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Committee Members

Councillor D. Beatty, Chair  
Councillor J. Earle  
Councillor L. Fullarton  
Councillor D. LeSueur  
Councillor M. McFall  
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]

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## **AGENDA**

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### **DISCLOSURE OF INTEREST**

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

5-27

1. Strowger Hockey League  
(Ray Linseman)

*Mr. Linseman will make a presentation to the committee concerning Arena  
& Facilities Ice Allocation Policy and Guidelines.*

*Mr. Cosgrove supplied additional material relating to the Ice Allocation  
Policy and Guidelines.*

### **CORRESPONDENCE**

29

1. Retialization of Rotary Park  
Update and Request  
(Mr. Brent Collette)

*Mr. Collette will address the Committee regarding the Rotary Park project.*

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## **STAFF REPORTS**

- 31-53      1.      2012-113-07  
Water and Wastewater System Quarterly Report  
(April-June 2012)
- THAT Report 2012-113-07 Water & Wastewater Systems Quarterly Report  
(Apr.- Jun 2012) be received for information purposes.
- 55-57      2.      2012-120-07  
Municipal Council Support for Feed-In Tariff Projects
- THAT requests for Municipal Support for Feed-In Tariff (FIT) projects within the  
City of Brockville be received at monthly Economic Development & Planning  
Committee meetings by staff report.
- THAT a fee of \$100.00 be imposed for each request for Municipal Support  
whether granted or not and credited to the Planning Department.
- 59-64      3.      2012-122-07  
Municipal Council Support for Feed-In Tariff Project Located at 17 Windsor  
Drive
- THAT Council of the City of Brockville supports the construction and operation  
of a 135 kW rooftop solar project to be located at 17 Windsor Drive in the City  
of Brockville under the Ontario Power Authority Feed-In Tariff Program.
- 65-69      4.      2012-123-07  
Municipal Council Support for Feed-In Tariff Project Located at 1325  
California Ave.
- THAT Council of the City of Brockville supports the construction and operation  
of a 400 kW rooftop solar project to be located at 1325 California Avenue in  
the City of Brockville under the Ontario Power Authority's Feed-In Tariff  
Program.
- 71-75      5.      2012-124-07  
Municipal Council Support for Feed-In Tariff Project Located at 60 California  
Ave.
- THAT Council of the City of Brockville supports the construction and operation  
of a XX kW rooftop solar project to be located at 60 California Avenue in the

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## **STAFF REPORTS**

City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

77-102

6. 2012-125-07  
2012 Work Plan Second Quarter Report

THAT report 2012-125-07 Work Plan Quarterly Report, be received for information purposes.

103-104

7. 2012-127-07  
Tender E2012-04  
One Ton Dump Truck, Public Works/Parks Division - Parks Section

THAT the tender from Campbell Ford, Ottawa, Ontario in the amount of forty-four thousand three hundred sixty-eight dollars and thirty-two cents (\$44,368.32) for the purchase of one Ford, F450, One Ton, Dual Rear Wheel Dump Truck be accepted; and,

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902071-9391.

## **NEW BUSINESS**

### **FAO - CONSENT AGENDA**

### **MOTION TO MOVE INTO CLOSED SESSION**

THAT pursuant to *Minicipal Act*, 2001, Section 239 Sub. 2 (c), the Committee resolve itself into a session, closed to the public to consider:

1. a proposed or pending acquisition or disposition of land by the municipality or local board.

### **REPORT OF THE COMMITTEE CLOSED SESSION**

1. THAT the Committee rise from Closed Session and the Chair Person report that all recommendation(s) adopted in Closed Session be adopted.





PMB 134  
163 Ormond Street, Unit P/Q  
Brockville, Ontario  
K6V 7E6

July 11, 2012

Sandra Seale  
City Clerk  
City of Brockville  
P.O. Box 5000  
Brockville, Ontario  
K6V 7A5

**Re: Request by the Strowger Hockey League to address the Finance,  
Administration and Operations Committee July 17, 2012**

I am writing to request that the Strowger Hockey League be scheduled to make a presentation to the Finance, Administration, and Operations Committee on July 17, 2012.

**Nature of Presentation**

The topic of the presentation is the City of Brockville's Ice Allocation Policy and Guidelines.

In 2007, Brockville City Council approved a document titled "**Ice Allocation Guidelines June 2007**". (the "2007 Guidelines")

Since that time a new document was created in 2011 by the Supervisor Arena/Facilities and the Arena Advisory Committee with the title "**Operations Department – Arenas & Facilities Ice Allocation Policy**" which also contains similar "Guidelines" (the "2011 Guidelines")

To the best of my knowledge the 2011 Guidelines have never been presented to Council for approval but are now being used as the current policy and guidelines.

As such user groups have not had an opportunity to express any different viewpoints or suggestions for improvement to Council.

There is also a question of whether the Arena Advisory Committee has the authority to make changes to the guidelines that have a functional impact on their application without approval by Council.

It has been suggested by the Director of Operation that the changes are only clarification changes in nature but I respectfully disagree and would like an opportunity to present my perspective to Council through the Finance, Administration, and Operations committee.

A draft of the 2011 document was sent to Ice users and a meeting was held where Ice users were given 5 minutes to present their comments. I had several comments, concerns, and suggestions but 5 minutes was only enough time to touch on a couple of the major concerns. I feel it would have been more appropriate to go through the document section by section and to address any sections that should be added. I don't believe my concerns, comments, and suggestions were forwarded to the other users.

There are several significant changes in the 2011 Guidelines:

- 1) The addition of the clause **“These groups will maintain their specific number of prime time hours per week, but not necessarily their current ice time slots.”** to the **Summary** section dealing with Traditional Groups.

(This clause is one of the most controversial new items in the 2011 Guidelines. Several traditional groups have had their time slots changed for the 2011-2012 season including the Strowger Hockey League, the Brockville Tikis, the Industrial League, and The Metro League.)

- 2) The creation of an **“Ice Allocation Committee”** [1] to seemingly replace the Arena Manager [2] to allocate ice according to the guidelines.

(There is no information in the 2011 guidelines as to how this committee is to work, who is to be chair, and how any difference of position, on how ice is to be allocated, should be resolved. One would expect that members of the committee should all have the same ice request information, be able to ask questions, and if necessary have a vote on the options available related to specific ice requests. This was not the case in the first meeting under the new guidelines. Users were again given 5 minutes to state their position but were not allowed to ask why the changes were being made which could have lead to alternate suggestions. There should also be some sort of appeal process documented that an ice user can use should there be a difference of opinion on the interpretation of the guidelines or it is felt prejudice etc has influenced the decision ). At present it appears the Arena Advisory Committee are making the decisions on the typical week allocation.

- 3) **A change in the specification of Prime Time Hours.**

The new specification removed 4pm to 5pm Monday to Friday from the definition of prime time hours. On the weekend 6am to 7am was made non-prime time at both arenas. After 11pm was also made non-prime time. There are two different rates currently used for Non Prime time. During the week 6am to noon is one rate while noon to 5pm is a higher rate.

#### **There will be four Main Topic Areas to the Presentation**

1. Ice Allocation Policy and Guidelines
2. Ice Cancellation Policy
3. SHL Typical Week Allocation of Ice Time
4. Special Events affecting the SHL

### **Most Important Issue**

The major issue from the point of view of the Strowger Hockey League is the switch of our traditional time from 8am to noon on Sundays at the MC to 7am to 11am. We were asked about moving to this time slot for the 2011-2012 season at which time I thought we would lose too many players to shift work etc. Anticipating that the question would be asked again I conducted a detailed survey of the players one weekend and got 69 responses. The analysis showed that 30% would drop out for sure and another 28% were "not sure" if they would continue playing. A similar situation existed with our goalies which is a major problem. Trying to get substitute goalies for 8am is bad enough and will be extremely difficult for a 7am game.

### **Second most important issue is not having any ice on some weekends (4)**

The other issue is that substantially more hours are being allocated to BMHA and BGHA tournament weekends than are mathematically required which is resulting in our group not having any ice for four out of the 25 weeks we would like to rent ice.

For example 63 hours were allocated for the BMHA Novice tournament held last season but only 43 hours were used. The tournament is currently being allocated the same number of hours again this year for what will likely be the same format of a 12 team Novice B and 12 team Novice C tournament on the Novice tournament weekend. This should require 21 hours for each and with an extra hour for medal presentations and breaking tie games in the finals would suggest 43 hrs be allocated which agrees with what was used last year.

In the Ice Allocation Guidelines document it states under "Summary" regarding allotments for Traditional Groups that **"it is understood that these prime time allotments will not increase to the detriment of youth programming"**.

I would hope that the opposite is also true that youth programming should not arbitrarily increase to the detriment of Traditional groups **unless there is an identified need and there are no other reasonable alternatives**.

I will be making recommendations to address all concerns.

As discussed I will email you a copy of the handout material later this afternoon.

Sincerely



Ray Linseman  
Convenor  
Strowger Hockey League

cc: Members of the Finance, Operations, and Administration Committee

Reference SHL 2012-004







## PARKS & RECREATION

# ICE ALLOCATION GUIDELINES

## JUNE 2007

### OBJECTIVES

- To operate the ice services and facilities in an equitable, cost effective and fiscally responsible manner.
- To balance facility services and needs with those of the City as a whole.
- To provide ice users the opportunity to participate and understand.
- To meet current and future demands for all user groups.

### GUIDING PRINCIPLES

The following principles serve as the framework for developing the Ice Allocation Guidelines and should continue to be considered when implementing and/or interpreting the various policy statements:

#### Access and Equity

Provide fair and equitable access to ice in terms of allocation as well as in the application of fees and charges.

#### Efficiency

Ensure the effective and efficient use of facilities, both in terms of time and space.

#### Diversity

Provide for a wide range of opportunities with a balanced program.

#### Youth Sport & Recreation Development

Provide special consideration to accommodating youth activities.

### Partnership

Recognize the importance of partnership in the delivery of arena based activities (minor sport and community associations).

### Financial Sustainability

Fee and charge structure shall be determined by City of Brockville Council with youth rates subsidized at approximately 30% and adult rates at cost recovery.

## GUIDELINES

### **1.0 PERIODIC REVIEW**

It is recognized that resident and user group ice "needs" and/or "demands" may change over time, thus the Ice Allocation Guidelines require periodic review and updating. It is recommended that the Arena Advisory Committee revisit this policy every two years or as required.

### **2.0 ICE ALLOCATION**

Ice allocation will be the sole responsibility of the Arena Manager and shall be carried out in accordance with these guidelines.

#### Priority for Ice Allocation

The priority for ice allocation is as follows:

- |                 |   |
|-----------------|---|
| First Priority  | Equitable disbursement of all available prime time ice for Brockville based youth groups (see Summary).   |
| Second Priority | Ensure existing ice allotments to all ice user groups currently established are maintained (see Summary). |
| Third Priority  | Adult sport groups, commercial groups & public programming.   |

#### Summary

It is understood that there are long-standing organizations which have traditionally occupied prime time ice (eg. Brockville Braves, Brockville Tikis,

Strowger Hockey League, Brockville Old Timers and Brockville Industrial Hockey League, etc.) The Ice Allocation Guidelines will extend this long-standing tradition, however it is understood that these prime time allotments will not increase to the detriment of youth programming and should any of these groups cease to function, all allotted ice time may revert back for youth group disbursement.

### 3.0 YOUTH RATE QUALIFICATION

To qualify for the "youth rate", Brockville based youth groups must meet the following criteria:

- User groups will consist of in excess of 50% Brockville residents.
- User groups must maintain an active membership wherein ~~80%~~<sup>100%</sup> of all registrants are under the age of 18 years.
- The organization must remit to the City of Brockville Parks and Recreation Department, by September 30<sup>th</sup> of each year, an accurate list of all registrants including date of birth, address and telephone number. The user group agrees to support the City's collection of the Non Resident User Fee by reporting any and all late registrants that sign up during the season.
- Groups must be registered or eligible as a not for profit organization and if requested, make available proof satisfactory to the City of Brockville which supports this claim.

Note: Failure to meet the above criteria may/will result in the loss of ice time and/or subsidized ice rate qualification.

### 4.0 DEFINITIONS

Spring Ice	All hours at the Centennial Youth Arena after March 31 <sup>st</sup> of each year.
Summer Ice	All hours at the Centennial Youth Arena during the month of August.
Fall/Winter Ice	All hours at the Centennial Youth Arena & Brockville Memorial Centre from September 1 <sup>st</sup> to March 31 <sup>st</sup> inclusive.

## 5.0 ICE CLASSIFICATION

Prime Time Ice	All hours between 4 p.m. and 12 a.m. from Monday to Friday and all hours between 6 a.m. & 12 a.m. on Saturday, Sunday & statutory holidays as well as recognized school breaks such as PA days, Christmas and March break periods, etc.
Non Prime Time Ice	All hours outside the above-mentioned time periods.
Adult Sport Groups	Groups with members over the age of 19 years or groups which participate in adult sport leagues.
Public Programs	Parent & tot, family skating, adult drop-in hockey and learn-to-skate programs which are open to the public.

## 6.0 ICE ALLOCATION

Prime time ice will be allocated based on the number of qualifying youth groups applying for its availability. The total number of registrants in a particular group will comprise a percentage when compared against the size of the competing youth groups. Once the registration percentages have been determined, allocation of available prime time ice will be allotted.

Note to ensure equitable access to weekday prime time ice: 50% of the total prime time ice allocated to an organization will be deemed to happen on the weekend. Please refer to example:

*Example using 1,000 registrants and 3 youth groups*

BMHA	600 registrants	or the equivalent of 60% of available prime time
BFSC	300 registrants	or the equivalent of 30% of available prime time
Speed Skating	100 registrants	or the equivalent of 10% of available prime time

*Weekday Ice = Total of 25 Hours Available*

BMHA Entitlement	15.0 hours
BFSC Entitlement	7.5 hours
Speed Skating entitlement	2.5 hours

*Weekend Ice = Total of 28 Hours Available*

<i>BMHA Entitlement</i>	<i>16.8 hours</i>
<i>BFSC Entitlement</i>	<i>8.4 hours</i>
<i>Speed Skating Entitlement</i>	<i>2.8 hours</i>

## 7.0 APPLICATION PROCESS

Fall/Winter Season	Applications for Fall/Winter Season ice must be received by June 15 <sup>th</sup> of the current year. The ice will be allocated for the Fall/Winter Season by July 30 <sup>th</sup> for the current year.
Spring Season	Applications for Spring Season ice must be received by mid February of the current year. The ice will be allocated for the Spring Season by mid March of the current year.
Summer Season	Applications for Summer Season ice must be received by June 15 <sup>th</sup> of the current year. The ice will be allocated for the Summer Season by July 30 <sup>th</sup> of the current year when allocating Fall/Winter Season ice.

Ice rental agreements must be signed and returned with payment to confirm ice rental.

Late applications will be processed on a first come basis. Late applications will only be considered after those applications received on time have been allocated ice time as per their entitlement.

## 8.0 TOURNAMENTS AND SPECIAL EVENTS

Ice users are to advise the arena management at the time of ice applications with regards to the scheduling of tournaments and special events. To ensure fair tournament allocation, the ice allocation formula may be used to ensure equitable access to tournament times. The City of Brockville's Parks and Recreation Department reserves the right to cancel any ice time for the purpose of scheduling tournaments or special events.

## **9.0 CANCELLATIONS AND REFUNDS**

User groups may not cancel ice times. No refunds will be made available based on the City's Cancellation Policy.

The City of Brockville's Parks and Recreation Department reserves the right to cancel any ice time for just cause whether in the event of mechanical or facility breakdown, gross policy violations or when facility rules have been breached. The Parks and Recreation Department reserves the right to cancel programs of user groups to accommodate the Brockville Braves Jr. "A" and Brockville Tikis Jr. "B" playoffs and for special City-wide events and/or building maintenance or emergency situations. When this occurs, the arena management will attempt to provide alternate accommodation.

**ICE ALLOCATION GUIDELINE REVIEW MEETING  
APRIL 13, 2011  
BROCKVILLE MEMORIAL CENTRE**

**ATTENDANCE**

<b>USER GROUP</b>	<b>REPRESENTATIVE</b>
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BMHA	Ray Blimkie
BMHA	Mark McGlynn
Tikis	Scott Evans
Braves	Krista Gill
Kids Christian Hockey	Randy Hopkins
Kids Christian Hockey	Paul Armstrong
Angels Hockey	John Houston
Angels Hockey	Sean Geraghty
Angels Hockey	Jason Baker
Stowger Hockey	Ray Linseman
Stowger Hockey	Steve Bradford
Industrial Hockey	Chris Glashon
Industrial Hockey	Rob Deir
Speed Skating	Gerald Ouimette
Speed Skating	Barb LeBlanc
Old Timers Hockey	Geoff McMullen
Old Timers Hockey	Dale Morden
Ice Hawgzs	Scot Easton
Kinsmen Hockey	Steve Pyke
Rideau St. Lawrence Kings	Dave VanStralen
Magedomas	Dennis Gleason
Magedomas	Bill Farmer
Brock Gents Hockey	Rob White

**Staff & Arena Advisory Committee Members**

Dave Publow	Chairman, Arena Advisory Committee
Richard Meunier	Arena Advisory Committee
Norm Saunders	Arena Advisory Committee
John Ackerman	Arena Advisory Committee
Conal Cosgrove	Director of Operations
Earle Moore	Supervisor of Arenas & Facilities
Rick Pankhurst	Arena Sub Foreman
Darlene Buffett	Secretary

D. Publow opened the meeting by thanking everyone for attending. He then asked everyone to introduce themselves and say which organization they were representing. He then stated the reason for the meeting and what the Committee's responsibilities in this regard are. It was announced that each group would have 5 minutes to give their presentation followed by a question and answer period at the end of the meeting.

Earle Moore gave a brief update of the process starting last December for this review. He asked the groups to only speak to the concerns submitted for discussion. He also asked that everyone be sure to keep the office staff up to date with current contact information including names, addresses, phone numbers and email addresses.

**BMHA** – requested the possibility of getting a curfew clock for the arenas and asked any other group if they would be interested in assisting with this. This clock runs separate from the arena clock and tells the users when their time is up no matter if they have finished the last period or not. BMHA have a concern with the 5 day notice or returning ice during playoffs and want to make sure that they also have everyone's current contact information so they can contact people to sublet ice time that cannot be used by BMHA. They thanked the BFSC, Kings, and Speed Skating for swapping ice times to accommodate the needs of the BMHA. They would like more weekday ice. They are also interested in using the early morning weekend ice on a rotating basis with other user groups.

**KCHL** – Thanked all the groups for working together this past season. They are happy with their ice times but dressing rooms are an issue on Friday night due to the Jr."A" out of town team coming in, and the fact that there are more females playing in the league that require a separate dressing room. They are looking at trying to change their tournament from the Saturday at the end of the March break to another date.

**ANGELS** – thanked everyone for the cooperation this year. They hold 2 tournaments each year and if the dates are changed without permission, the league is fined. Stated that because the bulk of their time is on weekends, they lose a lot of time with the other tournaments that are scheduled throughout the season. D. Publow suggested some of the early morning weekend ice for practices and that the time is shared with some of the adult groups.

**STROWGER** - Suggested that the wording be changed for priority groups. It was stated that school hours and travel times for teams be taken into account when allocating ice time. Also, the adults that work shift work sometimes find the times difficult. Suggested that the hours needed to play the games in each level of hockey also be taken in account when allocating the ice.

**INDUSTRIAL** – Pleased with the hours that they have.

**SPEED SKATING** - Thanked BMHA for their cooperation this year. Happy to see the meetings starting earlier in the season. The meet that is normally scheduled for the last week of January needs to be switched to earlier in January or early February.



Any group that may be interested in changing dates can contact them. The early morning weekday ice that was used by the Master skaters is not part of the Speed Skating's allocated hours for the year as it does not fall in prime time. They will be happy to share the early morning weekend hours. Would like to know what process will be used to return ice to users that lose it due to tournaments or special events.

**OLD TIMERS** – Having the ice time moved last year caused some concerns. Dressing rooms are also an issue. Understand the higher demand on the arena but would like to see more balance between youth and adult groups.

**ICE HAWGZS** – Satisfied with the ice time that he has.

**RIDEAU KINGS** - 20% of the kids registered are from Brockville. They will work with the other groups using the 7am practice times on the weekends. Their ice time will be confirmed by the league in August and then will turn over all unused ice to other groups.

**DOCTORS** – Ray Linseman spoke on behalf of the doctors. The new time has worked our fine but he suggested that we look at giving them a better time.

## **QUESTIONS/ANSWERS**

Norm Saunders – Asked about the regulations for game times for minor hockey. ODHA states that games cannot start before 9am on weekends or after 9pm on weekdays. Weekday games cannot start before 6pm. These restriction are the same for the girl's hockey and the Rideau Kings.

Jason Baker – Wanted to know if we will be starting with last year's schedule and go from there. That will be a starting point and there will be another meeting in May to go over the ice requests. Ice schedules and contracts should be out by the first part of June and due back to the City by the end of June.

Barb LeBlanc – also stated a concern that confirmation is needed as early as possible so that they can look for additional ice at other locations if necessary.

Scot Easton – Applications and confirmations for April and August ice needs to be done as early as possible.

Rideau Kings – Will be looking for extra ice times in early September. Were told to submit that in their request.

Dale Morden questioned about the pipes at the old Memorial Centre site and if they were useable.

Conal explained that there is a group that are looking at the Rotary Park and the ice pad surface to be revitalized for pick-up hockey. He also made note of the group Jason Baker is working with towards a new double pad ice surface within the next 10 years. If anyone is interested in volunteering, please contact Jason.

Ray Blimkie stated that 10 yrs is too long and it is needed within the next 5 years.

R. Linseman suggested that a dome be put over the top, refurbish the piping and rent out some of the hours leaving the balance of hours to be used at no charge. Suggested that anyone who uses the ice surface there, be given a reduced rate at the arenas.

Conal spoke about the review of the non-resident user fees. Lesley White is looking for input for a better way of looking after this. If you have suggestions, please contact her at [lwhite@brockville.com](mailto:lwhite@brockville.com)

Earle Moore spoke to the group regarding smoking and drinking in the dressing rooms. Next year will be "ZERO TOLLERANCE".

## Conal Cosgrove

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**From:** Conal Cosgrove  
**Sent:** May 18, 2012 12:55 PM  
**To:** Ray Linseman [REDACTED]  
**Cc:** John Ackerman [REDACTED]; Earle Moore; Darlene Buffett  
**Subject:** Strowger Hockey League

Ray

As promised at our May 8 meeting, I have reviewed the following in relation to the change in time for the Strowger Hockey League for the 2012-13 season:

1. BMHA Allocation 2011-12 vs. 2012-13

The BMHA was allocated 56 hours in 2011-12. For 2012-13, they are allocated 60.5 hours. However, 4 hours are the 6am-7am Saturday and Sunday time slots at both arenas, which were not rented in 2011-12, and which the BMHA has not indicated whether they would be taking. Therefore, a better comparison is 56 hours for 2011-12 and 56.5 hours for 2012-13, for an increase of 0.5 hours.

The St. Lawrence Kings have also had their allocation increase by 0.5 hours. The Angels allocation has increased by 1.5 hours. Speed skating remains the same, although they have been allocated 0.5 non-prime hours where all of their time previously was in prime time.

In addition to the time change for the Strowger Hockey League, the P&G group, the Tikis and the Industrial League have been allocated later start times to accommodate the increased allocation to the youth user groups.

2. Arena Advisory Committee Authority to Change the Ice Allocation Policy

In 2011, following consultation with the user groups, the Arena Advisory Committee changed Section 2 (Summary) of the Ice Allocation Policy by adding the sentence: "These groups (long-standing organizations) will maintain their specific number of prime time hours per week, but not necessarily their current ice time slots." This was a clarification of the existing policy to make the intent more clear to the user groups. It confirmed the practice that had been in place for some time where the start times for long-standing organizations such as the Brock Gents, Old Timers, the Metro League and the Industrial League had been changed (without affecting their total prime time hour allocation) to accommodate increased time allocations to youth user groups. As this was a clarification to the Policy, Council approval was not required.

While I understand that the 7am start time for 2102-13 is not preferred by the Strowger Hockey League, the current ice allocation schedule will remain unchanged.

There will be no penalty if you sign a contract for the 7am – 11 am time slot and then find that you wish to return the 7 am – 8am hour because of reduced registration for the league.

Conal Cosgrove, P. Eng.  
Director of Operations  
City of Brockville



Effective Date, March 2011

**City of Brockville  
Operations Department – Arenas & Facilities**

**Ice Allocation Policy**

The Objectives for the City of Brockville's Ice Allocation Policy are:

- to operate the ice services and facilities in an equitable, cost effective and fiscally sustainable manner;
- to balance facility services and needs with those of the City as a whole;
- to provide ice users the opportunity to influence policy implementation;
- to meet current and future demands for both organizations and casual participants.

**Guiding Principles**

The following principles served as the framework for developing the Allocation policy and should continue to be considered when implementing and/or interpreting the various policy statements:

**Access and Equity:** Ensure fair and equitable access to ice in terms of allocation as well as in the application of fees and charges.

**Efficiency:** Ensure the effective and efficient use of facilities, both in terms of time and space.

**Diversity:** Provide for wide range of opportunities (balanced program).

**Youth Sport Development:** Provide special consideration to accommodating youth activities.

**Partnership:** Recognize the importance of partnerships in the delivery of Arena based activities (minor sport and community associations)

**Financial Sustainability:** Fees and charges shall be determined by the City of Brockville Council with youth rates subsidized by approximately 30% and adult rates at cost recovery.

**Review:** It is recognized that resident and user group ice needs and/or demands may change over time, thus the Ice Allocation Policy requires periodic review and updating. The Arena Advisory Committee will review this policy every three (3) years.

## **1. GUIDELINES**

### **Ice Allocation Committee**

Ice allocation committee shall consist of management staff, Arena Advisory Committee representations and a representative from each major ice user group. (A major ice user group is defined as a group who rents a minimum of 1 hour of ice per week during the season.)

### **Priority for Ice Allocation**

The Priority for ice allocation is:

- |                 |  |
|-----------------|--|
| First Priority  | Equitable disbursement of all available prime time ice for Public Programming and Brockville based youth groups. (See summary) |
| Second Priority | Ensure existing ice allotments to all ice user groups currently established are maintained. (See Summary)                      |
| Third Priority  | Adult sport groups, commercial groups.   |

## **2. SUMMARY**

It is understood that there are long-standing organizations which have traditionally occupied prime time ice (eg. Brockville Braves, Brockville Tikis, Strowger Hockey League, Brockville Old timers and Brockville Industrial League, etc.) The Ice Allocation Guidelines will extend this long-standing tradition, however it is understood that these prime time allotments will not increase to the detriment of youth programming and should any of these groups cease to function, all allotted ice time may revert back for youth group disbursement. These groups will maintain their specific number of prime time hours per week, but not necessarily their current ice time slots.

## **3. YOUTH RATE QUALIFICATION**

To qualify for the "youth rate", Brockville based youth groups must meet the following criteria:

- User groups will consist of in excess of 50% Brockville residents.
- The Committee agrees that the following two groups, Brockville Speed Skating and the Rideau St. Lawrence Kings who have a regional representation of participants are deemed to be exempt from the requirement that their registered participants must consist of in excess of 50% Brockville residents.

- User groups must maintain an active membership wherein **100%** of all registrants are 18 years of age or under.
- All organizations **must** remit to the City of Brockville Operations Department by September 30<sup>th</sup> of each year, an accurate list of all registrants including date of birth, civic address and telephone number. All organizations agree to support the City's collection of the Non Resident User Fee by reporting any and all late registrants that sign up during the season.
- Groups must be registered or be eligible as a not for profit organization and if requested, make available proof satisfactory to the City of Brockville which supports this claim.

**NOTE: Failure to meet the above criteria may/will result in the loss of ice time and/or subsidized ice rate qualification.**

#### **4. DEFINITIONS**

Spring Ice      All hours at the Centennial Youth Arena from April 1<sup>st</sup> to April 30<sup>th</sup> of each year.

Summer Ice      All hours at the Centennial Youth Arena during the month of August.

Fall/Winter Ice      All hours at the Centennial Youth Arena from September 1<sup>st</sup> to March 31<sup>st</sup> inclusive.

All hours at the Memorial Centre from September 1<sup>st</sup> to April 7<sup>th</sup>, (end of first full week). Ice time is tentatively available subject to the Junior "A" & Junior "B" playoffs beyond April 7<sup>th</sup>. (end of first full week).

#### **5. ICE CLASSIFICATION**

Prime Time Ice      All hours between 5 p.m. and 11 p.m. from Monday to Friday and all hours between 7 a.m. to 11 p.m. on Saturday, Sunday & Statutory holidays as well as recognized school breaks such as PA days, Christmas and March break periods, etc.

Non Prime Time Ice      7 a.m. – 5 p.m. Monday to Friday,  
11 p.m. – 1 a.m. seven days per week  
6 a.m. – 7 a.m. Saturdays and Sundays

Adult Sport Groups      Groups with members over the age of 19 years or groups which participate in adult sport leagues.

## Public Programs

Public Skate, Family Skate (adult with tots – weekly only), Adult drop-in hockey are open to the public. NOTE\* Only during Family Skate, adults may assist a child on the ice and/or use skate aids.

## 6. ICE ALLOCATION

Prime time ice will be allocated based on the number of qualifying youth groups applying for its availability. The total number of registrants in a particular group will comprise a percentage when compared against the total registration of all youth groups. Once the registration percentages have been determined, allocation of available prime time ice will be allotted.

Minor sports groups and Adult Sports groups will be required to share the Early morning prime time ice available starting at 7 a.m. on weekends, and these hours be equally shared amongst teams or levels of skaters.

Note: To ensure equitable access to weekday prime time ice: 50% of the total prime time ice allocated to an organization will be deemed to happen on the weekend. Please refer to example:

*Example using 1,000 registrants and 3 youth groups*

BMHA	600 registrants	or the equivalent of 60% of available prime time
BFSC	300 registrants	or the equivalent of 30% of available prime time
Speed Skating	100 registrants	or the equivalent of 10% of available prime time

*Weekday ice = Total of 25 Hours Available*

BMHA Entitlement	15.0 hours
BFSC Entitlement	7.5 hours
Speed Skating Entitlement	2.5 hours

*Weekend Ice = Total of 28 Hours Available*

BMHA Entitlement	16.8 hours
BFSC Entitlement	8.4 hours
Speed Skating Entitlement	2.8 hours



- The prime time ice availability to Minor Sport Groups is the total # of hours remaining after the Adult prime time hours have been deducted from the total available \*prime time hours at both arenas

## **7. APPLICATION PROCESS**

### **Fall/Winter Seasons -**

Applications for Fall/Winter ice must be received by February 28<sup>th</sup> of the current year. The ice allocation process for the Fall/Winter ice is intended to be completed on or before May 31<sup>st</sup> for the current year.

### **Spring/Summer Season -**

Applications for Spring/Summer ice must be received by November 30<sup>th</sup> of the previous year. The ice allocation process for the Spring/Summer ice is intended to be completed on or before February 28<sup>th</sup> of the current year.

Ice rental agreements must be signed and returned with payment as deemed necessary by the City to confirm ice rental within 30 days from the date correspondence was issued by the City.

Applications received after these deadlines will be processed on a first come, first served basis. These applications will only be considered after those applications received prior to the deadline have been allocated ice time as per their entitlement.

## **8. TOURNAMENTS**

Ice users are to advise the arena management at the time of ice applications with regards to scheduling of tournaments and special events. To ensure fair tournament allocation, the ice allocation formula may be used to ensure equitable access to tournament time.

Based on the 2010 – 2011 ice schedule, no further special events will be permitted by the ice users over the current number in the schedule. Presently, 12 events as follows: BMHA – 6 events, Speed Skating – 2 events, Angels Hockey – 2 events, Christian Hockey – 1 event, Industrial League – 1 event. (September to March)

Any further Special Events/Tournaments will be at the discretion of Management in consultation with the user Groups affected.

### **AMMENDMENT (March 28, 2012)**

**A minimum of (30) thirty days notice must be given to the City of Brockville to return any unnecessary tournament ice times without penalty**

**Any hours not required after the (30) thirty days, will be the sole responsibility of the Organization.**

## **9. CANCELLATIONS AND REFUNDS**

The City of Brockville has a Zero Cancellation Policy. No refunds will be made available based on this Cancellation Policy. When extreme weather conditions are present, ice may be cancelled, but an alternate time must be booked.

### **ICE CANCELLATION POLICY.**

*From the Ice Regulations sent out with contracts.*

*City Council has endorsed a "No Cancellation Policy" for all ice rental contracts with the exception of playoff schedules as teams do not know at the time of the signing of this contract their playoff schedule status due to possible elimination at the end of the season. All ice users must provide a copy of their regular season schedule to the City by mid October. During the commencement of the playoffs, all ice users must contact the City within 3 business days to cancel at no penalty any scheduled playoff ice times due to elimination. Failure to contact the City of any playoff cancellations will result in the lessee being charged for any unused playoff ice time.*

The City of Brockville's Operations Department reserves the right to cancel any ice time for just cause where in the event of mechanical or facility breakdown, emergency situations, gross policy violations or when Facility rules have been breached. The City of Brockville reserves the right to cancel programs of user groups to accommodate the Brockville Braves Jr. "A" and Brockville Tikis Jr. "B" playoff games, and for Special City-Wide Events. When this occurs, the Facilities Supervisor will attempt to provide alternate accommodations.

## **10. PAYMENT OF INVOICES**

*From the Ice Regulations sent out with contracts.*

*The lessee agrees that ice accounts must be paid within 30 days of invoicing. If payment is not received, the lessee's contract becomes null and void and further ice times will not be allotted. Invoices will also reflect the cost of any repairs due to damage to any part of the facility caused by the lessee or its members.*

## **11. ICE CONDITIONS**

Concerns regarding the condition of the ice surface from the previous user, has lead to the following procedure.

If an extreme amount of damage is done to the ice surface during the previous rental, the operator on duty shall take the necessary action to repair the ice surface and complete a second ice resurfacing and a delay of approximately fifteen (15) minutes will result.

If an additional ice resurfacing is requested by a user group, the necessary time will come out of their ice rental time, therefore resulting in no delay for the next group.

## **12. SMOKING AND THE CONSUMPTION OF ALCOHOL IN THE FACILITIES**

The Mayor, Council and the Senior Management Team of the City of Brockville supports "0" tolerance and are prepared to enforce the following:

1. That the Youth Arena Facility and the Memorial Centre are deemed to be a "Tobacco Free Zone". No smoking is permitted in the facilities or within 9 meters (30 feet) of any public entrance to the facilities.
2. That the Youth Arena Facility and the Memorial Centre are required by the "Alcohol and Gaming Commission of Ontario pursuant to the Liquor Licence Act" that "NO ALCOHOLIC BEVERAGES" shall be consumed by anyone within the facilities, as these facilities are deemed to be a "Non-Private Place" by these authorities.

Alcoholic beverages can only be consumed in these mentioned facilities when the City has granted approval and a "Special Occasions Permit" has been obtained and posted on site in the appropriate facility.



## REVITALIZATION OF ROTARY PARK UPDATE & REQUEST

To His Worship the Mayor, Council and Committee Members,

The Revitalization of Rotary Park committee came together in the fall of 2010 with the vision of creating a versatile, multi-use park which would be a destination for the entire family. Fall 2011 saw the purchase of the synthetic ice which was temporarily installed on the parking lot behind Leons and which will be installed over the splash pad in the cooler months. It had been hoped that the splash pad would be operational by the end of June, but unfortunately due to unforeseen delays (the necessary removal of the old Memorial Centre concrete foundation; not being able to tie in with the electrical, sewer and water for the existing building; the existing ground for the location of the mechanical room and bathrooms was found to be inadequate for footings, requiring more costly structural modifications) it is hoped that with the completion of the mechanical room and bathrooms it will be open by mid-August with the grand opening set for August 18. By that time, skate boarding equipment on the Rotary hockey pad, paved pathways and landscaping will join the functioning splash pad and the already completed rubberized surface playground equipment area. There will be much to celebrate!

To date, the committee has fundraised a total of \$790,000, which includes major donors (ie the Carolyn Sifton Foundation, the City of Brockville, the Rotary Clubs, BMAAC), community fund raisers (Brockville Firefighters, Brockville Police, the Rotary Clubs, the May Court Club), in kind donations and the private sector. The amount required to complete Phase 1 is \$840,000, so unfortunately there is a short fall of \$50,000 cash in hand at this time.

For Phase 2 in 2013, \$200,000 is already committed to arrive at that time, but a further \$200,000 is still needed to complete that phase. At this time, the goal is to complete Phase 2 (installation of synthetic ice for the former ice pad and a shelter) with an estimated total project cost of just over \$1.2 million.

A third phase which would involve revitalizing the parklands south of the creek could possibly include a basketball court, amongst other items. This phase will only be implemented when future funds are available.

We respectfully request a further commitment from the city to cover the \$50,000 shortfall for 2012 (\$100,000 over budget for Phase 1 due to unexpected problems described above) and \$50,000 toward 2013 (\$200,000 required for Phase 2).

We look forward to discussing this at committee level on July 17 and at council on July 24.

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



**July 4, 2012**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – JULY 17, 2012**

**2012-113-07**

**WATER & WASTEWATER SYSTEMS  
QUARTERLY REPORT  
(APR. – JUN. 2012)**

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

**RECOMMENDED**

THAT Report 2012-113-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2012) be received for information purposes.

**PURPOSE**

This report covers the months of April, May and June 2012. 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 second quarter of 2012.

**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:

AWQI #105621 April 12, 2012 Fluoride exceedance – fluoride residual spike.

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

- Vibration analysis completed on main plant pumps #1 & #2.
- Engineering review for the design and fabrication of pump #1 and #2 orifice plates to prevent pump cavitation was completed by ASL Roteq. The orifice plates were fabricated and installed. Pump cavitation has been reduced.
- Electrical load bank testing completed on the main plant generator.
- Annual servicing completed on the main plant diesels and standby generator.
- Annual servicing completed on the wastewater transfer pumps.
- New electrolyte probes installed on the fluoride analyzer.
- Chlorinator gas isolation valves replaced.

2. Booster Stations & Parkedale Reservoir:

- Electrical load bank testing completed on the standby generator.
- Annual servicing completed on the diesel engine and standby generator.

3. Filters:

- GAC filter media samples were taken and sent for analysis. Results indicate filter media replacement is able to be extended until 2013.

4. Overhead Tank:

- No items to report.

5. Low Lift Pump Station:

- Annual inspection completed on the intake pipe and intake crib.
- Annual servicing completed on the Low Lift diesel engine.
- Low Lift vacuum pump was repaired.
- Replaced vacuum air release valve on Low Lift pump #3.
- Repaired diesel engine exhaust.

6. Drinking Water Quality Management System:

- Full risk assessment review completed on the Brockville Drinking Water System (see attached).
- Full risk assessment review completed on the Elizabethtown-Kitley Distribution system (see attached).
- Full accreditation application submitted to the Canadian General Standards Board (CGSB) for the Elizabethtown-Kitley Distribution system.
- DWQMS Operational Plan for Elizabethtown-Kitley Distribution system was revised.
- As of June 30, 2012, the CGSB no longer provides accreditation services to operating authorities of municipal residential drinking water systems.



- New accreditation body under the Municipal Drinking Water Licensing Program has been selected. NSF- International Strategic Registrations is the new accreditation body for the Brockville Drinking Water System and the Elizabethtown-Kitley Water Distribution System.
  - Standard of Care Training for senior staff and council was completed.
  - Annual Management Review Meeting was held on June 27<sup>th</sup>, 2012 in accordance with the City's Operational Plan.
7. MOE Inspections:
- MOE Inspection for the Elizabethtown-Kitley Distribution System was conducted on February 7, 2012. No non-compliance issues, 100 % inspection rating received.
8. Regulatory Sampling
- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley was completed.
  - All regulatory quarterly sampling for THM's, Nitrate, Nitrite for Brockville and Elizabethtown-Kitley was completed.
  - Regulatory lead sampling for the Brockville Drinking Water System was completed and reports submitted to the MOE. The lead sampling program continues to qualify for reduced sampling.
9. Trunk Water Distribution:
- No items to report.
10. Elizabethtown-Kitley Distribution:
- The support legs on the electrical cabinet in the Country Club meter chamber were replaced.
  - The electrical cabinets in the Lily Bay booster station and the Country Club meter chamber were painted.
11. Local Water Distribution:
- Water Main Breaks:
    - April 2012
      - Bethune Street 100 mm CI - split.
    - May 2012
      - Bartholomew Street 100 mm CI – water main failure unable to repair, one house on backfeed. Replacement of water main sent to Engineering to plan full reconstruction of water and sewer.
    - June 2012
      - No breaks to report.

- Flushing Program:
  - Annual flushing program commenced.
- Service Repairs/Replacement:
  - 56 James Street East moved service from 100 mm water main to 400 mm water main.
  - New service 17 Duke Street.
  - Curbstop repairs.
- Valve/Hydrant Inspection/Leak Detection:
  - No leak detection conducted during this period.
  - Hydrant maintenance program commenced.
  - Hydrant fill stations installed for bulk water users.
  - Valve box repairs.
  - Hydrant replacements, #6 King St. West, #82 Water St. West.
- Capital Projects WD:
  - Valve Maintenance Trailer received and in service.
  - Hydrant trailer received and in service.
  - MCC replacement, engineering and RFQ completed.
  - Chemical disinfection pump received and in service.
  - Main plant lighting replacement completed.
  - Isolation valve replacement on Ormond and James Street. Installation of backfeed system for water main replacement on James Street.
  - James Street full reconstruction commenced June 6, 2012.

## B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM

Please refer to Attachment #2 – Brockville WPCP Sewage Plant Performance Assessment Report for all Operational Data for the quarter. In regards to compliance of Carbonaceous 5-day Biochemical Oxygen Demand (CBOD<sub>5</sub>), as of the end of June the 12 month revolving average effluent characteristics (concentration and loading) for CBOD<sub>5</sub> are 65.00 mg/L and 1081.02 kg/day respectively and remain out of compliance with the Certificate of Approval limits of 35.00 mg/L and 763 kg/day.

### Items of Note:

#### 1. Main Plant:

- Primary Clarifiers #1, #2 and #3 are back in service but not commissioned. Primary Clarifier #4 is out of service for the replacement of an electrical switch.
- New Boiler #505 is in service but still not commissioned.
- Load bank testing completed on the portable diesel generators.
- 2012 National Pollutant Release Inventory (NPRI) Report submitted to Environment Canada.

- Annual plant gas monitor calibrations were completed.
- Boiler insurance inspector was on site to inspect boilers.
- Electrical Safety Inspection was completed on the main plant.

2. Main Pumping Station:

- TSSA requested fuel system upgrades. Quotes have been received and are being reviewed.
- Pump #3 was removed from service for the replacement of a fan, capacitor and circuit board. Pump #3 is back in service.
- Major bar screen failure. WPCC Staff monitored and hand raked the screen until repairs were complete. The screen is back in service.
- There were start-up issues with the diesel generator. Fleet Division investigated and resolved the issue.
- Load bank testing on diesel generator completed.
- Bypasses: no bypasses to report.

3. Pumping Stations:

- WPCC staff responded to two (2) mechanical pump calls. No issues to report.
- Upgrades have now been completed at all pumping stations but they have not been commissioned.
- Broome Pump #2 was removed due to seal failure. The pump is out for rebuild.

4. Power Outages:

- There was one power outage at the WPCC/Pumping Stations. No issues to report.

5. Wastewater Collection System:

- 38 blocked sewer/camera inspections.
- 1 blocked main response.
- 2 sanitary sewer lateral dig-ups and repair
- Contract 2012-21 Wastewater Main Line Cleaning was completed.

## **POLICY IMPLICATIONS**

No policy implications at this time.

## **FINANCIAL CONSIDERATIONS**

No financial considerations at this time.

## CONCLUSION

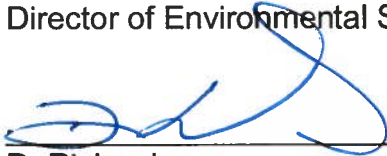
It is recommended that Council receive the report for information purposes.



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



E. Malcomson  
Wastewater Systems Supervisor



D. Richards  
Water Systems Supervisor



D. Cyr  
Director of Finance



B. Casselman  
City Manager

## BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month 2012	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)	EC	TC	HPC	
APR	320.59	10.69	0.44	1.13	6.02	0.20	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe	
MAY	357.43	11.53	0.46	1.13	7.21	0.23	45 45 out of 45 safe	45 45 out of 45 safe	20 20 out of 20 safe	
JUN	357.49	11.92	0.50	1.16	7.06	0.24	36 36 out of 36 safe	36 36 out of 36 safe	16 16 out of 16 safe	

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

# ATTACHMENT #2

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

MUNICIPALITY:	BROCKVILLE	YEAR:	2011/2012
PROJECT:	BROCKVILLE	WATER COURSE:	ST. LAWRENCE RIVER
PROJECT NUM.:		DESIGN CAPACITY:	21,800 X 1000 m3/d
WORKS NUM.:	120000122	PEAK DESIGN CAPACITY:	54,500 X 1000 m3/d

DESCRIPTION: A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS  
TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING FERRIC CHLORIDE FOR PHOSPHORUS REMOVAL  
AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS			
	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
JUN 12	449.67	14.989	18.109	165.17	45.67	684.55	174.46	38.09	570.93	78.2	3.59	0.79	11.84	78.0
MAY 12	536.42	17.304	21.651	147.82	51.46	890.46	165.09	36.09	624.50	78.1	3.01	0.74	12.80	75.4
APR 12	493.49	16.450	22.566	165.50	64.40	1059.38	193.00	41.09	675.93	78.7	3.53	0.92	15.13	73.9
MAR 12	633.74	20.443	30.085	135.82	49.27	1007.23	122.46	35.18	719.18	71.3	2.50	0.66	13.49	73.6
FEB 12	498.92	17.204	22.511	170.00	77.39	1331.42	156.18	47.85	823.21	69.4	2.93	1.01	17.38	65.5
JAN 12	623.57	20.115	28.013	149.23	66.18	1331.21	149.08	43.91	883.25	70.5	2.70	0.90	18.10	66.7
DEC 11	620.17	20.006	25.459	135.80	54.60	1092.33	137.13	35.50	710.21	74.1	2.68	0.71	14.20	73.5
NOV 11	489.25	15.642	25.844	195.13	74.67	1167.99	217.90	44.75	699.98	79.5	3.98	0.98	15.33	75.4
OCT 11	462.63	14.924	21.605	207.11	78.89	1177.35	191.80	46.70	696.95	75.7	3.62	0.94	14.03	74.0
SEP 11	420.62	14.021	16.419	183.22	90.11	1263.43	173.56	49.67	696.42	71.4	3.37	1.02	14.30	69.7
AUG 11	482.82	15.575	25.118	149.09	66.00	1027.95	188.58	40.00	623.00	76.3	3.12	0.81	12.62	74.0
JUL 11	474.37	15.302	18.874	151.27	61.36	938.93	175.36	40.73	623.25	76.8	3.03	0.82	12.55	72.9
AVG		16.831		162.93	65.00	1081.02	168.72	41.63	695.57	74.99	3.17	0.86	14.31	72.73
MAX			30.085	207.11	90.11		217.90	49.67		79.46	3.98	1.02		
CRITERIA		21,800			35.00	763.00		45.00	981.00			1.00	22.00	

COMPLIANCE		YES		NO		YES		NO		YES		YES	
STATISTICS FOR THE MONTH OF JUNE:													
2011	545.65	18.188	22.796	164.42	65.58	1192.77	185.58	45.00	818.46	75.8	3.19	0.89	16.19
2010	498.39	16.613	25.459	134.00	46.78	777.16	147.67	26.92	447.22	81.8	2.73	0.66	10.96
2009	493.00	16.433	19.174	102.90	42.09	691.66	144.00	31.42	516.32	78.2	2.83	0.79	12.98
													72.1

MONTH	Total Loadings			
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW P (kg/day)	
JUN 12	2,476	2,615	54	
MAY 12	2,558	2,857	52	
APR 12	2,722	3,175	58	
MAR 12	2,777	2,503	51	
FEB 12	2,925	2,687	50	
JAN 12	3,002	2,999	54	
DEC 11	2,717	2,743	54	
NOV 11	3,052	3,408	62	
OCT 11	3,091	2,862	54	
SEP 11	2,569	2,433	47	
AUG 11	2,322	2,626	49	
JUL 11	2,315	2,683	46	
AVG	2,710	2,799	53	
MAX	3,091	3,408	62	

COMMENTS:

# Interoffice MEMORANDUM

WATER SYSTEMS DIVISION  
ENVIRONMENTAL SERVICES DEPARTMENT

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**Date:** May 31, 2012

**To:** Peter Raabe, Director of Environmental Services, City of Brockville  
Yvonne Robert, Administrator Clerk, Township of Elizabethtown-Kitley

**From:** Don Richards, Supervisor - Water Systems

**Subject:** DWQMS Operational Plan Comprehensive Risk Assessment Review

In accordance with Elements 7 & 8 of the City of Brockville's and Elizabethtown-Kitley's Water Systems Operational Plans once per year the currency of the information and the validity of the information used in the risk assessment must be verified.

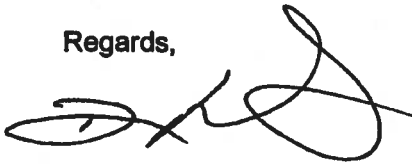
In addition to the annual review, a comprehensive risk assessment review is required every three years as required by the Drinking Water Quality Management Standard. The comprehensive review of Elements 7 & 8 was conducted on April 18, 2012 by the following DWQMS risk assessment team members: D. Richards, P. Raabe, J. Barlow, D. Jensen, C. Hall, M. Hanley, S. Allen, J. Buckland.

Amendments to Appendix D: Risk Assessment - Outcome Summary were made after the re-evaluation of the risks identified. The City of Brockville's and Elizabethtown-Kitley's Operational Plans were amended to include the revised Risk Assessment Outcome Summary and all Water Systems Staff have been updated.

Additions to Risk/Hazards: There are currently no additions to Risk/Hazards. Risk/Hazards identified in the last annual review have been resolved.

If you have any questions or concerns regarding this comprehensive review please contact me.

Regards,



**Don Richards**  
Supervisor Water Systems

**PROCEDURE TITLE: Risk Assessment – Outcome Summary**

<b>PROCEDURE NO.: 1004</b>	
<b>ISSUED BY: C. Cosgrove</b>	
<b>AUTHORIZED BY: D. Richards</b>	<b>REV. DATE: 2012-04-18</b> <b>REVISED BY: Risk Assessment Team</b> D. Richards, P. Raabe, J. Barlow, M. Hanley, J. Buckland, S. Allan, D. Jensen, C. Hall
<b>ISSUE DATE: 2009-06-08</b>	

Risks/Hazards		Assessment (Risk Assessment Threshold = 25)					Control		
Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD= 1-125)				
INTAKE/RIVER									
Failure of intake pipe – Pipe failure unable to supply intake well with raw water.	Set up portable pumps to supply intake well.	1	5	1	5	No	Low level alarm on intake well – 6 feet	-Operator visual inspection of low levels in intake well  -Alarm levels of intake well on SCADA setpoint page	No procedure
Source Water Protection Chemical, Pesticides, agricultural, industrial, WWTP bypasses, ballast water, tanker ship oil spill, biological (Terrorist acts, illegal dumping)	Shutdown low lift station Clean Water Act 2006 Coast Guard MOE Spills action CRCA	2	5	4	40	No	Raw water pH, turbidity alarms	Alarm on SCADA setpoint page	WSEP-017 Source Water Contamination (Oil Spill)
LOW-LIFT PUMPING STATION									
Intake screens blocked from debris, weeds, frazzle ice, fish (Pumps can't draw; starved wet well)	Manual screens	2	2	1	4	No	Low level alarm on intake well – 6 feet	-Operator visual inspection of low levels in intake well  -Alarm levels of intake well on SCADA setpoint	WSEP-015 Well Chamber Inlet Blocked/Damaged (Frazil Ice)



PROCEDURE TITLE: Risk Assessment – Outcome Summary										PROCEDURE NO.: 1004	
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Risks/Hazards			Assessment (Risk Assessment Threshold = 25)					Control			
Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures		
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
Electrical / mechanical system failure (MCC system failure means no electrical systems can run; main electrical feed to low-lift station could fail; pump failure no water to treatment plant;	Electrical MCC upgraded, 2 new pumps, redundant back-up equipment – diesel driven pump, portable 200 KW standby generator.	2	4	1	8	No	Raw water flow alarms	Alarm on SCADA setpoint page	WSEP 011 Low Lift Pump Station Failure		
RAW WATER SUPPLY LINE & METER CHAMBER										WSEP 012 Broken Trunk Line	
Loss of flow/supply (Water plant shut down)	Trunk main repair	1	5	1	5	No	Raw water flow alarms	Alarm on SCADA setpoint page			
COAGULATION/FLOCCULATION											
Chemical feed line / feed pump failure - Loss of chemical flow; Treatment process shut down	Redundant chemical feed lines, Redundant pumps	2	5	1	10	Yes	Chemical feed failure alarm set point in SCADA with automatic shutdown of treatment process.	-Coagulant chemical feed flow meter alarmed and trended through SCADA	WSEP-008 Chemical Feed System Failure  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards		
FILTERS											

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

**PROCEDURE TITLE: Risk Assessment – Outcome Summary**

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

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
UN-MANNED AUTOMATED CONTROL											
SCADA alarming systems operator notification, operator response	Redundancy for SCADA alarms	2	5	1	10	No	Backup auto-dialer system and WIN911 SCADA alarm system (page, phone, e-mail, text, cell messaging capabilities)	401 Security monitoring	SOP 907 WIN 911 SCADA Alarm		
UV DISINFECTION											
Insufficient CT due to disinfection system failure	Redundant chlorination equipment, UV as back-up for disinfection SCADA Alarms, redundant equipment, alarms set above minimum requirement	2	1	1	2	Yes	Low free Chlorine residual alarm set point through SCADA – adjusted seasonally as per SOP 808 (CT) or SOP 809 (CT)	Chlorine on-line analyzers alarmed and trended through SCADA - Real-time CT calculation program alarmed and trended through SCADA -Watertrax alert settings on	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  WSEP-003 Chlorine System Failure		

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Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures		
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
<b>SCADA/PLC &amp; COMMUNICATIONS</b> Not able to operate or monitor the water treatment or distribution process											
	Operate plant manually 24/7 manned operation Redundant SCADA computers, PLC spare parts	2	2	1	4	No	Communication alarms	SCADA alarms 401 Security monitoring	ISI Controls (Essential Supplies and Services for SCADA instrumentation and controls)		
<b>PLANT EFFLUENT CHLORINATION</b> Difficulty maintaining chlorine residual in the distribution system (only during Bypass operation at the WTP)											
	Redundant chlorination equipment	1	4	1	4	Yes	Chlorine on-line analyzers alarmed and trended through SCADA	SCADA alarms	WSEP-003 Chlorine System Failure  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards		
<b>FEEDER MAIN</b>											

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Description of Hazard	Available Control Measures	Risk Evaluation				Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures	
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)				
Lack of redundancy; lack of ability to clean and inspect; unknown valve condition (isolation valves on feeder main); unknown condition of relief valve; unknown condition of the high-pres con pipe (Shut down; few hours [8 hrs in optimum conditions] of water to supply City  Main break on feeder main (No water, restriction of water flow)	Capital planning redundant feeder main; maintenance and replacement; condition assessment  Restrict construction methods in high risk areas; implementation of inspection program; implement redundancy in the system – update of Master Plan	2	5	1	10	No	Pressure alarms – high and low  SCADA alarms	WSEP 012 Broken Trunk Line  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards	
<b>FEEDER MAIN – VALVES</b>									
Gate valve failure – age/condition of the valves Air relief valves (no water, restriction of water flow)	Preventative replacement program; preventative valve operational maintenance program.	1	5	1	5	No	Pressure alarms – high and low  SCADA alarms	WSEP 012 Broken Trunk Main  SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards	

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
<b>DISTRIBUTION SYSTEM</b>											
Contamination in the system backflow; sabotage in the system (No water; boil water effect – consumer health)	No control measures available  Require backflow prevention by-law	3	4	5	60	No	Customer complaints	Public comments	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards		
<b>TOWER</b>											
Failure with flow control valve; structural failure due to age;  Communication	Maintenance or replacement of flow control valve;  Regular assessment of tower structure, cathodic protection/epoxy coating;  staffing of WTP (24 hrs);	2	3	2	12	No	Overhead tank level alarms	SCADA alarms	SOP 1104 Cleaning and Disinfecting of Overhead Tank		
<b>BOOSTER STATION – SUNSET</b>											
Mechanical / electrical failure	Maintenance program	2	1	1	2	No	Security alarm and pump status	SCADA alarms			

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Description of Hazard		Available Control Measures		Risk Evaluation			CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures	
				Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)					Assessed Risk (LXCD = 1-125)
<b>BOOSTER STATION – FIRST AVE</b>											
Mechanical / electrical failure	Maintenance program	2	2	1	4	No		Security alarm and pump status	SCADA alarms		
	Redundant pump										
<b>BOOSTER STATION – PARKEDALE</b>											
Mechanical / electrical failure	Redundant back-up equipment	2	2	1	4	No		Station alarms	SCADA alarms	WSEP 007 Hydro Power Failure (Parkedale Reservoir)	
	Diesel driven pump for Zone 1									SOP 1008 Procedure for Parkedale Standby Operation	
	Portable 200 KW standby generator for Zone 2										
<b>PARKEDALE RESERVOIR</b>											
Security/Structural (Contamination and water quality issues/fire flow; capacity; supply)	Alarm system: access breach alarms for hatches/inspections and maintenance	1	1	1	1	No		Station alarms	SCADA alarms	SOP 1007 Cleaning and Disinfecting of the Parkedale	



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Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures		
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
<b>PARKEDALE – SECONDARY CHLORINATION</b>											
Loss of disinfection equipment or analyzer	Redundant equipment; operational procedures; contingency plans	2	1	1	2	Yes	Low free Chlorine residual alarm set point through SCADA – 0.50 mg/l	-Chlorine on-line analyzers alarmed and trended through SCADA - Watertrax alert settings on Chlorine data	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards  WSEP-007 Hydro Power Failure (Parkedale Reservoir)		
<b>LOCAL WATER DISTRIBUTION SYSTEM</b>											
Dead ends in the system (Bacteriological contamination; low chlorine residual)	Capital planning; flushing program;	4	3	4	48	Yes	Minimum Free Chlorine Residual – 0.20 mg/l	Portable Chlorine Analyzer for field testing	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards		
<b>MAIN BREAKS – GENERAL</b>											
Break or leak in main	Leak detection Program;	5	3	4	60	Yes	Minimum Free	Portable Chlorine	SOP 201		

**PROCEDURE TITLE: Risk Assessment – Outcome Summary**

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Description of Hazard	Available Control Measures	Risk Evaluation				CCP Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LCXD= 1-125)				
	Capital replacement program; contingency response						Chlorine Residual – 0.20 mg/l	Analyzer for field testing	Adverse Drinking Water Quality Results or Exceedance of Standards  SOP 1106 Broken Watermain Repair
<b>UNCONTROLLED BULK WATER LOADING</b>									
Cross-contamination; ties hydrant up in case of fire; risk of damage-main break; lack of control by City staff (Lack of control by City staff during water taking; surging in system can cause main breaks; fire risk; liability issues; contamination)	One location with City staff monitoring the taking of water, By-laws and penalties; education- inform the public	3	2	4	24	No			
<b>CONSTRUCTION SERVICE</b>									
Private contractors contaminating public water distribution system – pressure testing, disinfection, filling	Subdivision and site plan control agreements to include terms and	1	3	4	12	No		Subdivision and site plan control agreements to	SOP 1115 New/Reconstructed Watermain

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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCD = 1-125)						
	conditions regarding testing procedures							include terms and conditions regarding testing procedures	Testing		
<b>GENERAL SECURITY</b>											
Breach of security; lack of security; sabotage to system (Contamination; theft; water stoppage; boil water	Contingency plan, security inspections	2	2	1	4	No		alarms and security system-video system; sampling			

**PROCEDURE TITLE: Risk Assessment – Outcome Summary**

<b>PROCEDURE NO.: 1004EK</b>	
<b>ISSUED BY: C. Cosgrove</b>	
<b>ISSUE DATE: 2009-06-08</b>	
<b>AUTHORIZED BY: D. Richards</b>	<b>REV. DATE: 2012-04-18</b>
<b>SIGNATURE:</b>	<b>REVISED BY: Risk Assessment Team</b> D. Richards, P. Raabe, J. Barlow, M. Hanley, J. Buckland, S. Allan, D. Jensen, C. Hall.

Risks/Hazards		Assessment (Risk Assessment Threshold = 25)					Control		
Description of Hazard	Available Control Measures	Risk Evaluation				CCP ? Yes or No	Critical Control Limits (can be qualitative or quantitative; use appropriate units)	Monitoring Processes and/or Procedures	Response Procedures
		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCXD = 1-125)				
DISTRIBUTION SYSTEM									
Contamination in the system backflow; sabotage in the system (No water; boil water effect – consumer health)	Backflow preventers in place Require backflow prevention by-law	2	4	5	40	No	Customer complaints	Public comments	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
Dead ends in the system (Bacteriological contamination; low chlorine residual)	Capital planning; flushing program;	4	3	4	48	Yes	Minimum Free Chlorine Residual – 0.20 mg/l	Portable Chlorine Analyzer for field testing	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards
MAIN BREAKS – GENERAL									
Break or leak in main	Leak detection Program; Capital replacement program; contingency response	2	3	2	12	Yes	Minimum Free Chlorine Residual – 0.20 mg/l	Portable Chlorine Analyzer for field testing	SOP 201 Adverse Drinking Water Quality Results or Exceedance of Standards

<b>PROCEDURE TITLE: Risk Assessment – Outcome Summary</b>										<b>PROCEDURE NO.: 1004EK</b>	
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		Likelihood (1-5)	Consequence (1-5)	Detectability (1-5)	Assessed Risk (LXCXD = 1-125)						
<b>CONSTRUCTION SERVICE</b>											
Private contractors contaminating public water distribution system – pressure testing, disinfection, filling	Subdivision and site plan control agreements to include terms and conditions regarding testing procedures	1	3	4	12	No		Subdivision and site plan control agreements to include terms and conditions regarding testing procedures	SOP 1115 New/Reconstructed Watermain Testing		
<b>UNCONTROLLED BULK WATER LOADING</b>											
Cross-contamination; ties hydrant up in case of fire; risk of damage-main break; lack of control by City staff (Lack of control by City staff during water taking; surging in system can cause main breaks; fire risk; liability issues; contamination)	By-laws and penalties; education- inform the public	3	2	2	12	No		SCADA Alarms – low pressure			



**July 13, 2012**

**REPORT TO FINANCE/ADMINISTRATION & OPERATIONS COMMITTEE –  
July 17, 2012**

**2012-120-07**

**MUNICIPAL COUNCIL SUPPORT FOR FEED-IN  
TARIFF PROJECTS**

**B. CASSELMAN  
CITY MANAGER  
L. WHITE**

**MANAGER OF STRATEGIC INITIATIVES**

**RECOMMENDED**

**THAT** requests for Municipal Support for Feed-In-Tariff (FIT) projects within the City of Brockville be received at monthly Economic Development & Planning Committee meetings by staff report.

**THAT** a fee of \$100.00 be imposed for each request for Municipal Support whether granted or not and credited to the Planning Department.

**PURPOSE**

The purpose of this report is to inform Council of the new rules with respect to the FIT program and to recommend that Council choose to give municipal support on a case by case basis.

**BACKGROUND**

The Ontario Power Authority (OPA) recently revised the FIT program rules and process. In an effort to give municipalities some influence over which FIT projects get approval, the OPA has developed a point system. Applicants can receive priority points for such things as Municipal Support, Aboriginal Community Support and Project Readiness.

The new FIT program rules have addressed the concerns expressed by Municipal Council Members and staff about the lack of control with respect to the development of FIT projects within their municipality.

If the Municipal Council chooses to lend support to a FIT project within their municipality, the Applicant will receive priority points that may assist in obtaining a FIT contract.

The resolution for Municipal Support (Attachment 1) encourages the construction and operation of rooftop solar, ground mount solar and on-shore wind within the municipality. The sole purpose of the resolution is to enable the Applicant to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

There is also an option for a municipality to provide a “blanket support” resolution that would give Municipal Support to all FIT projects in the municipality.

Council has received and granted a request for Municipal Support from the owners of the Brockville Shopping Centre in May 2012. It is anticipated that more request for Municipal support will follow.

## **ANALYSIS**

A staff report with a recommendation will be prepared for each request for Municipal Support. Staff from the Planning, Fire, and Economic Development Departments as well as Heritage Brockville, when applicable, will be consulted for their comments on the project which will be incorporated into the report.

Staff does not recommend providing “Municipal blanket support” of all FIT projects as there may be buildings or land involved that may not be in line with the City’s Strategic Plan initiatives such as developing vacant lands by attracting new industries.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL CONSIDERATIONS**

There will be a new revenue line in the Planning Department if Council accepts the recommendation to impose a fee of \$100.00 for each request for municipal support. At this point, Staff is not aware of this fee being imposed at other municipalities for requests of Municipal Support. As there is considerable staff time involved in preparing the report, staff felt a fee was merited.

Roof top projects do require a building permit in Brockville. Fees are determined as an alteration to an existing building and vary depending on whether the property is residential, commercial property or industrial.


At this time there is no building permit required for ground mount solar installations although other municipalities have imposed Development Charges for these types of installations.

## **CONCLUSION**

The purpose of the FIT program is to generate electricity through “greener” methods rather than depending on coal-fired power plants that which produce excessive greenhouse gas emissions. Many companies and citizens, including the City of Brockville, can also benefit from the FIT program through payments from Hydro One for energy generation.



Through a thorough public consultation process, the OPA has given the municipalities a vote in the awarding of FIT contracts through granting points to applicants who have been granted municipal support. At the same time, it is important for the City of Brockville to focus on the goals developed in the Strategic Plan and grant municipal support when the outcome is beneficial to all parties involved.

  
\_\_\_\_\_  
B. Casselman  
City Manager  
\_\_\_\_\_  
L. White  
Manager of Strategic Initiatives



**July 13, 2012**

**REPORT TO FINANCE/ADMINISTRATION & OPERATIONS COMMITTEE –  
July 17, 2012**

**2012-122-07**

**MUNICIPAL COUNCIL SUPPORT FOR FEED-IN  
TARIFF PROJECT LOCATED AT 17 WINDSOR DRIVE**

**B. CASSELMAN  
CITY MANAGER  
L. WHITE**

**MANAGER OF STRATEGIC INITIATIVES**

**RECOMMENDED**

**THAT** Council of the City of Brockville supports the construction and operation of a 135 kW rooftop solar project to be located at 17 Windsor Drive in the City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

**PURPOSE**

The purpose of this report is to enable the Applicant, Solar Power Network, to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

**BACKGROUND**

Council has received a request for Municipal Support from Solar Power Network for a rooftop solar project located at 17 Windsor Drive (Attachment 1).

The Ontario Power Authority (OPA) recently revised the FIT program rules and process. In an effort to give municipalities some influence over which FIT projects get approval, the OPA has developed a point system. Applicants can receive priority points for such things as Municipal Support, Aboriginal Community Support and Project Readiness.

The new FIT program rules have addressed the concerns expressed by Municipal Council Members and staff about the lack of control with respect to the development of FIT projects within their municipality.

If the Municipal Council chooses to lend support to a FIT project within their municipality, the Applicant will receive priority points that may assist in obtaining a FIT contract.

The resolution for Municipal Support encourages the construction and operation of rooftop solar, ground mount solar and on-shore wind within the municipality. The sole purpose of the resolution is to enable the Applicant to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

Council has received and granted a request for Municipal Support from the owners of the Brockville Shopping Centre in May 2012. As anticipated, more requests have followed.

## **ANALYSIS**

The proposed rooftop solar project is located at 17 Windsor Street, an apartment building shown on Attachment 1. The owner of the building has agreed to lease the space on the rooftop to Solar Power Network for the 20-year term of the FIT contract if approved. The owner will receive rent from Solar Power Network for 20 years.

This solar system will provide 20 years of clean energy. A 250 kW rooftop system, for example, will reduce greenhouse gas emissions by 65 metric tonnes per year. A rooftop application is preferable to ground mount applications as they do not occupy prime land (agricultural, commercial, industrial) that could be used for other purposes, nor do they damage views of the landscape.

This project represents a significant capital investment into the property and the community. It is anticipated that some local contractors will be used when necessary.

The Brockville Fire Department requests the cooperation of the owner/installers of solar systems to provide any technical information and/or training that will enhance firefighting capabilities and safety during emergency response operations to locations with these installations. Fire Staff are presently drafting response protocol for these installations and are finding that variations exist from different manufacturers, so naturally the more information available to the Fire Department will be essential in mitigating any emergency situations.

Fire Department Staff have been working with the Planning Department Building Officials to identify the locations of any installations within the response areas and are entering the data in our CriSys CAD program.

Many safety concerns exist in working around charged electrical circuits and Fire Department staff we are familiar with the ability to control the flow of electricity but are unable to stop the production of the same. An additional concern is the additional weight that may affect structural integrity should the structural members be compromised by fire or any other form of damage. Although some of the Fire Department's concerns are addressed by other regulatory bodies during the installation and design approval, there is a real concern for safety with respect to solar applications.

## **POLICY IMPLICATIONS**

There are no policy implications.

## FINANCIAL CONSIDERATIONS

There are no financial considerations.

## CONCLUSION

The purpose of the FIT program is to generate electricity through “greener” methods rather than depending on coal-fired power plants that which produce excessive greenhouse gas emissions. Many companies and citizens, including the City of Brockville, can also benefit from the FIT program through payments from Hydro One for energy generation.

Through a thorough public consultation process, the OPA has given the municipalities a vote in the awarding of FIT contracts through granting points to applicants who have been granted municipal support. At the same time, it is important for the City of Brockville to focus on the goals developed in the Strategic Plan and grant municipal support when the outcome is beneficial to all parties involved.

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

  
\_\_\_\_\_  
L. White  
Manager of Strategic Initiatives



# SOLAR POWER NETWORK™

235 Industrial Parkway South, Unit 3A, Aurora, ON L4G 3V8 | Tel: 416.884.3156 | [www.solarpowernetwork.ca](http://www.solarpowernetwork.ca)

Dear Mayor Henderson and Members of Council for the City of Brockville,

Solar Power Network (SPN) is a thoroughly Ontarian company specializing in the installation of domestically-manufactured solar panels on unused commercial, industrial, and institutional rooftops. SPN has thus far partnered with 2 building owners in the City of Brockville and, in support of this partnership; we are seeking Council's endorsement to develop a rooftop solar network within the community. The addresses we are currently seeking support for are: Torbil Land Holdings Inc. at 17 Windsor Drive, Brockville, K6V 3H1 and Newterra Property Ltd. at 1325 California Ave., Brockville, K6V 6M2. This endorsement will, under the new Feed-In Tariff program rules, grant priority to local businesses in receiving Ontario Power Authority (OPA) approval to commence installation, but will in no way circumvent the right of the Council for the City of Brockville to engage in review or oversight of these projects. Solar Power Network is not seeking and will not seek any financial or material aid from the Council for the City of Brockville.

Unlike wind turbines or ground-level solar farms, rooftop solar neither ties up valuable real estate nor interrupts the natural beauty of the landscape. In fact, the one-of-a-kind zero-penetration panel mounting approach developed by our engineers installs at such a low profile as to generally be invisible from street-level, resulting in total preservation of building aesthetics. Encouraging the development of rooftop solar will further the environmental plan of the City of Brockville and stimulate local commerce without introducing problematic eyesores.

Due to schedules imposed by the Ontario Power Authority, time is a factor in this endorsement process. If we are to begin developing these valuable partnerships during the 2012 calendar year, a resolution will need to be passed by end of August at the latest. SPN would be happy to send a delegation to address the Council for the City of Brockville at the next meeting on July 17, 2012.

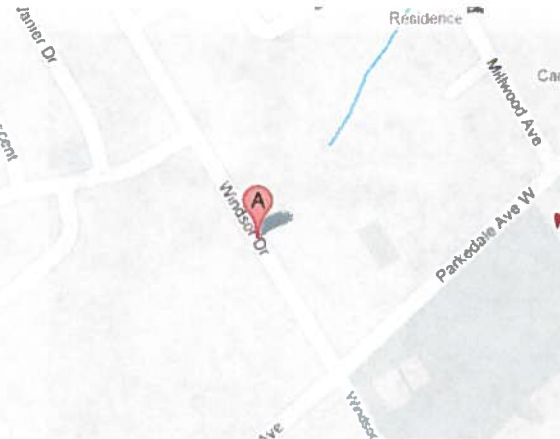
Please also find enclosed in this information package a sample resolution (as drafted by the OPA), as well as a brochure explaining more about the Solar Power Network business model and installation process.

We look forward to hearing from you,

Peter Goodman  
President and CEO  
Solar Power Network



**Project:** Torbil Land Holdings Inc. (Brockville)  
17 Windsor Drive  
Brockville, ON  
K6V 3H1



**GPS Coordinates:** 44.60435,-75.703014  
**Plan:** LT 9-10 PL 228; PT LT 8 PL 228 AS IN LR300626; S/T BR23867, BR23890;  
BROCKVILLE  
**PIN:** 44177-0007 (LT)  
**Project Size:** 135 kW  
**Proposed Area:** 6600 net sq ft

**Local Distribution Company:** Hydro One Networks Inc.  
**Transformer Station:** Brockville TS  
**Feeder:** M1  
**Voltage:** 8.3200000000000003 kV

**Solar Power Network Inc.** Utilizes state-of-the-art materials and equipment to build rooftop solar PV projects

**Panels** Manufactured by Silfab Ontario Inc. are produced with 60 monocrystalline cells at a nominal power of 265 Wp

**Racking/Mounting** Manufactured by SLK Solar (SunLink Corp) constructed of aluminum and stainless steel and installed with a 5 degree panel angle

**Inverters** Manufactured by PV Powered (Advanced Energy)

**Balance of System (BOS)** Wiring, cabling, combiners, optimizers, data acquisition and monitoring have been sourced to meet specific project requirements

**Domestic Content** All projects meet or exceed the Domestic Content requirements of the Ontario Power Authority (OPA) Feed-In-Tariff (FIT) program

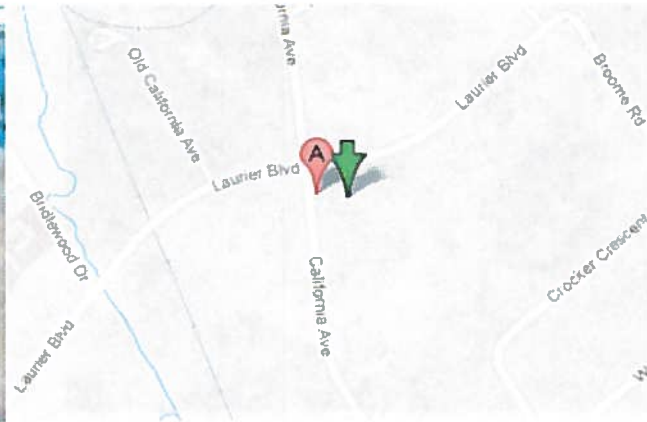


# SOLAR POWER NETWORK™

235 Industrial Parkway South, Unit 3A, Aurora, ON L4G 3V5 | tel: 416 684 3156 | [www.solarpowernetwork.ca](http://www.solarpowernetwork.ca)

**Project:**

Newterra Property Ltd (Maple Leaf Environmental Equipment Ltd)  
1325 California Ave.  
Brockville, ON  
K6V 6M2

**GPS Coordinates:**

44.618445-75.695079

**Plan:**

PART LOT 9, CONCESSION 2, DESIGNATED AS PART 1 ON PLAN 28-R6976  
CITY OF BROCKVILLE, COUNTY OF LEEDS

**PIN:**

44179-003 (LT)

**Project Size:**

400 kW

**Proposed Area:**

26500 net sq ft

**Local Distribution Company:**

Hydro One Networks Inc.

**Transformer Station:**

Brockville TS

**Feeder:**

24M4

**Voltage:**

44 kV

**Solar Power Network Inc.**

Utilizes state-of-the-art materials and equipment to build rooftop solar PV projects

**Panels**

Manufactured by Silfab Ontario Inc. are produced with 60 monocrystalline cells at a nominal power of 265 Wp

**Racking/Mounting**

Manufactured by SLK Solar (SunLink Corp) constructed of aluminum and stainless steel and installed with a 5 degree panel angle

**Inverters**

Manufactured by PV Powered (Advanced Energy)

**Balance of System (BOS)**

Wiring, cabling, combiners, optimizers, data acquisition and monitoring have been sourced to meet specific project requirements

**Domestic Content**

All projects meet or exceed the Domestic Content requirements of the Ontario Power Authority (OPA) Feed-In-Tariff (FIT) program



**July 13, 2012**

**REPORT TO FINANCE/ADMINISTRATION & OPERATIONS COMMITTEE –  
July 17, 2012**

**2012-123-07**

**MUNICIPAL COUNCIL SUPPORT FOR FEED-IN  
TARIFF PROJECT LOCATED AT 1325 CALIFORNIA AVE**

**B. CASSELMAN  
CITY MANAGER**

**L. WHITE  
MANAGER OF STRATEGIC INITIATIVES**

**RECOMMENDED**

**THAT** Council of the City of Brockville supports the construction and operation of a 400 kW rooftop solar project to be located at 1325 California Avenue in the City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

**PURPOSE**

The purpose of this report is to enable the Applicant, Solar Power Network, to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

**BACKGROUND**

Council has received a request for Municipal Support from Solar Power Network for a rooftop solar project located at 1325 California Avenue (Attachment 1).

The Ontario Power Authority (OPA) recently revised the FIT program rules and process. In an effort to give municipalities some influence over which FIT projects get approval, the OPA has developed a point system. Applicants can receive priority points for such things as Municipal Support, Aboriginal Community Support and Project Readiness.

The new FIT program rules have addressed the concerns expressed by Municipal Council Members and staff about the lack of control with respect to the development of FIT projects within their municipality.

If the Municipal Council chooses to lend support to a FIT project within their municipality, the Applicant will receive priority points that may assist in obtaining a FIT contract.

The resolution for Municipal Support encourages the construction and operation of rooftop solar, ground mount solar and on-shore wind within the municipality. The sole purpose of the resolution is to enable the Applicant to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

Council has received and granted a request for Municipal Support from the owners of the Brockville Shopping Centre in May 2012. As anticipated, more requests have followed.

## **ANALYSIS**

The proposed rooftop solar project is located at 1325 California Avenue (Maple Leaf Environmental), a building shown on Attachment 2. The owner of the building has agreed to lease the space on the rooftop to Solar Power Network for the 20-year term of the FIT contract if approved. The owner will receive rent from Solar Power Network for 20 years.

This solar system will provide 20 years of clean energy. A 250 kW rooftop system, for example, will reduce greenhouse gas emissions by 65 metric tonnes per year. A rooftop application is preferable to ground mount applications as they do not occupy prime land (agricultural, commercial, industrial) that could be used for other purposes, nor do they damage views of the landscape.

This project represents a significant capital investment into the property and the community. It is anticipated that some local contractors will be used when necessary.

The Brockville Fire Department requests the cooperation of the owner/installers of solar systems to provide any technical information and/or training that will enhance firefighting capabilities and safety during emergency response operations to locations with these installations. Fire Staff are presently drafting response protocol for these installations and are finding that variations exist from different manufacturers, so naturally the more information available to the Fire Department will be essential in mitigating any emergency situations.

Fire Department Staff have been working with the Planning Department Building Officials to identify the locations of any installations within the response areas and are entering the data in our CriSys CAD program.

Many safety concerns exist in working around charged electrical circuits and Fire Department staff we are familiar with the ability to control the flow of electricity but are unable to stop the production of the same. An additional concern is the additional weight that may affect structural integrity should the structural members be compromised by fire or any other form of damage. Although some of the Fire Department's concerns are addressed by other regulatory bodies during the installation and design approval, there is a real concern for safety with respect to solar applications.

## **POLICY IMPLICATIONS**

There are no policy implications.

## FINANCIAL CONSIDERATIONS

There are no financial considerations.

## CONCLUSION

The purpose of the FIT program is to generate electricity through “greener” methods rather than depending on coal-fired power plants that which produce excessive greenhouse gas emissions. Many companies and citizens, including the City of Brockville, can also benefit from the FIT program through payments from Hydro One for energy generation.

Through a thorough public consultation process, the OPA has given the municipalities a vote in the awarding of FIT contracts through granting points to applicants who have been granted municipal support. At the same time, it is important for the City of Brockville to focus on the goals developed in the Strategic Plan and grant municipal support when the outcome is beneficial to all parties involved.



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B. Casselman  
City Manager



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L. White  
Manager of Strategic Initiatives



Dear Mayor Henderson and Members of Council for the City of Brockville,

Solar Power Network (SPN) is a thoroughly Ontarian company specializing in the installation of domestically-manufactured solar panels on unused commercial, industrial, and institutional rooftops. SPN has thus far partnered with 2 building owners in the City of Brockville and, in support of this partnership; we are seeking Council's endorsement to develop a rooftop solar network within the community. The addresses we are currently seeking support for are: Torbil Land Holdings Inc. at 17 Windsor Drive, Brockville, K6V 3H1 and Newterra Property Ltd. at 1325 California Ave., Brockville, K6V 6M2. This endorsement will, under the new Feed-In Tariff program rules, grant priority to local businesses in receiving Ontario Power Authority (OPA) approval to commence installation, but will in no way circumvent the right of the Council for the City of Brockville to engage in review or oversight of these projects. Solar Power Network is not seeking and will not seek any financial or material aid from the Council for the City of Brockville.

Unlike wind turbines or ground-level solar farms, rooftop solar neither ties up valuable real estate nor interrupts the natural beauty of the landscape. In fact, the one-of-a-kind zero-penetration panel mounting approach developed by our engineers installs at such a low profile as to generally be invisible from street-level, resulting in total preservation of building aesthetics. Encouraging the development of rooftop solar will further the environmental plan of the City of Brockville and stimulate local commerce without introducing problematic eyesores.

Due to schedules imposed by the Ontario Power Authority, time is a factor in this endorsement process. If we are to begin developing these valuable partnerships during the 2012 calendar year, a resolution will need to be passed by end of August at the latest. SPN would be happy to send a delegation to address the Council for the City of Brockville at the next meeting on July 17, 2012.

Please also find enclosed in this information package a sample resolution (as drafted by the OPA), as well as a brochure explaining more about the Solar Power Network business model and installation process.

We look forward to hearing from you,

Peter Goodman  
President and CEO  
Solar Power Network



**Project:** Newterra Property Ltd (Maple Leaf Environmental Equipment Ltd)  
1325 California Ave.  
Brockville, ON  
K6V 6M2



**GPS Coordinates:** 44.618445-75.695079  
**Plan:** PART LOT 9, CONCESSION 2, DESIGNATED AS PART 1 ON PLAN 28-R6976  
CITY OF BROCKVILLE, COUNTY OF LEEDS  
**PIN:** 44179-003 (LT)  
**Project Size:** 400 kW  
**Proposed Area:** 26500 net sq ft

**Local Distribution Company:** Hydro One Networks Inc.  
**Transformer Station:** Brockville TS  
**Feeder:** 24M4  
**Voltage:** 44 kV

**Solar Power Network Inc.** Utilizes state-of-the-art materials and equipment to build rooftop solar PV projects

**Panels** Manufactured by Silfab Ontario Inc. are produced with 60 monocrystalline cells at a nominal power of 265 Wp

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**Balance of System (BOS)** Wiring, cabling, combiners, optimizers, data acquisition and monitoring have been sourced to meet specific project requirements

**Domestic Content** All projects meet or exceed the Domestic Content requirements of the Ontario Power Authority (OPA) Feed-In-Tariff (FIT) program



July 13, 2012

**REPORT TO FINANCE/ADMINISTRATION & OPERATIONS COMMITTEE –  
July 17, 2012**

**2012-124-07**

**MUNICIPAL COUNCIL SUPPORT FOR FEED-IN  
TARIFF PROJECT LOCATED AT 60 CALIFORNIA AVE**

**B. CASSELMAN  
CITY MANAGER  
L. WHITE**

**MANAGER OF STRATEGIC INITIATIVES**

**RECOMMENDED**

**THAT** Council of the City of Brockville supports the construction and operation of a XX kW rooftop solar project to be located at 60 California Avenue in the City of Brockville under the Ontario Power Authority's Feed-In Tariff Program.

**PURPOSE**

The purpose of this report is to enable the Applicant, JCM Solar, to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

**BACKGROUND**

Council has received a request for Municipal Support from JCM Solar for a rooftop solar project located at 60 California Avenue (Attachment 1).

The Ontario Power Authority (OPA) recently revised the FIT program rules and process. In an effort to give municipalities some influence over which FIT projects get approval, the OPA has developed a point system. Applicants can receive priority points for such things as Municipal Support, Aboriginal Community Support and Project Readiness.

The new FIT program rules have addressed the concerns expressed by Municipal Council Members and staff about the lack of control with respect to the development of FIT projects within their municipality.

If the Municipal Council chooses to lend support to a FIT project within their municipality, the Applicant will receive priority points that may assist in obtaining a FIT contract.

The resolution for Municipal Support encourages the construction and operation of rooftop solar, ground mount solar and on-shore wind within the municipality. The sole purpose of the resolution is to enable the Applicant to receive priority points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

Council has received and granted a request for Municipal Support from the owners of the Brockville Shopping Centre in May 2012. As anticipated, more requests have followed.

## **ANALYSIS**

The proposed rooftop solar project is located at 60 California Avenue (3M), a building shown on Attachment 1. The owner of the building has agreed to lease the space on the rooftop to Solar Power Network for the 20-year term of the FIT contract if approved. The owner will receive rent from Solar Power Network for 20 years.

This solar system will provide 20 years of clean energy. A 250 kW rooftop system, for example, will reduce greenhouse gas emissions by 65 metric tonnes per year. A rooftop application is preferable to ground mount applications as they do not occupy prime land (agricultural, commercial, industrial) that could be used for other purposes, nor do they damage views of the landscape.

This project represents a significant capital investment into the property and the community. It is anticipated that some local contractors will be used when necessary.

The Brockville Fire Department requests the cooperation of the owner/installers of solar systems to provide any technical information and/or training that will enhance firefighting capabilities and safety during emergency response operations to locations with these installations. Fire Staff are presently drafting response protocol for these installations and are finding that variations exist from different manufacturers, so naturally the more information available to the Fire Department will be essential in mitigating any emergency situations.

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## **POLICY IMPLICATIONS**

There are no policy implications.




## FINANCIAL CONSIDERATIONS

There are no financial considerations.

## CONCLUSION

The purpose of the FIT program is to generate electricity through “greener” methods rather than depending on coal-fired power plants that which produce excessive greenhouse gas emissions. Many companies and citizens, including the City of Brockville, can also benefit from the FIT program through payments from Hydro One for energy generation.

Through a thorough public consultation process, the OPA has given the municipalities a vote in the awarding of FIT contracts through granting points to applicants who have been granted municipal support. At the same time, it is important for the City of Brockville to focus on the goals developed in the Strategic Plan and grant municipal support when the outcome is beneficial to all parties involved.



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B. Casselman  
City Manager



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L. White  
Manager of Strategic Initiatives



Rob Hitchcock  
JCM Capital  
21 St. Clair Avenue East, Suite 500  
Toronto, Ontario  
M4T 1L9  
[rhitchcock@jcmcapital.ca](mailto:rhitchcock@jcmcapital.ca)  
613.583.7822

City of Brockville  
1 King Street West  
Brockville, Ontario K6V 7A5

RE: Municipal Support for Roof Top Solar PV Project

To Whom It May Concern,

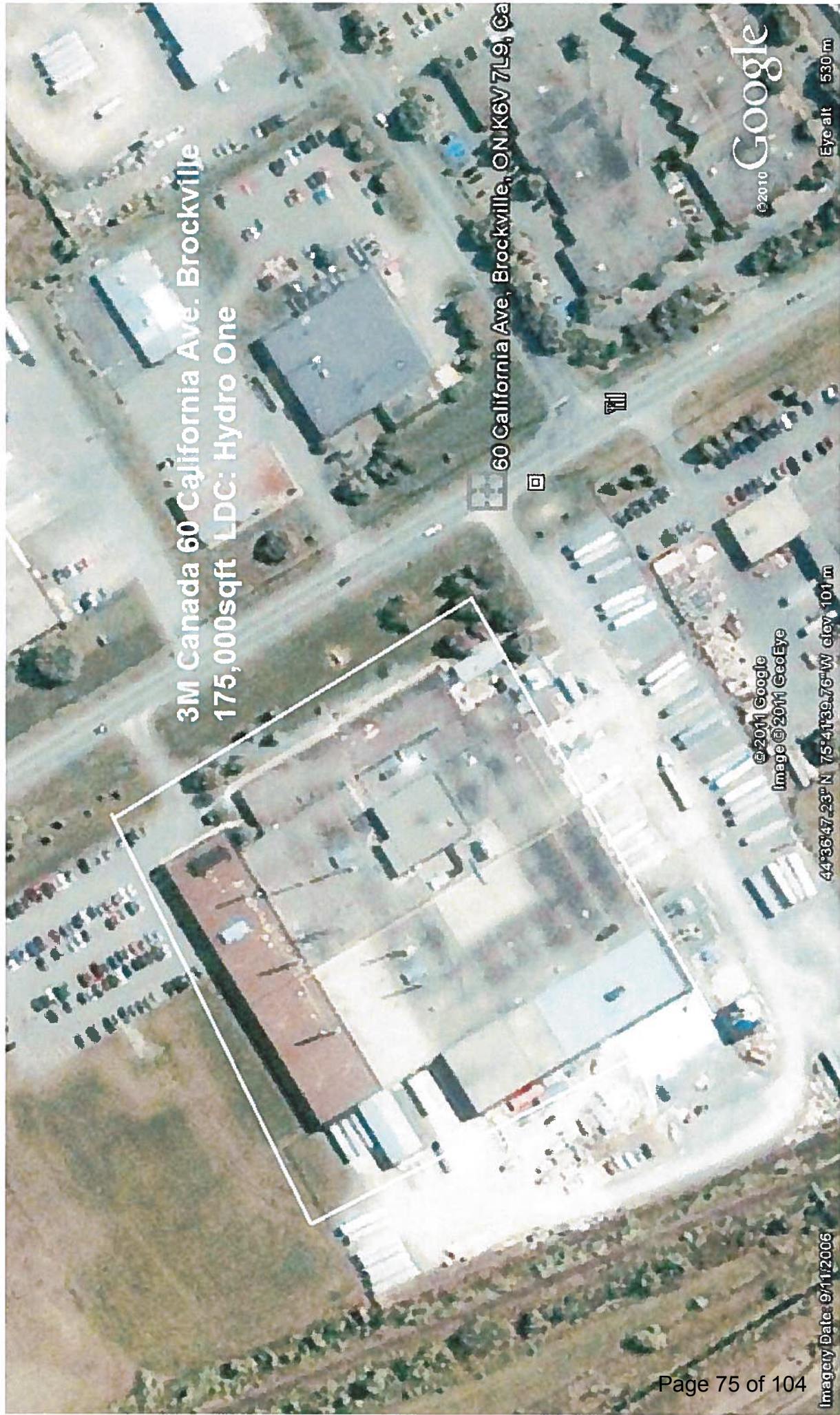
The purpose of this letter is to seek municipal support for a roof top solar pv project to be located at 60 California Avenue in Brockville. The draft rules for the pending 2.0 version of the OPA's FIT program state that a project will receive points if the municipality supports the project. Points are used by the OPA to determine a project's readiness and priority in awarding contract offers to sell the electricity generated to the local utility.

Thank you for your attention in this matter, you are welcome to contact me anytime to discuss further.

Sincerely,

Rob

Rob Hitchcock | Business Development Manager, Eastern Ontario  
21 St. Clair West, Suite 500, Toronto, ON. M4T 1L9  
T: 613.583.7822 | F: 647.352.3435  
[www.jcmcapital.ca](http://www.jcmcapital.ca) | [rhitchcock@jcmcapital.ca](mailto:rhitchcock@jcmcapital.ca)



3M Canada 60 California Ave. Brockville  
175,000sqft LDC: Hydro One

60 California Ave, Brockville, ON K6V 7L9, Ca

©2010 Google

Eye alt 530 m

©2011 Google  
Image ©2011 GeoEye

44°36'47.23" N 75°41'39.76" W elev. 101 m

Imagery Date: 9/11/2006



**JULY 12, 2012**

**REPORT TO FINANCE/ADMINISTRATION/OPERATIONS – JULY 17, 2012**

**2012-125-07  
2012 WORK PLAN  
SECOND QUARTER REPORT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

THAT report 2012-125-07 Work Plan Quarterly Report, be received for information purposes.

**PURPOSE**

This report covers the second quarter of 2012. The purpose of the report is to keep Council and the public current with performance and operational challenges associated with the 2012 Work Plans.

**BACKGROUND**

This report will be submitted quarterly, details of which are outlined in Schedule 1.

**Analysis/Options**

There are a number of significant work plan initiatives that are currently underway including:

1. Integrated Community Sustainability Plan (ICSP)

Public workshop completed in 2<sup>nd</sup> Quarter to obtain input prior to finalizing the ICSP. Anticipated completion of ICSP in 3<sup>rd</sup> Quarter.

2. Energy Management Plan

The Memorial Centre solar project has been completed and hooked up to the grid. Anticipated annual revenues of \$193,000. FCM application completed. Funding anticipated early 3<sup>rd</sup> quarter.

The Gord Watts Centre FIT contract has been completed with anticipated hook up at the end of the third quarter 2012.

Energy Management Plan Committee appointed. Committee goals to be established.



3. Waste Management Master Plan

The Waste Management Master Plan has been completed and adopted by Council. A Request for Proposal (RFP) has been developed and issued with an anticipated closure in the third week of August. The City's RFP results are being held in abeyance pending results of the UCLG RFP process. This has necessitated an eight (8) month extension of the existing Waste Management contract. Formal reporting to Council in second quarter.

4. Water Pollution Control Centre (WPCC)

The \$46 Million WPCC Secondary Treatment capital project remains within budget. The schedule for commissioning the works has been modified from end of first quarter to the end of second quarter. The City has requested an expansion to the scope of work to include upgrades to the main pumping station and the twinning of the trunk line from the main pumping station along King Street to the treatment facility. The scope of work decision is anticipated in the second quarter of 2012.

Financing of \$4.4 Million has been secured through the Federation of Canadian Municipalities (FCM). Application for additional long term funding of \$4.6 Million was not approved by FCM due to funding program over subscription. Alternative financing is being sourced by staff.

6. Organizational and Operational Service Delivery Review

The Western Management Consulting group has been retained to complete the project. Background data and stakeholder consultation has been completed. Council briefing on initial finding completed in second quarter. Final report anticipated early third quarter.

**FINANCIAL IMPLICATIONS**

None at this time.

**CONCLUSION**

Quarterly reports with respect to status of Work Plans provides for both Performance Measurement and Staff Accountability.



B. Casselman, City Manager

2012 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS	
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.		
<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, kayaking, water taxi (link to amenities) b. Facilitate departmental support for festivals & events which benefit residents & draw visitors, ie. Ribfest, 1812 Bicentennial Celebrations, OFSSA Track & Field championships, Great Waterfront Trail Adventure (link to Economy) c. Complete review of Non-resident User Fee (with Manager of Strategic Initiatives)	a. Ongoing. Rotary Park construction to continue in the spring. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock approved. b. Ongoing c. Ongoing	a. Ongoing. Rotary Park play structure complete splash pad to be completed by end of July. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock installed. b. Ongoing. c. Ongoing				
<b>2. Economy</b> a. Facilitate/monitor brownfield remediation projects (TSL, Brockville Landings, Junic, etc.) & linkages with City amenities associated with or adjacent to these developments	a. Ongoing.	a. Ongoing				
<b>3. Amenities</b> a. Complete harbour sub-leases b. Participate in negotiation of harbour divestiture c. Relocation of Boardwalk docking to east wall d. Facilitate TSL/MDC related projects – docking, Broad Street e. 2012 Capital Projects – roads, bridges, fleet, parkland, facilities	a. Complete b. Ongoing c. Transport Canada approvals pending. d. Design for Brock Trail and Broad St. initiated. Transport Canada approval pending for docking. e. Projects initiated for spring/summer construction.	a. Complete b. Ongoing c. Transport Canada approvals pending. d. Design for Brock Trail and Broad St. initiated. Transport Canada approval pending for docking. e. Tenders awarded for spring/summer construction.				

2012 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS	
OPERATIONS DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.		
4. <b>Sustainability</b> a. Transportation Master Plan Update b. Participate in Sustainability Plan review c. WPCC Secondary Treatment – commissioning, scope of project d. GWMC rooftop solar panel project – assist Manager of Strategic Initiatives	a. Deferred by Council. b. Ongoing c. Commissioning delayed from March to June. Federal decision on project scope pending. d. Construction initiated	a. Deferred by Council. b. Ongoing c. Commissioning delayed from March to July. Federal decision on project scope pending. d. Construction ongoing				
<b>Departmental Objectives</b>						
1. Assist City Manager in completion of: <ul style="list-style-type: none"> <li>Performance Reviews for Supervisory Staff</li> <li>Implementation/monitoring of 2012 budget</li> <li>Preparations for 2013 budget</li> <li>Implement next steps of Corporate Reorganization as necessary</li> </ul>	- Ongoing - Ongoing - 3 <sup>rd</sup> quarter - Ongoing	- Ongoing - Ongoing - 3 <sup>rd</sup> quarter - Ongoing				
2. GWMC Emergency Evacuation Plan	Complete	Complete				
3. Canteen Contract	Complete	Complete				
4. Transit Requirements – Integrated Accessibility Regulation	Ongoing	Ongoing				



2012 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>Corporate Objectives</b>				
1. Oversee implementation of Strategic Plan initiatives to meet Corporate goals reporting annually on progress to date. Initiatives include:	2011 annual reporting awaiting completion of year-end FIR	Draft annual report being reviewed by City Manager.		
<ul style="list-style-type: none"> <li>Develop Carbon Baseline &amp; Reduction Plan</li> <li>Building &amp; Energy Audits</li> </ul>				
2. Corporate Reorganizational Study – development/implement Phase 2 initiatives.	To be incorporated into External Service Review			
3. Oversight on Fiscal Management & Legislative Compliance of the Corporation	2012 Budget completed	Preparation of 2013 Budget Workshop has commenced.		
<ul style="list-style-type: none"> <li>Direct and oversee the preparation of:</li> <li>Annual operating budget</li> <li>Annual capital budgets</li> <li>Long term financial forecasts</li> <li>Quarterly status reporting to Council of corporate work plans &amp; activity.</li> </ul>	Quarterly Work Plan Report – 2 <sup>nd</sup> Quarter			
4. Service Delivery Reviews (Internal)	Energy Management Action Plan Report Completed			
Direct & oversee ongoing recommendations:	Police/Fire Dispatch being reviewed by the Western Management Group			
<ul style="list-style-type: none"> <li>Police/Fire Dispatch</li> <li>Energy Management Action Plan including installation of solar project at GWMC</li> <li>Development of water meter replacement strategy</li> <li>Assist Council/Staff in completion of external Service Delivery Review</li> </ul>	External Review Consultants retained, project kick-off meeting completed, data collection stakeholder consultation commenced	External Review Consultants briefing to Council of initial findings. Project completion anticipated early 3 <sup>rd</sup> Qtr.		Significant staff resources by City Manager being dedicated to this project.

2012 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
5. Jointly administer inter-municipal Physician Recruitment Program.	Ongoing	Ongoing		
6. Facilitate Maritime Discovery Centre project where possible to move forward.	Site Plan discussions ongoing. Tunnel Bay docking meeting with Transport Canada to facilitate necessary approvals	Site Plan Completed  Transport Canada approval of Tunnel Bay docking are ongoing. Draft Marina Partnership Agreement completed. Negotiations commenced.		
7. Facilitate Brockville Landing Inc. project where possible and move forward.	Project on hold pending ownership resolution			
8. Complete review of Non-Resident User Fees to ensure access to recreation facilities while recovering costs in a fair manner.	Draft report completed.  Inter municipal consultation next step	No Action		Conflicting staff priorities
9. Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan.	MMAH – Regional Director/Minister meeting. Liaison Committee meeting. Various staff meetings with UCLG/Elizabethtown-Kitley.	Inter-municipal meeting to be scheduled pending legal advice.		
10. Negotiate terms/conditions for acquisition of Brockville Small Craft Harbour.	3 Yr. lease extension	No Action		
11. Negotiate terms/conditions for the relocation of tenant of 45 Water Street.	No action	No Action		Beer Store contact employment status ended beginning of 2 <sup>nd</sup> Quarter.

2012 DEPARTMENT GOALS/OBJECTIVES						
FINANCE 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. ECONOMY</b>						
<ul style="list-style-type: none"><li>Continued promotion &amp; review of the Community Improvement Plan including Brownfield Tax Incentives for environmental remediation &amp; the effectiveness for new development</li></ul>	<ul style="list-style-type: none"><li>ongoing process with Planning department</li><li>working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs</li></ul>	<ul style="list-style-type: none"><li>ongoing process with Planning department</li><li>working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs</li></ul>				
<ul style="list-style-type: none"><li>Continued involvement in local MUSH Sector Purchasing Group</li></ul>	<ul style="list-style-type: none"><li>electronic communication between members on an as required basis</li></ul>	<ul style="list-style-type: none"><li>electronic communication between members on an as required basis</li></ul>				
<b>2. SUSTAINABILITY</b>						
<ul style="list-style-type: none"><li>Development, implementation, monitoring of annual city budget</li></ul>	<ul style="list-style-type: none"><li>2012 budget approved in principle by Council; formal approval in 2<sup>nd</sup> quarter once receive final levy requests from SLL and JSC</li><li>established variance schedule for both internal review and presentations to Council</li></ul>	<ul style="list-style-type: none"><li>2012 budget approved after receipt of final levy requests for SLL and JSC</li><li>initial 2012 variance report presented to Council</li></ul>				
<ul style="list-style-type: none"><li>Completion of annual year-end statements such as FIR &amp; MPMP, or any other Annual Reports pursuant to legislated requirements</li></ul>	<ul style="list-style-type: none"><li>Staff is working on 2011 year end requirements</li></ul>	<ul style="list-style-type: none"><li>Staff continues to work on 2011 year end statements</li><li>Several annual reports already presented to Council – ie. 2011 Council Remuneration; Debt Capacity Limit</li></ul>			<ul style="list-style-type: none"><li>2011 year end statements to be presented to Council in 3<sup>rd</sup> quarter</li></ul>	
<ul style="list-style-type: none"><li>Establish a water finance plan in compliance with the City's Municipal Drinking Water License legislated requirements</li></ul>	<ul style="list-style-type: none"><li>approved by Council in February 2012</li></ul>					
<ul style="list-style-type: none"><li>The continuation &amp; monitoring of the Ten Year Capital Plan which</li></ul>	<ul style="list-style-type: none"><li>on-going process</li></ul>	<ul style="list-style-type: none"><li>on-going process</li></ul>			<ul style="list-style-type: none"><li>more details on this plan will be presented to Council during 2013</li></ul>	

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2012 DEPARTMENT GOALS/OBJECTIVES				
FINANCE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
includes the information technology master plan				budget process
<ul style="list-style-type: none"> <li>Commence implementation of water / wastewater meter replacement project</li> </ul>	<ul style="list-style-type: none"> <li>in-house planning has commenced</li> <li>actual implementation not anticipated until 4<sup>th</sup> quarter</li> </ul>	<ul style="list-style-type: none"> <li>in-house planning continues; staggered installation issues in regard to meter reading capabilities; discussions in place with Vadim in regard to this issue</li> </ul>		
<ul style="list-style-type: none"> <li>Continued development &amp; implementation of Corporate Strategy of new practices involved with PSAB requirements (tangible capital assets)</li> </ul>	<ul style="list-style-type: none"> <li>will work with Project Managers on 2012 Capital projects once budget is approved formally</li> <li>TCA's within financial system upon completion of 2011 year end</li> </ul>	<ul style="list-style-type: none"> <li>working with Project Managers on 2012 Capital projects</li> <li>staff will work on updating of TCA's within financial system upon completion of 2011 year end; may be deferred depending upon other job priorities; information for financial purposes is still able to be maintained through EXCEL</li> </ul>		
<ul style="list-style-type: none"> <li>Complete implementation of new Financial System – specifically the Utilities Module &amp; adjustments to Payroll Module – and monitor its effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Utility Module live in March; working with VADIM to resolve implementation issues</li> <li>continue to have regular meetings with VADIM</li> </ul>	<ul style="list-style-type: none"> <li>Utility module – continue to resolve implementation issues and refining process and procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Review Water / Wastewater Rate Structure</li> </ul>	<ul style="list-style-type: none"> <li>have reviewed some background information from previous Water Rate Committee</li> </ul>	<ul style="list-style-type: none"> <li>has been deferred due to other priorities</li> </ul>		

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2012 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> <ul style="list-style-type: none"> <li>Negotiate 3 Collective Agreements (Fire, CUPE Inside CUPE Outside)</li> <li>Complete re-organization as per adopted plan</li> <li>Develop Transition Plan for H.R. Department</li> <li>Recruit Senior Manager (Fire)</li> <li>Continue Professional Development of I.T. Staff</li> <li>Present Draft Communications Policy</li> <li>Develop H &amp; S Policies &amp; Corporate Management Policies</li> <li>Address additional development needs for Succession Planning</li> </ul>	Fire to Conciliation CUPE to start in May  Working with CUPE  In discussions with Board Members No Action Training on GIS  Working on Internet Policy to FAO  Reviewing documentation	Fire to Arbitration CUPE schedule for August, 2012  Complete  Position desc. & advertisement complete. Complete No Action  Internet review Complete (video surveillance) Analyzing retirement data		
<b>2. Economy</b> <ul style="list-style-type: none"> <li>Clothing Allowance Standardization</li> <li>Market Group Benefits with LAS</li> <li>Negotiate Cost Containment language for benefits</li> <li>Review and recovery WSIB NEER Surcharges</li> </ul>	No feasible – CUPE nego Complete Ongoing as part of negotiations Working on Consultant Report	Closed  CUPE & Fire negotiation <del>proposals</del> Consultant not done		
<b>3. Amenities</b> <ul style="list-style-type: none"> <li>Implement first phase of Corporate GIS Strategy</li> <li>Identification and timing of additional resources necessary for continued implementation</li> <li>Input into technology concepts to reduce operating costs, i.e. pay direct, etc.</li> </ul>	In progress  In progress  As requested	In progress  In progress  Implemented Council iPads with Clerk		

2012 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.
4. 2013 Budget Preparation <ul style="list-style-type: none"> <li>• 2012 Budget Monitoring</li> </ul>	Budget on track	Budget on track		

2012 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 review of Noise By-law, giving consideration to input to be received from DBIA & other interested parties	Dialogue with Police on proposed amendments and enforcement implications to take place in May.	Dialogue with Police on proposed amendments delayed to Q3						
- Fill vacancy in Inspection Officer position	Interviews conducted.	Position filled by Philip Wood June 12/12						
- Continue training of CBO & Inspection Officers to ensure full compliance with Ontario Building Code Act	No training opportunities available in Q1.	Registration for training sessions in Q3 underway						
- Renewal of Pound contract	Initial discussions held with Pound operator respecting renewal of contract.	Internal discussions on terms of contract renewal in progress						
<b>2. Economy</b>								
<i>Community Improvement Plans (Downtown &amp; Brownfields)</i>								
- Complete assessment of existing Downtown & Brownfields CIP's, including stakeholder input	Planning working with Manager of Strategic Programs to complete assessment.	Report provided to FAO in May						
- Provide recommendations to Council respecting extension and/or modifications to programs	Report and recommendations to be presented in May	Approval in principle to revisions and extension to 2015 of existing CIP programs and elimination of Building Permit Fee Grant Program. New Façade Improvement and Residential/Office Conversion Programs proposed with program details to be developed.						
- Continue administration of existing applications for current program assistance	Ongoing.	Ongoing administration of 27 existing files. New TIERR Grant application						

2012 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
		received for proposed major renovations to 213-221 King St. W.		
<i>Planning &amp; Building Review / Approvals</i> (Ongoing & as needed)				
- TSL/MDC	Inspections continue as construction progresses. Communication to neighbours respecting traffic/parking impacts from servicing and construction activity ongoing.	Inspections continue as construction progresses. Ongoing communication to neighbours on traffic and parking issues as needed.		
- Brockville Landings	Application for full building permit remains incomplete. New project manager being sought by owner.	New project management team introduced. New Site Plan application received and under review. Report to Council on transfer of 0.3 m reserve to facilitate location of proposed on-site sales trailer. Design details being finalized.		
- Steacy Gardens Subdivision	Permits for 4 blocks of 4 townhouses issued in Q1. Construction underway on 3 blocks.	Construction inspection continuing. Occupancy delays due to improper installation of water main flushing equipment have been remedied.		
- Aspen Subdivision	No action by developer to complete conditions of draft plan approval in Q1.	No activity in Q2		
- 137 George Street/Trinity Church/Upper Canada Condominiums	No planning (Site Plan Control) or building applications filed by developer in Q1	No activity in Q2		
- Junic Lands	Environmental impact study being finalized by developer's agent in preparation for filing OP and Zoning Amendments	Applications for Official Plan and Zoning Amendments and approval of Plan of Subdivision being		



2012 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
- CPHC	and Subdivision approval applications expected in Q2 Consultation with new project management team and architect hired to move Phase 1 forward. Significant revisions to design expected to increase functionality and reduce costs. Resubmission of Site Plan, building permit applications to be filed late spring for construction start early summer	finalized. New Site Plan application filed for approval of Ph. 1 only. Review completed and comments provided to project management team requiring second submission. Recommendations provided to Council on removal of holding zone symbols. Building permit application received.		
- BGH	2012 renovations (orthopaedic clinic; mental health unit) discussed. Ortho clinic renovations under permit; mental health unit renovations anticipated for late summer. Preliminary planning for future expansion and consolidation underway by Stantec consultants.	Inspections of orthopaedic clinic completed on an as-needed basis. Continuing discussions held with architect respecting mental health unit renovations. Permit application anticipated in Q3.		
- Ange Gabriel	Site Plan Control submission for expansion under review.	Site Plan submission approved. Building permit issued and inspections ongoing		
-Other/New:	Site Plan Submissions: -Giant Tiger Retail Expansion (approved; permit pending) -Brockville Crossroads/Investors Group (approved; permit issued)	-Giant Tiger retail expansion: Permit issued and inspections ongoing -Brockville Crossroads: Inspections ongoing for Ph. 1 construction -Banquet Hall, Kent Blvd. Resubmission for site		

2012 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
	-Banquet Hall, Kent Blvd. -605 King W. townhomes (approved; permit pending filing of RSC)	plan approval of larger building facilitated by transfer of temporary turnaround lands. Building permit application received. 605 King W. Townhouses -Council authorization for conditional permit agreement to facilitate commencement of construction; foundation permit issued. Smart Centres: -planning approval and permits issued for modifications to existing Future Shop building -inspections ongoing for new LCBO		
Employment Lands - Assist in identification of potential future employment lands in Brockville or in association with Elizabethtown-Kitley	Sites under preliminary investigation. Information sharing underway with E'town-Kitley staff.	Further site investigation and information sharing on potential future employment lands in E'town-Kitley completed		
Establish the Ad Hoc Committee on Portable Signs & its Terms of Reference, & commence a review of existing regulations & objectives in order to report to Council on potential amendments to the Sign By-law	Committee formed. Three meetings were held to identify issues and potential resolutions. Recommendations prepared for presentation to EDP in May	Recommendations presented to EDP Committee by Ad Hoc Committee. Staff review of recommendations completed. Amendments consistent with Ad Hoc Committee supported by EDP Committee and Council. Amending by-law adopted.		
Approval & implementation of 2012 budget, & preparation of 2013 budget	Budget completed. Public meeting held on proposed User Fees. Updated and new fees for 2012	Summer student hired for dog tag canvassing per incremental 2012 budget item. Preliminary		

2012 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
	implemented.	considerations given to 2013 Budget requirements.			
Continue subdivision file closure & assumption	Several older subdivision files being readied for assumption.	Review of all files nearing completion. Awaiting confirmation from City Solicitor of path forward for registration of by-laws.			
<b>3. Amenities</b>					
Improve response times to Property Standards complaints, & investigate further opportunities to integrate Animal Control with By-law Enforcement functions	Animal Control Officer to undertake training in Q2 respecting Property Standards By-law enforcement.	Training of Animal Control Officer completed in Q2. Response to PS complaints to be distributed amongst all officers to improve response time.			
<b>4. Sustainability</b>					
<i>Official Plan</i>					
- Respond to Draft Decision from MMAH on the adopted Official Plan & provide any follow up needed to obtain approval	Notice of decision issued by MMAH Jan 19/12. Following appeal period, new Official Plan was approved as of Feb. 9/12	Official Plan now in full force and effect.			
- Defend the approved Official Plan at the OMB, if appealed	No appeals launched.	No appeals			
- Obtain direction from Council with respect to prioritization of actions to be undertaken within the life of the Official Plan as identified therein	Yet to be commenced	Report being prepared for consideration of Council			
- Update planning applications & procedures related thereto for consistency with new Official Plan	Commenced	Initial draft of updated applications completed			
<i>Integrated Community Sustainability Plan</i>					
- Coordinate next steps respecting the draft ICSP as identified by Council	Direction obtained from EDP to obtain stakeholder input on Nov 2011. Comments	Proposed consultation program from MMM Group received by EDP and endorsed.			

2012 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
	received were provided to MMM Group for incorporation into revised draft.			
- Assist consultants with any modifications & public consultation	Further public consultation to be conducted in Q2	Draft Sustainability Plan dated May 2012 released for Council and public review. Open house and workshop held June 18 to obtain further insights.		
- Provide document to Council for adoption	Awaiting further public consultation before finalization of document	Final draft expected early in Q3.		
- Assist City Manager & Manager of Strategic Initiatives to identify sustainability actions & programs to be implemented in the immediate to short term & commence implementation	To be commenced upon adoption of Sustainability Plan by Council	To be commenced upon adoption of Sustainability Plan		
<i>New Comprehensive Zoning By-law</i>				
- Develop Terms of Reference for updating the City's comprehensive Zoning By-law	Preliminary consideration to contents of T of R underway	Issues identification underway, including review of reasons for historic rezoning and minor variance requests		
- Seek approval on consultant selection	No action in Q1	No action in Q2		
- Commence project	No action in Q1	No action in Q2		

2012 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	Continuation of Home Inspection Program as of April 17, 2012.	On-going		
- Continue involvement with the resurgence of the Safe Community Program	On-going	On-going		
- Continue to assist those with impairments & seniors to ensure that they have working smoke alarms in accordance with the Ontario Fire Code	On-going	On-going		
- Public Safety Awareness Campaigns – posters on buses, at bus stops & the new digital sign board at the Fire Station on Laurier Blvd.	Digital sign board functional & program on-going to work with community partners.	Few request from community partners – more promotion of availability req'd.		
<b>2. Economy</b>				
- Continue to promote remote access to our computer aided dispatch program Crisys to fire departments across Leeds & Grenville & S.D. & G	S D & G interest in Crisys for reporting purposes.	Cost prohibitive for many L&G users. SD&G still showing interest.		
- Provide dispatch services to South Dundas, South Stormont & South Glengary	Go live date of April 12 – system functioning as expected. Positive feedback from S D & G Chiefs.	Operational, minor concerns – info. input Some radio equip upgrades on their end of system.		
- Monitor the 2012 Budget & report variance concerns as required & as they occur	Continue to monitor 2012 budget.	Continue		
- Work with City Manager & Finance Department staff to develop 2013 budget				
<b>3. Amenities</b>				
- Support tourism by attending festivals & events that require Fire Department presence	On-going as required. The Department will continue to work with community groups as requested.	Duty crews active most weekends attending events. Extra shift at boat races Canada Day weekend		

2012 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
- Maintain City's compliance with the Emergency Management & Civil Protection Act	A joint emergency exercise with City of Brockville and UCLG will be conducted on June 1 in order to remain compliant with EMCPA.	Majority of CCG represented at exercise. Compliance achieved.		
- Present new Fire Department Establishing & Regulating By-law to Council for adoption	Establishing and Regulating By-law will be presented to Council for adoption after the completion of the external delivery review.	Draft E&R By-law is waiting for SDR completion.		
- Maintain City's compliance with the Fire Protection & Prevention Act – Section 2(1)(a)	Compliance with FPPA will be completed prior to the end of the 3 <sup>rd</sup> quarter. Completed	On-going		
- Complete telephone upgrade for Station #1 (Perth Street) to provide voice mail capabilities for Fire Prevention staff through the City Hall telephone switch		System operational, some problems encountered & addressed.		

2012 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 - Construction of Engineering wing - Of new Operations Centre - Commissioning of secondary Treatment & ongoing monitoring of plants performance	On-going. Commissioning delayed from March to June. Federal decision on project scope pending.	On-going. Commissioning delayed from March to August.		
<b>2. Wastewater System Capacity Analysis</b> - Ongoing completion of corrective Actions as per Report 2007-144-08	<b>Immediate Term</b> Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.  <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.  Engineering staff will be conducting wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work is scheduled to be completed in the 2 <sup>nd</sup> quarter.	<b>Immediate Term</b> Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.  <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.  Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work was completed in the 2 <sup>nd</sup> quarter. Staff will now review the results and		

2012 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>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>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.</p>	<p>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>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.</p>		
3. Implementation/Improvement of City's Operational Plan (DWQMS)	<p>Ongoing. The City's Operational Plan is a living document and continues to evolve. Staff recently completed the required 3 year risk assessment element of plan and revised the document</p>	<p>Ongoing. The City's Operational Plan is a living document and continues to evolve. Staff recently completed the required 3 year risk assessment element of plan and revised the document</p>		



2012 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>accordingly. Early in 2012 the Ministry of Environment severed its relationship with the CGSB, the contracted accreditation body. It is expected that the MOE will announce a replacement for the CGSB within the next couple of months.</p>	<p>accordingly. The annual Management Review meeting was held in late June.</p> <p>Early in 2012 the Ministry of Environment severed its relationship with the CGSB, the contracted accreditation body. The MOE recently announced that two accreditation bodies have been identified as replacements for the CGSB. The City has selected one of the firms and has been in contact with them to discuss the next steps in the process.</p>		
<b>4. Water Systems Master Plan</b> - Water Distribution System Hydraulic Modeling Review	<p>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. It is expected that this work will be completed by the end of the 3<sup>rd</sup> quarter and that an RFP can be issued in the 4<sup>th</sup> quarter.</p>	<p>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. It is expected that this work will be completed by the end of the 3<sup>rd</sup> quarter and that an RFP can be issued in the 4<sup>th</sup> quarter.</p>		
<b>5. Implementation of Long Term Solid Waste Management Study</b>	<p>City staff has continued to participate in meetings and</p>	<p>The proposals submitted to the Counties were not</p>		

2012 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.
<p>- Secure long term contract with a Solid Waste Contractor</p> <p>- Work with new contractor in preparation of July 1<sup>st</sup> start-up date</p>	<p>discussions with the county wide solid waste strategy. All is contingent on the City's participation. Discussions with various proponents are on-going with a decision expected to be made in the 2<sup>nd</sup> quarter.</p>	<p>financially viable options for the City to participate on a regional solid waste strategy. As a result the City is moving forward independently. In June City Council approved staff to enter into a 10 year contract with GFL for solid waste and recycling services. It is anticipated that the new contract will take effect September 1, 2012.</p>		
	<p>The tender for the reconstruction of James Street was opened in April. Work on the project is scheduled to start in early June.</p> <p>Wastewater projects are on hold until a decision is made by the Federal government as to whether or not the scope of work on the WPCC plant project can be expanded to include work at the main pumping station.</p> <p>With the exception of a few critical water projects (MCC upgrades, utility trailer), all other water projects have also been put on hold until a decision has been made by the Federal government.</p>	<p>James Street reconstruction is well underway and expected to be completed by the end of August.</p> <p>Wastewater projects are on hold until a decision is made by the Federal government as to whether or not the scope of work on the WPCC plant project can be expanded to include work at the main pumping station.</p> <p>Water Systems projects are now being worked on. All are expected to be completed by the end of the year.</p>		

2012 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
7. Ongoing Updating of City's Asset Inventory	On-going. 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. This is being complemented by the work being done by engineering staff. By using a handheld GPS unit, staff are graphically locating infrastructure in the field in preparation of GIS.	On-going. 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. This is being complemented by the work being done by engineering staff. By using a handheld GPS unit, staff are graphically locating infrastructure in the field in preparation of GIS.		
8. Complete Risk Assessment of Reynolds Park	On-going.	On-going.		
9. Continued Monitoring of Brownfields Remediation Projects (TSL, Junic, Brockville Landings, etc)	On-going. Environmental Services staff continues to assist other departments in remediation projects.	On-going. Environmental Services staff continues to assist other departments in remediation projects.		
10. City liaison with CRCA to assist in the development & implementation of Source Water Protection Plan	Ongoing. The local Source Water Protection Committee posted its draft source water protection policies for public comment. Comments received by the public will be reviewed by the committee and possibly	Ongoing. The local Source Water Protection Committee posted the final source water protection policies for public comment. Comments received by the public will be reviewed by the committee and attached to		

2012 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.
	incorporated into the final report. The final report is to be submitted to the minister's office by the end of August 2012.	the Plan for review by the Minister's office. The final report is to be submitted to the Minister's office by the end of August 2012.  Staff are working with the CRCA regarding the implementation of the plan once it has been approved.		
<b>Department Objectives</b>				
<b>1. Assist City Manager in completion/implementation of:</b>				
- Implement Services Delivery Review recommendations	On-going.	On-going.		
- Performance Reviews on Supervisory Staff	On-going.	On-going.		
- Implementation/Monitoring 2012 Budget	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.		
- Preparation of 2013 Budget	To be started in 2 <sup>nd</sup> quarter.	Work on the 2013 budget has begun.		
- Implement next steps of Corporate Reorganization	On-going.	On-going.		

2012 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 & implementation	Briefing report to FAO/Council in February; policies to be developed in Q2 & Q3	Policies under development			
b. Improve public's access to documents via website	Working with boards & committees to have agendas and minutes available on website	Heritage Brockville agendas and minutes on website			
<b>2. Economy</b>					
a. Review & Update Corporate By-laws (Traffic; Care and Use of Streets & Sewers)					
b. Complete (Department) trial of iCompass Action Tracking module and introduce/train other departments on module	Inter-departmental trial underway; fine tuning and roll-out to other departments in Q3	Delayed pending staff hire			
c. Corporate Policies – Communication and Alcohol	Draft Alcohol policy circulated for comment to departments; AGCO to clarify process	Delayed pending receipt of new O.Reg's from AGCO in effect July 1/12			
<b>3. Amenities</b>					
a. Effect of new AODA regulations will begin to take effect over the longer term	Briefing report to FAO/Council in February; policies to be developed in Q2 & Q3	Policies under development			
b. Implementation of Parking Master Plan initiatives (after completion of Plan)	Waiting on approval from Council (Transportation Master Plan)	Withdrawn from workplan			

2012 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
c. Complete implementation of parking program initiatives from the departmental Service Delivery Review (new fines; on-line ticket payments; new meters in Court House area)	Waiting on new fine approvals from the Ministry of the Attorney General				
<b>4. Sustainability</b>					
a. Assist Governance Committee with procedural by-law review/automation of council procedures/activities	Review use of iPads to eliminate paper agendas	iPads rolled-out; email on iPads being considered for Q3 or Q4			
b. Development of Routine Disclosure Guidelines & delivery training to Corporation staff (MFIPPA)		Delayed pending staff hire			
c. Prepare plan for centralize records management program (including electronic records)		Delayed pending staff hire			
d. Implement TOMRMS (filing classification system)		Delayed pending staff hire			
e. 2012 Budget monitoring	On-going	On-going			
f. 2013 Budget preparation		To commence in Q3			

**10JULY2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 17, 2012**

**2012-127-07**

**TENDER E2012-04 ONE TON DUMP  
TRUCK, PUBLIC WORKS/PARKS  
DIVISION – PARKS SECTION**

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

**C.G. MCCANN  
FLEET SUPERVISOR**

**R.T. FRASER  
PUBLIC WORKS/PARKS SUPERVISOR**

**A.J. ROSSETTI  
FINANCIAL ADMINISTRATIVE ANALYST**

**RECOMMENDATION**

**THAT** the tender from Campbell Ford, Ottawa, Ontario in the amount of forty-four thousand three hundred sixty-eight dollars and thirty-two cents (\$44,368.32) for the purchase of one Ford, F450, One Ton, Dual Rear Wheel Dump Truck be accepted; and,

**THAT** the necessary funds be expensed from the Fleet Capital Account 9101010-9902071-9391.

**ORIGIN**

The purchase of a one ton dump truck for the Public Works/Parks Division – Parks Section is an approved item in the Fleet Management Program, Item 6.1 in the 2012 Capital Budget.

**ANALYSIS**

In June 2012 Tender E2012-04 for a One Ton, Dual Rear Wheel Dump Truck was received with the following results:

1. Campbell Ford, Ottawa, ON (model year 2012/2013).....	\$44,368.32
2. Donnelly Ford, Kanata, ON (model year 2012) .....	\$47,403.50
3. Code Ford, Gananoque, ON .....	NO BID
4. Dan Murphy Ford, Manotick, ON .....	NO BID
5. Edwards Ford, Kingston, ON .....	NO BID
6. Riverside Ford Sales, Brockville, ON .....	NO BID

The amounts quoted include taxes (HST). Tenders have been verified and meet City specifications. The model year is depending on order date of unit.


## POLICY

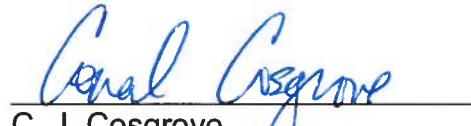
As per Purchasing By-Law 090-2005, Council approval is required when three bids have not been received.

## FINANCIAL ANALYSIS


The approved Capital Budget was \$52,000 for the replacement vehicle. The low tender submitted by Campbell Ford, Ottawa, Ontario meets the specifications and requirement for Operations Department - Public Works/Parks Division – Parks Section was \$44,368.32 (including HST). Therefore a cost savings of \$7,631.68 (before tax rebate) will be realized for the 2012 year.

  
D. Cyr  
Director of Finance

  
B. Casselman  
City Manager

  
C. J. Cosgrove  
Director of Operations

  
C. G. McCann  
Fleet Supervisor

  
R. T. Fraser  
Public Works/Parks Supervisor

  
A. J. Rossetti  
Financial Administrative Analyst