff Earle	



ATTACHMENT #2

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

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

Meeting Date: June 17, 2014

Operational Plan: City of Brockville and Elizabethtown-Kitley Drinking Water Systems

Attendees: Dave Henderson - Mayor City of Brockville, Jim Pickard - Mayor Elizabethtown-Kitley, Melanie Kirkby - Elizabethtown-Kitley, Peter Raabe - Director of Environmental Services, Don Richards - Supervisor Water Systems (DWQMS Rep), Yvonne Robert - Administrator Clerk Elizabethtown-Kitley, Jason Barlow – Chief Operator Water Systems, David Dick – Director of Corporate Services, Maureen Pascoe Merkley – Acting City Manager

Absent: Jeff Earle - Councillor City of Brockville, Bob Casselman - City Manager

#	ACTION ITEM	RESPONSIBLE INDIVIDUAL	DUe DATE	COMPLETION DATE	Comments
1	Source water protection plans, City waiting for MOE approval. Elizabethtown-Kitley and City of Brockville to work together on plan implementation and allocation of approved funding.	P. Raabe Y. Robert	Dec 31/14	On-going	Continue to communicate with MOE on approval and work with EZK on implementation. Plan approved – effective April 1, 2015. Funding will be utilized for policy implementation.
2	Water Use By-Law implementation.	P. Raabe D. Dick	March 2015	In-Progress	Work with Clerk's Office to move forward with By-Law approval.
3	Financial plans for City of Brockville and Elizabethtown-Kitley completion.	Y. Robert D. Dick	Feb 2016	On-going	Work together to ensure financial plans are completed before submission due date.
4	Water rates; consider establishing a committee to review current water rate structure for City of Brockville and Elizabethtown-Kitley.	D. Dick	Dec 31, 2014	In-progress	Recruit committee members consisting of Council, City Staff and Elizabethtown-Kitley Staff. Internal staff currently reviewing rate structure.
5	Life cycle capital planning, revise current 10 year plan to 30 year plan and reserve funding for aging infrastructure replacement (Twinning Feedermain & Water Tower)	D. Richards	Aug 30, 2014	Aug 30, 2014	Revise current plan for 2015 capital budget submission. 2015/30 Year capital plan (WTP) submitted to P. Raabe 2015/10 Year capital plan (EZK WD) submitted to Y. Robert

ATTACHMENT #2

**DWQMS Management Infrastructure Review Summary Report**

Brockville Drinking Water System
Elizabethtown-Kitley Distribution System

December 11th, 2014

1. Follow-up from previous management reviews

- Review DWQMS Management Review Meeting Action Item Report (June 17, 2014).

2. Incidence of non-compliance

- No incidents of non-compliance to report.

3. Adverse Drinking Water Incidents

- Three AWQI's to report.

Incident Date AWQI #	Parameter	Result	Corrective Action	Corrective Action Date
June 27, 2014 AWQI 118361	Total coliform	TC (1)	Flushed and re-sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	June 30, 2014
July 3, 2014 AWQI 118503	Fluoride	>1.50 mg/L	Flushed hydrants / sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	July 3, 2014
August 27, 2014 AWQI 119850	Total Coliform	TC (1)	Flushed and re-sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	August 29, 2014

4. Deviations from critical control points

- No deviations from critical control points to report.

5. Emergency response testing

- (WSEP) - reviewed and updated Sept/Oct/Nov, 2014.
- Water Systems Emergency Procedures (WSEP) in-house practical training conducted with WS operations staff on the following emergency plans;
 - WSEP 006 Hydro Power Failure Main Plant, Including Low Lift SOP 307 and Backwash SOP – 611.
 - WSEP 007 Hydro Power Failure Parkedale Reservoir
 - WSEP 002 Contaminated Water in Reservoir

ATTACHMENT #2

- Water Systems Emergency Procedures (WSEP) in-house **theory** training conducted with WS operations staff on the following emergency plans;
 - SOP Adverse Drinking Water Quality
 - WSEP 004 Chlorine Leak
 - WSEP 006 Hydro Power Failure (Main Plant)
 - WSEP 007 Power Failure (Parkedale Res)
 - WSEP 008 Chemical Feed System Failure
 - WSEP 009 Filter Failure
 - WSEP 010 High Lift Pump System Failure
 - WSEP 011 Low Lift Pump Failure
 - WSEP 012 Broken Trunk Line
 - WSEP 013 Water Main Break
 - WSEP 014 Sludge Removal System Failure
 - WSEP 015 Well Chamber Inlet Blockage/Damage
 - WSEP 016 Fluoride Overdose
 - WSEP 017 Source Water Contamination
 - WSEP 018 Boil Water and Drinking Water Advisory
 - WSEP 019 Pandemic Related Emergencies

6. Summary of Consumer Complaints

July (Total 83 service calls – 69 closed 14 pending)

- 26 Curb Stop repairs
- 2 Fire dispatch
- General inquiries
- 9 Hydrant repairs
- Other inquiries
- 3 Valve repairs
- 4 Water main break inquiries
- 4 Water meter / inside valve leaks
- 3 Water quality complaints (dirty water / low pressure)

August (Total 68 service calls – 57 closed 11 pending)

- 17 Curb Stop repairs
- 1 Fire dispatch
- 4 General inquiries
- 8 Hydrant repairs
- 13 Other inquiries
- 8 Valve repairs
- 2 Water main break inquiries
- 3 Water meter / inside valve leaks
- 5 Water quality complaints (dirty water / low pressure)

Sept (Total 81 service calls – 73 closed 8 pending)

- 23 Curb Stop repairs
- 0 Fire dispatch
- 2 General inquiries

ATTACHMENT #2

DWQMS Management/Infrastructure Review Summary Report – 12/11 2014

Page 3

- 31 Hydrant repairs
- 13 Other inquiries
- 0 Valve repairs
- 1 Water main break inquiries
- 2 Water meter / inside valve leaks
- 9 Water quality complaints (dirty water / low pressure)

OCT (Total 55 service calls – 38 closed 24 pending)

- 17 Curb Stop repairs
- 0 Fire dispatch
- 2 General inquiries
- 17 Hydrant repairs
- 6 Other inquiries
- 5 Valve repairs
- 1 Water main break inquiries
- 0 Water meter / inside valve leaks
- 7 Water quality complaints (dirty water / low pressure)

Nov (Total 51 service calls – 81 closed 2 pending)

- 31 Curb Stop repairs
- 2 Fire dpatch
- 3 General inquiries
- 0 65Hydrant repairs
- 7 Other inquiries
- 1 Valve repairs
- 2 Water main break inquiries
- 0 Water meter / inside valve leaks
- 4 Water quality complaints (dirty water / low pressure)

7. Results of Infrastructure review

- 2014 capital project update – City of Brockville Water Systems.
- 2014 capital project update – Elizabethtown-Kitley Distribution
- Infrastructure review was conducted; February – April – May – June, July, August 2014 Director of ES, Water Systems and Engineering staff.
- 2015 proposed capital budget review – City of Brockville Water Treatment
 - Includes annual contributions for twinning feedermain and overhead tower replacement.
- 2015 capital budget review – Elizabethtown-Kitley Distribution (approved by Council).

8. Operational Plan Currency, content and updates

- DWQMS Brockville Operational Plan revision, version No. 6 issued June 14, 2013
 - No updates.
- DWQMS Elizabethtown-Kitley Distribution Operational Plan revision, version No. 5 issued June 14, 2013 – No Updates.
- Operational plans for City of Brockville and Elizabethtown-Kitley will be endorsed when new council members are elected.

ATTACHMENT #2

9. MOECC Inspection

- MOECC detailed inspection currently underway for Brockville Drinking Water System and the Elizabethtown-Kitley Water Distribution System.

10. Standard of Care Training

- SOC training has been scheduled for February 17th 2015 for both City of Brockville and Elizabethtown-Kitley council members and senior staff.

11. Staff Suggestions

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

ATTACHMENT #3

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

MUNICIPALITY:	BROCKVILLE	DESCRIPTION:	A Secondary Treatment Facility, complete with two anaerobic digesters, two centrifuges for sludge thickening and two RDT's for sludge co-thickening and utilizing Alum for phosphorus removal and UV for effluent disinfection	YEAR:	2014
PROJECT:	BROCKVILLE			WATER COURSE:	ST. LAWRENCE RIVER
WORKS NUMBER:	120000122			DESIGN CAPACITY:	21.800 x 1000m ³ /day
				PEAK DESIGN CAPACITY:	62.500 X 1000m ³ /day

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				TOTAL AMMONIA NITROGEN				E. COLI (Org/100 ml) (GEOMEAN)
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG RAW BOD (mg/L)	AVG EFF CBOD (mg/L)	TOTAL LOADING EFF CBOD (kg/day)	AVG RAW SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF SS (kg/day)	PERCENT REMOVAL	AVG RAW PHOS. (mg/L)	AVG EFF PHOS. (mg/L)	TOTAL LOADING EFF PHOS. (kg/day)	PERCENT REMOVAL	AVG RAW TAN (mg/L)	AVG EFF TAN (mg/L)	TOTAL LOADING EFF TAN (kg/day)	PERCENT REMOVAL	
DEC 14	403.60	13.019	15.580	155.00	7.63	99.33	129.69	9.56	124.46	92.6	2.92	0.68	8.85	76.7	15.33	7.52	97.90	50.9	1
NOV 14	357.31	11.910	16.604	151.83	5.63	67.05	146.58	7.89	93.97	94.6	3.14	0.72	8.58	77.1	16.90	3.18	37.87	81.2	2
OCT 14	377.36	12.173	14.480	196.50	5.89	71.70	238.17	7.78	94.71	96.7	3.82	0.68	8.28	82.2	17.85	1.15	14.00	93.6	5.3
SEP 14	385.18	12.839	15.151	194.00	4.22	54.18	241.67	7.11	91.29	97.1	4.52	0.74	9.50	83.6	16.00	0.29	3.72	98.2	1
AUG 14	470.63	15.182	21.340	156.00	2.86	43.42	203.73	8.00	121.46	96.1	3.43	0.59	8.96	82.8	13.50	0.37	5.62	97.3	2
JUL 14	458.39	14.787	19.802	145.73	2.89	42.73	173.18	5.00	73.94	97.1	3.02	0.67	9.91	77.8	12.60	0.34	5.03	97.3	1
JUN 14	506.56	16.885	22.056	140.42	3.13	52.85	201.50	6.00	101.31	97.0	2.90	0.58	9.79	80.0	11.90	0.78	13.17	93.4	1
MAY 14	654.73	21.120	35.047	134.36	3.78	79.83	185.92	7.13	150.59	96.2	2.86	0.53	11.19	81.5	6.79	5.21	110.04	23.3	1
APR 14	924.63	30.821	47.211	107.20	5.00	154.11	108.67	8.25	254.27	92.4	1.67	0.44	13.56	73.7	6.77	6.81	209.89	-0.6	1
MAR 14	518.52	16.727	23.534	124.92	4.50	75.27	144.85	6.44	107.72	95.6	2.72	0.59	9.87	78.3	13.50	13.10	219.12	3.0	3
FEB 14	446.32	15.940	30.917	151.75	4.43	70.61	148.92	5.11	81.45	96.6	2.97	0.53	8.45	82.2	15.13	13.07	208.34	13.6	1
JAN 14	526.93	16.998	31.776	113.70	5.63	95.70	116.00	8.75	148.73	92.5	2.24	0.55	9.35	75.4	13.31	11.41	193.95	14.3	1
AVG	16.533		147.62	4.63	75.57	169.91	7.25	120.32	95.37	3.02	0.61	9.69	79.27	13.30	5.27	93.22	55.45	2	
MAX			47.211	196.50	7.63		241.67	9.56		97.11	4.52	0.74			17.85	13.10			
Objective Limit					15.00			15.00				0.80				12.0 (Nov. 1 to Apr. 30) 8.0 (May 1 to Oct. 31)		100	
Compliance Limit		21.800			25.00	545.00		25.00	545.00			1.00	21.80			18.0 (Nov. 1 to Apr. 30) 16.0 (May 1 to Oct. 31)	392 (Nov. 1 to Apr. 30) 349 (May 1 to Oct. 31)	200	

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
DEC 14	2,018	1,688	38
NOV 14	1,808	1,746	37
OCT 14	2,392	2,899	47
SEP 14	2,491	3,103	58
AUG 14	2,368	3,093	52
JUL 14	2,155	2,561	45
JUN 14	2,371	3,402	49
MAY 14	2,838	3,927	60
APR 14	3,304	3,349	51
MAR 14	2,090	2,423	45
FEB 14	2,419	2,374	47
JAN 14	1,933	1,972	38
AVG	2,349	2,711	47
MAX	3,304	3,927	60

COMMENTS:

January 8, 2015

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE – January 20, 2015

2015-005-01

ALLOCATION OF WATER AND WASTEWATER SURPLUSES

**DAVID DICK
DIRECTOR OF CORPORATE SERVICES**

RECOMMENDATION

THAT the FA&O committee approve the allocation of the water and wastewater surpluses into separate reserves and reserve funds to provide for future operating and capital expenditures as follows:

	Water	Wastewater
Working Capital - Operations	\$ 330,000	\$ 450,000
Working Capital - Capital	\$ 80,000	\$ 80,000
Long-term Capital Assets	\$ 2,190,000	\$ 1,770,000

BACKGROUND

Reserves and reserve funds are established to assist long-term financial planning, rate stabilization and to mitigate unexpected expenditures and or revenue shortfalls.

Generally, reserves are established for expenditures that would normally be funded from operating revenues or user fees. Under most circumstances, they are used to mitigate the impact of cost overruns or for future contingent liabilities. Typical examples of reserves would include working capital, future employee benefits, and capital expenditures.

Reserve Funds are generally the same as reserves with the major exception being that they are segregated with cash and or cash equivalents equal to the fund as well as restricted to meet specific purposes. Funds are invested with all earnings accruing back to the specific fund. Examples of reserve funds include development fees, future capital expenditures and parking.

Funding for reserves and reserve funds are typically financed through direct appropriation from user charges, the tax levy, development charges, third party contributions (federal or provincial governments, fundraising, donations...) and annual surpluses.

The City of Brockville has generated significant annual surpluses from both the water and wastewater systems and is expected to accumulate in excess of \$2.6M (water) and \$2.3M (wastewater) by the end of 2014. Given the level of accumulated surplus in each of these funds, specific allocations into reserves and or reserve funds should be established to ensure financial stability going forward for both known and unexpected

Report 2015-005-01

Allocation of Water and Wastewater Surpluses

expenditures as well as for future capital requirements. Our review of reserves and reserve funds across the municipal world has not provided us with a specific set of criteria that would establish thresholds for appropriate appropriations. We did find however that reserves and reserve funds are established to meet future current and capital expenditures, revenue shortfalls and mitigation of abnormal rate increases. Our review has determined that working capital reserves have been established for both operations and capital expenditures. This research would suggest that appropriate levels of reserves would range from 1 to 2 months of operations to a general rule of 5% of normalized expenditures. Municipalities, depending on what level of reserves and reserve funds are appropriate for their needs, establish policies that attempt to maintain these reserves and reserve funds at specific levels.

In trying to establish specific levels for Brockville, we have determined that normalized expenditures for the years 2011 through the 2015 (budget and actual) approximate \$3.4M (water) and \$4.5M (wastewater). Using these operating expenditure norms would provide for working capital reserve for operations as follows:

	1 Month	2 Months	5%	Average
Water	\$280,000	\$560,000	\$170,000	\$337,000
Wastewater	\$375,000	\$750,000	\$225,000	\$450,000

A similar analysis for unexpected normalized capital expenditures would generate similar results for a working capital reserve for unexpected capital expenditures that occur on a regular basis. Given the average capital expenditures over the 2011 through 2015 time frame, reserves could be as follows:

	1 month	2 months	5%	Average
Water	\$67,000	\$134,000	\$40,000	\$80,333
Wastewater	\$65,000	\$130,000	\$39,000	\$78,000

Our research has also identified most water and wastewater providers establish reserves for capital expenditures of a long-term nature. These reserves are typically established for assets having significant value and are to be funded over more than a single operating period. The 30 year capital plan for water for example has identified a number of long-term assets that will require significant funding over time (water tower, pumping station, twinning of water lines...). Although it is expected that a portion of these expenditures may be funded from senior levels of government, annual funding from the respective levies should also be considered. Allocating these appropriations to reserve funds would allow for prudent investments that will generate investment income that can be returned to the respective reserve funds. These annual contributions will assist in the financing of these long-term capital projects. In addition to this one time contribution, Council may also during annual budget deliberations allocate additional funds to these reserve funds.

The City is in a relatively strong position with a significant level of accumulated surplus in each fund, that council may designate specific allocations to reserves and reserve

Report 2015-005-01
Allocation of Water and Wastewater Surpluses

funds for both the long-term needs as well as provision of funds to accommodate short-term needs.

INVESTMENT OPTIONS

Presently, reserves are accumulated in our operating bank accounts and/or short-term investments that generate investment earnings at market rates that are presently at or below 2%. Municipalities do however have the ability to invest in equity market that although presenting a higher level of risk also provide for higher rates of return. The Municipal Act allows municipalities to invest in seven general categories of investments including bonds, debentures, promissory notes and securities. Although the City does not presently invest in the "One Program," it is a designated vehicle for municipal investments. (See attachment). The Municipal Act allows for investment in the equity market subject to identified limitations as determined by respective councils. The rate of return will depend on a number of things including purchase price, market changes, dividend policies, etc. Although somewhat riskier than fixed term and fixed rate investments, equities provide greater return over the longer term as follows:

Equity Investment: Long-term History of S&P/TSX composite (Jan 1956 - Mar 2013)					
Length of Rolling Investment	1 Years	5 Years	6 Years	7 Years	20 Years
Total # of periods	675	627	615	603	447
# of negative return periods	184	13	1	0	0
Highest return periods	86.93	27.76	24.68	21.04	14.14
Lowest return periods	-39.16	-1.91	-0.38	1.94	6.22
Average period return	10.57	9.71	9.76	9.83	10.15

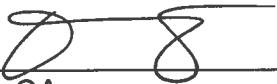
This historical analysis points out that funding for long-term assets through the equity market for periods beyond 6 years has not generated a loss over that time period with annualized returns on investment of 9.83%. This can be compared with long-term investment in the fixed rate market with returns averaging less than 2.3% dating back to 2005.

Regardless of where these reserve funds are invested, they should be invested to assist in the financing of long-term assets. These funds can be invested in traditional investments (money market, T-bills...), in the equity market or a combination of both.

Report 2015-005-01
Allocation of Water and Wastewater Surpluses

CONCLUSION

Council should establish reserves and reserve funds from existing levels of surpluses accumulated through both the water and wastewater systems. These reserves and reserve funds can be used to fund unknown, unusual and unexpected expenditures, fund long-term asset acquisitions and assist in mitigating unexpected rate increases. A corporate policy will be established in respect of reserves and reserve funds for water and wastewater utilities.



D. Dick, CPA, CA
Director of Corporate Services



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What is The One Investment Program?

The One Investment Program (One) is a co-mingled investment program available to Ontario municipalities and the broader Ontario public sector. One is operated by LAS and CHUMS, wholly owned subsidiaries of the Association of Municipalities of Ontario (AMO) and The Municipal Finance Officers' Association (MFOA), respectively.

What is a 'co-mingled' investment?

A co-mingled program involves the grouping of investments from many organizations that share the same investment goals.

All monies are managed by professional registered investment firms in a well-diversified portfolio of securities according to specific goals and investment parameters (set by LAS and CHUMS in the case of the One Program). Each investor owns a share of the total portfolio assets (represented by units) and investment earnings are generated when the securities held in the portfolio pay dividends or interest income.

Does the program guarantee regulatory compliance?

Yes. The One Investment Program guarantees compliance with the Municipal Act and its Eligible Investment regulation.

Are there program fees? If so, what are they?

Annual program fees are 19 basis points (i.e. 0.19%) for a Money Market investment with the One Investment Program and 40 basis points (.40%) for a Bond Portfolio investment. The fees are paid out of earned income on the respective portfolios. One Investment Program (Gas Tax Investment) performance reporting is always presented net of these fees. Fees are used to cover the cost of LAS, the portfolio manager services, and program partners to deliver this service to municipalities

Who are the One Program portfolio managers?

The Money Market, Short-term Bond, and Universe Corporate Bond are all managed by MFS. Equity is managed by Guardian Capital.

All Gas Tax investments under this new initiative will be in either fixed income (money market) or fixed income/bonds, depending on the investment period chosen by each recipient (i.e. 12, 24, 36, 48 or 60 months).

For more information about the portfolio managers or the One Investment Program portfolio options, please visit www.oneinvestmentprogram.ca.

Is an investment in the One Investment Program safe?

Although security of principal is not guaranteed, it is of paramount concern. All portfolios are operated based on an intended investment duration, which is developed along with the portfolio managers. If followed, the investments are very low-risk. The Gas Tax program investment options will follow the suggested investment terms developed by One and the professional portfolio managers.

Since inception of the Money Market portfolio in 1993, there have only been two negative monthly returns. All of the annual returns since inception have been positive.

What is the performance of the One Investment Program? Can I download reports?

Monthly, quarterly and annual One Investment Program performance reports are available to [download](#). These reports are intended to serve as information only, providing average returns over the periods stated. Individual investor returns may vary according to investment time horizon. All returns are net of fees.

Who currently invests in The One Investment Program?

- 90+ Ontario municipalities (approx. 20% of all Ontario municipalities)
- Organizations from the broader Ontario public sector
 - Conservation Authorities
 - Local Boards of Ontario municipalities (e.g. port authorities and local telephone companies)
- In total, more than 125 municipalities have existing investment agreements with the One Program.

[Investing your Gas Tax Fund:](#)

[About the One Investment Program](#)

**Report to Finance, Administration & Operations Committee
January 20, 2015**

2015-006-01

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

**S. MacDonald
City Clerk**

RECOMMENDATION

THAT Council for the Corporation of the City of Brockville authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement services for the period of February 1, 2015 to January 31, 2016.

ORIGIN

The current contract with the Commissionaires expires on January 31, 2015.

ANALYSIS

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

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

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

The Commissionaires are offering a one year extension to the current agreement with no increase to the billing rates. Staff is recommending the renewal of the agreement with the Commissionaires be for a one (1) year term, from February 1, 2015 to January 31, 2016. The contract is for the provision of two (2) officers and the dedicated use of a vehicle. The vehicle is used for meter collects, repairs and patrols in areas outside of the downtown core.

2015-006-01

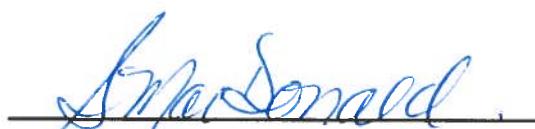
Renewal Of Agreement With The Commissionaires Inc.
Kingston & Region Division For Parking Enforcement

Page 2

FINANCIAL CONSIDERATIONS

The contract costs of \$77,285 ave been included in the 2015 operating budget.

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



S. MacDonald
City Clerk



D. Dick, CA, CPA
Director of Corporate Services

January 12, 2015

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

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

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

RECOMMENDED

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

PURPOSE

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

BACKGROUND

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

ANALYSIS/OPTIONS

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

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

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

Page 2

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

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

POLICY IMPLICATIONS

Incremental budget items require Council approval.

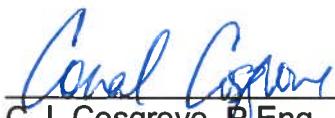
FINANCIAL CONSIDERATIONS

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

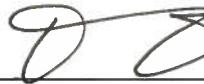
Based on the data captured during the 6 month pilot period, the annual per hour operating rate for a one (1) bus Conventional system and the corresponding Para-Transit system is calculated at \$14,055.63. Therefore, the net operating cost to implement evening hours between 6:00 to 9:00 pm (3.25 operating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

CONCLUSION

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



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



D. Dick CA, CPA
Director of Corporate Services



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

B. Casselman
City Manager

APPENDIX 'A'

CONVENTIONAL TRANSIT

HOURLY EXPENSES

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

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

TOTAL COST/HR = (MAINT. + FUEL + WAGES)	\$34.06
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ANNUAL EXPENSES (EVENING ONLY)

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

ANNUAL REVENUE (EVENING ONLY)

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

* Annual total projected as twice of 6 month amount

ANNUAL NET OPERATING COSTS

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

PARA TRANSIT

HOURLY EXPENSES

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

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

TOTAL COST/HR = (MAINT. + FUEL + WAGES)	\$32.62
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ANNUAL EXPENSES (EVENING ONLY)

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

ANNUAL REVENUE

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

ANNUAL REVENUE (EVENING ONLY)

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

* Annual total projected as half of the 12 month amount

ANNUAL NET OPERATING COSTS

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

CONVENTIONAL AND PARA TRANSIT**Net Operating Costs per Hour**

CONVENTIONAL = **-\$34,082.59**

PARA = **-\$39,709.47**

-\$73,792.06 (5.25 HOURS)

COST PER HOUR = **-\$14,055.63**

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

(3.25 HRS)

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

January 14, 2015

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

2015-009-01

**ROTARY PARK
RINK BOARD ADVERTISING**

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

RECOMMENDED

THAT Cole Solutions be permitted to sell, install and maintain advertisements on the rink boards at the Rotary Park hockey rink until June 30, 2017, with 10% of the profit from the advertising being returned to the City.

PURPOSE

The purpose of this report is to recommend a response to a proposal to place advertising on the rink boards at the Rotary Park hockey rink.

BACKGROUND

Cole Solutions is a local business providing services in the areas of facility maintenance, graphics and media advertising, and embroidery/screen printing for business apparel.

Cole Solutions provided a proposal (Attachment 1) to the Rotary Park Committee that included two components:

1. New park signage
2. Sell, install and maintain advertising on the hockey rink boards

ANALYSIS

The Rotary Park Revitalization Committee accepted the proposal to create and install the new signage for the park.

The proposal regarding advertising on the hockey rink boards requires consideration by Council.

Rink board advertising could be a new revenue source to help offset the operating costs of the expanded park facilities. An agreement with Cole Solutions until June 30, 2017 would allow the City to gauge the demand for advertising on the rink boards, with a minimal investment of staff time. The proposed return to the City of 10% of the profits from the rink board advertising is considered reasonable for an initial contract.

The City would apply the same standards used for advertising on transit buses to define appropriate content.

The Rotary Park Revitalization Committee recommends that the City accept this proposal.

POLICY IMPLICATIONS

The Purchasing By-Law (Section 6.6) provides that the standard response to unsolicited proposals is to solicit other proposals for comparison purposes, unless otherwise directed by Council.

In this situation, it is recommended that the City accept the unsolicited proposal from Cole Solutions in order to gauge the demand for advertising on the Rotary Park hockey rink boards.

FINANCIAL CONSIDERATIONS

The amount of revenue which may be realized by the City is unknown at this time. An appropriate amount can be included in the 2016 Budget, based on the actual revenue realized in 2015.

CONCLUSION

The proposal from Cole Solutions to sell, install and maintain advertising on the Rotary Park hockey rink boards should be accepted.


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


D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager

RR#4
Prescott, ON
K0E 1T0

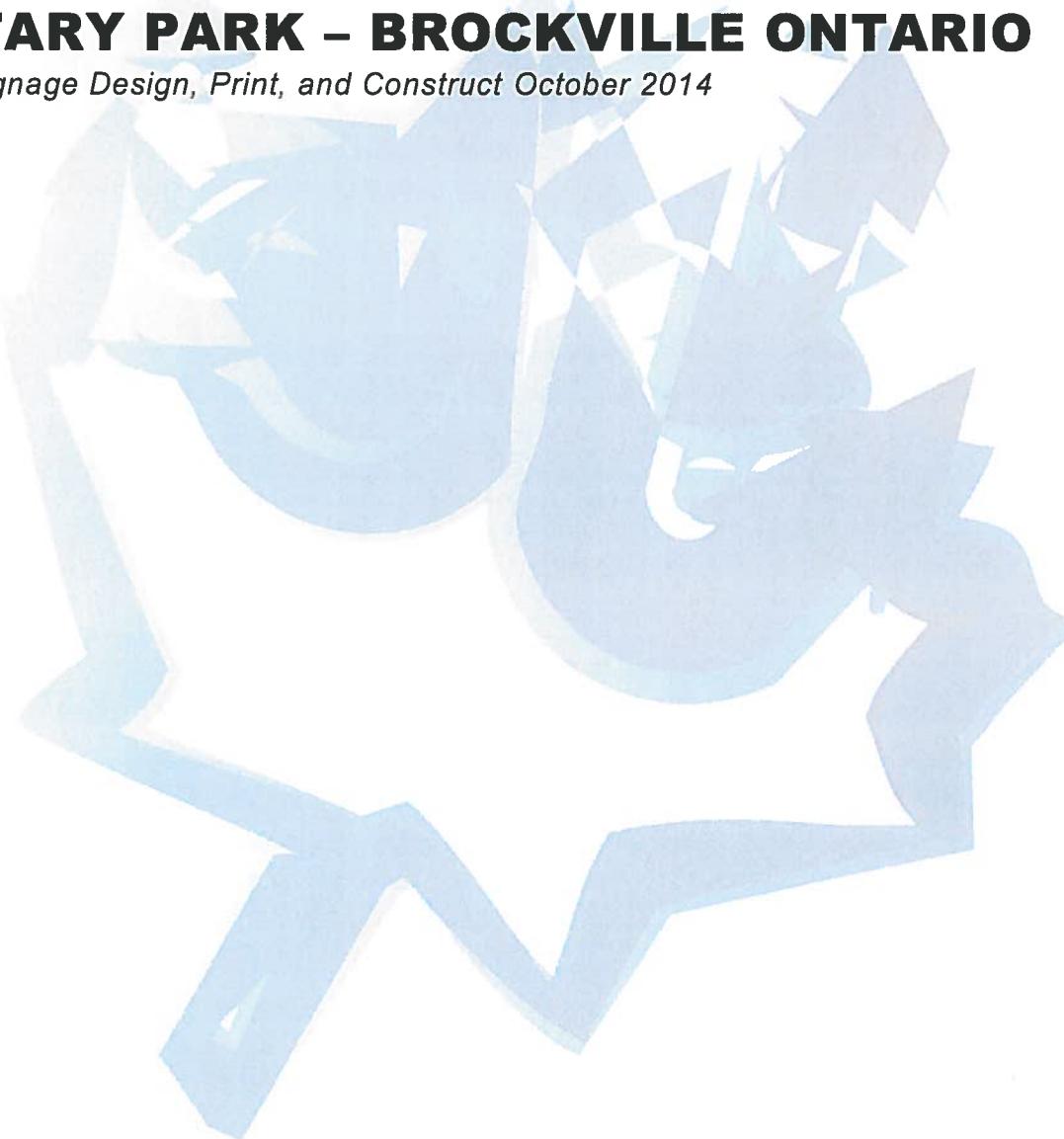
855-353-2653
info@colesolutions.ca
www.colesolutions.ca

Cole Solutions

Prepared by: Andrew Cole

ROTARY PARK – BROCKVILLE ONTARIO

Park Signage Design, Print, and Construct October 2014



Cole Solutions Rotary Park Project

Park Signage Design, Print, and Construct October 2014

About Cole Solutions:

Cole Solutions provides products and services to our clients that are second to none. We are dedicated to ensuring you receive the highest level of customer service, and ultimately completing an exceptional final project.

With a large portfolio of products and service we are not only your solution for this project, but we can support you throughout your years in business. Specializing in Facility Maintenance, Company & Sports Apparel, Print & Stationary, Graphic Design, and Web & Business Development. We will stand up to your expectations.

The Cole Solutions Advantage:

As you are now aware of our many outstanding services available; you can understand how we are a beneficial partner to your organization. With specializations in these categories we are a superior company to work with. Working with us will always guarantee local representation for your business as we believe in supporting local economy.

Our current team brings decades of experience to the table, and we will no doubt exceed your Expectations. While creating Solutions Designed for your needs.

Areas of Improvement, a basic understanding:

The information below has been identified as areas of concern for the current state of the park. The below information is listed in reduced detail; please see Improvement plan for full details:

- Main "Rotary Park" sign deteriorated in desperate need of replacement for both appearance and safety reasons.
- Park sign (with red border) revitalize the rules and contact information on the west side. On the east side create a map of the park area.
- Splash pad sign revitalize the use at own risk sign.
- Create a theme throughout the signage of the park
- Create a wall of recognition for people and businesses that have donated to the creation of the park in phases.
- Memorial plaque in between washroom doors.
- New washroom hour signs designed towards the newly created theme.
- We will take over the responsibility of advertising on the hockey boards and in return provide 10% of the profits back to the Rotary Park project.

Improvement plan:

The information below is written in full detail for products, services, and the process to complete the requirements as listed in order from the areas of improvement heading:

Signage:***Main Rotary Park Sign:***

Create a new main entrance sign that is constructed of wood however it is to be encased in a light grey metal. This is to improve the life span of the sign. The sign will remain to be 8 feet wide. We will use 4" by 4" wood to secure the sign in the ground, and dig down approximately 5 feet. The city of Brockville sign will be put on in the same format it is now. We will create large individuals letters to display the Rotary Park name. In order to beautify the sign we have proposed a rock garden with multi-coloured rocks.

Red bordered Sign:

In order to offer the most benefit to the available services at the park. We would like to create a map for one side of this sign and a revitalized look for the Contact information on the other side.

Splash Pad Sign:

Revitalize the use at own risk sign to match colour theme of the rest of the newly created signs.

Memorial Plaque:

Plaque to commemorate the passing of a Rotarian and his \$10,000 contribution.

Secondary plaque to provide information on Rotary Club (including the rotary logo)

Washroom Hour Sign:

Newly created washroom signage to match the theme throughout the park.

Wall of Recognition:

High Quality acrylic sign with vinyl lettering protected by an additional layer of acrylic.

Hockey Board Advertising:

Cole Solutions will take over the responsibility in regards to the advertising on the hockey boards. We will handle the sale, installation, printing, and maintenance of advertising spots on these boards. In return to Rotary Park we will provide 10% of the profits into the park projects. In addition we will provide 2 spots for Rotary 8' by 3' including the design and printing at no additional cost.

Project pricing:

Below we have provided information in regards to the individual pricing of each part of the improvement plan. Please see the table below:

Sign Location:	Description:	Price:
Main Sign	Materials	\$400 (Wood, Fastenings, aluminum)
	Landscaping (Gravel / Fill)	\$75
	Lettering	\$200
	Labour	\$370.00
	Sub-Total	\$1,045.00
	13% H.S.T	\$135.85
	Total	\$1,180.85
Red-Bordered Sign		
	Materials	\$100
	Signage Printed	\$75
	Map Designed (20hours)	\$750
	Sub-Total	\$925
	13% H.S.T	\$120.25
	Total	\$1045.25
Splash Pad Sign		
	Signage Printed	\$40
	Sub-Total	\$40
	13% H.S.T	\$5.20
	Total	\$45.20

Plaque / Washroom		
	Sign Created	\$200
	Labour	\$37.50
	13% H.S.T	\$30.88
	Total	\$268.38
Wall of Recognition		
	Sign Created	\$645.00
	Labour	\$150
	13% H.S.T	\$103.35
	Total	\$898.35

Hockey Board Advertising Costs (pricing plus H.S.T):

Years in Contract	4' wide by 3' tall	8' wide by 3' tall
1	\$600.00	\$800.00
3	\$1600.00	\$2200.00
5	\$2600.00	\$3600.00
10	\$5100.00	\$7100.00

This includes the cost of the materials and installation of the advertisement.

RR#4
Prescott, ON
K0E 1T0

855-353-2653
info@colesolutions.ca
www.colesolutions.ca

Cole Solutions

Prepared by: Andrew Cole

ROTARY PARK – BROCKVILLE ONTARIO

Park Signage Design, Print, and Construct October 2014

Approval & Disclaimer page.

Disclaimer: Please be advised that Cole Solutions reserves the right to make any modifications to the final project that may not align with the original proposal. We reserve this right with or without prior notice to the client.

The Rotary Club understands that they will be invoiced \$3438.03 for this project and payment will be due prior to beginning the project.

By signing below you agree to the project as laid out within this proposal, you also agree to the terms and conditions above. In addition you also agree that you are hereby permitted to sign this document on behalf of the organization, and therefore will be held accountable for payment in full of the project should the organization default on payment.

Signature of Representative from Rotary Club

Date. (yyyy-mm-dd)

Signature of Representative from Cole Solutions

Date. (yyyy-mm-dd)