



APPROVAL BLOCK	
CAO	<i>RB</i>
DCS	<i>HL</i>
DF	<i>[Signature]</i>
PS	<i>[Signature]</i>

CITY OF BELLEVILLE
Christine Stewart, Deputy City Clerk
Corporate Services Department
Report No. DCC-2020-01
March 9, 2020

To: Mayor and Members of Council

Subject: **Contract No. CORP-2020-01**
Supply of Parking Enforcement Services

Recommendation:

"THAT the Request for Proposal submission from Maxama Protection Inc. be accepted for Contract No. CORP-2020-01 Supply of Parking Enforcement Services in the amount \$22.00 per hour in year one (1) and \$22.25 per hour in year two (2), this being the lowest proposal received; and

THAT the Mayor and Clerk be authorized to sign the Acceptance Agreement on behalf of The Corporation of the City of Belleville and that the City Clerk be authorized to affix the Corporate Seal."

Strategic Plan:

The City of Belleville's Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with the strategic them "Transportation and Mobility" and the City's strategic objective to "Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses".

Background:

The current contract for the supply of parking enforcement services will expire on April 15, 2020 and in an effort to ensure a timely and efficient transition to a new contract, a Request for Proposal (RFP) was issued on January 10, 2020, with a closing date of January 27, 2020. The contract is for an initial 2 year period, with the option to renew for a further 3 years upon the mutual agreement of the City and the contractor.

The duties and responsibilities, as outlined in the RFP document, provide for status-quo service levels however, the RFP included a notation that the vendor acknowledges that the hours of service and the number of vehicles required to provide enforcement services are subject to revision.

Financial/Analysis:

Four (4) proposals were received in response to the RFP and the following criterion was used to review the submissions:

- Compliance with RFP Submission Requirements 5 points
- Pricing 20 points
- Services Offered, including value added suggestions 15 points
- Understanding of Requirements 15 points
- Employee Retention Initiatives 15 points
- Details of Training Program 15 points
- Relevant Experience and Knowledge 15 points

The following Staff members evaluated and scored the proposals:

- Kevin Murphy, Parking Program Coordinator, Corporate Services
- Christine Stewart, Deputy City Clerk, Corporate Services

An analysis of the proposals finds that the submission received from Maxima Protection Inc. is the lowest bid received and meets the criteria of the Request for Proposal. A summary of the outcome of the proposal evaluation is shown below:

Rank	Vendor	Hourly Billing Rate Year 1	Hourly Billing Rate Year 2
1	Maxama Protection Inc.	22.00	22.25
2	Canadian Corps of Commissionaires, Kingston and Region	26.97	27.47
3	Neptune Security Services Inc.*	23.50	24.50
4	Integrity Investigative Solutions Limited	25.50	25.50

* The current hourly billing rate for parking enforcement services is \$ 17.72/hour

The budget and actual costs for the supply of parking enforcement services since 2016 are shown on the following table:

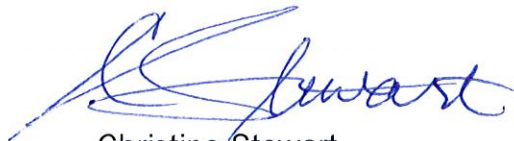
Year	Budget	Actual
2016	\$105,000.00	\$82,403.00
2017	\$105,000.00	\$82,836.00
2018	\$105,000.00	\$98,887.00
2019	\$105,000.00	\$90,376.00

(The 2020 proposed operating budget includes an amount of \$125,000 for parking enforcement services.)

Conclusion:

It is recommended that Maxama Protection Inc. be awarded Contract No. CORP-2020-01 for the Supply of Parking Enforcement Services.

Respectfully submitted,



Christine Stewart
Deputy City Clerk

Attachment: Submission Summary

CORP-2020-01 File P-01-20 Supply of Parking Services

Closing Date: Monday, January 27, 2020

Submission Summary

To: Christine Stewart, Deputy City Clerk, Corporate Services Department
Kevin Murphy, Parking Program Coordinator, Corporate Services Department

From: Christine Fradley, Purchasing Supervisor

Date: Monday, January 27, 2020

The above-noted Request for Proposal closed on Monday, January 27, 2020 @ 1:00pm local time and the following compliant bids were received:

Vendor

Canadian Corps of Commissionaires, Kingston and Region
Integrity Investigative Solutions Limited
Maxama Protection Inc.
Neptune Security Services Inc.

Report to Council Summary

Open Date: Fri Jan 10, 2020 2:30 PM
Close Date: Mon Jan 27, 2020 1:00 PM
Online Submission: Required
Days Open: 16
Documents: 2
Addenda: 1
Registered Plan Takers: 8
Completed Submissions: 4



Christine Fradley – Purchasing Supervisor



CITY OF BELLEVILLE

Greg Pinchin
Manager of Approvals
Engineering & Development Services
Report No. APS-2020-14
March 9, 2020

APPROVAL BLOCK
CAO <u>RB</u>
DE&DS <u>LP</u>

To: Mayor and Members of Council

Subject: Road Dedication – Part of Lot 2, Concession 9, North of Clearview Road Parts 3 and 4, Plan 21R-8927, being part of the PIN 40530-0091 (LT) Former Township of Thurlow, now City of Belleville

File: B 3/19

Recommendation:

“THAT a by-law to designate and dedicate Parts 3 and 4 on Plan 21R-8927, City of Belleville, being part of the PIN 40530-0091 (LT), as part of a public highway and to name same Clearview Road be prepared for Council's consideration.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with one of the City's strategic themes. The strategic theme “Infrastructure” and the City's strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”. The dedication of road widening will allow for future infrastructure investment to provide growth in our community.

Background:

On February 21, 2019, the City of Belleville Committee of Adjustment approved an application to create a new residential building lot on the north side of Clearview Road as shown on **ATTACHMENT #1**. The retained parcel fronts onto both Clearview Road and Pine Hill Crescent.

The approval of the severance was subject to numerous conditions including the dedication of road widening along the north side of Clearview Road across the full frontage of the retained parcel. The Solicitor for the Owner has provided a deed to the City for the road widening shown as Parts 3 and 4 on Plan 21R-8927, as shown on **ATTACHMENT #2**. Therefore, Parts 3 and 4 now have to be formally dedicated as part of Clearview Road.

Financial:

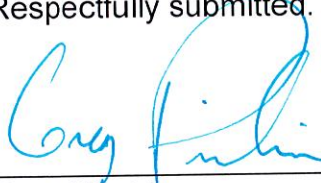
All of the costs arising from this request have been at the Owner's expense.

Conclusion:

To provide for proper legal access to the lot created on Clearview Road, City Council is required to formally by by-law dedicate, designate and name the above-noted parcel of land as Clearview Road as noted. These blocks will formally become part of the road network of the municipality.

Parts 3 and 4 on Plan 21R-8927 being part of the PIN 40530-0091 (LT) need to be dedicated by by-law as part of Clearview Road.

Respectfully submitted.



Greg Pinchin

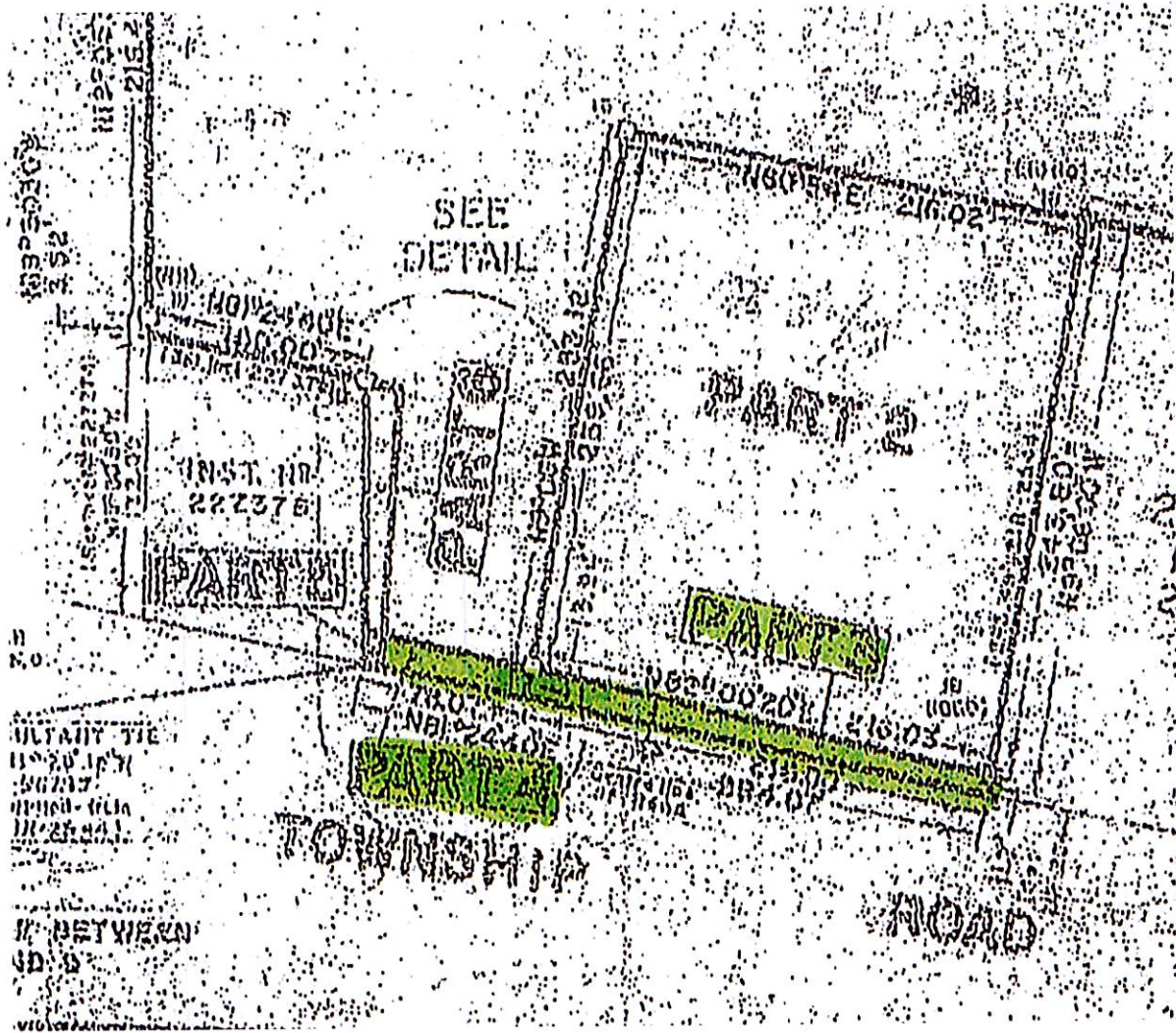
ATTACHMENT #1

Location Map of Parts 3 and 4, Plan 21R-8927, being part of the PIN 40530-0091 (LT)



ATTACHMENT #2

Excerpt showing Parts 3 and 4, Plan 21R-8927





APPROVAL BLOCK	
CAO	<u>PB</u>
DE&DS	<u>[Signature]</u>
MA	<u>[Signature]</u>

CITY OF BELLEVILLE
Jason Pettit
Development Technologist
Engineering and Development Services Department
Report No. APS-2020-12
March 9, 2020

To: Mayor and Members of Council

Subject: Acceptance of Aboveground Services
Settlers Ridge Subdivision – Phase 3
Owner: Settlers Ridge Developments Inc.

File: ER-87

Recommendation:

“THAT a by-law to approve and authorize the acceptance of certain aboveground City services in Phase 3 of the Settlers Ridge Subdivision be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City’s strategic themes. The strategic theme “Infrastructure” and the City’s strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”, along with “Residential Development” and the City’s strategic objective to “Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years”. The acceptance of aboveground City services in the Settlers Ridge Phase 3 Subdivision will allow for future residential growth within our community.

Background:

In April 2017, Settlers Ridge Developments Inc. entered into a Subdivision Agreement with the City to construct Phase 3 of the Settlers Ridge Subdivision, as shown on **APPENDIX 1** attached. This aboveground acceptance for Settlers Ridge Phase 3 will see the City assume maintenance for items including street surfaces, sidewalks and street lights.

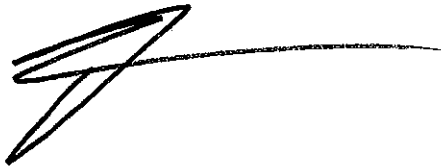
Financial:

All of the work and legal costs arising from the development of this subdivision have been at the Owner's expense.

Conclusion:

The aboveground services have been completed and the work approved by the City. All work is to the City's satisfaction and can now be accepted.

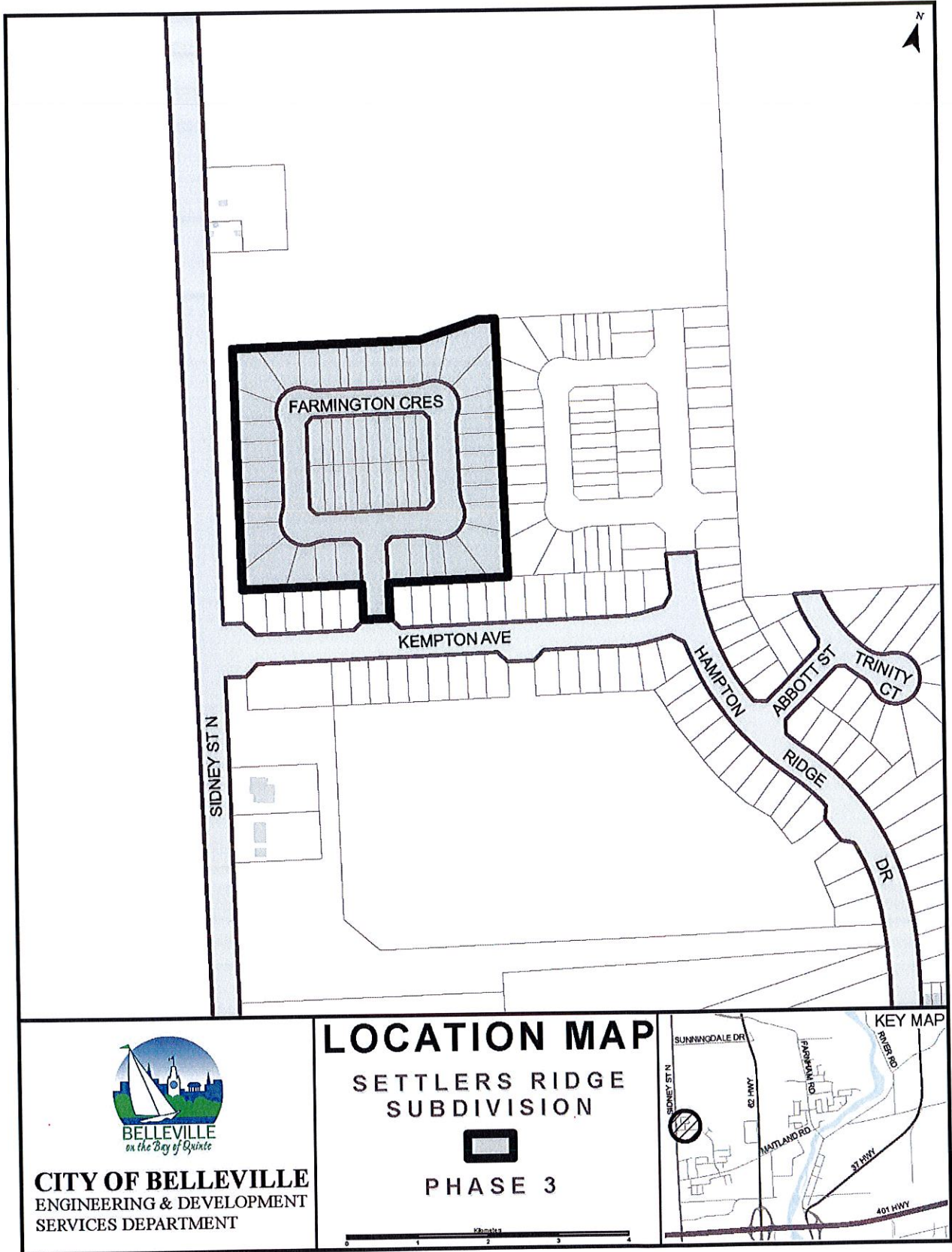
Respectfully submitted.

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Jason Pettit
JP/JP

APPENDIX 1

Settlers Ridge Subdivision – Phase 3





APPROVAL BLOCK	
CAO	<u>DB</u>
DE&DS	<u>JK</u>
MA	<u>JP</u>

CITY OF BELLEVILLE

Jason Pettit

Development Technologist

Engineering and Development Services Department

Report No. APS-2020-13

March 9, 2020

To: Mayor and Members of Council

Subject: Acceptance of Underground and Water Services
Potters Creek Subdivision – Phase 7
Owner: Potters Creek Developments Inc.

File: ER-94

Recommendation:

“THAT a by-law to approve and authorize the acceptance of certain underground and water City services in Phase 7 of the Potters Creek Subdivision be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City’s strategic themes. The strategic theme “Infrastructure” and the City’s strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”, along with “Residential Development” and the City’s strategic objective to “Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years”. The acceptance of certain underground and water City services in the Potters Creek Phase 7 Subdivision will allow for future residential growth within our community.

Background:

In December 2018, Potters Creek Developments Inc. entered into a Subdivision Agreement to construct Phase 7 of the Potters Creek Subdivision, as shown on **APPENDIX 1** attached. The underground services acceptance for Potters Creek Phase 7 will see the City assume maintenance for items including water pipes, sanitary sewers and storm sewers.

Financial:

All of the work and legal costs arising from the development of this subdivision have been at the Owner's expense.

Conclusion:

The underground and water City services have been completed and the work reviewed by the City. All work is to the City's satisfaction and can now be accepted.

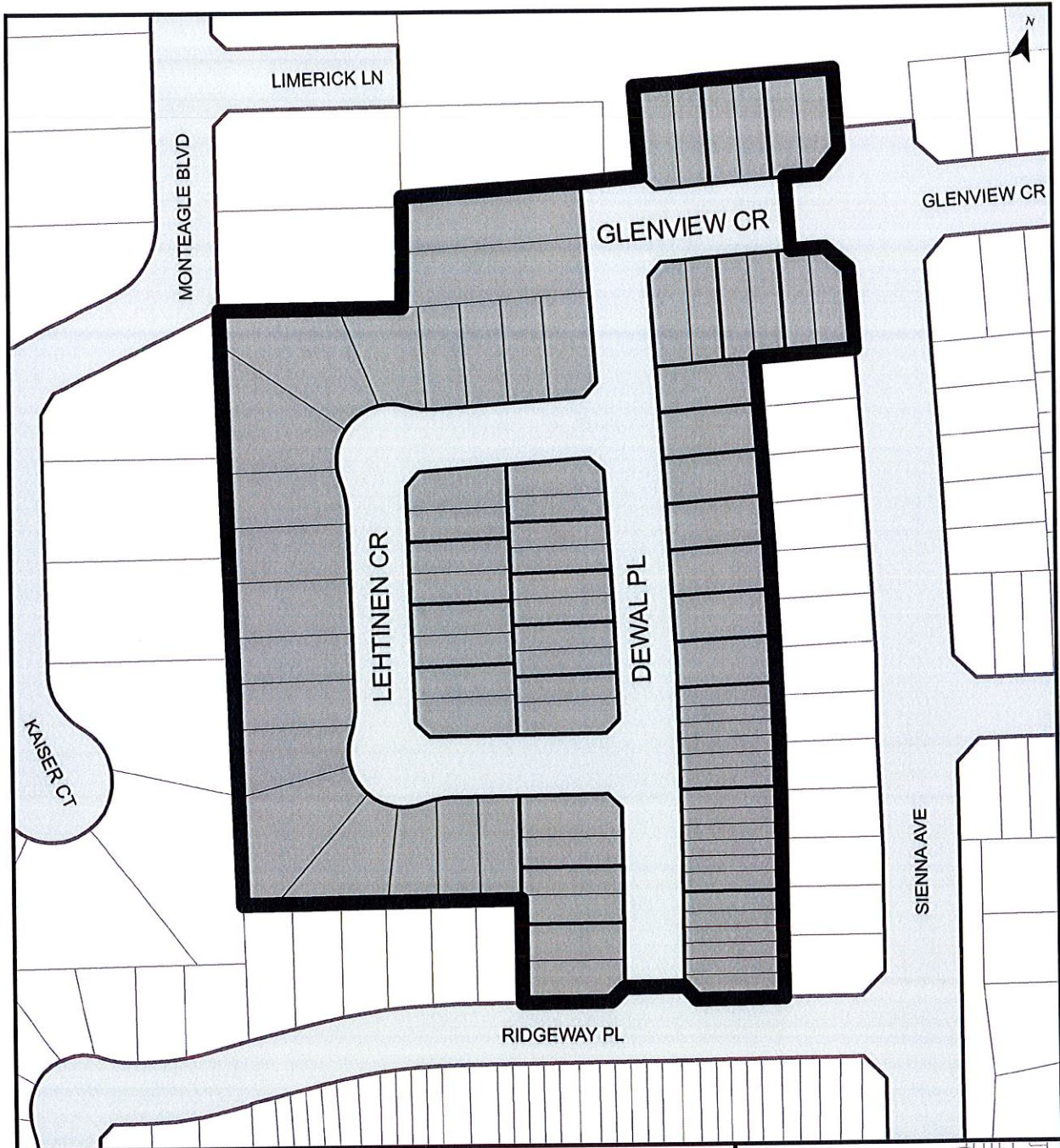
Respectfully submitted.

A handwritten signature in black ink, consisting of a stylized 'J' followed by a long horizontal line.

Jason Pettit
JP/JP

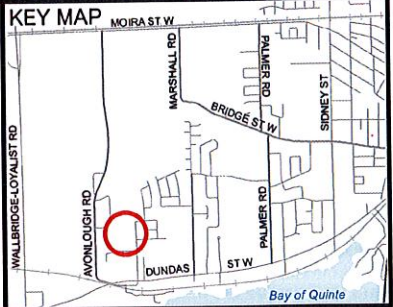
APPENDIX 1

Potters Creek Subdivision - Phase 7



CITY OF BELLEVILLE
ENGINEERING & DEVELOPMENT
SERVICES DEPARTMENT

LOCATION MAP
POTTERS CREEK
SUBDIVISION
PHASE 7





APPROVAL BLOCK	
CAO	<i>RB</i>
DE&DS	<i>[Signature]</i>
MA	<i>[Signature]</i>

CITY OF BELLEVILLE

Jason Pettit
Development Technologist
Engineering and Development Services Department
Report No. APS-2020-15
March 9, 2020

To: Mayor and Members of Council

Subject: Part Lot Control Exemption
Settlers Ridge Subdivision – Phase 4
Block 36, Plan 21M-293
(7-13 Virginia Crescent)
Owner: Duvanco Homes Inc.
File: ER-90

Recommendation:

“That a By-law to exempt Block 36, Registered Plan 21M-293, City of Belleville, County of Hastings, from the provisions of Section 50(5) of the Planning Act, for a period of 12 months, be prepared for Council's consideration.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City's strategic themes. The strategic theme “Infrastructure” and the City's strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”, along with “Residential Development” and the City's strategic objective to “Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years”. The approval of part-lot control on Block 36 of the Settlers Ridge Subdivision – Phase 4 will provide additional residential units within our community.

Background:

The Settlers Ridge Subdivision – Phase 4 includes 4 blocks of land to be developed with 17 townhouse dwelling units, and 33 lots to be developed with single detached dwellings. The Phase 4 lands are located north of Kempton Avenue and east of Sidney Street. Block 36 is located on the south side of the south leg of Virginia Crescent with units facing north, as shown on the Location Map attached as **APPENDIX 1**.

Background: (cont'd)

The Builder has requested that City Council adopt a by-law exempting Block 36 within the subject subdivision, as shown on **APPENDIX 2** from the Part Lot Control provisions of the Planning Act. Block 36 contains a 4 unit townhouse dwelling.

An exemption to Part Lot Control allows municipalities the right to allow blocks of townhouses and/or semi-detached dwellings to be subdivided into individual units, typically after the building is constructed, without having to go to the Committee of Adjustment for individual severance approvals.

The intent of the Developer was to construct the units within the block and subsequently divide the individual block to establish separate lots for each of the townhouse dwelling units. Dividing the lots after construction will ensure that the building is surveyed, and the new property lines are in fact placed within the dividing walls between each of the units.

The approval of a Part Lot Control exemption for Block 36 of Plan 21M-293 would permit the Owner to register the R-Plan, with the information shown in **APPENDIX 2** for this block thereby creating 4 individual lots each associated with a townhouse dwelling unit, and thereby permit the sale of the 4 individual properties.

Financial:

All of the survey work and legal costs have been at the Builder's expense. The applicant paid a fee of \$750.00 for Part Lot Control.

Conclusion:

In conclusion it would be appropriate to grant exemption from the Part Lot Control provisions of the Planning Act for Block 36 of Plan 21M-293 in Phase 4 of the Settlers Ridge subdivision.

Respectfully submitted.

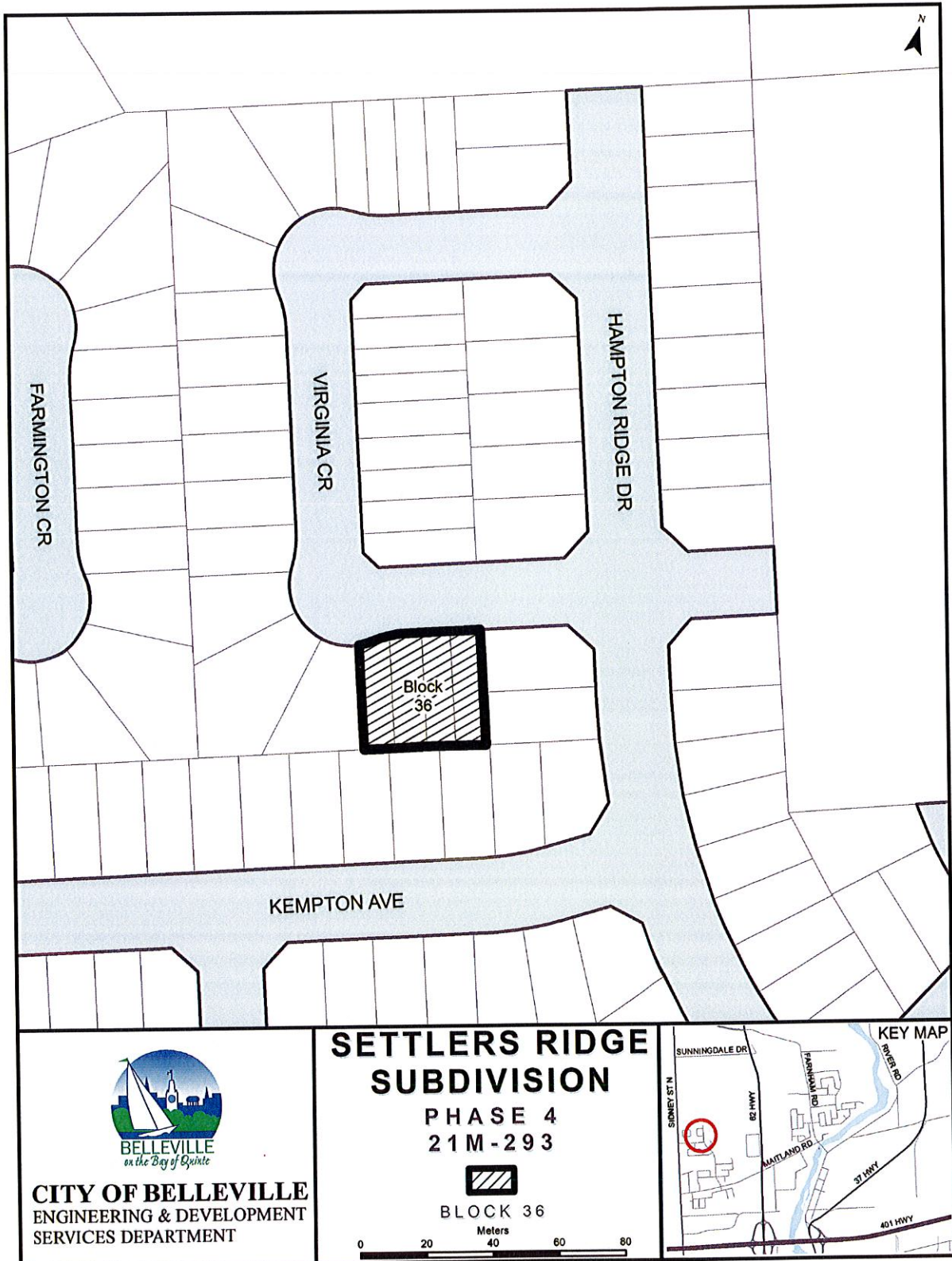


Jason Pettit

JP/ck

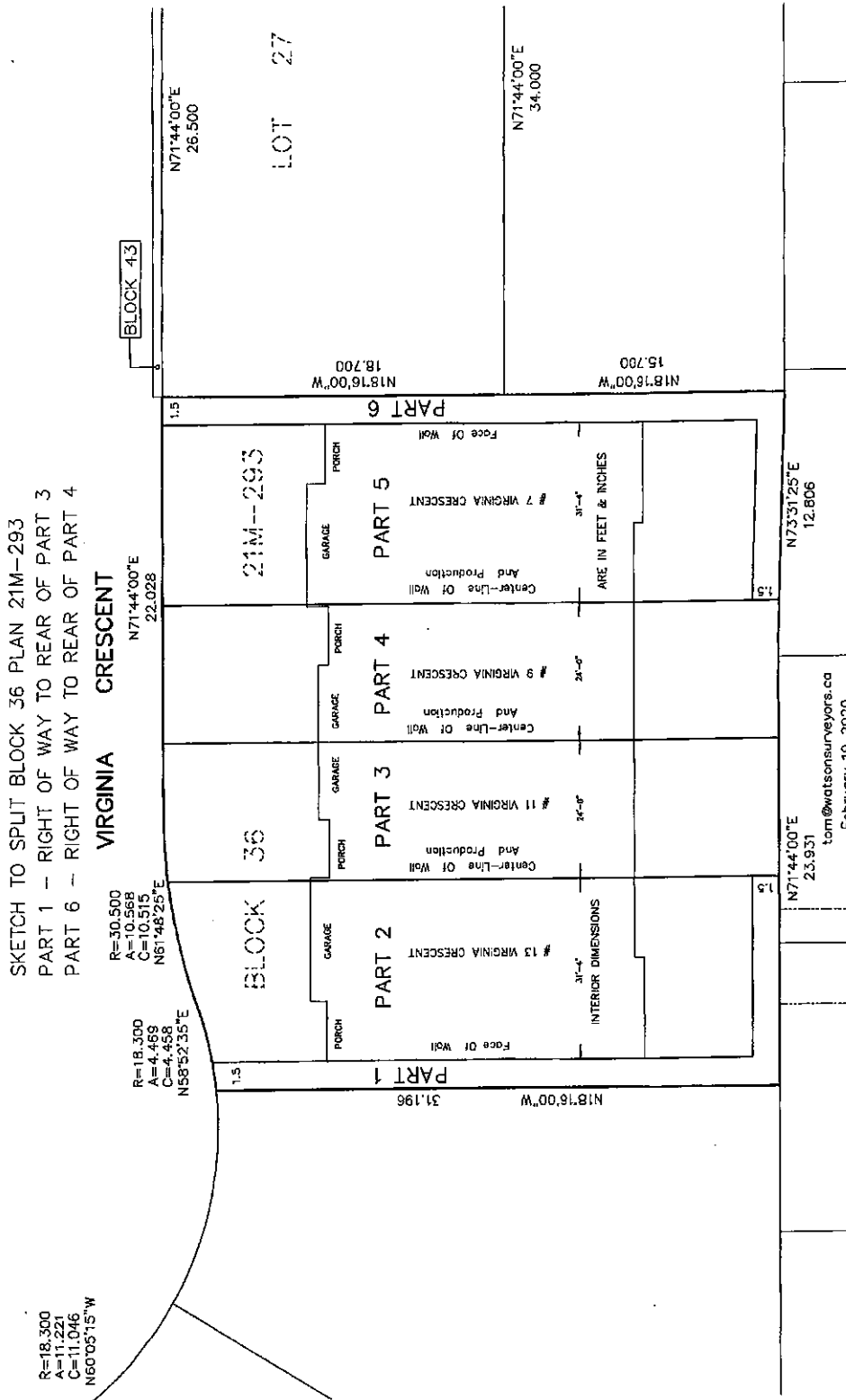
APPENDIX 1

Location Map of Block 36 in Settlers Ridge Subdivision – Phase 4



APPENDIX 2

Preliminary R-Plan to Subdivide Block 36 in Settlers Ridge Subdivision – Phase 4





CITY OF BELLEVILLE

Jason Pettit

Development Technologist

Engineering and Development Services Department

Report No. APS-2020-16

March 9, 2020

APPROVAL BLOCK

CAO

DE&DS

MA

To: Mayor and Members of Council

Subject: Part Lot Control Exemption
Settlers Ridge Subdivision – Phase 4
Block 37, Plan 21M-293
(39-45 Virginia Crescent)
Owner: Duvanco Homes Inc.
File: ER-90

Recommendation:

“That a By-law to exempt Block 37, Registered Plan 21M-293, City of Belleville, County of Hastings, from the provisions of Section 50(5) of the Planning Act, for a period of 12 months, be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City’s strategic themes. The strategic theme “Infrastructure” and the City’s strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”, along with “Residential Development” and the City’s strategic objective to “Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years”. The approval of part-lot control on Block 37 of the Settlers Ridge Subdivision – Phase 4 will provide additional residential units within our community.

Background:

The Settlers Ridge Subdivision – Phase 4 includes 4 blocks of land to be developed with 17 townhouse dwelling units, and 33 lots to be developed with single detached dwellings. The Phase 4 lands are located north of Kempton Avenue and east of Sidney Street. Block 37 is located on the north side of the north leg of Virginia Crescent with units facing south, as shown on the Location Map attached as **APPENDIX 1**.

Background: (cont'd)

The Builder has requested that City Council adopt a by-law exempting Block 37 within the subject subdivision, as shown on **APPENDIX 2** from the Part Lot Control provisions of the Planning Act. Block 37 contains a 4 unit townhouse dwelling.

An exemption to Part Lot Control allows municipalities the right to allow blocks of townhouses and/or semi-detached dwellings to be subdivided into individual units, typically after the building is constructed, without having to go to the Committee of Adjustment for individual severance approvals.

The intent of the Developer was to construct the units within the block and subsequently divide the individual block to establish separate lots for each of the townhouse dwelling units. Dividing the lots after construction will ensure that the building is surveyed, and the new property lines are in fact placed within the dividing walls between each of the units.

The approval of a Part Lot Control exemption for Block 37 of Plan 21M-293 would permit the Owner to register the R-Plan, with the information shown in **APPENDIX 2** for this block thereby creating 4 individual lots each associated with a townhouse dwelling unit, and thereby permit the sale of the 4 individual properties.

Financial:

All of the survey work and legal costs have been at the Builder's expense. The applicant paid a fee of \$750.00 for Part Lot Control.

Conclusion:

In conclusion it would be appropriate to grant exemption from the Part Lot Control provisions of the Planning Act for Block 37 of Plan 21M-293 in Phase 4 of the Settlers Ridge subdivision.

Respectfully submitted.

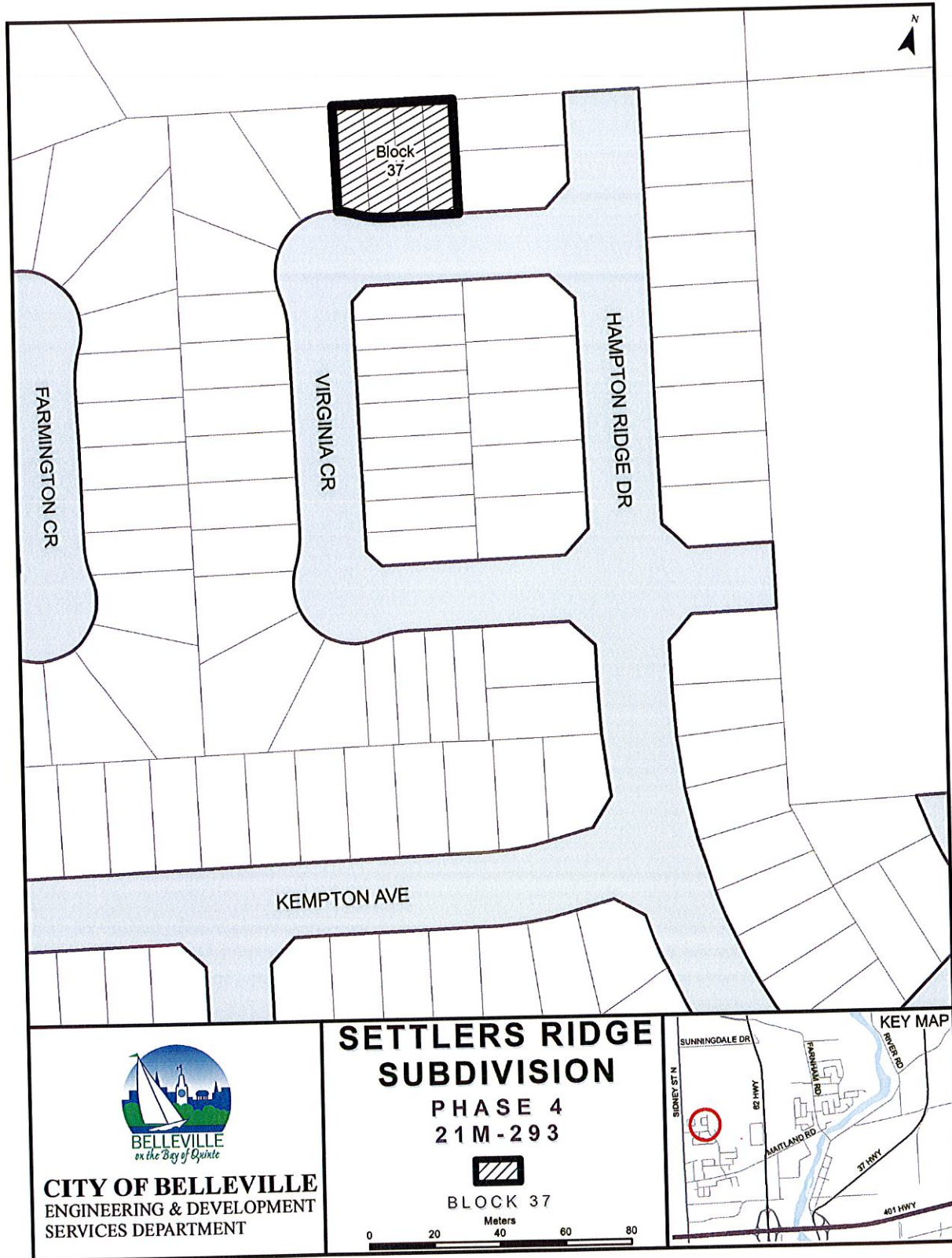


Jason Pettit

JP/ck

APPENDIX 1

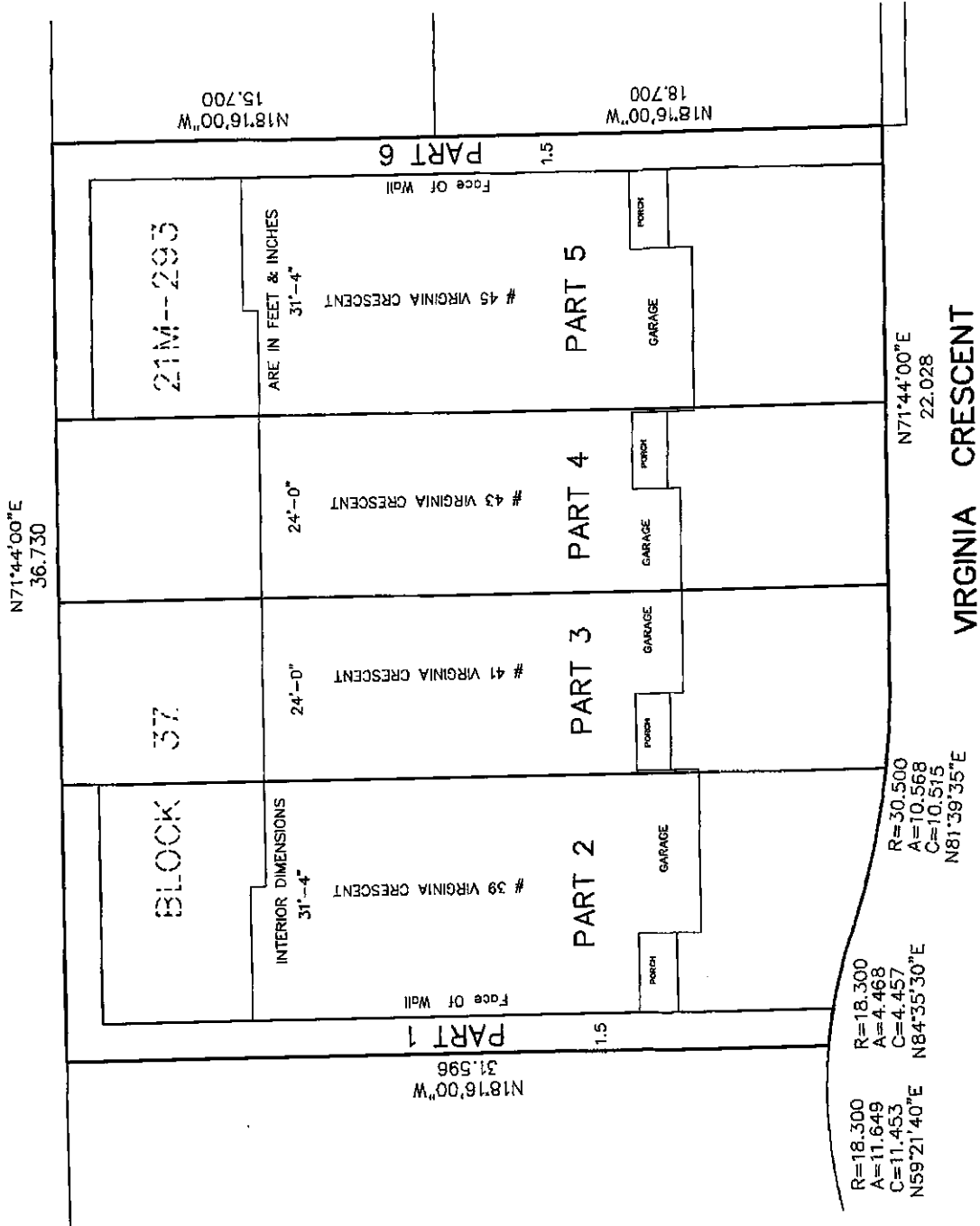
Location Map of Block 37 in Settlers Ridge Subdivision – Phase 4



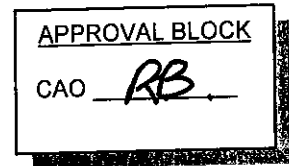
APPENDIX 2

Preliminary R-Plan to Subdivide Block 37 in Settlers Ridge Subdivision – Phase 4

SKETCH TO SPLIT BLOCK 37 PLAN 21M-293
PART 1 – RIGHT OF WAY TO REAR OF PART 3
PART 6 – RIGHT OF WAY TO REAR OF PART 4



tom@watsonsurveyors.ca
February 19 2020



CITY OF BELLEVILLE
Perry DeCola, General Manager
Environmental Services
Report No. GMES-2020-05
March 9, 2020

To: Mayor and Members of Council

Subject: 2019 Summary and Annual Reports for the Belleville and Point Anne Hamlet Drinking Water Systems

Recommendation:

“THAT, the 2019 Summary and Annual Reports for the Belleville and Point Anne Hamlet Drinking Water Systems be received in accordance with The Safe Drinking Water Act and Ontario Regulation 170/03.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. This report aligns with the “Environment” strategic theme to “ensure the availability and security of a safe drinking water supply”.

Background:

The preparation of Annual Reports and Summary Reports for drinking water systems is a requirement of the Safe Drinking Water Act and Ontario Regulation 170/03. These reports have been prepared to meet the specific requirements outlined within the legislation. This year's reports have been prepared in a format similar to past years. Copies of these reports will be made available for public viewing at the following locations:

- City of Belleville Website (www.belleville.ca)
- Environmental Services Water Operations Centre Office

Financial/Analysis:

There were no financial requirements beyond the normal operating budget as a result of these reports. All aspects of the drinking water systems operate within Council approved operating and capital budgets.

Conclusion:

Based on the above discussion, it is recommended that these reports be received in accordance with the Safe Drinking Water Act and Ontario Regulation 170/03.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Perry DeCola', is positioned below the text 'Respectfully submitted,'.

Perry DeCola
General Manager of Environmental Services

Attachment: 2019 Summary and Annual Reports for the Belleville and Point Anne Drinking Water Systems



The Corporation of the City of Belleville

Environmental Services Department

2019 Summary and Annual Reports

for the

Belleville and Point Anne Hamlet

Drinking Water Systems

January 1, 2019 – December 31, 2019

2019 Summary Report - Belleville

January 1, 2019 – December 31, 2019



The Corporation of the City of Belleville 2019 Summary Report

January 1, 2019 – December 31, 2019

Drinking Water System Number: 220001628

Drinking Water System Name: Belleville Drinking Water System

Drinking Water System Owner: The Corporation of the City of Belleville

Drinking Water System Category: Large Municipal Residential

Ontario's Safe Drinking Water Act sets the framework for safe drinking water in the Province of Ontario. Further, Ontario Regulation 170/03 sets requirements for public waterworks in regards to sampling and testing, levels of treatment, licensing of staff, and notification of authorities and the public about water quality. This summary report has been prepared in accordance with Schedule 22 of Ontario Regulation 170/03.

Free copies of this report are available on-line at www.belleville.ca and in person at the Water Operations Centre.

Notices of availability are generally made on-line through the City of Belleville website or by means of the local newspaper. Further information on Drinking Water can be found by selecting "Drinking Water" on the Ministry of the Environment, Conservation & Parks website at www.ontario.ca/ministry-environment.

Ontario Regulation 170/03, Schedule 22 – Summary Reports for Municipalities

This section covers the requirements of Schedule 22 and how the City of Belleville has addressed each requirement.

Section 22-1 states that this Schedule applies to both large and small municipal residential systems.

- The Belleville Drinking Water System is a large municipal residential system and as such is required to submit a summary report.



Section 22-2 (1) requires a Summary Report to be completed by March 31st of each year and given to members of council.

- This requirement has been met as this Summary Report covers the period from January 1st – December 31st, 2019 and has been prepared and submitted to council prior to March 31st, 2020.

Section 22-2 (2) (a) and (b) requires a list to be provided for requirements that were not met at any time during the period covered by the report.

- The Belleville Drinking Water System met all requirements for the period of January 1st to December 31st, 2019.
- As per O. Reg 170/03, Section 11(6) (b) & (d), details on adverse water quality incidents can be found in the Belleville Drinking Water System Annual Report.

Section 22-2 (3) requires submittal of flow summaries and comparisons of flow to rated capacities stated in system approvals.

- The required flow information can be found on Page 3 of this report.
- The comparison of flow rates versus approved rated capacities can be found on Page 4.

Section 22-2 (4) requires that a copy of this summary report be given to any municipality that the Drinking Water System supplies water.

- The Belleville Drinking Water System supplies water to the Rossmore/Fenwood Gardens Distribution System (WW# 260005008) and will provide a copy of the summary report to them.

Section 22-3 states that compliance reports are not required to be submitted by drinking water systems that comply with section 22-2.

- The City of Belleville complies with Section 22-2 and therefore, no compliance report has been submitted.



Summary - Quantities & Flow Rates of Water Taken & Supplied

Raw Water						
MONTH	Total Monthly Volume in Mega Litres	Average Daily Volume in Mega Litres	Maximum Daily Volume in Mega Litres	Minimum Daily Volume in Mega Litres	Peak Instantaneous Flow Rate in Mega Litres/Day	Peak Instantaneous Flow Rate in Litres/minute
JANUARY	696.150	22.456	26.200	20.450	40.540	28153
FEBRUARY	613.940	21.926	22.640	21.190	37.880	26306
MARCH	693.600	22.374	23.190	21.570	41.460	28792
APRIL	680.200	22.673	23.980	20.270	36.280	25194
MAY	716.010	23.097	26.020	20.540	39.590	27493
JUNE	763.550	25.452	29.450	22.850	43.600	30278
JULY	868.780	28.025	30.970	24.640	48.910	33965
AUGUST	839.680	27.086	30.050	22.120	49.330	34257
SEPTEMBER	732.430	24.414	28.250	20.770	44.690	31035
OCTOBER	694.450	22.402	25.080	20.410	52.540	36486
NOVEMBER	690.100	23.003	25.350	19.780	48.500	33681
DECEMBER	715.960	23.095	25.140	19.590	42.080	29222
Avg / Max/ Min		23.834	30.970	19.590	52.540	36486
ANNUAL TOTAL	8704.850	Mega Litres				

Treated Water				
MONTH	Total Monthly Volume in Mega Litres	Average Daily Volume in Mega Litres	Maximum Daily Volume in Mega Litres	Minimum Daily Volume in Mega Litres
JANUARY	613.730	19.798	21.290	18.170
FEBRUARY	549.040	19.609	20.420	18.790
MARCH	623.620	20.117	21.370	19.200
APRIL	618.180	20.606	22.060	18.340
MAY	641.380	20.690	22.820	17.720
JUNE	680.040	22.668	26.510	20.090
JULY	777.120	25.068	28.130	21.520
AUGUST	707.640	22.827	25.510	19.450
SEPTEMBER	626.580	20.886	24.930	18.000
OCTOBER	599.000	19.323	21.090	17.700
NOVEMBER	614.530	20.484	22.310	17.550
DECEMBER	636.170	20.522	22.670	17.550
Avg / Max/ Min		21.050	28.130	17.550
ANNUAL TOTAL	7687.030	Mega Litres		



Raw Water

Comparison – Permit to Take Water (6883-9KRK5R) Maximum Daily Volume and Flow Rate versus Belleville Drinking Water System Actuals for the Year 2019

	Maximum Daily Volume (ML)	Peak Instantaneous Flow Rate (L/min)
PTTW (allowable)	72.640	50444
BWTP (actual)	30.970	36486

The Belleville Drinking Water System did not exceed the approved maximum daily volume or flow rate stipulated in the current Permit to Take Water.

Treated Water

Comparison – Municipal Drinking Water Licence (151-101) Maximum Allowable Daily Volume Entering the Distribution System versus Belleville Drinking Water System Actuals for the Year 2019

	Maximum Daily Volume (ML)
MDWL (allowable)	72.700
BWTP (actual)	28.130

The Belleville Drinking Water System did not exceed the maximum daily plant volume stipulated in the Municipal Drinking Water Licence.

2019 Annual Report - Belleville

January 1, 2019 – December 31, 2019



**The Corporation of the City of Belleville
Belleville Drinking Water System
(Waterworks # 220001628)
2019 Annual Report**

January 1, 2019 – December 31, 2019

This report has been prepared in accordance with Section 11 of Ontario Regulation 170/03. Regulation 170/03 sets requirements for public waterworks with regards to sampling and testing, levels of treatment, licensing of staff, and notification of authorities and the public about water quality. The Belleville Drinking Water System also supplies drinking water to the Rossmore/Fenwood Gardens Distribution System and in accordance with Section 11(2.1) a copy of this report will be provided to the Rossmore/Fenwood Gardens Operating Authority.

Further information on Drinking Water can be found by selecting “Drinking Water” on the Ministry of the Environment, Conservation & Parks website at www.ontario.ca/ministry-environment.

Ontario Regulation 170/03, Section 11 – Annual Reports

This section covers the requirements of Section 11 and how the City of Belleville has addressed each requirement.

Section 11 (1) The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section.

- This annual report fulfils the requirements of Section 11.

Section 11 (2) The owner of a drinking water system, other than a large municipal residential system or a small municipal residential system, ...

- The Belleville Drinking Water System is a large municipal residential system and therefore section 11 (2) does not apply.

Section 11 (2.1) If a drinking water system is connected to and receives all of its water from another drinking water system, the owner of the system from which the water is obtained shall ensure that, when the annual report for the system is prepared, a copy of the report is given to the owner of the system that obtains the water.

- The Belleville Drinking Water System supplies water to the Rossmore/Fenwood Gardens Distribution System (WW# 260005008) and a copy of this annual report will be provided to them.



Section 11 (3) In the case of the following drinking water systems, the annual report must cover the period from January 1 to December 31 in a year and must be prepared not later than February 28 of the following year:

- 1. Large Municipal Residential Systems.**
- 2. Small Municipal Residential Systems.**

- The Belleville Drinking Water System (large municipal residential) has met this requirement as this annual report covers the period from January 1st – December 31st, 2019 and has been prepared prior to February 28th, 2020.

Section 11 (4) In the case of non-municipal seasonal residential systems and large non-municipal non-residential systems ...

- The Belleville Drinking Water System is classified as a large municipal residential system and therefore this subsection does not apply.

Section 11 (5) In the case of small non-municipal non-residential systems...

- The Belleville Drinking Water System is classified as a large municipal residential system and therefore this subsection does not apply.

Section 11 (6) (a) The annual report must contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the period covered by the report.

- A description of the Belleville Drinking Water System can be found in this report beginning on Page 5.

Section 11 (6) (b) The annual report must summarize any reports made to the Ministry under Section 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report.

- A chart showing all Adverse Water Quality Incidents (AWQI) and corrective actions can be found on Page 8 of this report.

Section 11 (6) (c) The annual report must summarize the results of tests required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter.



- Required test results for the Belleville Drinking Water System can be found in this report beginning on Page 9.

Section 11 (6) (d) The annual report must describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report.

- All corrective actions taken by the Belleville Drinking Water System under Schedule 17 can be found in the chart located on Page 8.

Section 11 (6) (e) The annual report must describe any major expenses incurred during the period covered by the report to install, repair or replace equipment.

- A description of major expenses incurred during the period of this report can be found on Page 15.

Section 11 (6) (f) The annual report must in the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4).

The Belleville Drinking Water System Summary Report, prepared under Schedule 22, can be found on-line at www.belleville.ca and at the Water Operations Centre.

Section 11 (7) The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy.

- Copies of the Belleville Drinking Water System annual report are available to the public, upon request and free of charge, at the Water Operations Centre.

Section 11 (8) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system that obtains the water shall ensure that a copy of an annual report for the system from which the water is obtained is given, without charge, to every person who requests a copy.

- The Rossmore/Fenwood Gardens Distribution System (WW# 260005008) obtains water from the Belleville Drinking Water System and as such is responsible for this subsection. A copy of the City of Belleville's report is provided to Prince Edward County in accordance with section 11 (2.1).



Section 11 (9) Subsections (7) and (8) do not apply to an annual report that is more than two years old.

- Annual Reports dating back to 2008 for the Belleville Drinking Water System are available to the public on-line at www.belleville.ca and at the Water Operations Centre.

Section 11 (9.1) Every time that an annual report is prepared for a drinking water system, the owner of the system shall ensure that effective steps are taken to advise to users of water from the system that copies are available, without charge, and how a copy may be obtained.

- The Belleville Drinking Water System utilizes both, the local newspaper and the City of Belleville website (www.belleville.ca) to inform the public of Annual Report availability.

Section 11 (10) If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet.

- The Belleville Drinking Water System Annual and Summary Reports are available on-line at www.belleville.ca.

Section 11 (11) The obligation to ensure that a report be given to the interested authority for a designated facility under subsection (2) ...

- Subsection (2) does not apply to the Belleville Drinking Water System and therefore section 11 (11) also does not apply.

Section 11 (12) – (17) have been revoked.

Section 11 (18) If section 12 of Ontario Regulation 459/00 and section 15 of Ontario Regulation 505/01 did not apply to the owner of a system to which subsection (5) applies, no report is required to be prepared under subsection (5) until May 31, 2006 and, despite that subsection, the report required to be prepared not later than May 31, 2006 shall cover the period from June 1, 2005 to March 31, 2006.

- Subsection (5) does not apply to the Belleville Drinking Water System and therefore this section does not apply.

Section 11 (19) has been revoked.



Plant Description & Treatment Process

Raw Water Intake Facilities

The source of water for the City of Belleville is the Bay of Quinte south of Sidney Street. A 750 mm diameter intake pipe extends 430 meters into the Bay to a depth of 5.5 meters. A 900 mm diameter intake pipe also extends 490 meters into the Bay to a depth of 5.5 meters. Potassium permanganate is added in the intake for taste and odor control, and as a deterrent to Zebra mussels.

Low Lift Pumping Station

The raw water flows through the intake pipes to the traveling intake screen (10 mm mesh) located in the raw water well which removes large debris such as fish, weeds, and shells. Four (4) low lift pumps (rated for 290 L/s) lift the water from the Bay level to the rapid mix tanks. From the rapid mix tanks, the water will flow by gravity through the various plant processes.

Pre-Treatment Facility

The coagulant is mixed with the raw water flowing through the two trains of two-cell up-flow rapid mix tanks, each with a volume of 245 m³, and having a 5.6 kW propeller type mixer. From the rapid mix tanks, the water will flow by gravity to the coagulation/flocculation process. The pre-treatment process consists of 2 parallel trains.

Coagulation

Aluminum sulphate (alum) is added at the rapid mix tanks, as a coagulant to form a 'floc'. This floc is made up of alum and suspended particles (dirt, color, organics) which are found in raw water. This is the first stage of the coagulation/flocculation process.

The coagulated water/alum solution gently flows by gravity to the three-stage spiral up-flow flocculation tanks, each cell having a volume of 184 m³, to a common discharge channel. This water, with floc forming in it, flows by gravity to either the dissolved air flotation process (spring, summer, fall) or the sedimentation process (winter). The flocculation process consists of 3 parallel trains.

Dissolved Air Flotation Facility

The Dissolved Air Flotation process is used when the Bay of Quinte is free of ice. Daily changing weather conditions, such as wind and rain, cause increases in raw water turbidity. Summer and fall weather promotes organic growth, such as algae. The dissolved air flotation process handles these changing conditions very well, with minimal coagulant dose adjustment.

In this process, two separate two-cell dissolved air flotation tanks receive the water from the coagulation/flocculation process. Here, an aerated water solution is bubbled gently through this water, causing the floc to attach to air bubbles and rise to the surface. The cleaner water remains at the bottom of the tank. This cleaner water then flows, by gravity, to the filtration process. The 'float', or residual, is comprised of dirt, organics, some color, bacteria, viruses, and other particulate. It is removed on a scheduled basis, and pumped to the on-site waste treatment facility.



The aerated solution is produced on-site by forcing compressed air into treated water, in two 13.5 m³ saturation tanks. The dissolved air flotation process consists of two parallel trains.

Sedimentation

Sedimentation is used as an alternate to the dissolved air flotation process when the Bay is covered with ice. With ice cover, the raw water quality is relatively constant, and the normal sedimentation process works well. It is also less energy intensive than the dissolved air flotation process.

During the winter months, the flocculated water flows, by gravity, from the coagulation/flocculation process directly to two separate inclined plate settlers, where the floc adheres to the plates, and eventually becomes heavy enough to slide down the plates as the volume of settled material increases. The cleaner water rises to the top of the plate settler, and flows by gravity to the filtration process.

The settled material contains dirt, organics, some color, bacteria, viruses, and other particulate. This waste material is slowly removed from the bottom by a vacuum, and pumped to the on-site waste treatment facility.

The sedimentation process consists of two parallel trains.

Filtration

The filtration process consists of twelve (12) parallel granular activated carbon (GAC) gravity filters. These filters receive the water from the dissolved air flotation or sedimentation process. This water arrives on the top of the filter, and then settles through the GAC and sand media by gravity, and any remaining particulate is trapped in this media. The GAC also removes tastes and odors by adsorption. The water settles through the sand media, into the underdrains, and then falls to the chlorine contact chamber. The filters operate in a parallel design, and can each filter 6 Megalitres (ML) of water per day. The filters each have a surface area of 38.5 m², and contain a layer of GAC over a layer of sand, supported by stainless steel or clay tile underdrains. The filters are monitored for effluent turbidity, head loss and flow. The filters are cleaned by backwashing every 48 hours using treated city water.

Disinfection

Sodium hypochlorite (hypo) is used to post-disinfect the filtered water in the chlorine contact chamber. A very small amount of hypo is also added at the rapid mixers to maintain plant hygiene. Dosage varies based on the biological demand. This chlorinated water is held for a prescribed time period to ensure thorough oxidation of any pathogens. The 'CT' free chlorine residual is monitored.

Fluoridation

After disinfection, fluoride is added to the water to provide dental health protection for consumers.

High Lift Pumping Station

At this point, the treatment process is complete and the water is safe for consumer use.

Five (5) vertical turbine-type high lift pumps, each rated at 240 L/s, pump the treated water to the consumer via the distribution system. Alternatively, two transfer pumps rate at 81 L/s can be used to pump treated water directly to the Water Treatment Plant Reservoir.



Waste Treatment Facility

The water used to backwash filters, the 'float' from the dissolved air flotation process and the sediment from the plate settlers, is dewatered, and concentrated in the on-site waste treatment facility. The thickened sludge is pumped to the City sewage treatment plant for further treatment. The liquid residual, or supernatant, flows by gravity back to the Bay.

Computer/SCADA

Computer technology is used to monitor operations and record data. A Supervisory Control and Data Acquisition (SCADA) system provides communication with, and control of, all plant and reservoir/pumping station operations. Experienced, licensed water treatment operators use this technology to operate the Belleville Water Treatment facility.

Distribution

The treated water pumped into the distribution system from the High Lift pumping station may go directly to a consumer, or may go to the elevated storage, or one of three storage reservoirs (Water Treatment Reservoir, North Park Reservoir, or Pine Street Reservoir).

The Distribution System is comprised of approximately 224 kilometers of water main, 1264 hydrants, 13,794 service connections and 1,235 ICI customers.

The City of Belleville also supplies water to the County of Prince Edward for the Rossmore/Fenwood Gardens Distribution System (DWSN# 260005008).

Chemicals used over this Reporting Period

- Sodium Hypochlorite
- Aluminum Sulphate
- Hydrofluorosilicic Acid
- Potassium Permanganate
- Sodium Bisulphite



**Notifications and Corrective Actions in accordance with Schedule 16 and
Schedule 17, O. Reg 170/03**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
20 Aug 19 AWQI 147461	TC	4	cfu/100mL	Flushed and resampled site plus upstream and downstream 21 Aug 19	23 Aug 19
08 Sept 19 AWQI 147900	TC	1	cfu/100mL	Flushed and resampled site plus upstream and downstream 08 Sept 19	10 Sept 19



Operational Testing in accordance with Schedule 7, O. Reg 170/03

Parameter	Number of Samples	Range of Results (min # - max #)	Unit of Measure
Turbidity	8760	0.02 – 1.10	NTU
Free Chlorine @ CT Location	8760	1.08 – 2.65	mg/L
Free Chlorine in Distribution	8760	0.05 – 2.70	mg/L
Fluoride	8760	0.00 – 0.80	mg/L

Note: 8760 denotes results from continuous monitoring
NTU refers to Nephelometric Turbidity Units

Microbiological Testing in accordance with Schedules 10 & 17, O. Reg 170/03 and with the Belleville Municipal Drinking Water Licence

	Number of Samples	Range of E. Coli or Fecal Results (min # - max #)	Range of Total Coliform Results (min # - max #)	Number of HPC Samples	Range of HPC Results (min # - max #)
Raw	53	0 – 29	2 – >400	53	10 – >2000
Treated	53	0 – 0	0 – 0	53	<10 – 40
Distribution	845	0 – 0	0 – 4	449	<10 – 90

Chemical Testing in accordance with Schedule 13, O. Reg 170/03

Sample results for Schedule 23 and Schedule 24 can be found on starting on page 11 of this report.

Parameter	Number of Samples	Range of Results (min # - max #)	Unit of Measure
Trihalomethane	4	38 – 88	µg/L
Haloacetic Acids	4	30.2 – 62.4	µg/L
Nitrate and Nitrite	4	<0.1 – 0.3	mg/L
Sodium	4	9.2 – 14.2	mg/L



Lead Testing in accordance with Schedule 15.1, O. Reg 170/03

Lead Testing Summary

Location Type	Number of Samples	Range of Results (min#) – (max#)	Number of Exceedances
Lead - Plumbing	0	NA	---
Lead - Distribution	4	0.00005 – 0.00010	---
Alkalinity - Distribution	8	70 – 81	---
pH - Plumbing	0	NA	---
pH - Distribution	8	6.9 – 8.0	---

The Belleville Drinking Water System has reached exemption status in regards to the Lead Sampling Program. Following the Winter Lead Sampling Period (December 2012 – April 2013) the Belleville Drinking Water System satisfied the requirements of Section 15.1-5 (9) of Ontario Regulation 170/03 and as such began sampling in accordance with Section 15.1-5 (10).



Inorganic Testing in accordance with Schedule 23, O. Reg 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	04 June 19	<0.09	µg/L	No
Arsenic	04 June 19	0.2	µg/L	No
Barium	04 June 19	28.2	µg/L	No
Boron	04 June 19	15	µg/L	No
Cadmium	04 June 19	<0.003	µg/L	No
Chromium	04 June 19	0.12	µg/L	No
Mercury	04 June 19	<0.01	µg/L	No
Selenium	04 June 19	<0.04	µg/L	No
Uranium	04 June 19	0.027	µg/L	No



Organic Testing in accordance with Schedule 24, O. Reg 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachor	04 June 19	<0.02	µg/L	No
Atrazine + N-dealkylated metabolites	04 June 19	<0.01	µg/L	No
Azinphos-methyl	04 June 19	<0.05	µg/L	No
Benzene	04 June 19	<0.32	µg/L	No
Benzo(a)pyrene	04 June 19	<0.004	µg/L	No
Bromoxynil	04 June 19	<0.33	µg/L	No
Carbaryl	04 June 19	<0.05	µg/L	No
Carbofuran	04 June 19	<0.01	µg/L	No
Carbon Tetrachloride	04 June 19	<0.17	µg/L	No
Chlorpyrifos	04 June 19	<0.02	µg/L	No
Diazinon	04 June 19	<0.02	µg/L	No
Dicamba	04 June 19	<0.20	µg/L	No
1,2-Dichlorobenzene	04 June 19	<0.41	µg/L	No
1,4-Dichlorobenzene	04 June 19	<0.36	µg/L	No
1,2-Dichloroethane	04 June 19	<0.35	µg/L	No
1,1-Dichloroethylene (vinylidene chloride)	04 June 19	<0.33	µg/L	No
Dichloromethane	04 June 19	<0.35	µg/L	No
2,4-Dichlorophenol	04 June 19	<0.15	µg/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	04 June 19	<0.19	µg/L	No
Diclofop-methyl	04 June 19	<0.40	µg/L	No
Dimethoate	04 June 19	<0.06	µg/L	No
Diquat	04 June 19	<1	µg/L	No
Diuron	04 June 19	<0.03	µg/L	No
Glyphosate	04 June 19	<1	µg/L	No
Malathion	04 June 19	<0.02	µg/L	No
2-Methyl-4-chlorophenoxyacetic acid (MCPA)	04 June 19	<0.00012	mg/L	No
Metolachlor	04 June 19	<0.01	µg/L	No
Metribuzin	04 June 19	<0.02	µg/L	No
Monochlorobenzene	04 June 19	<0.3	µg/L	No
Paraquat	04 June 19	<1	µg/L	No
Pentachlorophenol	04 June 19	<0.15	µg/L	No
Phorate	04 June 19	<0.01	µg/L	No
Picloram	04 June 19	<1	µg/L	No
Polychlorinated Biphenyls (PCB)	04 June 19	<0.04	µg/L	No
Prometryne	04 June 19	<0.03	µg/L	No
Simazine	04 June 19	<0.01	µg/L	No
Terbufos	04 June 19	<0.01	µg/L	No
Tetrachloroethylene	04 June 19	<0.35	µg/L	No



2,3,4,6-Tetrachlorophenol	04 June 19	<0.20	µg/L	No
Triallate	04 June 19	<0.01	µg/L	No
Trichloroethylene	04 June 19	<0.44	µg/L	No
2,4,6-Trichlorophenol	04 June 19	<0.25	µg/L	No
Trifluralin	04 June 19	<0.02	µg/L	No
Vinyl Chloride	04 June 19	<0.17	µg/L	No



Inorganic or Organic Parameters that Exceeded Half the Standard Prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
Trihalomethane NOTE: show latest annual average	56.8	µg/L	15 Jan 19 15 Apr 19 15 July 19 15 Oct 19

The average concentration for Trihalomethanes over the four quarters of 2019 exceeded one half of the Schedule 2 standard but did not exceed the regulated limit of 100 µg/L.

Wastewater Sampling as per Municipal Drinking Water Licence 151-101

	Number of Samples	Range of Results (min # - max #)	Unit of Measure	Average
Total Suspended Solids	12	<3 – 9	mg/L	4.67
BOD5	12	<3	mg/L	<3
Total Phosphorus	12	0.01 – 0.08	mg/L	0.03



Monetary Expenses Incurred during this Reporting Period

Significant monetary expenditures during 2019 included:

1. Replacement of GAC in 3 filters
2. Four plant valve actuator replacements
3. Generator maintenance
4. Intake inspection
5. Insertion valve installation in 600mm main north of plant.
6. BWTP Main Gas Boiler
7. Three VFD ABB Replacement Drives
8. Rotork Pakscan unit replaced/Removed
9. Main electrical breaker replaced
10. SCADA trending upgrades
11. Various online monitoring equipment chemical analyzers
12. Primary and Secondary Communication Circuits

WD Water main replacement projects (with ENG):

1. Harvey / Grier St
2. Franklin St
3. Moira St. (Sidney to Ponton) and Ponton (Moira to Green)

WD Subdivision water main installation projects (with ENG):

1. Potters Creek Ph. 7
2. Bell Creek Ph. 3
3. Caniff Mills Ph 10
4. Settlers Ph 5
5. Heritage Park Ph 6
6. Deerfield Ph 7

Site Plan Large Water Service Installations, i.e. >50mm & W/M Extensions

1. Parmalat (Fire Line)
2. 490 Sidney St
3. 142 Foster Ave upgrade for group home
4. 24 Dundas W.
5. 395 Bell Blvd Gas Bar
6. Vision Warehouse College East
7. Craig St – 4 lot system extension
8. Jenland south – system extension (currently private, to be assumed by the City in the future)

Each of these expenditures was included in approved operating or capital budgets.

2019 Summary Report – Point Anne

January 1, 2019 – December 31, 2019



The Corporation of the City of Belleville 2019 Summary Report

January 1, 2019 – December 31, 2019

Drinking Water System Number: 220004359

Drinking Water System Name: Point Anne Hamlet Drinking Water System

Drinking Water System Owner: The Corporation of the City of Belleville

Drinking Water System Category: Small Municipal Residential

Ontario's Safe Drinking Water Act sets the framework for safe drinking water in the Province of Ontario. Further, Ontario Regulation 170/03 sets requirements for public waterworks in regards to sampling and testing, levels of treatment, licensing of staff, and notification of authorities and the public about water quality. This summary report has been prepared in accordance with Schedule 22 of Ontario Regulation 170/03.

Free copies of this report are available on-line at www.belleville.ca and in person at the Water Operations Centre.

Notices of availability are generally made on-line through the City of Belleville website or by means of the local newspaper. Further information on Drinking Water can be found by selecting "Drinking Water" on the Ministry of the Environment, Conservation & Parks website at www.ontario.ca/ministry-environment.

Ontario Regulation 170/03, Schedule 22 – Summary Reports for Municipalities

This section covers the requirements of Schedule 22 and how the City of Belleville has addressed each requirement.

Section 22-1 states that this Schedule applies to both large and small municipal residential systems.

- The Point Anne Hamlet Drinking Water System is a small municipal residential system and as such is required to submit a summary report.



Section 22-2 (1) requires a Summary Report to be completed by March 31st of each year and given to members of council.

- This requirement has been met as this Summary Report covers the period from January 1st – December 31st, 2019 and has been prepared and submitted to council prior to March 31st, 2020.

Section 22-2 (2) (a) and (b) requires a list to be provided for requirements that were not met at any time during the period covered by the report.

- The Point Anne Hamlet Drinking Water System met all requirements for the period of January 1st to December 31st, 2019.
- As per O. Reg 170/03, Section 11(6) (b) & (d), details on adverse water quality incidents can be found in the Point Anne Hamlet Drinking Water System Annual Report.

Section 22-2 (3) requires submittal of flow summaries and comparisons of flow to rated capacities stated in system approvals.

- The required flow information can be found beginning on Page 3 of this report.
- The comparison of flow rates versus approved rated capacities can be found on Page 5.

Section 22-2 (4) requires that a copy of this summary report be given to any municipality that the Drinking Water System supplies water.

- The Point Anne Hamlet Drinking Water System does not supply water to any other system.

Section 22-3 states that compliance reports are not required to be submitted by drinking water systems that comply with section 22-2.

- The City of Belleville complies with Section 22-2 and therefore, no compliance report has been submitted.



Summary - Quantities & Flow Rates of Water Taken & Supplied

Raw Water						
MONTH	Total Monthly Volume in Cubic Metres	Average Daily Volume in Cubic Metres	Maximum Daily Volume in Cubic Metres	Minimum Daily Volume in Cubic Metres	Peak Instantaneous Flow Rate in Cubic Metres/Day	Peak Instantaneous Flow Rate in Litres/minute
JANUARY	580.74	18.73	22.23	16.70	32.40	22.50
FEBRUARY	502.16	17.93	21.06	16.15	29.28	20.33
MARCH	557.71	17.99	23.49	16.08	31.44	21.83
APRIL	502.67	16.76	19.04	14.60	30.72	21.33
MAY	616.20	19.88	27.89	16.93	31.44	21.83
JUNE	716.96	23.90	28.42	11.62	31.44	21.83
JULY	745.36	24.04	27.23	19.51	31.44	21.83
AUGUST	713.27	23.01	27.89	16.27	31.20	21.67
SEPTEMBER	608.52	20.28	27.41	16.59	31.20	21.67
OCTOBER	617.06	19.91	23.47	16.42	30.96	21.50
NOVEMBER	626.43	20.88	28.60	16.92	30.72	21.33
DECEMBER	530.66	17.12	20.17	13.96	30.24	21.00
Avg / Max/ Min		20.04	28.60	11.62	32.40	22.50
ANNUAL TOTAL	7317.74	Cubic Metres				

Filtered Water						
MONTH	Total Monthly Volume in Cubic Metres	Average Daily Volume in Cubic Metres	Maximum Daily Volume in Cubic Metres	Minimum Daily Volume in Cubic Metres	Peak Instantaneous Flow Rate in Cubic Metres/Day	Peak Instantaneous Flow Rate in Litres/minute
JANUARY	510.03	16.45	19.20	14.69	29.28	20.33
FEBRUARY	429.64	15.34	17.69	14.16	27.60	19.17
MARCH	474.19	15.30	19.70	13.80	27.36	19.00
APRIL	436.46	14.55	16.40	12.81	27.60	19.17
MAY	533.23	17.20	21.57	15.06	27.12	18.83
JUNE	578.19	19.27	22.61	16.66	26.40	18.33
JULY	605.68	19.54	22.52	16.59	30.00	20.83
AUGUST	584.07	18.84	22.91	14.17	31.44	21.83
SEPTEMBER	488.55	16.29	22.31	13.62	30.24	21.00
OCTOBER	485.01	15.65	18.08	12.95	29.28	20.33
NOVEMBER	501.79	16.73	23.32	13.39	28.32	19.67
DECEMBER	461.34	14.88	16.88	13.04	28.08	19.50
Avg / Max/ Min		16.67	23.32	12.81	31.44	21.83
ANNUAL TOTAL	6088.18	Cubic Metres				



Treated Water				
MONTH	Total Monthly Volume in Cubic Metres	Average Daily Volume in Cubic Metres	Maximum Volume in Cubic Metres	Minimum Volume in Cubic Metres
JANUARY	340.81	10.99	13.52	9.48
FEBRUARY	286.72	10.24	11.49	9.61
MARCH	301.68	9.73	11.25	8.21
APRIL	275.54	9.18	10.99	8.30
MAY	277.01	8.94	10.33	7.67
JUNE	293.44	9.78	12.10	8.57
JULY	345.24	11.14	12.99	8.55
AUGUST	330.35	10.66	13.76	6.84
SEPTEMBER	245.85	8.20	14.73	6.67
OCTOBER	249.07	8.03	9.88	6.94
NOVEMBER	269.64	8.99	17.44	7.20
DECEMBER	239.51	7.73	9.17	6.86
Avg / Max/ Min		9.47	17.44	6.67
ANNUAL TOTAL	3454.86	Cubic Metres		



Raw Water

Comparison – Permit to Take Water (6206-AVJR89) Maximum Daily Volumes and Flow Rates versus Point Anne Hamlet Drinking Water System Actuals for the Year 2019

	Maximum Daily Volume (m3)	Peak Instantaneous Flow Rate (L/min)
PTTW (allowable)	108.00	91.00
PAWTP (actual)	28.60	22.50

The Point Anne Hamlet Drinking Water System did not exceed the approved maximum daily flow rates or volumes stipulated in the current Permit to Take Water.

Filtered Water

Comparison – Municipal Drinking Water Licence (151-102) Maximum Allowable Flow Rate Entering a Treatment Component Subsystem versus Point Anne Hamlet Drinking Water System Actuals for the Year 2019

Treatment Subsystem Component	Max Flow Rate (L/min) (allowable)	Max Flow Rate (L/min) (actual)
Package Treatment Plant	75.00	21.83
Cartridge Filters	24.30	20.33

The Point Anne Hamlet Drinking Water System did not exceed the maximum flow rates stipulated in the Municipal Drinking Water Licence.

Treated Water

Comparison – Municipal Drinking Water Licence (151-102) Maximum Allowable Daily Volume Entering the Distribution System versus Point Anne Hamlet Drinking Water System Actuals for the Year 2019

	Maximum Daily Volume (m3)
MDWL (allowable)	108.00
PAWTP (actual)	17.44

The Point Anne Hamlet Drinking Water System did not exceed the maximum daily volume stipulated in the Municipal Drinking Water Licence.

2019 Annual Report – Point Anne

January 1, 2019 – December 31, 2019



**The Corporation of the City of Belleville
Point Anne Hamlet Drinking Water System
(Waterworks # 220004359)
2019 Annual Report**

January 1, 2019 – December 31, 2019

This report has been prepared in accordance with Section 11 of Ontario Regulation 170/03. Regulation 170/03 sets requirements for public waterworks with regards to sampling and testing, levels of treatment, licensing of staff, and notification of authorities and the public about water quality.

Further information on Drinking Water can be found by selecting "Drinking Water" on the Ministry of the Environment, Conservation & Parks website at www.ontario.ca/ministry-environment.

Ontario Regulation 170/03, Section 11 – Annual Reports

This section covers the requirements of Section 11 and how the City of Belleville has addressed each requirement.

Section 11 (1) The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section.

- This annual report fulfils the requirements of Section 11.

Section 11 (2) The owner of a drinking water system, other than a large municipal residential system or a small municipal residential system, ...

- The Point Anne Hamlet Drinking Water System is a small municipal residential system and therefore section 11 (2) does not apply.

Section 11 (2.1) If a drinking water system is connected to and receives all of its water from another drinking water system, the owner of the system from which the water is obtained shall ensure that, when the annual report for the system is prepared, a copy of the report is given to the owner of the system that obtains the water.

- There are no other drinking water systems connected to the Point Anne Hamlet Drinking Water System.



Section 11 (3) In the case of the following drinking water systems, the annual report must cover the period from January 1 to December 31 in a year and must be prepared not later than February 28 of the following year:

- 3. Large Municipal Residential Systems.**
- 4. Small Municipal Residential Systems.**

- The Point Anne Hamlet Drinking Water System (small municipal residential) has met this requirement as this annual report covers the period from January 1st – December 31st, 2019 and has been prepared prior to February 28th, 2020.

Section 11 (4) In the case of non-municipal seasonal residential systems and large non-municipal non-residential systems ...

- The Point Anne Hamlet Drinking Water System is classified as a small municipal residential system and therefore this section does not apply.

Section 11 (5) In the case of small non-municipal non-residential systems...

- The Point Anne Hamlet Drinking Water System is classified as a small municipal residential system and therefore this section does not apply.

Section 11 (6) (a) The annual report must contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the period covered by the report.

- A description of the Point Anne Hamlet Drinking Water System can be found in this report beginning on Page 5.

Section 11 (6) (b) The annual report must summarize any reports made to the Ministry under Section 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report.

- A chart showing all Adverse Water Quality Incidents (AWQI) and corrective actions can be found on Page 8 of this report.

Section 11 (6) (c) The annual report must summarize the results of tests required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter.

- Required test results for the Point Anne Hamlet Drinking Water System can be found in this report beginning on Page 9.



Section 11 (6) (d) The annual report must describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report.

- All corrective actions taken by the Point Anne Hamlet Drinking Water System under Schedule 18 can be found in the chart located on Page 8.

Section 11 (6) (e) The annual report must describe any major expenses incurred during the period covered by the report to install, repair or replace equipment.

- A description of major expenses incurred during the period of this report can be found on Page 14.

Section 11 (6) (f) The annual report must in the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4).

- The Point Anne Hamlet Drinking Water System Summary Report, prepared under Schedule 22, can be found on-line at www.belleville.ca and at the Water Operations Centre.

Section 11 (7) The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy.

- Copies of the Point Anne Hamlet Drinking Water System annual report are available to the public, upon request and free of charge, at the Water Operations Centre.

Section 11 (8) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system that obtains the water shall ensure that a copy of an annual report for the system from which the water is obtained is given, without charge, to every person who requests a copy.

- There are no drinking water systems connected to the Point Anne Hamlet Drinking Water System.

Section 11 (9) Subsections (7) and (8) do not apply to an annual report that is more than two years old.

- Annual Reports dating back to 2008 for the Point Anne Hamlet Drinking Water System are available to the public on-line at www.belleville.ca and at the Water Operations Centre.



Section 11 (9.1) Every time that an annual report is prepared for a drinking water system, the owner of the system shall ensure that effective steps are taken to advise to users of water from the system that copies are available, without charge, and how a copy may be obtained.

- The Point Anne Hamlet Drinking Water System utilizes both, the local newspaper and the City of Belleville website (www.belleville.ca) to inform the public of Annual Report availability.

Section 11 (10) If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet.

- Although the system serves less than 10,000 people the Point Anne Hamlet Drinking Water System Annual and Summary Reports are available on-line at www.belleville.ca.

Section 11 (11) The obligation to ensure that a report be given to the interested authority for a designated facility under subsection (2) ...

- Subsection (2) does not apply to the Point Anne Hamlet Drinking Water System and therefore section 11 (11) also does not apply.

Section 11 (12) – (17) have been revoked.

Section 11 (18) If section 12 of Ontario Regulation 459/00 and section 15 of Ontario Regulation 505/01 did not apply to the owner of a system to which subsection (5) applies, no report is required to be prepared under subsection (5) until May 31, 2006 and, despite that subsection, the report required to be prepared not later than May 31, 2006 shall cover the period from June 1, 2005 to March 31, 2006.

- Subsection (5) does not apply to the Point Anne Hamlet Drinking Water System and therefore this section does not apply.

Section 11 (19) has been revoked.



Plant Description & Treatment Process

Raw Water Intake

The source of water for the Point Anne system is a combination of surface water and groundwater.

The surface water is taken from the Bay of Quinte south of the water treatment plant. A 100mm diameter pipe extends approximately 105m from the raw water intake well into the Bay of Quinte at a depth of approximately 2m below the water surface. Water flows by gravity from the Bay into the raw water intake well. Flow of surface water is controlled with a flow control valve on the intake pipe within the raw water intake well.

Groundwater is able to enter the raw well through an opening that is controlled by a 100mm flow control valve.

With these flow control valves, the source water may be groundwater, surface water or a combination of both. Groundwater may also infiltrate the raw well through uncontrolled cracks or joints.

Low Lift Pumping

Two (2) submersible pumps (each rated at 1.26 L/s) located in the raw water intake well along with associated piping deliver water to either the Package Treatment Unit (Waterboy Unit) or the Cartridge Filter System. Back-up pumps are stored at the Belleville Water Treatment Plant.

Cartridge Filter System - Filtration

The cartridge filter system consists of three (3) roughing filters and one (1) finishing filter. All four filters operate in series. The first filter has a pore-size range of 20 to 1 micron rated for 90% removal. The next two (2) filters have a pore-size range of 1.0 to 0.5 microns rated for 99% removal. The finishing filter is certified to NSF 53 and has an effective pore-size of 1.0 micron and a removal rating of 99.9%.

Pressure sensors and gauges are located on the influent and effluent lines for each cartridge canister. These are used to determine the pressure differential across the filter media allowing operators to monitor the life of the filters.

Water exiting the finishing filter can either go to waste or can go the chlorine contact tank. The effluent from this process is monitored for turbidity with alarms and controls set to divert to waste if turbidity climbs above operational set points.

The rated capacity for this process is 24.3 L/min.



Package Treatment Unit - Coagulation

A chemical feed system consisting of a 150L storage tank and two (2) flow-paced metering pumps feed aluminum sulphate (alum) to the bottom of the rapid mixer tank. Here, the alum mixes with raw water, by means of a mechanical mixer, to begin the formation of floc.

This is the first of the 2-stage coagulation/flocculation process.

Package Treatment Unit - Flocculation

The coagulated water/alum solution flows through a notched weir into the slow mixer/flocculation tank. Here, a mechanical mixer stirs the water slowly to further the formation of the floc.

This floc consists of alum and suspended particles (dirt, color, organics) that are found in the raw water.

This is the second of the 2-stage coagulation/flocculation process.

Package Treatment Unit - Sedimentation

The flocculated water flows through piping to the bottom of inclined plate settlers. Here, the floc adheres to the plates, and eventually becomes heavy enough to slide down the plates, as the volume of settled material increases. The cleaner water rises to the top of the plate settler and flows hydraulically to the filtration process. The settled material, containing dirt, organics, color, bacteria, viruses, and other particulate, is removed during filter backwashing.

Package Treatment - Filtration

The mixed media filter is used to further remove particulate from the water. The filter consists of sand and anthracite media and is equipped with an under drain system that is connected to two (2) pumps. The first pump is used to deliver water to the chlorine contact tank or to the waste stream. The effluent from this process is monitored for turbidity with alarms and controls set to divert to waste if turbidity climbs above operational set points. The second pump is used to backwash the filter.

Disinfection

Sodium hypochlorite is used to post-disinfect the filtered water in the chlorine contact tank.

The sodium hypochlorite chemical feed system consists of a 20L storage tank and two (2) flow-paced metering pumps, with automatic switch over, to feed hypochlorite to the filtered water as it enters the contact tank. Dosage varies based on the biological demand.

The chlorine contact tank consists of an inlet diffuser, baffles and an overflow effluent collector. The tank volume is 2.2 m³. Here, the chlorinated water is held for a prescribed time period to ensure inactivation of any pathogens. The initial and "CT" free chlorine residuals are monitored and recorded.



High Lift Storage

The high lift clear well is a finished water storage area and has a total volume of 23 m³. This well receives water from the chlorine contact tank and provides a flooded suction for the high lift pumps.

High Lift Pumping

At this point the treatment process is complete and the water is ready for consumer use.

Two (2) high lift pumps, each capable of delivering approximately 27m³/day, deliver water through a common header to the distribution system.

These pumps provide constant positive pressure to the distribution system with the use of controls and automatic starts that are based on pressure control setpoints.

Controls and measures are in place to provide power, such as UPS power, in the event of a power failure.

Computer/SCADA

Computer technology is used to monitor operations and record data. A Supervisory Control and Data Acquisition (SCADA) system provides communication among, and control of, all plant operations. The SCADA system also communicates with the Belleville Water Treatment Plant allowing experienced, licensed water treatment operators to monitor and control the Point Anne Water Treatment Plant.

Wastewater

The water used to backwash the filter and the sediment from the plate settlers is discharged overland through a 100mm diameter discharge pipe to a point approximately 15m from the Bay of Quinte shoreline.

Distribution System

The treated water is delivered directly to the consumer through the distribution system from the high lift pumps. The distribution system is comprised of approximately 208m of 100mm diameter water main. It is a linear network with no looping. There are currently five (5) service connections to the network that supply thirteen (13) residential properties. There was one municipally-owned non-residential premise (Point Anne Fire Hall) that was connected to the distribution system. The Fire Hall however, was removed from the system in November 2016.

Chemicals used over this Reporting Period

- Sodium Hypochlorite
- Aluminum Sulphate



Notifications and Corrective Actions in accordance with Schedule 16 and Schedule 18, O. Reg 170/03

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
09 April 19 AWQI 145173	Sodium	22.0	mg/L	Resampled 11 April 19. Letters sent to residents informing of high sodium	15 April 19
30 June 19 AWQI 146017	Observation of improperly disinfected water			Boil water advisory issued. Bacteriological samples taken 30 June 19 to 03 July 19. Boil water advisory lifted 05 July 19	10 July 19



Operational Testing in accordance with Schedule 7, O. Reg 170/03

Parameter	Number of Samples	Range of Results (min # - max #)	Unit of Measure
Turbidity	8760	0.03 – 0.85	NTU
Free Chlorine @ CT Location	8760	1.13 – 2.95	mg/L
Free Chlorine in Distribution	241	0.74 – 1.82	mg/L
Fluoride	0	No fluoridation	

Note: 8760 denotes results from continuous monitoring
NTU refers to Nephelometric Turbidity Units

Microbiological Testing in accordance with Schedule 11, O. Reg 170/03

	Number of Samples	Range of E. Coli or Fecal Results (min # - max #)	Range of Total Coliform Results (min # - max #)	Number of HPC Samples	Range of HPC Results (min # - max #)
Raw	53	0 – 48	2 – >4000	53	20 - >2000
Treated	56	0 – 0	0 – 0	55	<10 – 20
Distribution	56	0 – 0	0 – 0	55	<10 – 40

Chemical Testing in accordance with Schedule 13, O. Reg 170/03

Sample results for Schedule 23 and Schedule 24 can be found starting on page 11 of this report.

Parameter	Number of Samples	Range of Results (min # - max #)	Unit of Measure
Trihalomethane	4	41 – 82	µg/L
Haloacetic Acids	4	36.2 – 66.8	µg/L
Nitrate and Nitrite	4	<0.1 – 2.1	mg/L
Sodium	5	11.3 – 22.8	mg/L
Fluoride	1 (13 June16)	0.1	mg/L



Lead Testing in accordance with Schedule 15.1, O. Reg 170/03

Lead Testing Summary

Location Type	Number of Samples	Range of Results (min#) – (max#)	Units	Number of Exceedances
Lead - Plumbing	0	---	mg/L	0
Lead -Distribution	0	---	mg/L	0
Alkalinity - Distribution	2	81 – 185	mg/L	NA
pH – Plumbing	0	---	-	0
pH - Distribution	2	7.3 – 7.8	-	0

The Point Anne Hamlet Drinking Water System has reached exemption status in regards to the Lead Sampling Program. Following the Winter Lead Sampling Period (December 2011 – April 2012) the Point Anne Hamlet Drinking Water System satisfied the requirements of Section 15.1-5 (9) of Ontario Regulation 170/03 and as such began sampling in accordance with Section 15.1-5 (10).



Inorganic Testing in accordance with Schedule 23, O. Reg 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	13 June 16	<0.0001	mg/L	No
Arsenic	13 June 16	0.0003	mg/L	No
Barium	13 June 16	0.033	mg/L	No
Boron	13 June 16	0.010	mg/L	No
Cadmium	13 June 16	<0.00002	mg/L	No
Chromium	13 June 16	<0.002	mg/L	No
Mercury	13 June 16	<0.00002	mg/L	No
Selenium	13 June 16	<0.001	mg/L	No
Uranium	13 June 16	<0.00005	mg/L	No

As per Section 13-2 (3) of Ontario Regulation 170/03, small municipal residential systems are required to be sampled and tested for Schedule 23 parameters at least once every 60 months. As such, the next sampling and testing for Schedule 23 parameters for the Point Anne Hamlet Drinking Water System will occur prior to 13 June 2021.



Organic Testing in accordance with Schedule 24, O. Reg 170/03

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachor	12 Jan 16	<0.02	µg/L	No
Atrazine + N-dealkylated metabolites	12 Jan 16	<0.01	µg/L	No
Azinphos-methyl	12 Jan 16	<0.05	µg/L	No
Benzene	12 Jan 16	<0.32	µg/L	No
Benzo(a)pyrene	12 Jan 16	<0.004	µg/L	No
Bromoxynil	12 Jan 16	<0.33	µg/L	No
Carbaryl	12 Jan 16	<0.05	µg/L	No
Carbofuran	12 Jan 16	<0.01	µg/L	No
Carbon Tetrachloride	12 Jan 16	<0.16	µg/L	No
Chlorpyrifos	12 Jan 16	<0.02	µg/L	No
Diazinon	12 Jan 16	<0.02	µg/L	No
Dicamba	12 Jan 16	<0.20	µg/L	No
1,2-Dichlorobenzene	12 Jan 16	<0.41	µg/L	No
1,4-Dichlorobenzene	12 Jan 16	<0.36	µg/L	No
1,2-Dichloroethane	12 Jan 16	<0.35	µg/L	No
1,1-Dichloroethylene (vinylidene chloride)	12 Jan 16	<0.33	µg/L	No
Dichloromethane	12 Jan 16	<0.35	µg/L	No
2,4-Dichlorophenol	12 Jan 16	<0.15	µg/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	12 Jan 16	<0.19	µg/L	No
Diclofop-methyl	12 Jan 16	<0.40	µg/L	No
Dimethoate	12 Jan 16	<0.03	µg/L	No
Diquat	12 Jan 16	<1	µg/L	No
Diuron	12 Jan 16	<0.03	µg/L	No
Glyphosate	12 Jan 16	<1	µg/L	No
Malathion	12 Jan 16	<0.02	µg/L	No
2-Methyl-4-chlorophenoxyacetic acid (MCPA)	12 Jan 16	<0.00012	mg/L	No
Metolachlor	12 Jan 16	<0.01	µg/L	No
Metribuzin	12 Jan 16	<0.02	µg/L	No
Monochlorobenzene	12 Jan 16	<0.3	µg/L	No
Paraquat	12 Jan 16	<1	µg/L	No
Pentachlorophenol	12 Jan 16	<0.15	µg/L	No
Phorate	12 Jan 16	<0.01	µg/L	No
Picloram	12 Jan 16	<1	µg/L	No
Polychlorinated Biphenyls (PCB)	12 Jan 16	<0.04	µg/L	No
Prometryne	12 Jan 16	<0.03	µg/L	No
Simazine	12 Jan 16	<0.01	µg/L	No
Terbufos	12 Jan 16	<0.01	µg/L	No



Tetrachloroethylene	12 Jan 16	<0.35	µg/L	No
2,3,4,6-Tetrachlorophenol	12 Jan 16	<0.20	µg/L	No
Triallate	12 Jan 16	<0.01	µg/L	No
Trichloroethylene	12 Jan 16	<0.44	µg/L	No
2,4,6-Trichlorophenol	12 Jan 16	<0.25	µg/L	No
Trifluralin	12 Jan 16	<0.02	µg/L	No
Vinyl Chloride	12 Jan 16	<0.17	µg/L	No

As per Section 13-4 (3) of Ontario Regulation 170/03, small municipal residential systems are required to be sampled and tested for Schedule 24 parameters at least once every 60 months. As such, the next sampling and testing for Schedule 24 parameters for the Point Anne Hamlet Drinking Water System will occur prior to 12 January 2021.

Inorganic or Organic Parameters that Exceeded Half the Standard Prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
Trihalomethane NOTE: show latest annual average	59.8	µg/L	15 Jan 19 15 Apr 19 16 July 19 15 Oct 19

The average concentration for Trihalomethanes over the four quarters of 2019 exceeded one half of the Schedule 2 standard but did not exceed the regulated limit of 100 µg/L.



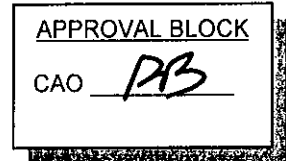
Monetary Expenses Incurred during this Reporting Period

Relatively significant monetary expenditures during 2019 included:

1. Intake inspections
2. Various online monitoring equipment chemical analyzers
3. SCADA trending upgrades

NO DISTRIBUTION MONETARY EXPENDITURES

Each of these expenditures was included in approved operating or capital budgets.



CITY OF BELLEVILLE
Perry DeCola, General Manager
Environmental Services
Report No. GMES-2020-06
March 9, 2020

To: Mayor and Members of Council

Subject: Ministry of the Environment 2019 Inspection Report for the Belleville Wastewater System

Recommendation:

“THAT the General Manager of Environmental Services Report No. GMES-2020-06 regarding the Ministry of the Environment 2019 Inspection Report for the Belleville Wastewater System be received as information.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. This report aligns with the “Environment” strategic theme to “provide facilities and support initiatives that reduce water and air pollution”.

Background:

The City's Wastewater Treatment Plant is operated under contract by the Ontario Clean Water Agency (OCWA) and the Wastewater Collection System is now operated by the City's Environmental Services Department.

The Ministry of the Environment inspects the City's wastewater system approximately every 4 years. For this inspection, the Belleville Wastewater Treatment Plant and Wastewater Collection System were visited on various dates throughout the late fall of 2019 and the report was received by the Department on January 14th, 2020. A copy of the Inspection Report is attached.

While the City's Wastewater Treatment Plant has been inspected in the past, this is the second time it was inspected under the Ministry's new inspection protocol. This new protocol is very thorough and is now quite similar to the approach used to inspect drinking water facilities. This was also the first time two separate Environmental Compliance Approvals were used in the inspection to refer to the older and newer site-specific compliance requirements.

This inspection resulted in twelve non-compliance items and six best practice recommendations. Many of the reported items are similar to the last inspection. Best practice recommendations are not mandatory requirements.

With this report the Ministry has provided leniency and an endorsement of the actions that this Council has undertaken to correct the historical issues associated with the wastewater system. The Ministry has taken a positive outlook and is eagerly anticipating the outcomes of the consolidation of the wastewater collection operators under the Environmental Services Department in September 2019 and commitment to the Wet Weather Master Plan in November 2019. They are looking to the 2022 inspection to review the modifications and changes that need to be completed.

Financial/Analysis:

The non-compliance items are generally administrative in nature. They include items such as: older sewage pump stations that don't have certificates of approval; lack of as-built drawings and/or certification statements for past upgrades; a couple pieces of equipment that differ from descriptions in older certificates of approval; continued efforts at process optimization; improvement to content of log books, reports and operations manuals. Of the twelve items, three do not require action as they were the result of operation upsets caused by wet weather. Work on the remainder is underway. Environmental Services staff are working with OCWA to address the remainder of the Wastewater Treatment Plant items and moving towards executing projects that align with the Wet Weather Master Plan. The new Environmental Services wastewater collection staff are working to address the deficiencies related to the collection system and are preparing the required procedures, narratives and Operations manuals. The best management practice recommendations will be reviewed and addressed where possible, and the signage and tankage issues are already underway or complete as of the date of this report.

It is expected that financial resources will be needed beyond the approved operating and capital budgets as a result of this inspection report and as we move to the implementation phase of the Wet Weather Master Plan.

Conclusion:

Based on the above discussion, it is recommended that this report be received by Council as information.

Respectfully submitted,



Perry DeCola
General Manager of Environmental Services

Attachments

Schedule 1 – WPCP 2019, 2020 Inspection (Appendices A, B, and C are available but not included)

**Ministry of the
Environment,
Conservation and Parks**
Eastern Region
Belleville Area Office
345 College Street East
Belleville ON K8N 5S7

**Ministère de l'Environnement,
de la Protection de la nature
et des Parcs**
Région de l'Est
Bureau du secteur de Belleville
345, rue College Est
Belleville (Ontario) K8N 5S7



January 14, 2020

Sent by Email: rbovay@belleville.ca

Rod Bovay
Chief Administrative Officer
The Corporation of the City of Belleville
169 Front Street
Belleville, ON K8N 2Y8

Dear: Rod

Re: 2019-2020 Inspection Report Belleville Water Pollution Control Plant

The enclosed report documents findings of the inspection that was performed at the Belleville Water Pollution Control Plant on November 5, 2019.

Two sections of the report, namely "Non-compliance with Regulatory Requirements and Actions Required" and "Summary of Recommendations and Best Practice Issues", if found, may cite due dates for the submission of information or plans to my attention.

Please note that "Non-compliance with Regulatory Requirements and Actions Required" are linked to incidents of non-compliance with regulatory requirements contained within an act, a regulation, or site-specific approvals, licenses, permits, orders, or instructions. Such violations may result in the issuance of mandatory abatement instruments which could include orders, tickets, penalties, or referrals to the ministry's Environmental Enforcement and Compliance Office.

"Recommended Actions" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness and conformance with existing and emerging industry standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Thank you for the assistance afforded to me during the conduct of the compliance assessment. Should you have any questions regarding the content of the enclosed report, please do not hesitate to contact me.

Yours truly,

Paul Cairns
Water Inspector / Provincial Officer, Badge 1095
Ontario Ministry of the Environment, Conservation and Parks
Belleville Area Office

Email: paul.cairns@ontario.ca

Enclosure

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c: File SI-HA-BL-441 (2019-20)



Ministry of the Environment, Conservation and Parks

WW BELLEVILLE WPCP

Inspection Report

Site Number:	110000016
Inspection Number:	1-KXSDI
Date of Inspection:	Nov 05, 2019
Inspected By:	Paul Cairns

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OWNER INFORMATION:

Company Name:	BELLEVILLE, CITY OF	Unit Identifier:	
Street Number:	169		
Street Name:	FRONT St		
City:	BELLEVILLE		
Province:	ON	Postal Code:	K8N 2Y8

CONTACT INFORMATION

Type:	Owner	Name:	Rod Bovay
Phone:	(613) 967-3268	Fax:	
Email:	rbovay@belleville.ca		
Title:	City of Belleville Chief Administrative Officer		
Type:	Owner	Name:	Perry DeCola
Phone:	(613) 966-3651 x2223	Fax:	(613) 969-7188
Email:	pdecola@belleville.ca		
Title:	General Manager of Environmental Services		
Type:	Owner	Name:	Richard Reinert
Phone:	(613) 966-3651 x2400	Fax:	(613) 966-1004
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Title:	Manager of Environmental Services		
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Email:	bmcnevin@quinteconservation.ca		
Title:	Chief Administrative Officer, Quinte Conservation		

INSPECTION DETAILS:

Site Name:	WW BELLEVILLE WPCP
Site Address:	131 ST. PAUL Street BELLEVILLE ON K8N 5V1
County/District:	BELLEVILLE
MECP District/Area Office:	Belleville Area Office
Health Unit:	HASTINGS AND PRINCE EDWARD COUNTIES HEALTH UNIT
Conservation Authority:	Quinte Conservation
MNR Office:	
Site Number:	110000016
Inspection Type:	Announced
Inspection Number:	1-KXSDI
Date of Inspection:	Nov 05, 2019
Date of Previous Inspection:	Nov 15, 2016

COMPONENTS DESCRIPTION

Site (Name):	Belleville WPCP		
Type:	Plant Classification	Sub Type:	Class IV
Comments:			

The Belleville WPCP is a Class IV Wastewater Treatment Plant, Certificate #919, issued February 24, 2015.
 The Belleville Collection System is a Class III Wastewater Collection Facility, Certificate # 1459, issued May 1, 2013.

The Belleville WPCP is a conventional activated sludge plant with a Rated Capacity of 54,500 m³/d, a Primary Treatment Design Capacity of 163,440 m³/day and a Secondary Treatment Design Capacity of 92,000 m³/d (3,833 m³/hr) as per Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, which revoked the previous Amended Environmental Compliance Approval 3847-96LLSR, issued on May 6, 2013, which revoked the previous Amended Certificate of Approval 5646-6G6JQP, issued on October 13, 2005 and related Notices No. 1, issued on June 24, 2008 and No.2, issued on October 16, 2008.

Site (Name):	Belleville WPCP		
Type:	Mechanical Sewage Treatment System	Sub Type:	Pre-treatment
Comments:			

Two parallel aerated grit tanks (262 m³ each) with emergency side overflow weir from Grit Tank #1 to Flocculation Tank inlet channel.

Following the grit tanks, a four channel screen building with continuous self cleaning mechanical bar screens in three of the four channels and an inlet control weir and manual screen in the fourth channel. Mechanical screens have screenings wash and screw compactors.

A Plant Bypass Chamber exists with an overflow weir intended to allow primary bypass in flow conditions greater than the peak design flow rate of 163,440 m³/d, complete with flow measurement level sensor. OCWA operations staff indicate that peak flows in excess of 130,000 m³/d bypass the screen room by means of the emergency side overflow weir from Grit Tank #1 to Floc Tank inlet channel. Wet weather peak flows in excess of 163,440 m³/d are experienced occasionally without plant (primary) bypass.

Site (Name): Belleville WPCP
Type: Mechanical Sewage Treatment System **Sub Type:** Primary Treatment

Comments:

Two parallel aerated flocculation tanks (527 m³ each), followed by two primary clarifiers (3,920 m³ each and 933 m² surface area each). Primary clarifiers each have travelling bridge sludge collector/surface skimmer. Effluent channel has cutwater gate that splits primary effluent flow to Secondary Plant 1 and Secondary Plant 2 inlet channels, with a target flow split of 60% to Plant 1 and 40% to Plant 2.

Site (Name): Belleville WPCP
Type: Mechanical Sewage Treatment System **Sub Type:** Secondary Treatment

Comments:

Plant 1 has three (1,581 m³ each), three-pass aeration cells equipped with fine bubble diffusers and dissolved oxygen monitoring, followed by three, two-pass final clarifiers (1,461 m³ each and 417.5 m² surface area each). Plant 2 has two (2,237 m³ each), three-pass aeration cells equipped with fine bubble diffusers and dissolved oxygen monitoring, followed by two, two-pass final clarifiers (1,687 m³ each and 468.6 m² surface area each). Four positive displacement air blowers (three duty, one standby, two constant speed, two variable speed) each having rated capacity of 3,900 m³/h.

The secondary treatment design capacity is 92,000 m³/d (Average Day Flow 54,500 m³/d), with a target flow split of 60% to Plant 1 (Average Day Flow 32,700 m³/d) and 40 % to Plant 2 (Average Day Flow 21,800 m³/d).

Site (Name): Belleville WPCP
Type: Mechanical Sewage Treatment System **Sub Type:** Chemical Addition

Comments:

Two bulk Ferric Chloride storage tanks and four metering pumps for chemical addition at the screen room outlet channel and the aeration tanks. Note: OCWA has changed to ferric sulphate as it is more readily available than ferric chloride.

Dry Polymer make up and feed to supply polymer to the flocculation tanks. Liquid polymer feed to biosolids storage tanks for biosolids thickening purposes.

Site (Name): Belleville WPCP
Type: Method of Disinfection **Sub Type:** Chlorination

Comments:

Three 908 kg/d capacity gas chlorinators with weigh scales (one ton cylinders), vacuum regulators and automatic switch over. One chlorine contact chamber with two parallel channels and overflow weir to plant outfall with a total volume of 968 m³. Continuous total chlorine residual analyzer sampling end of contact chamber.

Site (Name): Belleville WPCP

Type: Method of Disinfection **Sub Type:** Dechlorination
Comments:
 Sulphur dioxide gas feed system comprised of two one ton gas containers on weigh scale (one standby), vacuum regulator, two automatic flow controlled gas feeder panels (one standby), ejector and diffuser at the discharge outlet of the chlorine contact chamber. Continuous monitors for Oxidation Reduction Potential (ORP) and sulphite (SO₃) residual.

Site (Name): Belleville WPCP
Type: Effluent Discharge Receiver **Sub Type:** Surface Water
Comments:
 The final effluent is discharged continuously to the Bay of Quinte.

Site (Name): Belleville WPCP
Type: Effluent Discharge Frequency **Sub Type:** Continuous
Comments:
 The final effluent is discharged continuously to the Bay of Quinte.

Site (Name): City of Belleville
Type: Sewage Collection System **Sub Type:** Combined Sewer
Comments:
 According to Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, the Belleville sewage collection system is considered to be a "Partially Separated Sewer System".

Combined sewer overflows (CSO) are located at:
 Junction Chamber at the intersection of Dundas St. W and Coleman Street
 Dundas Street Pumping Station
 Front Street Pumping Station (overflow has been blocked off - non-functional).
 Roblin Place (a.k.a Palmer Road) Pumping Station
 Cascade Pumping Station

Site (Name): Belleville WPCP Main Pumping Stations
Type: Collection System Component **Sub Type:** Pumping station
Comments:
 The City of Belleville has three main sewage pumping stations that feed into the treatment plant:

East End Pumping Station
 Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, revoked Certificate of Approval 3-1605-94-956, issued April 28, 1995. East End Pumping Station is also referred to in Belleville WPCP Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013 (revoked by ECA 2178-B2ZLM8, issued May 30, 2019). Four submersible dry pit raw sewage pumps (No. 1 & 3 Pumps variable speed. No. 2&4 Pump constant speed). Wet well channel grinder. Standby power diesel generator (200 kW). Twin forcemains (two 450 mm diameter forcemains) deliver raw sewage to plant headworks (grit tank).

Front Street Pumping Station
 Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, revoked Amended Environmental Compliance Approval 2748-9Q3PVQ, issued November 13, 2014, which revoked Environmental Compliance Approval 4319-9ASPB, issued September 9, 2013, which revoked Certificate of Approval 1994-8GRNRD, issued on May 12, 2011, which revoked Certificate of Approval 0649-7DDGGP, issued April 7, 2008. Four submersible dry pit raw sewage pumps (variable frequency drive). Mechanical barscreen and screw

compactor/conveyor/bagger. Standby power diesel generator (500 kW). A combined sewer overflow located just upstream of the station wetwell has been disabled so that no overflow can occur.

Dundas Street Pumping Station

Certificate of Approval 8053-8B3MNH, issued November 30, 2010. Three submersible raw sewage pumps (variable frequency drive). Wet well wall mounted grinder. Standby power diesel generator (200 kW). An combined sewer overflow is located just upstream of the station wetwell. There is a alarm to indicate an overflow has occurred.

Site (Name): Belleville Additional Pumping Stations
Type: Collection System Component **Sub Type:** Pumping station

Comments:

Additional pumping stations:

320 Avonlough Road

Two submersible pumps and diesel generator. Certificate of Approval 3968-5XBQ4B, issued March 29, 2004.

Centennial (356 Bridge Street West)

Two submersible pumps and diesel generator.

Roblin Place (a.k.a Palmer Road - 1 Sherwood Crescent)

Two submersible pumps and diesel generator. Emergency overflow to storm water drainage. Certificate of Approval 3-0036-87-006, issued August 26, 1987 in the name of the developer.

West Moira (331 Moira Street West)

Two submersible pumps and diesel generator. Station rebuild planned for 2020.

Cascade (100 Cascade Boulevard)

Two submersible pumps and diesel generator. Emergency overflow to storm water drainage.

Millennium (146 Millennium Drive)

Two submersible pumps, diesel generator and bypass chamber (not an emergency overflow). Certificate of Approval 3-0811-99-006, issued October 15, 1999. Name change from MAC 5 Corp. to The Corporation of the City of Belleville as of November 17, 2016 (Ministry Reference # 2601-AFSJMP).

Thurlow Bridge (9 Moira Lea Court)

Two submersible pumps and natural gas generator. An Emergency overflow exists in the manhole upstream of the wetwell inlet. This overflow discharges to the to the Moira River, north of the bridge. There is an alarm to indicate any overflow occurrence. Amended Certificate of Approval 3-0877-96-007, issued December 11, 1996 to the Corporation of the Township of Thurlow.

College Street (501 College Street East) Environmental Compliance Approval 2327-923SKB, issued June 7, 2013. Three submersible pumps and diesel generator.

Symington (311 Herchimer Avenue)

Vacuum Lift Station and diesel generator.

Forest Hill (331 Farley Avenue)

Vacuum Lift Station

Site (Name): Belleville WPCP
Type: Biosolids Stabilization Process **Sub Type:** Anaerobic Digestion

Comments:

One primary anaerobic digester (volume 4,500 m3). Mechanical mixing (pump and valve sequence) and compressed methane gas mixing of digester contents. Methane gas used for primary digester mixing, hot water boiler fuel (natural gas backup fuel) and waste gas burner. Two hot water heat exchangers heat the recirculated primary digester sludge. Primary digester sludge overflows into secondary digester.

One secondary digester (volume 4,500 m3). Secondary digester sludge is regularly pumped to storage tanks. When secondary digester is full, digester supernatant overflows back to the head of the plant (grit tank).

Site (Name): Belleville WPCP
Type: Type of Biosolids **Sub Type:** Liquid

Comments:

Liquid secondary digester sludge is regularly transferred to five holding tanks on-site with a total storage volume of 15,800 m3.

Site (Name): Belleville WPCP
Type: Biosolids Storage Method **Sub Type:** On-Site Storage Capacity

Comments:

Belleville WPCP has five digested sludge holding tanks on-site with a total storage volume of 15,800 m3 described in Amended Certificate of Approval 3-0321-92-937, issued April 30, 1993 and mentioned in WPCP Amended Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013. These two approvals were revoked by Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019. Ten submersible mechanical mixers are installed: one (1) in each of Storage Tanks No.1 and No.2 and two (2) in Storage Tank No.3 and three (3) in each of Storage Tanks No.6 and No.7. Total of five positive displacement sludge transfer pumps (two for Control Building No.1 - Storage Tanks No.1&2, one for Control Building No.3 - Storage Tank No. 3 and two for Control Building No.6 and 7 - Storage Tanks No.6 & 7. (Note: WPCP sludge tank numbering includes Primary Digester No.4 and Secondary Digester No.5).

Site (Name): Belleville WPCP
Type: Biosolids Disposal Method **Sub Type:** Land application

Comments:

Biosolids are transported to and spread on NASM Plan approved agricultural fields.

Site (Name): Belleville WPCP
Type: Stand-by Power Generation **Sub Type:** STP Generator

Comments:

While there is no mention of the standby diesel generator in the current WPCP Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 or the previous Amended Environmental Compliance Approval 3487-96LLSR, issued May 6, 2013, the WPCP diesel generator has Certificate of Approval (Air) 1-781-82-006, issued January 18, 1982. The City intends to replace this generator in the near term (2022-2024).

Site (Name): Belleville WPCP
Type: Stand-by Power Generation **Sub Type:** Pumping Station Generator(s)

Comments:

East End Pumping Station standby power diesel generator (200 kW).
 Certificate of Approval 3-1605-94-956, issued April 28, 1995 was revoked by Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019.

Front Street Pumping Station standby power diesel generator (500 kW).
Amended Environmental Compliance Approval 2748-9Q3PVQ, issued November 13, 2014 was revoked by Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019. Certificate of Approval (Air) 4451-7ELRMP, issued May 22, 2008.

Dundas Street Pumping Station standby power diesel generator (200 kW).
Certificate of Approval 8053-8B3MNH, issued November 30, 2010. Certificate of Approval (Air) 6318-8DJTN6, issued January 31, 2011.

Additional pumping stations with standby power:

320 Avonlough Road - 36.8 kW diesel generator. Certificate of Approval 3968-5XBQ4B, issued March 29, 2004.

Centennial (356 Bridge Street West) - diesel generator.

Roblin Place a.k.a. Palmer Road (1 Sherwood Crescent)- 15 kW diesel generator. Certificate of Approval 3-0036-87-006 issued August 26, 1987 to the subdivision developer.

West Moira (331 Moira Street West) - diesel generator.

Cascade (100 Cascade Boulevard) - diesel generator was replaced in 2018.

Millennium (146 Millennium Drive) - 30 kW diesel generator. Certificate of Approval 3-0811-99-006, issued October 15, 1999. Name change from MAC 5 Corp. to The Corporation of the City of Belleville as of November 17, 2016 (Ministry Reference # 2601-AFSJMP).

Thurlow Bridge a.k.a Moira Lea (9 Moira Lea Court)- 54 kW natural gas generator. Certificate of Approval 3-0887-96-007, issued December 11, 1996.

College Street (501 College Street East) - diesel generator. Environmental Compliance Approval 2327-923SKB, issued June 7, 2013.

Symington (311 Herchimer Avenue) - diesel generator.

Site (Name): Belleville WPCP

Type: Other

Sub Type: Pre-treatment

Comments:

This facility is an independent treatment facility that is not part of the Belleville WPCP operations. However, it is a noteworthy influent stream into the Belleville WPCP.

Jane Forrester Park Groundwater Pre Treatment Facility Amended Certificate of Approval 4784-8L7JCX, issued September 23, 2011, revoking Certificate of Approval 0156-7DZQWJ, issued May 5, 2008. Industrial Sewage Works for the treatment of groundwater contaminated with organics.

The treatment building contains iron removal system followed by liquid phase carbon filters. Other in situ works include vertical barrier wall, groundwater collection system and pumping stations No.1, No.2 and No.3 each with two submersible variable speed pumps (one duty, one standby) and associated groundwater monitoring wells (9 wells, 15 wells and 9 wells respectively).

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry policies and guidelines during the inspection period.

This wastewater treatment and collection system is subject to the legislative requirements of the Ontario Water Resources Act (OWRA) and the Environmental Protection Act (EPA) and regulations made therein. This inspection has been conducted pursuant to Section 15 of the OWRA and Section 156 of the EPA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Paul Cairns, Provincial Officer, met with Cindy Spencer, OCWA Regional Manager, James Taylor, OCWA Senior Operations Manager, Natalie Iezzi, Process & Compliance Technician, OCWA Kawartha -Trent Hub and Blair Mackintosh, Supervisor of Compliance, City of Belleville. A site inspection of the treatment plant, including buildings and the three main pumping stations (East End, Front St. and Dundas St.) was conducted on Tuesday, November 5, 2019. Documentation review was performed on site on November 7, 2019. Wastewater collection system inspection was performed on November 26, 2019, with Steve Gordon, Wastewater Collection Operator-in-Charge and Chris Coyle, Wastewater Collection Supervisor.

The previous inspection # 1-CNITI, was conducted on November 15, 2016. The review period for this inspection includes all of 2017, 2018 and the first ten months of 2019. Approvals for the inspection period include Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, and Approvals thereby revoked as follows:

3847-96LLSR, issued on May 6, 2013 (WPCP)
 2748-9Q3PVQ, issued November 13, 2014 (Front Street Pumping Station)
 3-1605-94-956, issued April 28, 1995 (East Pumping Station)
 3-0321-92-937 issued April 30, 1993 (Sludge Holding Tanks)

It was noted that in July 2019, the City of Belleville made a significant change in the responsibility (management and staffing) for the wastewater collection system. This responsibility was moved from the Transportation & Operations Department to the Environmental Services Department.

Authorizing/Control Documents

- The owner did not have a valid Environmental Compliance Approval for the sewage works.

Current Amended Environmental Compliance Approval 2178-B2ZLM8, was issued on May 30, 2019, revoking the following Approvals:

3847-96LLSR, issued on May 6, 2013 (WPCP)
 2748-9Q3PVQ, issued November 13, 2014 (Front Street Pumping Station)
 3-1605-94-956, issued April 28, 1995 (East Pumping Station)
 3-0321-92-937 issued April 30, 1993 (Sludge Holding Tanks)

Piping, installed in 2010 to transfer Plant 1 Waste Activated Sludge (WAS) to the holding tanks 1,2 and 3 was constructed without approval. This piping now appears in ECA 2178-B2ZLM8 existing works under "Plant 1 Secondary Sedimentation" heading. This piping was designed and installed by Mill-Fab located in Belleville. OCWA has recently engaged Greer Galloway Group to prepare drawings for this piping and for a biosolids polymer addition system previously installed without approval. As built drawings were completed by Greer Galloway Group,

Authorizing/Control Documents

dated November 21, 2019. Current ECA proposed works includes "installation of sludge transfer piping to allow for the provisional operation of three (3) existing biosolids storage tanks (Nos. 1, 2, and 3) as sludge storage tanks" which is a reference to this existing piping. Current ECA proposed works includes a reference to a biosolids coagulant aid make-up and feed system. The existing unapproved polymer feed system feeds neat solution (no make-up) and there are no current plans to alter this chemical feed system.

It was noted that ECA 2178-B2ZLM8, issued May 30, 2019, while describing the existing East End and Front Street Pumping Stations, did not include the standby diesel generators located in these pumping stations that were included in subsequently revoked pumping station ECA's 2748-9Q3PVQ, issued November 13, 2014 (Front Street Pumping Station) and 3-1605-94-956, issued April 28, 1995 (East Pumping Station).

Of the ten additional pumping stations, approvals could only be found for five, as follows:

320 Avonlough Road Certificate of Approval 3968-5XBQ4B, issued March 29, 2004.

Thurlow Bridge (9 Moira Lea Court) Amended Certificate of Approval 3-0877-96-007, issued December 11, 1996.

College Street (501 College Street East) Environmental Compliance Approval 2327-923SKB, issued June 7, 2013.

Millennium (146 Millennium Drive) Certificate of Approval 3-0811-99-006, issued October 15, 1999. Name change from MAC 5 Corp. to The Corporation of the City of Belleville, as of November 17, 2016 (Ministry Reference # 2601-AFSJMP).

Roblin Place (1 Sherwood Crescent) Certificate of Approval 3-0036-87-006, issued August 26, 1987 to the subdivision developer.

The remaining five stations, with no approval are:

Centennial (356 Bridge Street West)

West Moira (331 Moira Street West) Note: a station rebuild is proposed for 2020, contingent upon capital budget approval

Cascade (100 Cascade Boulevard)

Symington (311 Herchimer Avenue)

Forest Hill (331 Farley Avenue)

Capacity Assessment

- **The annual average daily flow was not approaching the rated capacity of the sewage works.**

The rated capacity of the works is 54,500 m³/d. Annual Performance Reports indicated annual average day flows as follows:

2018 32,559 m³/d (60% of rated capacity) * Page 24 of the 2018 Annual Performance Report indicated "The average day flow for the year 2018 was 45,640 m³/d. This was an error. The Performance Assessment Report in the Appendix showed 32,559 m³/d.

2017 34,391 m³/d (63% of rated capacity)

2016 22,684 m³/d (42% of rated capacity).

- **The owner was in conformance with the designed rated capacity for average daily flow into the sewage works.**

"Rated Capacity" as defined by the ECA means the Annual Average Daily Influent Flow for which the Sewage Treatment Plant is designed to handle. The rated capacity of the works is 54,500 m³/d and annual average day flows during the inspection period were well below rated capacity, as follows:

Capacity Assessment

2018 32,559 m3/d (60% of rated capacity)
 2017 34,391 m3/d (63% of rated capacity)
 2016 22,684 m3/d (42% of rated capacity).

The 2017 Annual Performance Report indicated that the month of May had an average daily flow of 70,881 m3/d. Maximum daily flow greater than 54,500 m3/d occurred as follows: January 61,746 m3/d; February 61,995 m3/d; March 55,452 m3/d; April 130,620 m3/d; May 250,000 m3/d; June 69,890 m3/d; October 79,420 m3/d; November 60,220 m3/d.

The 2018 Annual Performance Report indicated that the month of April had an average daily flow of 54,681 m3/d. Maximum daily flow greater than 54,500 m3/d occurred as follows: January 122,560 m3/d; February 95,860 m3/d; April 131,360 m3/d; June 71,280 m3/d; November 88,290 m3/d; December 76,190 m3/d.

The May 2019 Performance Assessment Report indicated an average daily flow of 57,271 m3/d. In 2019 (January - October), maximum daily flow greater than 54,500 m3/d occurred as follows: March 136,170 m3/d; April 80,280 m3/d; May 121,450 m3/d; June 57,220 m3/d; October 56,950 m3/d.

The secondary treatment design capacity is 92,000 m3/d and the primary treatment design capacity is 163,440 m3/d. Peak flows during significant rain events exceed 92,000 m3/d, resulting in secondary bypass events. Peak flows during these events, on occasion exceed 163,440 m3/d, as reported on seven dates during the inspection period (five in 2017, one in 2018, one in 2019), with peak flows ranging from 180,750 m3/d to 250,000 m3/d. Operations staff have indicated that flows above 130,000 m3/d bypass the screen room over the side wall overflow weir in Grit Tank #1 to the floc tanks. This "emergency" overflow was approved under Amended Certificate of Approval 2041-5UWSPF, issued September 1, 2004. It appears that since the addition of this grit tank overflow, the plant will not bypass (primary bypass) at a peak flow of greater than 163,440 m3/d.

The owner is in receipt of the JL Richards Belleville Wet Weather and Wastewater Servicing Master Plan Report dated September 2019. This report will guide City decisions related to wet weather flow reduction and treatment options.

- **The owner of the sewage works had prepared a written statement certified by a Professional Engineer confirming that the proposed works were constructed in accordance with the Environmental Compliance Approval.**

A copy of a written statement for proposed works contained in Amended Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013, was provided. This statement dated January 31, 2017, was prepared by OCWA Senior Project Engineer Jose Casal, P.Eng. as a required action of the previous inspection report.

Proposed works listed in Amended Environmental Compliance Approval 2178-B2ZLM8 have not been constructed since approval issuance on May 30, 2019.

- **Flow measuring devices were installed, calibrated and maintained in accordance with the requirements of the Environmental Compliance Approval.**

The most recent calibrations were carried out by Flowmetrix in September 2019. Two items of note:

- 1) The secondary bypass flow meter was replaced in 2019, so it was not calibrated in 2019
- 2) An insertion type flow meter was installed in the 1500 sewer in July 2019 in a new manhole on South Pinnacle Street. Some issues with meter accuracy have been encountered and the owner is following up with the contractor to seek a resolution.

Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 Condition 9.5 The Owner shall monitor and record the flow rate and daily quantity using flow measuring devices or other methods of measurement as approved below:

Capacity Assessment

- a. Influent flow to the Sewage Treatment Plant:
- i. the Front Street Sewage Pumping Station by continuous flow measuring devices and instrumentations calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flow rate;
 - ii. the Raw Sewage (East End) Pumping Station by continuous flow measuring devices and instrumentations calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flow rate;
 - iii. the Moira Pressure Sewer by continuous flow measuring devices and instrumentations calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flow rate or by adopting the flow measurements of the Final Effluent and subtracting the measured influent flows as set out in Paragraph i and Paragraph ii, if the Influent and Final Effluent streams are considered not significantly different in flow rates and quantities;
- b. Final Effluent discharged from the Sewage Treatment Plant by continuous flow measuring devices and instrumentations calibrated to an accuracy within plus or minus 15 per cent (+/- 15%) of the actual flow rate of the following;
- c. each type of Imported Sewage received for co-treatment at the Sewage Treatment Plant by flow measuring devices/pumping rates/haul truck manifests;
- d. Processed Organic Waste received for co-processing at the Sewage Treatment Plant by flow measuring devices/pumping rates/haul truck manifests
- **Flow rates were recorded at a frequency prescribed by the Environmental Compliance Approval.**

Treatment Processes

- **All monitoring equipment other than flow monitoring devices were installed, calibrated and maintained in accordance with any Environmental Compliance Approval.**

The current Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 and previous Amended Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013 did not contain required monitoring equipment; however, Condition 8(2)(d) refers to Operations Manual procedures for the inspection and calibration of monitoring equipment. OCWA has a work management system that generates work orders for monitoring equipment. Monitoring equipment at the WPCP includes:

Raw sewage (Grit Tank) pH, conductivity and dissolved oxygen continuous monitoring.

Aeration cell final pass dissolved oxygen continuous monitoring.

Final Effluent Total chlorine residual & pH (post contact time /pre dechlorination), Oxidation Reduction Potential (ORP) and sulphur dioxide residual (sulphite ion SO₃).

- **The owner had ensured that all equipment/components associated with the works was installed in accordance with the Environmental Compliance Approval.**
- **The works, related equipment and appurtenances were being operated and maintained to achieve compliance prescribed by the Environmental Compliance Approval.**

Current Amended Environmental Compliance Approval (ECA) 2178-B2ZLM8, issued May 30, 2019 and previous Amended Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013 contained condition 8(1) indicating that the Owner shall exercise due diligence in ensuring that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this Approval and the Act (OWRA) and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.

During the inspection period, there were two reported ECA final effluent limit exceedances resulting from samples collected during secondary bypass events that were due to heavy rainfall:

- 1) April 2018 Monthly Geometric Mean Density of E. Coli reported as 1262.5 cfu/100 mL (limit is 200 cfu/100 mL).
- 2) October 2019, monthly average total phosphorus concentration of 0.55 mg/L (limit is 0.3 mg/L).

Treatment Processes

- **The operator-in-charge had ensured that all equipment used in the processes was monitored, maintained, inspected, tested and evaluated.**

The plant operators perform daily rounds, SCADA review and completion of maintenance work orders. OCWA has initiated a digital rounds sheet that is filled out by operators on a tablet device. These records were presented in excel format for review.

- **The owner/operating authority was able to demonstrate that best efforts were used to achieve the objectives listed in the Environmental Compliance Approval conditions.**

Amended Environmental Compliance Approval 3847-96LLSR, issued May 6, 2013 contained condition 6(2) The Owner shall use best efforts to:

- (a) maintain the pH of the effluent from the Works within the range of 6.5 - 9.0, inclusive, at all times;
- (b) operate the works within the Rated Capacity of the Works;
- (c) operate the works such that the sewage flows to Plant 1 and Plant 2 of the secondary treatment system is in the approximate ratio of 3 to 2;
- (d) ensure that the effluent from the Works is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.

Current Amended Environmental Compliance Approval 2178-B2ZLM8, Condition 6. Design Objectives includes:

1. The Owner shall design and undertake everything practicable to operate the Sewage Treatment Plant in accordance with the following objectives:
 - a. Final Effluent parameters design objectives listed in the table(s) included in Schedule B.
 - b. Final Effluent is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discoloration on the receiving waters.
 - c. Total Residual Chlorine (TRC) in the Final Effluent shall be non-detectable as measured by a method with a sensitivity of at least 0.02 mg/L. Normal operation of de-chlorination equipment should provide for an excess of reagents to ensure that total chlorine residuals are not detected.
 - d. Annual Average Daily Influent Flow is within the Rated Capacity of the Sewage Treatment Plant.

During the inspection period, there were two reported ECA final effluent limit exceedances resulting from samples collected during secondary bypass events that were due to heavy rainfall:

- 1) April 2018 Monthly Geometric Mean Density of E. Coli reported as 1262.5 cfu/100 mL (limit is 200 cfu/100 mL).
- 2) October 2019, monthly average total phosphorus concentration of 0.55 mg/L (limit is 0.3 mg/L).

- **The sewage works effluent was essentially free of foreign substances on the day of the inspection.**

Effluent Quality and Quantity

- **The sewage works effluent limits were prescribed by the Environmental Compliance Approval.**

Current Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, and previous ECA 3847-96LLSR, issued on May 6, 2013.

- **The sewage works effluent sample results demonstrated compliance with BOD5 or CBOD5 limits prescribed by the Environmental Compliance Approval.**

Limits for CBOD5: 15.0 mg/L annual average concentration and 817.5 kg/d annual average loading. Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period as follows:

2016

Effluent Quality and Quantity

CBOD5 annual average concentration <5.567 mg/L
 CBOD5 annual average waste loading <143.305 kg/d

2017

CBOD5 annual average concentration <4.778 mg/L (Note: <5.567 mg/L in Table 1 of 2017 annual report was the value from Table 1 in 2016 annual report. The 2017 annual report appendix contained actual value)
 CBOD5 annual average waste loading <180.734 kg/d (Note: <143.305 kg/d in Table 1 of 2017 annual report was the value from Table 1 in 2016 annual report. The 2017 annual report appendix contained actual value)

2018

CBOD5 annual average concentration 9.15 mg/L
 CBOD5 annual average waste loading 315.9 kg/d

* Annual performance reports prepared by the Ontario Clean Water Agency sometimes use the < qualifier due to some individual test results reported as "less than" by the laboratory.

- **The sewage works effluent sample results demonstrated compliance with total suspended solids limits prescribed by the Environmental Compliance Approval.**

Limits for Total Suspended Solids (TSS): 15.0 mg/L annual average concentration and 817.5 kg/d annual average loading. Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period as follows:

2016

TSS annual average concentration <6.608 mg/L
 TSS annual average waste loading <162.312 kg/d

2017

TSS annual average concentration <4.842 mg/L (Note: <6.608 mg/L in Table 1 of 2017 annual report was the value from Table 1 in 2016 annual report. The 2017 annual report appendix contained actual value)
 TSS annual average waste loading <185.221 kg/d (Note: < 162.312 kg/d in Table 1 of 2017 annual report was the value from Table 1 in 2016 annual report. The 2017 annual report appendix contained actual value)

2018

TSS annual average concentration 8.13 mg/L
 TSS annual average waste loading 260.50 kg/d

* Annual performance reports prepared by the Ontario Clean Water Agency sometimes use the < qualifier due to some individual test results reported as "less than" by the laboratory.

- **The sewage works effluent sample results did not demonstrate compliance with total phosphorous limits prescribed by the Environmental Compliance Approval.**

Current ECA (May 2019) limits for Total Phosphorus (TP) are 0.3 mg/L monthly average concentration and 16.35 kg/d monthly average loading. (Note: previous ECA contained monthly and annual average concentration limit of 0.30 mg/L and an annual average loading limit of 16.35 kg/d)

Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period, except for October 2019, that had a monthly average total phosphorus concentration of 0.55 mg/L. Results for samples collected during two secondary bypasses near end of the month (Oct 27 & 31) were the reason for the limit exceedance. Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 Condition 5 requires that test

Effluent Quality and Quantity

results for samples collected during bypass events are to be included in the calculation of the monthly average. Previous ECA 3847-96LLSR, issued May 6, 2013 did not require bypass sampling.

2016 monthly average TP concentration ranged from <0.04 mg/L to 0.12 mg/L.
 2016 annual average TP loading was <1.498 kg/d

2017 monthly average TP concentration ranged from 0.05 mg/L to 0.11 mg/L.
 2017 annual average TP loading was <2.508 kg/d.

Note: 2017 annual average TP concentration of <0.07 mg/L and annual average TP loading of <1.498 kg/d in Table 1 of 2017 annual report were the values reported in Table 1 in 2016 annual report . The 2017 annual report appendix contained actual values).

2018 monthly average TP concentration ranged from 0.04 mg/L to 0.14 mg/L
 2018 annual average TP loading was 2.50 kg/d

2019 (January - October) monthly average TP concentration ranged from 0.03 mg/L to 0.55 mg/L (October 0.55 mg/L was an exceedance)

2019 (January - October) monthly average TP loading ranged from 1.72 kg/d to 12.87 kg/d

* Annual performance reports prepared by the Ontario Clean Water Agency sometimes use the < qualifier due to some individual test results reported as "less than" by the laboratory.

- **The sewage works effluent sample results demonstrated compliance with total chlorine residual limits prescribed by the Environmental Compliance Approval.**

Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 includes a Total chlorine residual limit of 0.02 mg/L. The ECA Schedule D Monitoring Program for final effluent indicates daily Total Residual Chlorine (grab)/Sulphite Residual (Analyzer). The previous ECA did not have a TCR limit, rather an objective of non-detect. Records provided by OCWA indicated compliance with this limit during the inspection period.

- **The sewage works effluent sample results did not demonstrate compliance with microbiological parameter limits prescribed by the Environmental Compliance Approval.**

Microbiological limit: monthly Geometric Mean Density of E. Coli not to exceed 200 organisms per 100 mL. Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period except for April 2018. In this month, the Monthly Geometric Mean Density of E. Coli was reported as 1,262.5 cfu/100 mL. Multiple samples were taken during secondary by-pass events.

2016

Final Effluent Monthly Geometric Mean Density of E. Coli ranged from 2 to 9.6 organisms/100 mL

2017

Final Effluent Monthly Geometric Mean Density of E. Coli ranged from 2 to 67.4 organisms/100 mL

2018

Final Effluent Monthly Geometric Mean Density of E. Coli ranged from 3.5 to 1,262.5 organisms/100 mL

2019 (January to October)

Final Effluent Monthly Geometric Mean Density of E. Coli ranged from 2.6 to 73.5 organisms/100 mL

- **The sewage works effluent sample results demonstrated compliance with pH limits prescribed by the**

Effluent Quality and Quantity

Environmental Compliance Approval.

Limits for pH in the final effluent are between 6.0 to 9.5, inclusive, at all times. Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period.

- **The sewage works effluent sample results did not meet the effluent objectives stated in the Environmental Compliance Approval.**

Environmental Compliance Approval objectives for final effluent are as follows:

CBOD5 effluent concentration annual average 10.0 mg/L

TSS effluent concentration annual average 10.0 mg/L

TP effluent concentration monthly average 0.2 mg/L

Total chlorine objective of "non-detect"

pH range 6.5-9.0 (6.5-8.5 as of May 30, 2019)

E. Coli monthly geometric mean objective of 100 organisms/100 mL.

Results as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show conformance with these objectives during the inspection period except for the following:

February 2018, Monthly Geometric Mean Density of E. Coli was reported as 154.1 cfu/100 mL.

April 2018, Monthly Geometric Mean Density of E. Coli was reported as 1262.5 cfu/100 mL. Multiple samples were taken during secondary by-pass events.

October 2019, had a monthly average total phosphorus concentration of 0.55 mg/L. Results for samples collected during two secondary bypasses near end of the month (Oct 27 & 31) were the reason for the limit exceedance. Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 Condition 5 requires that test results for samples collected during bypass events are to be included in the calculation of the monthly average. Previous ECA 3847-96LLSR, issued May 6, 2013 did not require bypass sampling.

- **The inspector collected audit samples during the inspection.**

A final effluent microbiological grab sample was collected on November 5, 2019 at 1345 hrs. (Analysis Product Code EC3371) and biosolids samples were collected at 1355 hrs. (Analysis Parent Product Code SWIPSLGLIQ).

- **The results of audit samples collected by the Inspector met the effluent limits or operational guidelines.**

Sample results are provided in the appendix to this report.

Monitoring Requirements

- **The sampling requirements were prescribed by the Environmental Compliance Approval.**

Attention is drawn to May 30, 2019 ECA 2178-B2ZLM8, Condition 9.b. requiring annual rotation of scheduled sample days as follows:

9.b a schedule of the day of the week/month for the scheduled sampling shall be created. The sampling schedule shall be revised and updated every year through rotation of the day of the week/month for the scheduled sampling program, except when the actual scheduled monitoring frequency is three (3) or more times per week.

- **All sewage works effluent sampling requirements prescribed by the Environmental Compliance Approval were met.**

Environmental Compliance Approval final effluent sampling requirements are as follows:

Monitoring Requirements

Final Effluent weekly 24 hr. composite sample tested for CBOD5, Total Suspended Solids, Total Phosphorous, Total Ammonia Nitrogen and as of May 30, 2019, additional parameters: Total Kjeldahl Nitrogen, nitrate as nitrogen and nitrite as nitrogen. Also, weekly final effluent grab sample tested for E. Coli, Total Chlorine Residual, pH and temperature. The temperature and pH of the effluent from the Works shall be determined in the field at the time of sampling for Total Ammonia Nitrogen. The concentration of un-ionized ammonia shall be calculated using the total ammonia concentration, pH and temperature using the methodology stipulated in "Ontario's Provincial Water Quality Objectives" dated July 1994, as amended, for ammonia (un-ionized).

- **All sewage works influent (raw sewage) sampling requirements prescribed by the Environmental Compliance Approval were met.**

Environmental Compliance Approval raw sewage sampling requirements are a Raw Sewage weekly 24 hr. composite sample tested for BOD5, Total Suspended Solids, Total Phosphorous and Total Kjeldahl Nitrogen.

- **All additional monitoring requirements prescribed by the Environmental Compliance Approval were met.**

Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019, included new additional sampling requirements as follows:

Imported Sewage: weekly grab sample (when imported sewage received) tested for BOD5, Total Suspended Solids, Total Phosphorous, Total Kjeldahl Nitrogen.

Leachate related: Quarterly grab sample tested for Boron, Cobalt, Magnesium, Manganese, Potassium, Strontium and Bis (2-ethylhexyl) Phthalate

Biosolids: Quarterly grab sample tested for Total Solids, Total Phosphorous, Total Ammonia Nitrogen, Nitrate as nitrogen and metal scan (arsenic, cadmium, cobalt, chromium, copper, lead, mercury, molybdenum, nickel, potassium, selenium, zinc)

- **The owner had maintained the monitoring records for the period prescribed by the Environmental Compliance Approval.**

- **The owner had maintained the monitoring records since the date of the last inspection.**

Previous inspection #1-CNITI, on November 15, 2016.

- **All exceedances of any prescribed parameters were reported in accordance with the Environmental Compliance Approval.**

During the inspection period, there were two reported exceedances of prescribed parameters, as follows:

Microbiological limit: monthly Geometric Mean Density of E. Coli does not exceed 200 organisms per 100 mL. For April 2018, the Monthly Geometric Mean Density of E. Coli was reported as 1,262.5 cfu/100 mL. Multiple samples were taken during secondary by-pass events.

October 2019, had a monthly average total phosphorus concentration of 0.55 mg/L (limit 0.30 mg/L). Results for samples collected during two secondary bypasses near end of the month (Oct 27 & 31) were the reason for the limit exceedance. Note: This concentration was originally reported as 0.86 mg/L, but was later revised by OCWA to 0.55 mg/L (weighted average).

ECA 2178-B2ZLM8, Condition 11.1 The Owner shall report to the District Manager orally as soon as possible any non-compliance with the compliance limits, and in writing within seven (7) days of non-compliance. The previous ECA indicated oral & written notification to the Water Supervisor or designate.

Monitoring Requirements

The April 2018 E. coli exceedance was orally reported to the local Water Inspector with the written report submitted within seven days to the Water Supervisor and copied to the Water Inspector. The October 2019 total phosphorus concentration exceedance was orally reported to Spills Action Centre on November 12 with the written report being submitted on November 15 (within seven days) to the Water Supervisor and copied to the local Water Inspector.

Future prescribed parameter exceedance oral notifications to the District Manager should be also provided to the Water Supervisor and local Water Inspector and written submissions to the District Manager should be copied to the Water Supervisor and local Water Inspector.

Reporting Requirements

- **The reporting requirements were prescribed by an Environmental Compliance Approval.**
- **The annual performance reports met the submission and contents requirements of the Environmental Compliance Approval.**

The owner and OCWA is advised to carefully review the Annual Performance Report requirements laid out in the May 30, 2019 ECA 2178-B2ZLM8 Condition 11.4 and Condition 12.1. There are some changes in report content from the previous ECA 3847-96LLSR, issued May 6, 2013. The current ECA report requirements will be reflected in the 2019 Annual Performance Report.

It was noted that the 2017 Annual Performance Report displayed Table 1 Belleville WWTF - Final Effluent Compliance Limits - 2016 in error. This 2016 Annual Performance Report Table 1 showing 2016 CBOD5, TSS and TP values was accidentally copied over into the 2017 Annual Performance. However, the Appendix to the 2017 Annual Performance Report contained the actual 2017 effluent parameter values.

Also, page 24 of the 2018 Annual Performance Report indicated "The average day flow for the year 2018 was 45,640 m3/d. This was an error. The Performance Assessment Report in the Appendix showed the annual average daily flow to be 32,559 m3/d.

- **All other reporting requirements prescribed by the Environmental Compliance Approval were met.**

During the inspection period, quarterly bypass/overflow reports were submitted. Current ECA 2178-B2ZLM8 requires submission of these reports to the District Manager, where previously it was to the Water Supervisor. OCWA will continue to provide a copy these reports to the Water Supervisor and local Water Inspector.

ECA 2178-B2ZLM8, Condition 4.6 The Owner shall submit a summary report of the Bypass Event(s) to the District Manager on a quarterly 6. basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary reports shall contain, at a minimum, the types of information set out in Paragraphs 3, 4 and 5 and either a statement of compliance or a summary of the non-compliance notifications submitted as required under Paragraph 1 of Condition 11. If there is no Bypass Event during a quarter, a statement of no occurrence of Bypass is deemed sufficient. Note: attention is drawn the "statement of compliance or a summary of the non-compliance notifications submitted as required under Paragraph 1 of Condition 11".

5.6. The Owner shall submit a summary report of the Overflow Event(s) to the District Manager on a quarterly basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary report shall contain, at a minimum, the types of information set out in Paragraphs 3, 4 and 5. If there is no Overflow Event during a quarter, a statement of no occurrence of Overflow is deemed sufficient.

ECA 2178-B2ZLM8 Condition 11.2 The Owner shall, within fifteen (15) days of occurrence of a spill within the meaning of Part X of the EPA, submit a full written report of the occurrence to the District Manager describing the

Reporting Requirements

cause and discovery of the spill, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation, in addition to fulfilling the requirements under the EPA and O. Reg. 675/98 "Classification and Exemption of Spills and Reporting of Discharges". No spills related to the ECA approved works requiring this notification occurred during the inspection period.

ECA 2178-B2ZLM8, Condition 12 Special Condition - Flow Reporting and Peak Flow Reduction will be incorporated into the Condition 11.4 Annual Performance Report.

- **The owner/operator maintained a logbook and/or records of all bypasses/overflows which occurred from any portion of the sewage works in accordance with the Environmental Compliance Approval.**

OCWA maintains a daily log (normal working hours) and a Storm event/Call in log (outside of normal working hours). While no overflow events were reported during the inspection period, numerous wet weather related secondary bypass events occurred during the inspection period. Eight secondary bypass events in 2017, eleven secondary bypass events in 2018 and six in 2019 (up to November 1, 2019). Some of these events covered multiple days (eg. April 16-20, 2018 and May 5-10, 2017).

Bypasses and Overflows

- **Bypasses/overflows had occurred at the sewage works during the inspection period.**

While no overflow events were reported during the inspection period, numerous wet weather related secondary bypass events occurred during the inspection period: eight secondary bypass events in 2017, eleven secondary bypass events in 2018 and six in 2019 (up to November 1, 2019). OCWA reported these bypasses to the Spills Action Center and Hastings Prince Edward Public Health and followed up with written Secondary Bypass Notification reports to the Water Supervisor.

- **For all bypasses/overflows which occurred from the sewage treatment plant, samples were collected and analyzed in accordance with the Environmental Compliance Approval.**

During the inspection period, OCWA voluntarily collected samples during bypass events while under the authority of ECA 3847- 96LLSR, issued May 6, 2013 and continue to collect bypass samples in accordance with ECA 2178-B2ZLM8, issued May 30, 2019.

ECA 2178-B2ZLM8 Condition 4.5 For any Bypass Event, the Owner shall collect daily sample(s) of the Final Effluent, inclusive of the event and analyze for all effluent parameters outlined in Compliance Limits condition that require composite samples, following the same protocol specified in the Monitoring and Recording condition for the regular samples. The sample(s) shall be in addition to the regular Final Effluent samples required under the monitoring and recording condition. If the Event occurs on a scheduled monitoring day, the regular sampling requirements prevail. If representative sample for the effluent parameter(s) that require grab sample cannot be obtained, they shall be collected after the Event at the earliest time when situation returns to normal.

ECA 2178-B2ZLM8 Condition 5.5

a. For any Overflow Event in the Sewage Treatment Plant, the Owner shall collect grab sample(s) of the Overflow, one near the beginning of the Event and one every eight (8) hours for the duration of the Event, and have them analyzed at least for CBOD5, total suspended solids, total phosphorus, total ammonia nitrogen, nitrate as N, nitrite as N, total Kjeldahl nitrogen, and E. coli. , except that raw sewage and primary treated effluent Overflow shall be analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen only.

b. at a sewage pumping station in the collection system, the Owner shall collect at least one (1) grab sample representative of the Overflow Event and have it analyzed for BOD5, total suspended solids, total phosphorus and total Kjeldahl nitrogen.

- **Disinfection was provided in accordance with the Environmental Compliance Approval for all bypasses/overflows which occurred from any portion of the sewage works.**

Bypasses and Overflows

- **Notices and written reports of all bypasses/overflows were provided to the Ministry in accordance with the Environmental Compliance Approval.**

ECA 2178-B2ZLM8, issued May 30, 2019 Condition 4 Bypasses & Condition 5 Overflows

2. Notwithstanding the exceptions given in Paragraph 1, the Operating Agency shall undertake everything practicable to maximize the flow through the downstream treatment process(es) prior to bypassing/overflow.

3. At the beginning of a Bypass/overflow event, the Owner shall immediately notify the Spills Action Centre (SAC) and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:

- a. the type of the Bypass/overflow as indicated in Paragraph 1 and the reason(s) for the Bypass/overflow
- b. the date and time of the beginning of the Bypass/overflow;
- c. the treatment process(es) gone through prior to the Bypass/overflow and the treatment process(es) bypassed/overflowed;
- d. the effort(s) done to maximize the flow through the downstream treatment process(es) and the reason(s) why the Bypass/overflow was not avoided.

4. Upon confirmation of the end of a Bypass/overflow Event, the Owner shall immediately notify the Spills Action Centre (SAC) and the local Medical Officer of Health. This notice shall include, at a minimum, the following information:

- a. the date and time of the end of the Bypass/overflow;
- b. the estimated or measured volume of Bypass/overflow

- **All required verbal notifications of spills were provided forthwith as per O. Reg. 675/98 section 13.**

Spill reporting was submitted to Spills Action Centre for two incidents of combined sewer wet weather manhole surcharging of sanitary sewage to roadway on May 1 & 5, 2017. A sanitary sewage spill report was submitted to Spills Action Center on June 11, 2019, for a sanitary sewer located near the Moira Lea Pumping Station that had been damaged by a road reconstruction contractor.

Wastewater Collection Systems

- **The plant received sewage from a combined sewer collection system.**

The collection system is classified as a partially separated sewer system.

- **The Pollution Prevention and Control Plan (PPCP) is being implemented.**

The initial "City of Belleville Pollution Control Plan" document was published in October 1997. The Moira River Conservation Authority, in cooperation with the City of Belleville and the Great Lakes Cleanup Fund, had retained CH2M Gore & Storrie Limited (CG&S), XCG Consultants (formerly W20 Inc.), and Ainley Graham and Associates to assist in carrying out the study.

XCG Consultants Ltd. produced a report titled "Belleville WPCP – Flow Review Summary", dated November 7, 2008 for purposes of Certificate of Approval 5646-6G6JQP, Condition 11(3). XCG Consultants Ltd. produced a "Technical Memorandum Development and Evaluation of Wet Weather Management Alternatives City of Belleville Wet Weather Flow Management Study" (October 21, 2010).

In 2011, a Bay of Quinte Region Pollution Prevention and Control Plan was prepared by Quinte Conservation and Lower Trent Conservation to assist Bay of Quinte municipalities in fulfilling the requirements of Recommendation #23 of the Bay of Quinte Remedial Action Plan, which requires completion of Pollution Prevention and Control Plans (PPCPs) for Belleville, Trenton, Picton, Deseronto and Greater Napanee.

Wastewater Collection Systems

A final report by J.L. Richards for the Belleville Wet Weather and Wastewater Servicing Master Plan was released in September 2019. This conceptual plan will guide decision making related to the wastewater conveyance and treatment systems in the City of Belleville for years to come. Infiltration and Inflow (I&I) Study and sanitary sewer asset condition assessment are projected in the time period of 2021-2023 with the goal of targeting specific areas for I&I reduction.

The City of Belleville undertook several sewer separation projects during the inspection period as follows:

- 2016 – Coleman Street from Earl Street to Ridley Street
- 2017 – Cedar Street from Moira St West to Catherine Street
- 2017 – Cameron Street from Harvey Street to Grove Street
- 2018 – South Park Street
- 2018 – Stachan Street from St. Charles Street to Geddes Street
- 2019 – Strachan Street from Geddes Street to North Front Street
- 2019 – Harvey Street

- **A characterization study had been undertaken.**

Two XCG Consultants reports were released titled "Preliminary Assessment of the City of Belleville WPCP Collection System, dated February 28, 2003 and Hydraulic Assessment of the Moira River Trunk Sewer, dated September 3, 2003.

A final report by J.L. Richards for the Belleville Wet Weather and Wastewater Servicing Master Plan was released in September 2019. This conceptual plan will guide decision making related to the wastewater conveyance and treatment systems in the City of Belleville for years to come. Infiltration and Inflow (I&I) Study and sanitary sewer asset condition assessment are projected in the time period of 2021-2023 with the goal of targeting specific areas for I&I reduction.

Biosolids Management

- **The facility did not receive sludge or biosolids from another location.**
- **Records confirm that biosolids were transferred to a Ministry approved facility for disposal or utilization.**

An electronic biosolids loading record system has recently been installed that identifies load volumes and date/time to individual truck drivers, but it does not include the destination for sludge application. Biosolids hauler sheets located at the WPCP do not always indicate NASM # Field #, etc. These record sheets must clearly identify the location where the biosolids are being taken for application. Terratec Environmental provides interim reports to the City that indicate date, volume spread and NASM# & Field # for biosolids application.

The Annual Performance Report provides a summary of biosolids hauled, dates hauled and the destination fields on approved Non-Agricultural Source Materials (NASM) sites under the Nutrient Management Act, 2002 and Ontario Regulation 267/03. In addition, Terratec Environmental Ltd. provides the City of Belleville with an Annual Biosolids Utilization Program Summary Report.

- **Records confirm that biosolids were transported for disposal or utilization by Ministry approved haulers.**

Biosolids were transported by Terratec Environmental Ltd. during the inspection period under Amended Provisional Certificate of Approval Waste Management System 4400-4LBLXD, issued May 3, 2011.

- **The owner of the facility had written contingency plans or other management methods in place to be used in the event that the facility's sludge storage capacity was not sufficient.**

Terratec Environmental Ltd. would be able to supply a mobile dewatering unit on site with dewatered primary

Biosolids Management

sludge going to landfill and dewatered digested sludge going to beneficial use, if possible.

- **There was a process in place to ensure biosolids sample results are reviewed and interpreted by the Municipality.**

The Ontario Clean Water Agency forwards all biosolids sample results to the Municipality as part of the monthly report. These sample results are reviewed by both OCWA and the municipality and are considered as necessary at regularly scheduled meetings between OCWA and the owner. It is recommended that the process for review be formally documented.

- **Testing for biosolids required by legislation was conducted by accredited laboratories.**

SGS Canada Inc. located in Lakefield, Ontario.

Certification and Training

- **The classification certificates of the subsystems were conspicuously displayed at the workplace or at premises from which the subsystem was managed.**

Wastewater Treatment Facility Class IV certificate # 919, issued February 24, 2015 is displayed on the wall in the front hall of the WPCP Administration Building at 131 St. Paul Street, Belleville. Wastewater Collection Facility Class III certificate #1459, issued May 1, 2013, is displayed at the Environmental Services Department offices located at 31 Wallbridge Crescent, Belleville.

- **Operator licences were displayed in a conspicuous location at the workplace or at the premises from which the subsystem was managed.**

Ontario Clean Water Agency operator licences are displayed on the wall in the front hall of the WPCP Administration Building at 131 St. Paul Street, Belleville. City of Belleville wastewater collection operator licences are displayed at the Environmental Services Office located at 31 Wallbridge Crescent, Belleville.

- **The overall responsible operator had been designated for the wastewater treatment and collection works.**

Steve McIntyre, OCWA Senior Operations Manager is the designated ORO for the Wastewater Treatment Plant. Steve holds a valid Class 4 Wastewater Treatment Certificate and a Class 3 Wastewater Collection Certificate. James Taylor, Senior Operations Manager is the backup ORO. James holds a valid Class 3 Wastewater Treatment Certificate and a Class 2 Wastewater Collection System Certificate. Wastewater Treatment Plant operators also operate East Pumping Station, Front Street Pumping Station and Dundas Street Pumping Station.

Wastewater collection system ORO duty is shared between Chris Coyle, Wastewater Collection Supervisor and Joseph Reid, General Manager, Transportation & Operations Services who each hold valid Class 3 Wastewater Collection System Certificates. It is expected that Joe Reid will be replaced as ORO by one of the wastewater collection system operators in the near future.

- **An adequately licensed operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to act.**
- **All operators had the appropriate level of licences for the wastewater treatment and collection works.**
- **All operators have the appropriate level of training and or experience for the wastewater treatment and collection facilities in accordance with the requirements of the Environmental Compliance Approval.**
- **Only licenced operators made adjustments to the treatment equipment.**

Certification and Training

- Operators-in-charge were designated for the wastewater treatment plant and all associated collection works.
- The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.

Logbooks

- The logs and other record keeping mechanisms complied with the record keeping requirements.
- Logs and other record keeping mechanisms were available for at least two (2) years.

Operations Manuals

- **The operations and maintenance manuals did not meet the requirements of the Environmental Compliance Approval.**

ECA 2178-B2ZLM8, issued May 30, 2019 Condition 8.2 states that the Owner shall update and maintain the operations manual for the Works within six (6) months of completion of construction of the Proposed Works, that includes, but not necessarily limited to, the following information:

- operating procedures for the Works under Normal Operating Conditions;
- inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
- repair and maintenance programs, including the frequency of repair and maintenance for the Works;
- procedures for the inspection and calibration of monitoring equipment;
- operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows;
- a spill prevention and contingency plan, consisting of procedures and contingency plans, including notification to the District Manager, to reduce the risk of spills of pollutants and prevent, eliminate or ameliorate any adverse effects that result or may result from spills of pollutants;
- procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

Attention is drawn to item (e) above to be included in the O&M , in the form of operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows;

With respect to secondary bypasses, the secondary bypass gate opens at flows greater than 92,000 m³/d. When flows return to less than 92,000 m³/d the closure of the secondary bypass gate is performed incrementally. If flows reduce to 95,000 m³/d outside of normal working hours, a monitored alarm alerts the operator on call to attend the site. OCWA operations staff have implemented a system whereby there is an initial automatic gate closure of up to 30 % combined with further gate closure associated with on site operational monitoring of the secondary clarifiers to avoid potential lifting of the sludge blanket and subsequent solids carryover in the secondary effluent as a result of too abrupt gate closure. The goal is to have the gate closed as soon as possible.

- **Operators and maintenance personnel had ready access to operations and maintenance manuals.**
- **The operations and maintenance manuals did not contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Operations Manuals

With respect to the ten sanitary sewage pumping stations operated by the City of Belleville, a review of O&M binders for each of these stations determined that they were made up of equipment manuals (some possibly outdated) and no specific reference to the station operation and maintenance. These manuals require updating including individual station operation and maintenance descriptions. These descriptions should include station check routine duties, equipment, control and maintenance (monthly/quarterly/annual) details.

O.Reg. 129/04 20(1) The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility.

Contingency/Emergency Planning

- **Spill containment was not provided for the process chemicals and/or standby power generator fuel.**

Diesel spill containment is not provided for the day tank at the treatment plant diesel generator. Also, the indoor half sized above ground single wall storage tanks at the West Moira Street Pumping Station and the Herchimer Avenue (Symington) Pumping Station do not have containment.

- **The owner had provided security measures for the facility.**

The treatment plant is fenced with a locked gate and buildings within the perimeter fence are locked outside of normal working hours. The treatment plant administration building, shop, chlorine building and Front Street and Dundas Street pumping stations have monitored intrusion alarms. The chlorine building has chlorine gas leak and sulfur dioxide gas leak detection alarm and smoke detection alarm. OCWA has signage on the plant perimeter fence to deter trespass. Although signage indicates the presence of video surveillance, OCWA reports no video surveillance is performed. Remote Pumping Station buildings and hatches have locks. Signage should be added to all remote pumping stations to include "No trespassing" and "In Case of Emergency Call".

- **The owner was maintaining the monitoring well(s) in a manner to prevent the entry of surface water and other foreign materials.**

Other Inspection Findings

- **The following issues were also noted during the inspection:**

1) Chlorine gas is used at the Belleville WPCP for final effluent disinfection. Sulphur dioxide gas is used for de-chlorination prior to final effluent discharge to the Bay of Quinte. A chlorine gas and sulphur dioxide gas emergency response plan was prepared by GHD for OCWA with the report dated October 2018. It is recommended that the City and OCWA continue to work together to give consideration to and plan for the potential levels of emergency response identified in the report.

2) During the inspection period, there were multiple odour complaints received and recorded by the City of Belleville. Seven complaints were received during 2017, including one that was reported to Spills Action Centre on September 29, 2017. Six complaints were received during 2018 and ten complaints in 2019. All of these complaints were received during the months of August to October and they came mostly from residents in the vicinity of the Wastewater Treatment Plant, particularly the South George Street area.

Odour control has been identified as a concern in the Wet Weather and Wastewater Servicing Master Plan. The City has plans to continue to seek to address these concerns in the near and mid term.

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

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

1. The owner did not have a valid Environmental Compliance Approval for the sewage works.

See page 9 & 10 of this report for details.

Action(s) Required:

The owner is advised to contact Ministry of the Environment Conservation and Parks Approvals & Licensing Application Review Unit of the Environmental Assessment and Permissions Division (EAPD) to obtain direction on how to proceed regarding currently outstanding approvals:

- 1) East Pumping Station diesel generator (including air/noise approval). Reference to the unit in Certificate of Approval 3-1605-94-956, issued April 28, 1995 was revoked by ECA 2178-B2ZLM8, issued May 30, 2019.
- 2) Front Street Pumping Station diesel generator. Reference to the unit in ECA 2748-9Q3PVQ, issued November 13, 2014 was revoked by ECA 2178-B2ZLM8, issued May 30, 2019.
- 3) Roblin Place Pumping Station ownership name change and diesel generator air/noise approval
- 3) Centennial Pumping Station (356 Bridge Street West) including air/noise approval for diesel generator
- 4) West Moira Pumping Station (331 Moira Street West) 2020 rebuild approval
- 5) Cascade Pumping Station (100 Cascade Boulevard) Note: Diesel generator replaced in 2018 likely does not require air approval.
- 6) Symington (311 Herchimer Avenue) including air/noise approval for diesel generator
- 7) Forest Hill (331 Farley Avenue)
- 8) 320 Avonlough Road diesel generator air/noise approval.

It is possible that when application is made for the West Moira Pumping Station rebuild in 2020, that all the remote pumping stations could be included in one linear wastewater collection system approval. EAPD can also clarify standby power air/noise approval requirements for the individual standby power units that currently have no air/noise approval. Exemptions may apply in some cases. It is acknowledged that the City is planning to replace the Wastewater Treatment Plant standby diesel generator in the near term (2022-2024), Roblin Place Pumping Station generator in 2020 and Centennial and Symington Pumping Station generators potentially in 2021.

Environmental Assessment and Permissions Division General Inquiry No. (Ask for Program Support to secure assistance from a Wastewater Engineer & Air Approvals Engineer)

416-314-8001

enviropermissions@ontario.ca

2. The sewage works effluent sample results did not demonstrate compliance with total phosphorous limits prescribed by the Environmental Compliance Approval.

October 2019, that had a monthly average total phosphorus concentration of 0.55 mg/L. (limit 0.30 mg/L). Results for samples collected during two secondary bypasses near end of the month (Oct 27 & 31) were the reason for the limit exceedance. Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 Condition 5 requires that test results for samples collected during bypass events are to be included in the calculation of the monthly average. Previous ECA 3847-96LLSR, issued May 6, 2013 did not require bypass sampling.

Action(s) Required:

No action required at this time.

3. The sewage works effluent sample results did not demonstrate compliance with microbiological parameter limits prescribed by the Environmental Compliance Approval.

Microbiological limit: monthly Geometric Mean Density of E. Coli not to exceed 200 organisms per 100 mL. Results

as indicated in monthly Performance Assessment Reports and Annual Performance Reports prepared by the Ontario Clean Water Agency show compliance with these limits during the inspection period except for April 2018. In this month, the Monthly Geometric Mean Density of E. Coli was reported as 1,262.5 cfu/100 mL. Multiple samples were taken during secondary by-pass events.

Action(s) Required:

No required action at this time.

4. The operations and maintenance manuals did not meet the requirements of the Environmental Compliance Approval.

ECA 2178-B2ZLM8, issued May 30, 2019 Condition 8.2 states that the Owner shall update and maintain the operations manual for the Works within six (6) months of completion of construction of the Proposed Works, that includes, but not necessarily limited to, the following information:

- a. operating procedures for the Works under Normal Operating Conditions;
- b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
- c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;
- d. procedures for the inspection and calibration of monitoring equipment;
- e. operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows;
- f. a spill prevention and contingency plan, consisting of procedures and contingency plans, including notification to the District Manager, to reduce the risk of spills of pollutants and prevent, eliminate or ameliorate any adverse effects that result or may result from spills of pollutants;
- g. procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

Action(s) Required:

The WPCP O&M requires the inclusion of item (e) in the form of operating procedures for the Works to handle situations outside Normal Operating Conditions and emergency situations such as a structural, mechanical or electrical failure, or an unforeseen flow condition, including procedures to minimize Bypasses and Overflows.

Written confirmation of this being completed shall be provided to the undersigned on or before March 31, 2020.

5. The operations and maintenance manuals did not contain up-to-date plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.

With respect to the ten sanitary sewage pumping stations operated by the City of Belleville, a review of O&M binders for each of these stations determined that they were made up of equipment manuals (some possibly outdated) and no specific reference to the station operation and maintenance. These manuals require updating including individual station operation and maintenance descriptions. These descriptions should include station check routine duties, equipment, control and maintenance (monthly/quarterly/annual) details.

O.Reg. 129/04 20(1) The owner of a facility shall ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations and maintenance manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility.

Action(s) Required:

The owner is required to prepare adequate O&M manuals for the remote wastewater pumping stations.

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

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

1. The sewage works effluent sample results did not meet the effluent objectives stated in the Environmental Compliance Approval.

Conformance with these objectives during the inspection period was achieved except for the following:

February 2018, Monthly Geometric Mean Density of E. Coli was reported as 154.1 cfu/100 mL.

April 2018, Monthly Geometric Mean Density of E. Coli was reported as 1262.5 cfu/100 mL. Multiple samples were taken during secondary by-pass events.

October 2019, had a monthly average total phosphorus concentration of 0.55 mg/L. Results for samples collected during two secondary bypasses near end of the month (Oct 27 & 31) were the reason for the limit exceedance. Amended Environmental Compliance Approval 2178-B2ZLM8, issued May 30, 2019 Condition 5 requires that test results for samples collected during bypass events are to be included in the calculation of the monthly average. Previous ECA 3847-96LLSR, issued May 6, 2013 did not require bypass sampling.

Recommendation:

No recommended action at this time.

2. Spill containment was not provided for the process chemicals and/or standby power generator fuel.

Diesel spill containment is not provided for the day tank at the treatment plant diesel generator. Also, the indoor half sized above ground single wall storage tanks at the West Moira Street Pumping Station and the Herchimer Avenue (Symington) Pumping Station do not have containment.

Recommendation:

The City expects to replace the WPCP generator in the near term and with it would come appropriate fuel containment. An August 26, 2010 fuel system inspection by Shaws Plumbing and Heating referred to the underground storage tank being pressure tested in 2002. The owner should give consideration to the fuel system/storage inspection in the very near term. It is anticipated that the West Moira Pumping Station will be upgraded in 2020, including a replacement diesel generator that would have fuel containment. Options for diesel fuel containment at Symington have been investigated with no practicable solution found. No further recommendations at this time.

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

1) Chlorine gas is used at the Belleville WPCP for final effluent disinfection. Sulphur dioxide gas is used for de-chlorination prior to final effluent discharge to the Bay of Quinte. A chlorine gas and sulphur dioxide gas emergency response plan was prepared by GHD for OCWA with the report dated October 2018.

2) During the inspection period, there were multiple odour complaints received and recorded by the City of Belleville. Seven complaints were received during 2017, including one that was reported to Spills Action Centre on September 29, 2017. Six complaints were received during 2018 and ten complaints in 2019. All of these complaints were received during the months of August to October and they came mostly from residents in the vicinity of the Wastewater Treatment Plant, particularly the South George Street area.

Recommendation:

- 1) It is recommended that the City and OCWA continue to work together to give consideration to and plan for the potential levels of emergency response identified in the 2018 GHD report.

- 2) Odour control has been identified as a concern in the Wet Weather and Wastewater Servicing Master Plan. The City has plans to continue to seek to address these concerns in the near and mid term.

SIGNATURES

Inspected By:
Paul Cairns

Signature: (Provincial Officer)

Reviewed & Approved By:
James Mahoney

Signature: (Supervisor)

Review & Approval Date: 13/01/2020

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



APPROVAL BLOCK	
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CITY OF BELLEVILLE
Perry DeCola, General Manager
Environmental Services
Report No. GMES-2020-09
March 9, 2020

To: Mayor and Members of Council

Subject: Belleville Net Zero Feasibility Study for a Belleville WPCP Co-Digestion & Renewable Natural Gas Project

Recommendation:

“THAT pursuant to the General Manager of Environmental Services Report No. GMES-2020-09 re Belleville Net Zero Feasibility Study for the Belleville WPCP Co-Digestion & Renewable Natural Gas Cost Shared Project, that Council receive the Ontario Clean Water Agency (OCWA) deputation for information; and

THAT staff pursue potential partnerships, financial models and grant opportunities, through non-binding MOU’s, to further the feasibility study between prequalified Technical service providers, OCWA, potential investors and the City.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with the “Environment” strategic theme to “protect and enhance the quality of our natural environment to ensure there is clean water and air and a livable environment, for the benefit of current residents and future generations”.

Background:

At the Council meeting of July 9, 2018, Council passed the following resolution:

“THAT pursuant to the General Manager of Environmental Services Report No. GMES-2018- 10 re a Renewable Natural Gas Feasibility Study, Council approve and authorize a funding submission through the Federation of Canadian Municipalities (FCM), for a 50/50 cost sharing feasibility study between prequalified Technical service providers and the City; and THAT the 2018 Capital Budget be amended to include Renewable Natural Gas Feasibility Study in the amount of \$145,000, to be funded from the Wastewater Reserve Account.”

The City issued an Expression of Interest (EOI-ES-2018-01) in February 2018 and proceeded to apply for FCM funding and a Request for Quotes (RFQ-ES-18-07) in December 2018.

In this RFQ, the City was seeking information from companies established in the EOI to explore the opportunity of bringing additional Source Separated Organics (SSO) to the existing Belleville Water Pollution Control plant. It is anticipated that the replacement or retrofitting of existing digester technology with more efficient and innovative Anaerobic Digester (AD) technology will increase and enhance the existing methane gas production through co-digestion. The methane produced will be converted to Renewable Natural Gas (RNG) through necessary cleaning and upgrading. The aim is to sell the RNG produced to a local gas utility by injecting it to a natural gas distribution system. This initiative will help transform the existing Belleville WPCP to a Net Zero Energy WW Plant through Resource Recovery and divert organics from landfill. In August of 2019 two studies were received, one from Anaergia and another from GHD/Suez.

Both groups looked at the feasibility under 3 primary options:

1. Base feasibility which involves changes to digester capacity, total solids density increases and mild increases to the biogas production. This provides a low capital investment and reductions in operating costs.
2. Intermediate Feasibility which involves higher temperature digestion processes that creates a stabilized solid product that can be used as a fertilizer and receiving higher levels of Organics for gas production.
3. Maximum Feasibility which has the highest associated infrastructure costs but would have the ability to take huge amounts of organics and produce the highest levels of gas production

Both groups felt that the intermediate option would provide the highest possible value/revenue stream while keeping risks reasonable and showing the feasibility of the project.

Our next steps should be to approach all stakeholders, including but not limited to the MECP, OCWA, Enbridge/Union Gas, Elexicon, Federal and Provincial funding sources and the technical service providers to enter into non-binding and non-commitment potential investment MOU's to explore options and the ability to tie to the Wet Weather Master Plan.

Financial/Analysis:

The Environmental Services Department has worked with the Ontario Clean Water Agency to prepare a cost estimate for 30% design at approximately \$290,000, if this process were to proceed to a design stage. This cost needs to be put in the context of the Wet Weather Master plan which recommends digester upgrades and modifications. This project could easily role into the outcomes of the Master Plan with a potential funding source under the Wet Weather Capital projects.

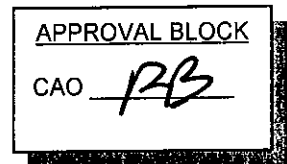
Conclusion:

It is recommended that Council receive the OCWA deputation as information and that staff continue to work on non-binding MOU's with all potential stakeholders to get full project cost/benefits for later consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Perry DeCola', written in a cursive style.

Perry DeCola
General Manager, Environmental Services



CITY OF BELLEVILLE
Perry DeCola, General Manager of Environmental Services
Report No. GMES-2020-08
March 9th, 2020

To: Mayor and Members of Council

Subject: Belleville Pollution Control Plant - Ontario Clean Water Agency Performance Report 2019

Recommendation:

“THAT the General Manager of Environmental Services Report No. GMES-2020-08 regarding the 2019 Ontario Clean Water Agency Performance Report “2019 Year in Review” and Annual report for the Belleville Pollution Control Plant be received as information.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with the “Environment” strategic theme to “protect and enhance the quality of our natural environment to ensure there is clean water and air and a livable environment, for the benefit of current residents and future generations”.

Background:

The Ontario Clean Water Agency (OCWA), on behalf of the City, must submit an Annual Report to the Ministry of Environment, Conservation and Parks (MECP) in accordance with Sections 10 and 11 of the old Environmental Compliance Approval (ECA) number 3847-96LLSR and the new ECA number 2178-B2ZLM8 for the Belleville Water Pollution Control Plant and as per Section 5 of the old ECA number 2748-9Q3PVQ for the Front Street Pumping Station. Submitted March 2nd, 2020.

The Ontario Clean Water Agency (OCWA) has also completed a 2019 year in review performance report, as an Executive report card highlighting the following four primary areas.

1. **Compliance Excellence** – meeting most regulatory requirements, with the exceptions of Non-compliance with an effluent loading limit for the Belleville Pollution Control Plant submitted in accordance with terms and conditions of Environmental Compliance Approval (ECA) # 2178-B2ZLM8, Condition 11(1). The monthly average effluent concentration for Total Phosphorus loading was exceeded under Condition 7(1) - Schedule C of

the ECA during the month of October 2019. Samples were taken as per Condition 9(1) and Condition 4(5) of the ECA, which requires samples to be taken during bypass events. The significant amount of rainfall events that occurred on October 27th and October 31st rapidly increased the flows, resulting in the secondary bypasses and deteriorated effluent quality. Total Phosphorus loading limits is 16.35kg/d and we received a monthly average of 20.1kg/d.

2. **Health and Safety** – Completing all staff training and achieving no “Lost-time” injuries in 2019
3. **Operational Excellence** – details KPI’s in operation of the treatment facilities – ie 6 rain related by-passes and plant optimization that have led to significant savings in energy consumption (\$1.125 million from 2009 to 2019) and biosolids handling and thickening that has led to an estimated savings of \$2.25 million from 2013 to 2019.
4. **Asset Protection** - completion 409 work orders – note a new management asset tracking system was implemented that consolidated tasks to eliminate redundancy -, three approved capital projects, and submission of a 10 year Capital plan.

Financial/Analysis:

There are no financial requirements beyond the normal operating budget as a result of these reports. All aspects of the pollution control system continue to operate within Council approved operating and capital budgets. Other operational and construction considerations will be required once the Wet Weather Master Plan is complete.

Conclusion:

It is recommended that this report be received.

Respectfully submitted,



Perry DeCola
General Manager of Environmental Services

Attachments

Schedule 1 - 2019 Year in review



2019 YEAR IN REVIEW

CITY OF
BELLEVILLE

The Ontario Clean Water Agency (OCWA) has proudly operated and maintained the City of Belleville's wastewater systems for 41 years.

This Performance Report outlines some of the operational and community highlights achieved through our partnership in 2019.

We invite you to take a look at how your systems have performed this past year and we look forward to the opportunity to review and discuss our shared goals for 2020.

Thank you for putting your continued trust in OCWA.

OCWA's Performance Report Card

1

Compliance Excellence

Met all wastewater provincial regulatory requirements	●
Met all provincial reporting requirements	●
Met all wastewater federal regulatory requirements	●
Met all federal reporting requirements	●

2

Health & Safety

Zero lost-time incidents (due to occupational injuries and illness)	●
OCWA's Near Misses Reported – 92 reported (goal for 2019 was >80)	●
Successful completion of safety training for each member of staff satisfying regulatory requirements	●

3

Operational Excellence

Wastewater treatment facilities operating well within plant capacity	●
Maintained reduced energy consumption in wastewater treatment processes	●
Total flow treated in 2019 was 12,074,985,000 litres	●
Jane Forrester Park operating well – since 2010, no exceedance in effluent discharged to sewer system	●
Six secondary bypass events in 2019 & one Outside Normal Operation Condition	●

4

Asset Protection

Installed advanced Work Management System (WMS) at the City's facilities	●
Provided 10-year maintenance and capital plans	●
Completed three approved capital projects on time and on budget	●

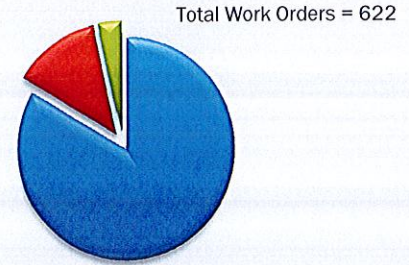
● Results are positive and on target ● Results in range but not yet achieved ● Results are off target & action is needed



ASSET PROTECTION

Protecting your municipal wastewater assets is our shared priority. We employ an Asset Maintenance Management System to organize and prioritize work at your facilities.

There are approximately 1,937 assets identified. A detailed report summarizing 2019 activities is available for your review, upon request. This is also included in the annual reports presented to Council. 100% of work orders issued were successfully completed. A breakdown is provided to the right.



- Preventative Maintenance - 520
- Operational Maintenance - 80
- Capital Work Orders - 22



CAPITAL PROJECTS

Protection of assets requires regular, routine maintenance as well as capital reinvestment. In 2019, the following major projects were completed on time and on budget:

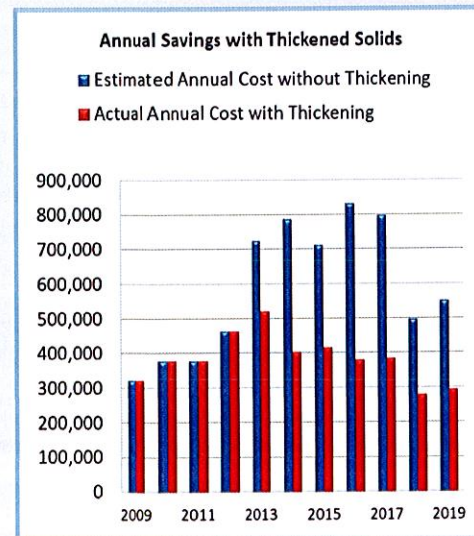
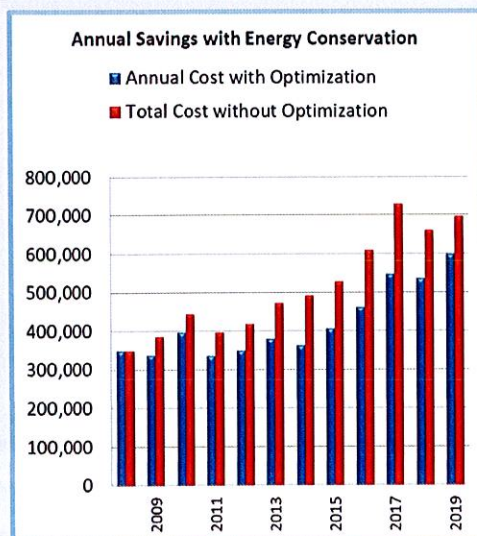
- Worked with City staff and companies to perform odour control testing and develop solutions, to reduce odours emitting at the Belleville WPCP - \$18,000
- Upgraded Jane Forrester Park computerized control system, to optimize operations of pumping stations and process plant - \$153,000
- Spent \$25,600 on boiler maintenance, to enhance proper use of methane gas generated within the plant and reduce natural gas consumption
- Created emergency response & evacuation plans in the event of chlorine or sulphur dioxide gas leak - \$15,000



ENERGY & BIOSOLIDS

Energy and biosolids management represent large expenditures for the operation of the City's facilities. In 2019, the following cost-saving initiatives were completed:

- Total Kw 2019 - 3,509,511
- Total Estimated Savings from Energy Optimization 2009-2019 = \$1.125 million
- Thickening of solids (%) - 4.80%, an increase from 4.54% in 2017
- Sludge haulage reduction of 7,150 m³ from 2017 to 2019 - savings of \$92,115.00
- Total estimated savings from Biosolids Thickening 2013-2019 = \$2.25 million





COMMUNITY ENGAGEMENT

OCWA is part of your community. Our employees not only work in the City of Belleville, they live there. They see community outreach and education activities as an important way to share their water knowledge and help residents be good water ambassadors for the future.

On June 4, 2019, OCWA staff personally donated registration fees and their time to participate in the 36th Annual Mayors' Challenge Charity Golf Tournament in support of Community Living Belleville and Area.

The main goal of the event was to increase awareness about the need for inclusion in the Quinte region. The tournament raised substantial donations for the direct benefit of people supported by Community Living Belleville and Area.



Pictured L-R: Cindy Spencer, Regional Manager; Angela Storey, Director of Compliance; Vanessa Greatrix, Safety Process & Compliance Manager; Amber Bevan, Senior Operations Manager.

OCWA will continue to work towards our goal of being Ontario's most trusted service provider by ensuring that your facilities and assets are efficiently operated and maintained.

Your Local OCWA Contacts:

James Taylor
Senior Operations Manager
t: 613-962-5454 ext. 25
e: jtaylor@ocwa.com

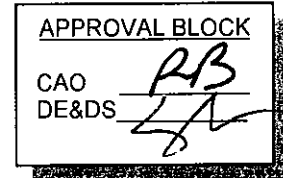
Cindy Spencer
Regional Hub Manager
t: 613-962-5454 ext. 26
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Aimée Hennessy
Business Development Manager
t: 613-329-9408
e: ahennesy@ocwa.com



ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

1-800-667-OCWA
ocwa.com



CITY OF BELLEVILLE
Ray Ford, Manager of Engineering /
Deputy Director
Engineering and Development Services
Report No. ENG-2020-06
March 9, 2020

To: Mayor and Members of Council

Subject: Water Servicing Agreement for 6835 Highway 62

Recommendation:

“THAT a By-law to approve and authorize a Water Servicing Agreement (pertaining to 6835 Highway 62) between The Corporation of the City of Belleville and Bell North Properties Inc. pursuant to Parts II and III of The Municipal Act, 2001, be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with the City’s strategic theme, “Infrastructure” and the strategic objective to “Plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”.

Background:

To accommodate development within the Cannifton Secondary Plan growth area, a new trunk watermain was installed along Highway 62 from Millennium Drive northerly to approximately 6863 Hwy 62 at the same time as the Ministry of Transportation of Ontario widened and improved this section of Highway 62. This trunk watermain is part of a network of trunk watermains that will ultimately supply the Cannifton Secondary Plan area with potable water. Furthermore, since the properties fronting this watermain along Highway 62 are all serviced by private wells, service connections to each property were installed as part of the project.

As of this date, the section of watermain north of Maitland Drive has not been put into service (i.e.: there are no properties connected to and using the system). However, with the imminent development of the first phase of the Settlers Ridge East subdivision west of Highway 62, there is now a need to bring this watermain into service so that this

new subdivision can be connected to the Highway 62 watermain. Once the watermain is in service, properties along Highway 62 will also be able to connect to the system.

Shortly after the watermain construction was completed, some property owners along this section of Highway 62 did express an interest in connecting to it. In discussions with those property owners, staff advised that a connection charge would be payable by each property prior to connecting to the watermain. This connection charge would be compensation to the City for the cost of installing the watermain; however the connection charge was not known at the time of any discussions. Given the uncertainty around the final value of the connection cost, there was reluctance by those interested in connecting to the watermain to do so without the connection charge costs being known and no properties have been connected to date.

The City of Belleville has recently passed By-law 2019-183 being a by-law to impose water and sanitary sewer connection charges to recover the capital cost of installing water and/or sanitary sewer works in the urban service area which includes this section of Highway 62. With the connection charge costs now known, property owners are now prepared to consider connecting to the watermain on Highway 62.

Under By-law 2019-183, the City may issue Notice that Connection Charges are payable, and that Private Service Connections are required in accordance with the provisions of the By-law. Also under By-law 2019-183, where Notice has not been issued but Water Works and/or Sanitary Sewer works are available, a person may make application and execute an agreement with the City agreeing that the Owner shall be subject to all provisions of By-Law 2019-183 and other such matters as may be required for their particular property. A Notice was not issued under By-law 2019-183 for this portion of Highway 62 however, the commercial property owner of 6835 Highway 62 has requested a connection to the municipal watermain and are willing to enter into a servicing agreement to allow them to connect.

Analysis/Financial:

Connection Charges were calculated in accordance with By-law 2019-183 and in accordance with the provisions of the Agreement and By-Law 2019-183 the owner has agreed to have the charges added to the municipal tax account of the property.

There is no financial impact on the City's 2020 Budget.

Conclusion:

A suitable water servicing agreement has been prepared and it is recommended that City Council approve and authorize the execution of the agreement (pertaining to 6835 Highway 62) between The Corporation of the City of Belleville and Bell North Properties Inc. to permit the owner to connect to the Highway 62 watermain.

Respectfully submitted,



Ray Ford, P.Eng.
Manager of Engineering / Deputy Director,
Engineering and Development Services



APPROVAL BLOCK	
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DE&DS	<i>[Signature]</i>
ME	<i>[Signature]</i>

CITY OF BELLEVILLE
Barry Simpson, Senior Project Manager
Engineering and Development Services
Report No. ENG-2020-02
March 9, 2020

To: Mayor and Members of Council

Subject: Herchimer Avenue Rail Safety Improvement Funding Agreement

Recommendation:

“THAT a By-law to approve and authorize a Rail Safety Improvement Funding Agreement between The Corporation of the City of Belleville and Canadian Pacific Railway Company pursuant to Parts II and III of The Municipal Act, 2001, be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City’s strategic themes, “Infrastructure” and the City’s strategic objective to “Develop asset management strategies and programs to resolve delivery shortfalls and protect our investment in existing infrastructure”; and “Transportation and Mobility” and the City’s strategic objective to “Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses”.

Background:

As part of the Herchimer Avenue reconstruction project (between Dundas Street East and Keegan Parkway), improvements are required to the Canadian Pacific Railway (CP) at-grade crossing. The required improvements consist of removal of one set of tracks, widening and reconstructing the crossing surface and improvements to the warning system (gates, lights and bells) to accommodate the addition of the proposed multi-use path and improve the driveability of the level crossing.

Approval for the at-grade crossing works involved technical requirements and the apportionment of costs for the works between the City and CP.

While the technical requirements were agreed upon relatively quickly, Engineering staff unsuccessfully tried to negotiate a suitable cost sharing agreement with CP for over a year. In July 2018, CP informed the City of a Federal Ministry of Transportation Rail Safety Improvement Program, whereby safety related infrastructure improvements and technology implementation projects could receive up to 50% funding. CP and the City submitted a joint funding application for this program. In May 2019, CP notified the City that the application was successful and that the maximum 50% funding will be received from the Federal Ministry of Transportation for the required improvements.

A suitable cost sharing agreement for the remaining 50% of the costs has been negotiated. The agreement has CP paying for the unfunded portion for the removal of the second track at the crossing and 50% of the unfunded portion of the warning system improvements; with the City paying for the unfunded portion of the crossing surface improvements (for the multiuse path and road) and 50% of the unfunded portion of the warning system improvements.

If the City agrees with and signs the Rail Safety Improvement Funding Agreement, CP will complete the at-grade crossing improvements in 2020 enabling the City to proceed with its planned Herchimer Avenue reconstruction project in 2021.

Financial/Analysis:

The City has previously allocated funding through the Build Belleville capital budget process of \$4,200,000 for the design and reconstruction of Herchimer Avenue from Dundas Street East to Keegan Parkway.

The estimated cost to complete the at-grade level crossing improvement work is \$531,601 with the costs to be shared as follows:

Transport Canada:	\$265,800.50 (50%)
CP:	\$79,862.50 (15%)
City:	\$185,938.00 (35%)

Taking into account expenditures to date including design and relocation of utilities, approximately \$3,600,000 remains in the project budget. Therefore, there is sufficient funding available to undertake the at-grade crossing improvements.

Conclusion:

A suitable Rail Safety Improvement Funding Agreement has been prepared and it is recommended that City Council approve and authorize the execution of the agreement between the Corporation of the City of Belleville and Canadian Pacific Railway Company for the completion of the Herchimer Avenue at-grade crossing improvements.

Respectfully submitted,


Barry Simpson
Senior Project Manager
Engineering and Development Services



APPROVAL BLOCK	
CAO	<i>RB</i>
DE&DS	<i>LR</i>
ME	<i>PP</i>

CITY OF BELLEVILLE

**Barry Simpson, Senior Project Manager
Engineering and Development Services
Report No. ENG-2020-04
March 9, 2020**

To: Mayor and Members of Council

Subject: Sanitary Sewer Servicing Agreement for 497 Dundas Street West

Recommendation:

“THAT a By-law to approve and authorize a Sanitary Sewer Servicing Agreement (pertaining to 497 Dundas Street West) between The Corporation of the City of Belleville and Camkat Holdings Inc pursuant to Parts II and III of The Municipal Act, 2001, be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with the City’s strategic theme, “Infrastructure” and the strategic objective to “Plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”.

Background:

To accommodate development within the Potter’s Creek subdivision, in 2014 the existing sanitary sewer on Dundas Street West was replaced with a larger trunk sewer from the Dundas/Palmer Road sewage pumping station to Avondale Road. In addition the trunk sewer was also extended westerly from Avondale Road to Sienna Avenue.

The majority of properties between Avondale Road and Sienna Avenue are serviced by municipal water but are on private septic systems. The extension of the trunk sanitary sewer westerly from Avondale Road to Sienna Avenue has made sanitary services available to these properties.

The City of Belleville has recently passed By-law 2019-183 being a by-law to impose water and sanitary sewer connection charges to recover the capital cost of installing water and/or sanitary sewer works in the urban service area. Under By-law 2019-183, the City may issue Notice that Connection Charges are payable, and that Private Service Connections are required in accordance with the provisions of the By-law.

Also under By-law 2019-183, where Notice has not been issued but Water Works and/or Sanitary Sewer works are available, a person may make application and execute an agreement with the City agreeing that the Owner shall be subject to all provisions of By-Law 2019-183 and other such matters as may be required for their particular property.

A Notice was not issued under By-law 2019-183 for this portion of Dundas Street West.

The commercial property owner of 497 Dundas Street West have requested a connection to the municipal sanitary sewer and are willing to enter into a servicing agreement to allow them to connect.

Analysis/Financial:

Connection Charges were calculated in accordance with By-law 2019-183 and the owner has submitted payment to the City.

There is no financial impact on the City's 2020 Budget.

Conclusion:

A suitable sanitary sewer servicing agreement has been prepared and it is recommended that City Council approve and authorize the execution of the agreement (pertaining to 497 Dundas Street West) between The Corporation of the City of Belleville and Camkat Holdings Inc to permit the owner to connect to the Dundas Street West sanitary sewer.

Respectfully submitted,



Barry Simpson, P.Eng.

Senior Project Manager, Engineering and Development Services



APPROVAL BLOCK	
CAO	<u>RB</u>
DF	<u>[Signature]</u>
DE&DS	<u>[Signature]</u>
ME	<u>[Signature]</u>

CITY OF BELLEVILLE
Deanna O'Leary, Senior Project Manager
Engineering and Development Services
Report No. ENG-2020-05
March 9, 2020

To: Mayor and Members of Council

**Subject: Holmes Road Sanitary Sewer Servicing and Road Reconstruction
New Sidewalk Construction and New Streetlight Installation**

Recommendation:

“THAT the Holmes Road Sanitary Sewer Servicing and Road Reconstruction project include the installation of a new 1.5 metre wide concrete sidewalk along the east side of Holmes Road and the installation of new streetlights along the west side of Holmes Road.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine (9) strategic themes. The recommendation within this Report aligns with the City's strategic theme, "Infrastructure" and the strategic objective to "Develop asset management strategies and programs to resolve delivery shortfalls and protect our investment in existing infrastructure"; and "Transportation and Mobility" and the strategic objective to "plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses."

Background:

Holmes Road Sanitary Sewer Servicing and Road Reconstruction Project

The City of Belleville is moving forward with construction of the Holmes Road Sanitary Sewer Servicing and Road Reconstruction project in 2020.

A major component of this project is the installation of a new sanitary sewer, including new service connection pipes to the property line of each property. The new sanitary sewer is being installed in response to a petition received from a majority of the property owners on Holmes Road (April 11, 2016 City Council Meeting, Item 7.3). As a result of the petition, City Council approved capital funds in 2017 for design work and again in 2018 for funds to construct the project. The project was delayed from proceeding to construction while the fees in the Connection Charge By-law 2019-183 were established. We are now preparing to proceed with construction of the project as authorized by City Council.

The roadway will also be reconstructed with curbs and storm sewers to eliminate the roadside ditches and the watermain will be replaced.

A new 1.5 metre wide concrete sidewalk along the east side of the road and new streetlights along the west side of the road have also been included as part of the street reconstruction. Currently, there are no existing sidewalks or streetlights on Holmes Road.

Holmes Road Public Information Centre

A Public Information Centre was held regarding the project on Thursday, January 23, 2020 at City Hall between 6:30 p.m. and 8:00 p.m.

To advertise the Public Information Centre, an information package was mailed to each of the fifteen (15) properties on Holmes Road. An advertisement was also placed in the Belleville Intelligencer and posted on the City's web page and social media accounts.

The mailed packages included information regarding sanitary sewer service connections and a copy of the City of Belleville's new Connection Charge By-Law 2019-183. Under the Connection Charge By-Law, each property owner must pay the residential sanitary sewer connection charge and connect to the new sanitary sewer within ten (10) years of being notified by the City that the system is ready for connection.

The Public Information Centre was structured as an informal drop-in. Attendees were invited to review the material on display which presented the road reconstruction plans and additional information on sanitary sewer service connections.

In total, an estimated 16 people representing 10 out of the 15 properties on Holmes Road were in attendance and signed in at the event. Attendees could speak with City staff members, ask questions, and provide feedback.

Summary of Public Comments

Comment sheets were available at the event. Following the Public Information Centre, further comments were accepted by email. By the requested deadline of February 6, 2020, nine (9) responses were received (from 9 different properties).

The written responses received can be summarized as follows:

No sidewalks, no streetlights	8 properties (53% of properties on Holmes Road)
Opposed to sanitary sewer charge and mandatory connection	1 property

Financial/Analysis:

Currently Holmes Road is a rural cross section and is proposed to be reconstructed with an urban cross-section which includes a sidewalk and streetlights. The project budget includes the cost of a new sidewalk on the east side of the road which is estimated to be \$35,000 and the cost of new streetlights on the west side of the road which is estimated to be \$20,000.

A new sidewalk has been proposed with this project because once the street is reconstructed with curb and gutter, it will be more noticeable that pedestrians are walking on the travelled portion of the street if no sidewalk is built. Furthermore, while Holmes Road is a dead-end street, there is a City owned right-of-way at the north end of the street which connects to open space and continues to the north to Cobblestone Street. This may be a desirable pedestrian connection in the future.

In addition to the above noted technical considerations, the City of Belleville has several policies in place respecting sidewalk on local streets:

- A City of Belleville Engineering and Development Services standard requires sidewalk construction on any new residential dead-end streets with 15 or more houses.
- The City's Official Plan and Loyalist Secondary Plan both "encourage the development of sidewalks along all roads where there is potential demand..."^{1 2}
- The Transportation Master Plan, 2014 recommends to "invest in pedestrian and bicycle infrastructure"³ and to "create a safe and attractive environment for walking and cycling"⁴ to accommodate and promote active transportation.
- The Transportation Master Plan also recommends the City develop policies and related guidelines to meet the legislative requirements of the Accessibility for Ontarians with Disabilities Act, 2005. Though the City of Belleville does not yet have its own policies in this regard, the provision of a sidewalk on Holmes Road will provide a safe and accessible path of travel.

Therefore, in consideration of the City policies supporting sidewalks and since the sidewalk would provide a connection to open space, it is recommended a new sidewalk and associated streetlights be constructed on Holmes Road as part of this capital project. An appropriate recommendation has been provided for Council's consideration.

Staff will follow up with and advise the property owners along Holmes Road of Council's decision in this matter.

Conclusion:

It is recommended that a new sidewalk be constructed and new streetlights be installed as part of the Holmes Road Sanitary Sewer Servicing and Road Reconstruction project.

¹ Ainley Graham and Associates Limited. "City of Belleville Official Plan." 2001.

² Ainley Graham and Associates Limited. "Loyalist Secondary Plan." 2010.

³ Morrison Hershfield Ltd. "City of Belleville Transportation Master Plan." 2014.

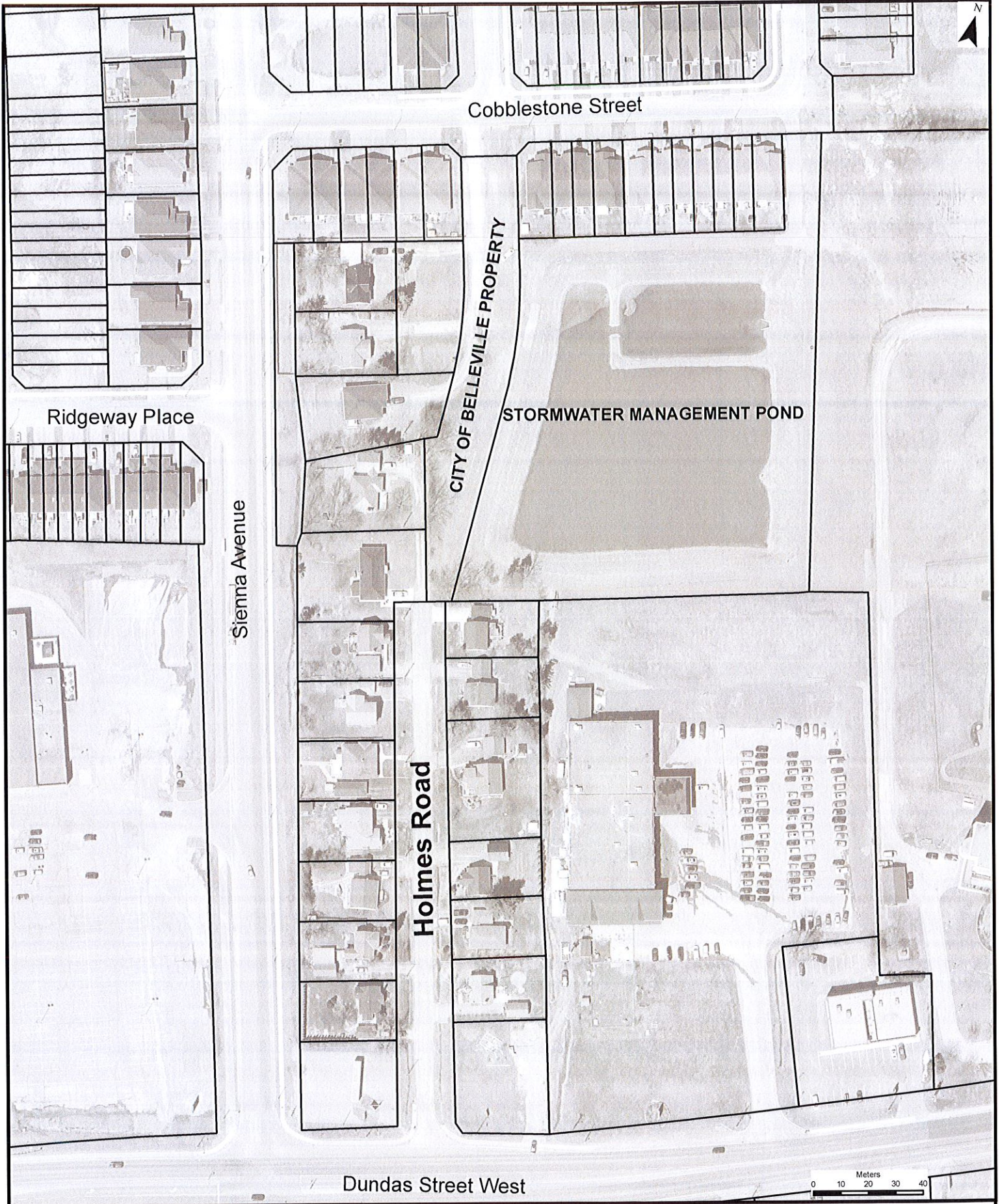
⁴ Morrison Hershfield Ltd. "City of Belleville Transportation Master Plan." 2014.

Respectfully submitted,



**Deanna O'Leary, Senior Project Manager
Engineering and Development Services**

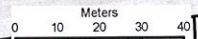
Attached: Location Map



LOCATION MAP
HOLMES ROAD



CITY OF BELLEVILLE
ENGINEERING & DEVELOPMENT
SERVICES DEPARTMENT
MARCH 2020





APPROVAL BLOCK	
CAO	<i>RS</i>
DF	<i>CA</i>

CITY OF BELLEVILLE
Stephen Ashton, Director
Engineering and Development Services
Report No. DEDES-2020-05
March 9, 2020

To: Mayor and Members of Council

Subject: Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing

Recommendation:

“THAT the Director of Engineering & Development Services Report No. DEDES-2020-05 Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing be approved and applied to development and building permit applications until such time as the new Comprehensive Zoning By-law is in full force and effect; and,

THAT the Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing be provided to Committee of Adjustment Staff for incorporation into final recommendations concerning applications to reduce parking requirements for Affordable Rental Housing; and,

THAT all Planning Fees related to applications for minor variances to consider reduced parking requirements for affordable rental housing be reimbursed upon the applicant entering into an agreement with the City of Belleville confirming that the dwelling units will be rented at or below market rate as established by the County of Hastings for a period of at least five years; and,

THAT the reimbursement of all Planning Fees related to applications for minor variances to consider reduced parking requirements for affordable rental housing be in effect until the new Comprehensive Zoning By-law for the City of Belleville is in full force and effect.”

Background:

Through the City of Belleville Housing Summit, Council passed a number of initiatives to encourage the supply of affordable rental housing. These initiatives include the undertaking of an Affordable Rental Housing CIP, expanding the scope of work of the current Official Plan Update to include clearer housing policies and intensification policies, reduction of development charges for affordable rental housing, and promoting second units. Many of these initiatives are either completed or underway.

In addition to these identified initiatives, one of the items discussed during the Housing Summit has been the opportunity for reduced parking requirements for affordable rental housing. This discussion has included the following:

- Does affordable rental housing require the same level of parking as market housing?
- Does the requirement of the existing parking standards in the City's zoning by-laws cause additional expense to development of affordable rental housing and therefore detracts from the fiscal viability of these projects?
- Under what circumstances should reduced parking standards for affordable rental housing be considered (e.g. proximity to public transit)?
- What are examples illustrating the effectiveness of reduced parking requirements for affordable rental housing in Belleville and other municipalities?
- How does the City effectively implement reduced parking requirements for affordable housing?

At the November 25, 2019 City Council Meeting, Resolution 648/19 was approved:

"THAT all Planning Fees related to applications for minor variances to consider reduced parking requirements for affordable rental housing be reimbursed upon the applicant entering into an agreement with the City of Belleville confirming that the dwelling units will be rented at or below market rate as established by the County of Hastings for a period of five years; and,

THAT the reimbursement of all Planning Fees related to applications for minor variances to consider reduced parking requirements for affordable rental housing be in effect until the Affordable Rental Housing CIP is approved and implemented."

In support of this resolution, Staff Report PP-2019-87 was considered which discussed the importance of addressing the appropriate level of parking for affordable rental housing in advance of the Official Plan Update, Zoning By-law Review and Affordable Housing CIP. The report discussed how excessive parking requires additional land and/or underground facilities which increases the

cost of developing housing. Addressing parking is an important consideration to ensure the larger public interest is maintained.

The report also indicated that Canada Mortgage and Housing identified parking can be a barrier to the development of affordable housing and works with developers and municipalities on a case-by-case basis to provide best practices that illustrate affordable rental housing can function with reduced parking requirements which lowers the overall development costs resulting in successfully executed projects.

Staff Report PP-2019-87 detailed how an Affordable Rental Housing Reduced Parking Guide can be developed and utilized for property owners, developers, housing providers, staff, and Committee of Adjustment members which will establish reduced parking standards for affordable rental housing. This guide would be prepared in advance of a new Zoning By-law that will incorporate these findings.

Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing

The Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing has now been prepared by Dillon Consulting. The report contains the following parts:

1. Four case studies of affordable housing in southeast Ontario. These case studies include examples of affordable housing developments at different scales in both urban and suburban contexts. More specifically, the case studies show how various approaches to reduced parking requirements were incorporated to make the projects more feasible;
2. A discussion on parking requirements in Ottawa and Peterborough for converted dwellings and second units;
3. An overview of the existing parking regulations in Belleville and their impact on affordable housing developments; and
4. Guidelines for the City of Belleville on granting parking variances based on best practices.

The recommendations for reduced parking consider location of proposed affordable rental housing developments according to whether they are located in walkable and transit accessible neighbourhoods or whether they are in less walkable neighbourhoods. The following table is a summary of the recommendations:

Type of Development:	Current Parking Requirements:	Proposed Reduced Requirements in Walkable Communities:	Proposed Reduced Parking Requirements in Less Walkable Neighbourhoods:
Affordable Rental Medium and High Density:	1.25 to 2 spaces per unit	0.5 to 0.75 spaces per unit	0.75 to 1 space per unit
Second Units:	1 space per second unit	Exempt	1 space per second unit

Analysis:

The guidelines as prepared by Dillon provide recommendations based upon case studies and analysis of practices in Peterborough and Ottawa. Included in this document is the example of an affordable housing development located at 24 Starling Street in Belleville. The case study notes that the units are offered to tenants at 80% of the average market rate. The development met the City's current requirement of 1.25 parking stalls per unit. However, the owner of the building has stated that since the building's completion in 2009, there have never been more than 3 tenants with cars. This means that only 3 of the building's 23 parking stalls have been utilized. This is equal to a 13% parking utilization rate.

Through the case studies and review of practices in other municipalities, the consultants have recommended reduced parking requirements for Belleville. These requirements are reduced based upon the location and its proximity to transit or amenities which would attract tenants that do not require a vehicle.

It is the intention that these reduced parking requirements be incorporated into the City's new Zoning By-law which is currently underway with an expected completion at the end of 2021.

Public Consultation

The draft guidelines were posted on the City's website. Also, a press release was issued January 22, 2020 by the City's Communication Department requesting public comments.

Two public submissions were made (See Attachment # 1). These submissions provided comments ranging from concerns having landlords supplying parking on the streets and parking on driveways blocking sidewalks.

Based upon public feedback, criterion for exempting second units from providing parking spots were updated to clarify that if there was street parking in proximity to the development, it would be for the purpose of accommodating visitors. This clarifies that a second unit exempt from parking requirements does not have

permission to park on the street when in contravention of existing municipal by-laws such as winter parking restrictions. This updated document is included as Attachment #2.

Staff notes that these guidelines are not proposing changes to the City's existing parking policies and that people in these dwellings will have to abide by all existing by-laws and policies of the City or face enforcement and fines for any contraventions like any other person that resides in the City of Belleville.

With the locational criterion to be considered for applications concerning reduced parking requests, there is the opportunity to ensure residents of these developments will be in close proximity to transit and community amenities.

Financial:

The work that was undertaken for the Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing was paid through the 2019 approved operating budget of the Policy Section.

Initially, through Council Resolution 648/19 planning fees related to applications for minor variances to consider reduced parking requirements for affordable rental housing were to be reimbursed upon the applicant entering into an agreement with the City of Belleville. This was to be in effect until the Affordable Rental Housing CIP was approved and implemented.

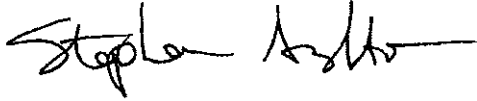
However, incentives being proposed in the Affordable Rental Housing CIP will focus on larger incentives and will not address planning fees. Therefore, Staff is recommending Council approve reimbursement of fees related to minor variances until the new Comprehensive Zoning By-law is in full force and effect.

Fees for minor variances applications are \$750.00 so it would be reasonable to expect up to 3 applications for this process until the new Zoning By-law is in place resulting in a loss of revenue of \$2250.00 per annum.

Conclusion:

Staff is recommending that Council approve the Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing to be applied to development and building permit applications until such time as the new Comprehensive Zoning By-law is in full force and effect and that these guidelines be provided to Committee of Adjustment Staff for incorporation into final recommendations concerning applications to reduce parking requirements for Affordable Rental Housing. Staff is also recommending Council approve reimbursement of fees related to minor variances until the new Comprehensive Zoning By-law is in full force and effect.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Stephen Ashton", with a long horizontal flourish extending to the right.

Stephen Ashton, MCIP, RPP, CAHP
Director, Engineering and Development Services

Attachments

Attachment #1 – Correspondence from Public

Attachment #2 – Guidelines for the Reduction of Parking Requirements for
Affordable Rental Housing

From: [REDACTED]
To: [Planning Mailbox](#)
Subject: Parking
Date: Thursday, January 23, 2020 10:09:10 AM

CAUTION : This email is NOT from the city of Belleville. Do NOT click links or open attachments unless you recognize the sender and know the content is safe!

This is not a solution if both people work they need two parking spots. But a thought is take some of the casino money and start building low income places instead of pouring it into stuff we don't need like the downtown core got a facelift for the drunks let's put that money to better use we don't need homeless people we need jobs and homes

Sent from my iPhone

From: [REDACTED]
To: [Planning Mailbox](#)
Subject: Parking Guidelines Recommended for Affordable Rental Housing
Date: Friday, January 24, 2020 9:26:37 AM

CAUTION: This email is **NOT** from the city of Belleville. Do NOT click links or open attachments unless you recognize the sender and know the content is safe!

Good morning, my comment's on this issue of parking.

Agree that this should in the short term help with housing, however in the near future:

- 1- Concern that this recommendation will push landlord supplied parking onto the street and create dangers to pedestrians and regular street traffic flow and winter maintenance.
- 2- Have seen in some of the newer housing subdivisions parking spots that are only 1.5 long creating a pedestrian safety and accessibility issue as the cars cross, block and impede the pedestrian travelled portion of the City side walk. Not the image the City should be promoting.
- 3- Concern that some builders may use the affordable housing/parking angle to build more units, then shortly start to request market value to new tenants who may have multiple cars when the unit is vacated, (a minimum time period eg 5-10 years should help)

Some concerns ,but a suggestion to prior to allowing reduced spots put in place a change to your overnight parking bylaw from no parking on curb streets to no overnight parking on any street in city limits.

Areas where this change may create issues and since other Cities are being referenced all should be looked at including paid street parking permits, \$2 a day will generate \$730yr/car, a revenue generator to the City .

Thanks

[REDACTED]
[REDACTED]



Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing

Introduction

The City of Belleville has identified existing parking requirements for residential development as a significant barrier in incentivizing development of affordable rental housing¹. **Affordable rental housing, for the purpose of these guidelines, is defined as purpose built housing that is either at, or below, the average market rent, as defined by the County of Hastings.** Below average market rental housing includes social housing, low-income housing, and rent geared to income housing. Typically a federal, provincial, or municipal government provides a subsidy for this type of housing. Purpose built rental housing is typically financed and constructed by the private sector. In order to benefit from the reductions included in these guidelines, the City and the proponent will enter into an agreement to ensure the units created will remain at, or below, average market rent. The purpose of this document is to provide guidance to the Committee of Adjustment for granting variances for the reduction of parking spaces for affordable housing. In an effort to ease parking requirements, as part of an overall affordable rental housing strategy, these guidelines provide

direction on best practices for the reduction of parking requirements with respect to housing type, built form, availability and suitability of on-street parking, layout of on-site parking, and additions of second units to primary dwelling units.

These guidelines consist of four parts:

1. Four case studies of affordable housing in southeast Ontario. These case studies include examples of affordable housing developments at different scales in both urban and suburban contexts. More specifically, the case studies show how various approaches to reduced parking requirements were incorporated to make the projects more feasible;
2. A discussion on parking requirements in Ottawa and Peterborough for converted dwellings and second units;
3. An overview of the existing parking regulations in Belleville and their impact on affordable housing developments; and
4. Guidelines for the City of Belleville on granting parking variances based on best practices.

1. Rental housing is a type of tenure and residential land use includes many different types of tenure. Zoning regulations can only regulate land use activities. However, for the purpose of these guidelines, only case studies of rental housing were considered. Potential variances to parking requirements could apply to residential land uses regardless of tenure type (i.e. rental, ownership, housing co-operative, etc.).

Case Studies

Case Study 1: Infill Development

Location: Peterborough

Housing Type: 3-storey apartment building

Number of dwelling units: 28

Number of parking stalls: 19

Parking Ratio: 0.68 (parking stalls/unit)

This development is located at 198 Edinburgh Street in Peterborough, Ontario. The developer of the building applied for a site specific zoning for the development in 2015. The site was previously zoned for medium density housing and the property formerly had two boarding houses that had been damaged by fire. The development was marketed to seniors and the rent would be capped at 80% of market value for 20 years. The building is located in a central area of Peterborough with many amenities within a walkable distance.

The application called for a reduction in parking requirements from 42 parking spaces (1.5 spaces per unit) to 19 parking spaces (0.68 spaces per unit). A parking study prepared by a transportation engineering firm concluded that the on-site parking requirements could be accommodated with 14 parking spaces (0.5 spaces per unit). However, after consulting with the community, the developer increased the proposed number of parking spaces from 14 to 19 to alleviate area residents' concerns about lack of parking. The project was approved in 2015. At the time this case study was prepared, information on how many parking spaces were actually utilized was not available.



The Loyola, 198 Edinburgh Street, Peterborough, ON

Case Study 2: Redevelopment

Location: Belleville

Housing Type: 3-storey apartment building

Number of dwelling units: 18

Number of parking stalls: 23

Parking Ratio: 1.25 (parking stalls/unit)



24 Starling Street, Belleville, ON

24 Starling Street is an affordable rental housing building located in Belleville. The units are offered to tenants at 80% of the average market rate. The development met the city's requirement of 1.25 parking stalls per unit. However, the owner of the

building has stated that since the building's completion in 2009, there have never been more than 3 tenants with cars. This means that only 3 of the building's 23 parking stalls have been utilized. This is equal to a 13% parking utilization rate.

Case Study 3: City Core

Location: Ottawa

Housing Type: 3-storey apartment building

Number of dwelling units: 26

Number of parking stalls: 8

Parking Ratio: 0.31 (parking stalls/unit)



376 Blake Boulevard, Ottawa, ON

This building, located at 376 Blake Boulevard, was purchased by Multifaith Housing Initiative (MHI) in 2008 and converted to an affordable rental housing building. The building has 2 bachelor units, 6 one-bedroom units, 9 two-bedroom units, and 9 three-bedroom units. A number of the larger two-bedroom units were converted to three-bedroom units to accommodate families. The building is located

in the central neighbourhood of Vanier, which is highly walkable with many amenities within walking distance. The area is also relatively well served by public transit. Although the parking ratio for the building is relatively low (0.31 parking stalls/unit), there is currently no wait list for on-site parking.

Case Study 4 – Suburban

Location: Ottawa

Housing Type: Townhouses and low-rise apartment buildings

Number of dwelling units: 98

Number of parking stalls: 81

Parking Ratio: 0.83 (parking stalls/unit)

The Haven, located at 455 Via Verona Avenue, is a recently constructed (2017) affordable housing development developed by MHI. It is located in the Ottawa suburb of Barrhaven. The development features 98 housing units: 30 one-bedroom units, 38 two-bedroom units, 26 three-bedroom units, and 4 four-bedroom units. 10 of the units are fully accessible barrier-free units.

The development is located within 500 metres of a rapid bus line. Most of the parking in this development is utilized. The development was granted a reduction in on-site parking requirements from 106 to 81 representing a reduction of 25 parking stalls. Most of the townhouse units are occupied by families with children and most of the families own motor vehicles. Occupants of the smaller apartment units have fewer motor vehicles.



The Haven, 455 Via Verona Avenue, Ottawa, ON

Discussion: Converted Dwellings and Second Units

Converted Dwellings

Location: Ottawa

Prior to 2014, converted dwellings in Ottawa were exempt from bylaws that applied to new purpose built buildings. Converted dwellings generally consisted of large older homes in mature neighbourhoods that were converted into multi-unit apartments or existing buildings that were renovated and expanded to include additional dwelling units. These types of conversions were popular in central areas located close to post-secondary institutions and many of the converted dwellings were rented to students.

Conversions were not required to provide any additional parking even if the number of dwelling units was greatly increased. However, new purpose built residential buildings were required to provide on-site parking for tenants. This discrepancy of parking requirements for conversions versus new builds led to many conversions in specific neighbourhoods and concern amongst some residents about lack of parking on public streets.

In 2014, the bylaw was amended so that converted dwellings had to comply with the same zoning regulations as new attached housing and low-rise apartments. However, as part of this amendment, parking regulations were relaxed so that duplex dwellings, three-unit dwellings and low-rise apartment dwellings were not required to have more than two parking stalls. Additionally, these parking stalls could be tandem parking stalls instead of the previously required side-by-side parking requirement.

This zoning change does not target affordable housing specifically. However, it does reduce parking requirements for new low-rise multi-dwelling housing in central neighbourhoods. This may result in a larger supply of market rental housing in neighbourhoods with high housing demand. This also gives developers more flexibility for housing projects on constrained building sites.



Example of a converted dwelling in Belleville, ON

Second Units

Location: Ottawa and Peterborough

Second units are housing units that are accessory to a primary residential dwelling. Examples include basement suites, garage suites, and coach houses. Second units are not permitted to be bought and sold separately from the primary residence.

In Ottawa, second units are permitted on lots with single detached dwellings, semi-detached dwellings, and duplex dwellings. Coach houses are also permitted on properties with townhomes that have direct pedestrian access to a public street.

The City of Ottawa has relaxed zoning requirements with respect to second units in an effort to encourage this form of housing, particularly in lower density neighbourhoods. Although these dwellings are not below market housing, they can provide a more affordable rental option for people that cannot afford to rent a larger home. The City relaxed the zoning by no longer requiring additional on-site parking for second units.

Other cities have relaxed parking requirements for second units based on their location or their accessibility. For example, the City of Peterborough does not require any additional on-site parking for second units located in the city core.



Example of a dwelling with a second unit in Belleville, ON

Existing Parking Regulations in Belleville

The existing Belleville Zoning By-law (10245) requires provision of 1 parking space per dwelling unit for single detached dwellings, semi-detached dwellings, and street facing multiple attached dwellings. 1.25 parking spaces per dwelling unit are required for larger apartment style developments. The Thurlow Zoning Bylaw (3014) requires provision of 2 parking spaces per dwelling unit. The Sidney Zoning By-law (2076-80) requires provision of 2 parking spaces for each dwelling unit in single detached dwellings, mobile homes, duplexes, semi-detached dwellings and row housing where each unit fronts on a public street and has its own garage and driveway. 1.25 parking spaces are required for all other dwellings.

The ratio of 1.25 parking spaces per unit in Belleville and Sidney and 2 parking spaces per unit in Thurlow is significantly higher than the parking ratios for the housing developments discussed in Peterborough and Ottawa. The table below shows how many parking spaces would have been required for these developments using the existing bylaws in Belleville, Sidney, and Thurlow.

If similar developments were proposed in Belleville, existing parking requirements would add significant land cost because a larger site would be needed to meet the parking requirements.

Development	Current # of Parking Stalls	# of Parking Stalls Required (Belleville)	# of Parking Stalls Required (Sidney)	# of Parking Stalls Required (Thurlow)
Peterborough	19	35	35	70
Ottawa - City Core	8	33	33	66
Ottawa - Suburban	81	123	123	246

Guidelines for Granting Parking Variances for Affordable Rental Housing

These guidelines are designed to provide guidance on both purpose built affordable rental housing (i.e., below market rental rates) and other types of market housing that may contribute to the supply of affordable housing such as conversions, purpose built market rental housing, and secondary dwelling units.

Below Average Market and Average Market Purpose Built Medium and High Density Rental Housing

High parking ratios have the effect of increasing the cost of dwelling units. Surface parking stalls constrain the area available for constructing housing units. Structured parking, such as underground or above-ground parking, is very expensive and increases the per unit construction cost significantly. Therefore, the City of Belleville should consider the following guidelines in an effort to incentivize purpose built affordable rental housing:

- Grant a variance to medium and high density affordable rental housing that achieves between 0.5 – 0.75 parking spaces per unit **in walkable and transit accessible neighbourhoods**, which would bring the number of parking spaces in Belleville closer to the parking provided in the case studies.
 - Walkable neighbourhoods should be defined as neighbourhoods that have amenities that may meet the daily needs of a tenant within a 5 to 10 minute walk (400 – 800 metre radius) of the proposed development. Amenities considered to meet daily needs could include grocery stores, schools, community facilities, and retail plazas that include businesses that carry food products;
 - Transit accessible neighbourhoods are neighbourhoods that offer transit within a 5 to 10 minute walk (400 – 800 metre radius) of the proposed development; and,
- In neighbourhoods that are less walkable (more than 800 metres to amenities) and less transit accessible (more than 800 metres to transit), parking variances should be granted at a ratio that achieves between 0.75 – 1 parking spaces per unit.

Second Units

As mentioned, second unit dwellings are not necessarily below market housing, however, they can provide a more affordable rental option for people that cannot afford to rent a larger home, since second units are typically modest in size. Currently, second units in the City of Belleville are required to have their own on-site parking space. As shown in the case study section of this document, other municipalities have reduced parking requirements depending on factors such as location. The City should consider the following for parking variances for second units:

No additional on-site parking requirement for a second unit meeting the following site criteria:

- Located in walkable (5-10 minute walk of amenities) neighbourhoods; **OR,**
- Located in transit accessible areas (5-10 minute walk to high frequency transit); **AND,**
- Where street parking is permitted on at least one side of the street to accommodate visitors.

Conclusion

This document deals primarily with reducing parking requirements for affordable rental housing when variances are being sought at the Committee of Adjustment. However, it should be noted that parking requirements must be considered in combination with other factors. Land use and transportation are intrinsically linked together. Therefore, considerations of reductions in parking requirements should be linked to improvement in mobility options for all residents. Improving public transit, walking infrastructure, and cycling infrastructure can lessen the need for private motor vehicle ownership.

Additionally, people living in employment rich and amenity rich locations typically rely less on private motor vehicles for their transportation needs. Therefore, the City of Belleville should attempt to locate more affordable housing close to employment centres and amenities.

The guidelines in this document should be viewed as an interim measure until the Zoning By-law consolidation and update is concluded. The Zoning By-law update should incorporate similar changes to on-site parking requirements to reflect contemporary mobility patterns and better match parking supply to demand and need.



APPROVAL BLOCK	
CAO	<i>RB</i>
GMTOS	<i>[Signature]</i>
DF	<i>[Signature]</i>
PS	<i>CS</i>

CITY OF BELLEVILLE
Patrick McNulty, Capital & Fleet Asset Manager
Transportation & Operations Services
Report No. CFAM-2020-07
March 9, 2020

To: Mayor and Members of Council

Subject: Contract No. TOS-2020-01 Slurry Seal – Various Locations

Recommendation:

“THAT the tender submission from Miller Paving Limited be accepted for Contract No. TOS-2020-01 Slurry Seal – Various Locations in the amount of \$179,399.52 plus \$23,321.94 HST, for a total amount of \$202,721.46 this being the lowest cost tender received, and that the Mayor and City Clerk be authorized to sign the Acceptance Agreement on behalf of The Corporation of the City of Belleville and that the Clerk be authorized to affix the Corporate Seal.”

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. This report aligns with the "Transportation and Mobility" strategic theme to "Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses".

Background:

City Council approved Issue 20-1.008 in the 2020 Capital Budget in the amount of \$250,000.00 for a Slurry Sealing program.

Slurry Seal application is well suited as a preventive maintenance treatment to extend the life of low traffic volume pavements. Preventive maintenance treatments are low-cost treatments that delay deterioration of the pavement, maintain or improve the functional condition of roadways, and extend the pavement's service life when applied to suitable candidates.

Roadways scheduled to receive slurry seal treatment in 2020 are:

Ashley Street	Bettes Street	Burton Street	Charlotte Street
Dufferin Avenue	Harriett Street	Henry Street	Humewood Drive
Octavia Street	Ponton Street	South Front Street	Southview Street
Wilkins Street			

Financial/Analysis:

The Request for Tender summary is as follows:

Date posted: Monday, January 20, 2020 at 2:30pm
 Date closed: Tuesday, February 4, 2020 at 1:00pm
 No. of Plan Takers: 3
 No. of Submissions: 2
 No. of Addendum issued: 0

The qualified bids received are summarized below:

Vendor	Bid Amount	13% HST	Total Bid	Net Cost to City*	Budget
Miller Paving Limited	\$179,399.52	\$23,321.94	\$202,721.46	\$182,556.95	\$250,000.00
Duncor Enterprises Inc.	\$189,890.72	\$24,685.79	\$214,576.51	\$193,232.80	\$250,000.00

* Net cost to City including HST rebate

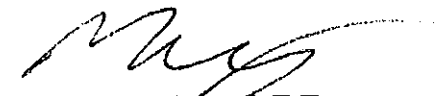
Miller Paving Limited was the lowest cost bid received. Miller Paving Limited has completed this work in past years and management is confident the work will be completed in accordance with the contract without any concerns.

Within our \$250,000 budget, staff has allocated up to \$50,000 for the use of Reclimate as a preventative maintenance strategy from Superior Road Products.

Conclusion:

It is recommended that Miller Paving Limited be awarded Contract No. TOS-2020-01 Slurry Seal Contract-Variou Locations. Sufficient funding is available in the 2020 Capital Budget. This contract is anticipated to be completed by the end of August 2020.

Respectfully submitted,



Patrick McNulty C.E.T.
 Capital & Fleet Asset Manager

Attachment

Schedule 1 – Preliminary Checking Summary

TOS-2020-01 T-02-20

Slurry Seal – Various Locations

Closing Date: Tuesday, February 4, 2020

Submission Summary

TO: Pat McNulty, Capital and Fleet Asset Manager, Transportation & Operations Services Department
 FROM: Christine Fradley, Purchasing Supervisor
 DATE: Tuesday, February 4, 2020

The above-noted Request for Tender closed on Tuesday, February 4, 2020 @ 1:00pm local time and the following compliant bids were received.

Council Report Summary

Open Date: Mon Jan 20, 2020 2:30 PM
 Close Date: Tue Feb 4, 2020 1:00 PM
 Online Submission: Required
 Days Open: 14
 Documents: 5
 Addenda: 1
 Registered Plan Takers: 3
 Completed Submissions: 2
 Irrevocable Period: 60 Days

Vendor	Schedule of Prices (Excluding HST)
Miller Paving Limited	\$179,399.52
Duncor Enterprises Inc.	\$189,890.72

Financial/Analysis:

Vendor	Tender Price	HST – 13%	Total Bid Amount	*Net Cost to City	Budget Amount
Miller Paving Limited	\$179,399.52	\$23,321.94	\$202,721.46	\$182,556.95	\$250,000.00
Duncor Enterprises Inc.	\$189,890.72	\$24,685.79	\$214,576.51	\$193,232.80	\$250,000.00



Christine Fradley – Purchasing Supervisor



APPROVAL BLOCK	
CAO	<u>RB</u>
GMTOS	<u>[Signature]</u>
DF	<u>[Signature]</u>
PS	<u>CF</u>

CITY OF BELLEVILLE
Patrick McNulty, Capital & Fleet Asset Manager
Transportation & Operations Services
Report No. CFAM-2020-08
March 9, 2020

To: Mayor and Members of Council

**Subject: Contract No. TOS-2020-03 re Surface Treatment
Contract - Various Locations**

Recommendation:

“THAT the tender submission from Greenwood Paving (Pembroke) Ltd. be accepted for Contract No. TOS-2020-03 re Surface Treatment Contract - Various Locations in the amount of \$962,157.80 plus \$125,080.51 HST, for a total amount of \$1,087,238.31, this being the lowest cost tender received, and that the Mayor and Clerk be authorized to sign the Acceptance Agreement on behalf of The Corporation of the City of Belleville and that the Clerk be authorized to affix the Corporate Seal.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with the “Transportation and Mobility” strategic theme to “Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses”.

Background:

City Council approved Issue 20-1.007 in the 2020 Capital Budget in the amount of \$1,250,000.00 for a Surface Treatment Program.

Roads selected for the Surface Treatment Contract - Various Locations have been identified in the Roads Need Study as requiring rehabilitation. These roads will be pulverized back to a gravel state, with additional gravel added. This will be followed by an application of Surface Treatment over the entire road. The preparation work (trees, ditching, and culverts) will be performed by City forces and a contractor will perform the pulverization and surface treatment applications. This is a cost effective method to revitalize rural roads. In the three (3) years this program has operated very favorable results have been obtained.

This year's program will also include Single Applications on roadways that received surface treatment approximately 5 years ago. This single application will extend the roads' service life another 5 years at a significant cost savings.

Financial/Analysis:

The following locations will receive surface treatment as part of this contract:

Full Road Resurfacing	Distance	Single Application of Surface Treatment	Distance
Harmony Road (Hwy #37 to #1228 Harmony Rd)	2.70 km	Clearview Road (Pinehill Cres to Kelly Rd)	3.10 km
Harmony Road (Bronk Rd. to East City Limit)	1.80 km	Zion Road (Old Madoc Rd to Willet Rd)	2.90 km
Beatty Road (Zion Rd to Bethel Rd)	2.04km	Hill Street (All)	0.45 km
Mitchell Road (Old Hwy #2 to Airport Rd)	2.32 km		
Cemetery Road (Hwy #37 to Denyes Rd)	0.50km		
Total	9.36 km	Total	6.45 km
Total for all Roads	15.31 km		

The Request for Tender summary is as follows:

Open Date: Friday, January 24, 2020 at 2:30 PM
 Close Date: Monday, February 10, 2020 at 1:00 PM
 Addenda: 0
 Registered Plan Takers: 6
 Completed Submissions: 2

The qualified submissions received are summarized below:

Vendor	Bid Amount	13% HST	Total Bid Amount	Net Cost to City*	Total Budget Amount
Greenwood Paving (Pembroke) Ltd.	\$962,157.80	\$125,080.51	\$1,087,238.31	\$979,091.78	\$1,250,000.00
Miller Paving Limited	\$984,227.00	\$127,949.51	\$1,112,176.51	\$1,001,549.40	\$1,250,000.00

* Net cost to City including HST rebate

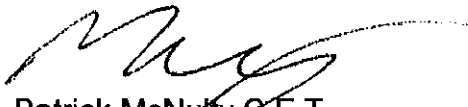
Greenwood Paving (Pembroke) Ltd. was the lowest qualified bid received. They have conducted this contract for the City in the past and management is confident the work will be completed in accordance with the contract without any concerns.

The balance remaining for the Surface Treatment Program will be utilized for urban resurfacing and will be tendered separately.

Conclusion:

It is recommended that Greenwood Paving (Pembroke) Ltd. be awarded Contract No. TOS-2020-03 Surface Treatment Contract - Various Locations. Sufficient funding is available in the 2020 Capital Budget. This contract is anticipated to be completed by the end of August 2020.

Respectfully submitted,



Patrick McNulty, C.E.T.
Capital & Fleet Asset Manager

Attachments

Schedule 1 – Submission Summary

TOS-2020-03 File T-02-20

Application of Surface Treatment– Various Locations

Closing Date: Monday February 10, 2020

Submission Summary

TO: Pat McNulty, Capital and Fleet Asset Manager, Transportation & Operations Services Department
 FROM: Christine Fradley, Purchasing Supervisor
 DATE: Monday February 10, 2020

The above-noted Request for Tender closed on Monday February 10, 2020 @ 1:00pm local time and the following compliant bids were received.

Council Report Summary

Open Date: Fri Jan 24, 2020 2:30 PM
 Close Date: Mon Feb 10, 2020 1:00 PM
 Online Submission: Required
 Days Open: 16
 Documents: 6
 Addenda: 0
 Registered Plan Takers: 6
 Completed Submissions: 2
 Irrevocable Period: 60 Days

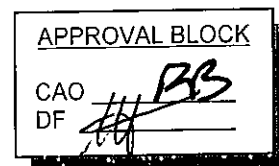
Vendor	Schedule of Prices (Excluding HST)
Greenwood Paving (Pembroke) Ltd.	\$962,157.80
Miller Paving Limited	\$984,227.00

Financial/Analysis:

Vendor	Tender Price	HST – 13%	Total Bid Amount	*Net Cost to City	Budget Amount
Greenwood Paving (Pembroke) Ltd.	\$962,157.80	\$125,080.50	\$1,087,238.31	\$979,091.78	\$1,250,000.00
Miller Paving Limited	\$984,227.00	\$127,949.51	\$1,112,176.51	\$1,001,549.40	\$1,250,000.00

Amy McMillan for

Christine Fradley – Purchasing Supervisor



CITY OF BELLEVILLE
Susan Howard, CMTP, AMCT, Manager of Revenue and Taxation
Finance Department
Report No. MRT-2020-02
March 9, 2020

To: Mayor and Members of Council

Subject: 2020 Final Tax Due Dates

Recommendation:

“THAT a by-law be set to establish the 2020 final tax due dates for the collection of taxes and the payment of taxes by instalment for all property classes in the City of Belleville as outlined in Report MRT-2020-02”.

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The establishment of tax due dates outlined in this report aligns with each of the strategic themes and the City’s vision statement of financial sustainability.

Background:

Pursuant to the Municipal Act, 2001 342(1), a local municipality may pass by-laws providing for:

- (a) The payment of taxes in one amount or by instalments and the date (or dates) in the year for which the taxes are imposed on which the taxes or instalments are due.

On December 9, 2019, pursuant to Report MRT-2019-55, Council approved Interim Tax due dates as follows:

- Interim First Instalment due February 26, 2020
- Interim Second Instalment due April 28, 2020

As interim billing has now been completed, it is appropriate to rescind Interim By-Law 2019-55 and proceed with establishing final billing and collection dates for 2020. In accordance with Municipal Act Section 343(1), the final tax bill must be sent to every taxpayer at least 21 days before any taxes shown on the tax bill are due. The final tax billing date is planned for June 2, 2020.

Consistent with the City of Belleville Property Tax Collection Policy 07-01-03, final taxes are payable in 2 instalments, due 3 banking days prior to the end of the months of June and September, unless unforeseen technical or administrative issues result in the delay of the final billing process. Final tax bill instalment dates are therefore proposed as follows:

- Final First Instalment due June 26, 2020
- Final Second Instalment due September 28, 2020

These dates apply to all property classes levied. If a property has multiple property classes, all classes will appear on one single tax bill.

The City issued 20,000 tax bills in 2019 of which 32% of residents were enrolled in monthly or instalment payment plans. Accessing these payment plans ensures there are no missed due dates, late payment charges, customer service line ups or mailing costs. Staff continue to promote these plans as an efficient payment approach for all taxpayers.

Conclusion:

Staff recommends that Council approve the Final Tax Due Dates for 2020 as noted in this report.

Respectfully submitted,



Susan Howard, CMTP, AMCT
Manager of Revenue & Taxation

SH:jk



APPROVAL BLOCK
CAO <u>RB</u>

CITY OF BELLEVILLE
Carol Hinze
Director of Finance/Treasurer
Finance Department
Report No. DF-2020-05
March 9, 2020

To: Mayor and Members of Council

Subject: City of Belleville Grant Committee

Recommendation:

“THAT Council approve the recommendations of the Grant Committee as outlined in the Director of Finance/Treasurer’s Report No. DF-2020-05, City of Belleville Grant Committee.”

Strategic Plan Alignment:

The City of Belleville identified nine strategic themes. The program identified in this Report aligns with two of the City’s strategic themes:

- “Culture and Recreation” and
- “Community Health, Safety and Security”

Background:

At the December 10, 2012 Council meeting Council approved the City of Belleville Grant Policy. This Policy was developed to provide an equitable process for the review and approval of requests for monetary grants, and grants of municipal resources.

The Grant Committee met on February 12, 2020.

Analysis:

The following groups/organizations submitted a proposal outlining the details of their request. The Committee met to review the requests using the prescribed template and provided a recommendation for the submissions.

4. Review/ Recommend Requests

4.1 2020 Skate Ontario Provincial Championships (Trenton Figure Skating Club & Stirling Figure Skating Club)

Request

Use of Municipally Owned Facility:

Financial Assistance:

- Waive \$1,800 in rental fees for either ice rental or meeting rooms
- Waive \$900 for removal of glass/ boards

“THAT the City of Belleville Grant Committee approve the request from the 2020 Skate Ontario Provincial Championships (Trenton Figure Skating Club & Stirling Figure Skating Club), and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$2,700 plus HST).

4.2 Community Development Council of Quinte – Good Food Box Program

Request

Use of Municipally Owned Facility:

- Waive rental fee for Parkdale Community Centre one day per month to allow space for packing of Food Boxes

“THAT the City of Belleville Grant Committee approve the request from the Community Development Council of Quinte – Good Food Box Program and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$2,100 plus HST).

4.3 Rotary Club of Belleville – Porchfest

Request

Use of Municipally Owned Equipment/ Materials:

- Portable toilets at various locations in the City's East Hill and Downtown
- Access to electrical panel in East Hill Playground

- Garbage & Recycling collection

“THAT the City of Belleville Grant Committee approve the request from the Rotary Club of Belleville - Porchfest, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$758 plus HST).

4.4 Belleville Bulldogs RFC/CSS-OFSAA Boy's Rugby

Request

Use of Municipally Owned Facility:

- Waive rental fee for M.A. Sills Park - (Thurlow Fields as backup)

- Waive rental fee for arena at QSWC for breakfast banquet

Use of Municipally Owned Equipment/ Materials:

- Tables & Chairs for banquet

“THAT the City of Belleville Grant Committee approve the request from the Belleville Bulldogs RFC/CSS-OFSAA Boy's Rugby and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$3,680 plus HST).

4.5 Professional Sport Fishing Organization – Fishing Tournament

Request

Financial Assistance: \$16,000

Use of Municipally Owned Facility:

Municipal Staff Support:

Use of Municipally Owned Equipment/ Materials:

“THAT the City of Belleville Grant Committee table the request from the Professional Sport Fishing Organization – Fishing Tournament, to the next Grant Committee meeting on March 2, 2020.”

The Committee has asked staff to gather more information from the Organization due to concerns that have been raised with regards to this tournament.

4.6 Cedar Rail Farms – NBHA Barrel Show

Request

Financial Assistance: \$1,500

“THAT the City of Belleville Grant Committee approve the request from Cedar Rail Farms – Financial Assistance in the amount of \$1,500, and forward the recommendation to Belleville City Council for approval”.

4.7 United Way Hastings & Prince Edward - QDAR Amazing Realtors Race

Request

Financial Assistance: \$750

Use of Municipally Owned Facility:

- Waive rental fees for various City locations (Zwick's Park/ Pavillion, CAA Arena, McFarland Pub/ Fan Zone, Exhibition Park/ Grandstand Building/ Inner Field/ Track/ Parking Lot, Jane Forrester Park, Riverside Park Pavillion, Market Square

Use of City Owned Equipment/ Materials:

- Garbage receptacles
- Pylons
- Barricades
- Tent Weights

Day Transit Passes for each participant

“THAT the City of Belleville Grant Committee approve the request from the United Way Hastings & Prince Edward – QDAR Amazing Realtors Race, and forward the recommendation to Belleville City Council for approval.”

(This request represents a Municipal Resource Cost to the City in the amount of \$1,070 plus HST).

4.8 Lion's Club Belleville – Car Show

Request

Use of Municipally Owned Facility

- Waive rental fees for Zwick's Park/ Lion's Pavillion
- New Washroom Building

Municipal Staff Support:

- Closure of Bayshore Trail west of Bay Bridge

“THAT the City of Belleville Grant Committee approve the request from the Lion’s Club Belleville – Car Show, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$823 plus HST).

4.9 No Limits Youth Football – Registration Costs for 2 Individuals

Request

Financial Assistance: \$2,200

“THAT the City of Belleville Grant Committee approve the request from No Limits Youth Football – Registration Costs for 2 Individuals, and forward the recommendation to Belleville City Council for approval”.

4.10 Belleville Downtown District BIA – Savour the Chill Event

Request

Municipal Staff Support:

- Deliver Tables, Chairs, Garbage Receptacles on Friday February 21, 2020

Use of Municipally Owned Equipment/ Materials:

- 20 Tables
- Chairs
- 20 Garbage Receptacles

“THAT the City of Belleville Grant Committee approve the request from the Belleville Downtown District BIA – Savour the Chill Event, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$300 plus HST).

4.11 Plainfield Cemetery – Cemetery Maintenance

Request

Financial Assistance: \$1,000

“THAT the City of Belleville Grant Committee approve the request from the Plainfield Cemetery – Financial Assistance in the amount of \$1,000 and forward the recommendation to Belleville City Council for approval”.

4.12 Belleville Sports Hall of Fame – Induction Ceremony

Request

Financial Assistance: \$2,700

“THAT the City of Belleville Grant Committee approve the request from the Belleville Sports Hall of Fame, and forward the recommendation to Belleville City Council for approval”.

6. New Business

The Committee also reviewed an application from META Vocational Services Inc.

Request

Financial Assistance: \$5,000 – 2nd Annual Mental Wellness in the Workplace Conference

“THAT the City of Belleville Grant Committee approve the request in part from META Vocational Services Inc. – Financial Assistance of \$1,500, and forward the recommendation to Belleville City Council for approval”.

Conclusion:

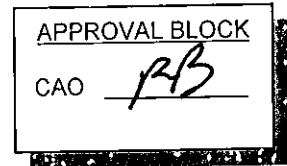
Council approval of the Grant Committee’s recommendations for the submitted requests is required.

Respectfully submitted,



Carol Hinze, CPA, CGA
Director of Finance/ Treasurer

CH:jk



CITY OF BELLEVILLE
Carol Hinze
Director of Finance/Treasurer
Finance Department
Report No. DF-2020-07
March 9, 2020

To: Mayor and Members of Council

Subject: City of Belleville Grant Committee

Recommendation:

“THAT Council approve the recommendations of the Grant Committee as outlined in the Director of Finance/Treasurer’s Report No. DF-2020-07, City of Belleville Grant Committee.”

Strategic Plan Alignment:

The City of Belleville identified nine strategic themes. The program identified in this Report aligns with two of the City’s strategic themes:

- “Culture and Recreation” and
- “Community Health, Safety and Security”

Background:

At the December 10, 2012 Council meeting Council approved the City of Belleville Grant Policy. This Policy was developed to provide an equitable process for the review and approval of requests for monetary grants, and grants of municipal resources.

The Grant Committee met on March 2, 2020.

Analysis:

The following groups/organizations submitted a proposal outlining the details of their request. The Committee met to review the requests using the prescribed template and provided a recommendation for the submissions.

4. Review/ Recommend Requests

4.1 Community Care for South Hastings/ Stroke Awareness Day

Request

Use of a Municipally Owned Facility:

- Waive rental fee for multi-purpose room at QSWC

Use of Municipal Equipment/ Materials:

- Tables & Chairs
- Audio/ Video presentation equipment

“THAT the City of Belleville Grant Committee approve the request from the Community Care for South Hastings/ Stroke Awareness Day, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$174 plus HST).

4.2 Volunteer & Information Quinte for Hastings & Prince Edward Counties – Dancing with the Stars

Request

Financial Assistance: \$5,000 + H.S.T.

- For services provided in the partnership with the Belleville Senators

Use of a Municipal Facility:

- Waive rental fee for CAA Arena not covered under the Agreement with the Belleville Senators
- Waive rental fees associated with the event
- \$10,060 with floor coverage/ \$5,591 without floor covering

Municipal Staff Support:

- Set up
- Removal of Glass
- Covering Floor

Use of Municipally Owned Equipment/ Materials:

- Tables & Chairs
- Electrical Hook up

“THAT the City of Belleville Grant Committee refer this application to Council for decision”.

The Committee requested that staff provide additional information to Council (attached) in order that an informed decision regarding the request from the Volunteer & Information Quinte for Hastings & Prince Edward Counties – Dancing with the Stars be made at the Council Meeting of March 9th, 2020.

(This request represents a Municipal Resource Cost to the City in the amount of \$7,200 plus HST).

4.3 Hastings County Historical Society – Development, Creation & Unveiling of CN Yardmen Tribute Memorial

Request

Financial Assistance: \$5,000

Development, Creation & Unveiling of CN Yardmen Tribute Memorial

“THAT the City of Belleville Grant Committee approve the request from the Hastings County Historical Society – Development, Creation & Unveiling of CN Yardmen Tribute Memorial , and forward the recommendation to Belleville City Council for approval”.

4.4 The Alzheimer Society of Hastings & Prince Edward – Walk for Alzheimer’s

Request

Use of a Municipally Owned Facility:

- Waive rental fee for Market Square

Use of Municipally Owned Equipment/ Materials:

- Tables & Chairs
- A/V equipment
- Financial Assistance to cover cost of portable washrooms

“THAT the City of Belleville Grant Committee approve the request from The Alzheimer Society of Hastings & Prince Edward – Walk for Alzheimer’s and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$591 plus HST).

4.5 Rotary Club of Belleville – Rotary Loves Trees (First Planting)

Request

Use of a Municipally Owned Facility:

- Waive fees for Zwick’s Park (Location of First Planting)

Municipal Staff Support:

- Coordinate appropriate tree species for location
- “Break” the land prior to planting if necessary
- Layout of trees

Use of Municipal Equipment/ Materials:

- Portable Washroom
- 2 10x10 tents

- Park bench with plaque to recognize partnership between City of Belleville and Rotary Club of Belleville
- Sign to display Rotary Logo and 100th year dedication

"THAT the City of Belleville Grant Committee approve the request from the Rotary Club of Belleville – Rotary Loves Trees (First Planting), and forward the recommendation to Belleville City Council for approval".

(This request represents a Municipal Resource Cost to the City in the amount of \$6,503 plus HST).

4.6 Navy League of Canada – Dock Replacement

Request

Financial Assistance: \$48,354.15

To cover cost of dock replacement due to previous year's flooding

"THAT the City of Belleville Grant Committee deny the request from the Navy League of Canada – Dock Replacement in the amount of \$48,354.15, and forward the recommendation to Belleville City Council for approval".

4.7 ToyCon (Trevor Smalldon) – Quinte ToyCon Event

Request

Use of a Municipally Owned Facility:

- Waive rental fees for MacKay Arena

Use of Municipally Owned Equipment/ Materials:

- Tables & Chairs

"THAT the City of Belleville Grant Committee approve the request from ToyCon (Trevor Smalldon) – Quinte ToyCon Event , and forward the recommendation to Belleville City Council for approval."

(This request represents a Municipal Resource Cost to the City in the amount of \$3,585 plus HST).

4.8 Belleville Downtown District BIA – Spicy Food Festival

Request

Use of Municipally Owned Equipment/ Materials:

- 30 Tables & 120 Chairs
- 10 Garbage Receptacles

- Road Closure (this has been forwarded to the Clerk's office and Joe Reid)
- Fencing
- Stage
- Quench Buggy
- Allow use of TSFA Certified, non-flame Commercial BBQ's

"THAT the City of Belleville Grant Committee approve the request from the Belleville Downtown District BIA – Spicy Food Festival, and forward the recommendation to Belleville City Council for approval".

(This request represents a Municipal Resource Cost to the City in the amount of \$4,700 plus HST).

4.9 Belleville Downtown District BIA – Downtown at Dusk Event

Request

Municipal Staff Support:

- Rowland Cave-Brown-Cave has been consulted
- Parking lot for ferris wheel Friday June 26, 2020 and Saturday June 27, 2020

Use of Municipal Equipment/ Materials:

- 20 tables & 120 Chairs
- 20 Garbage Receptacles
- Quench Buggy
- Fencing
- Road Closure (this has been forwarded to the Clerk's office and Joe Reid)

"THAT the City of Belleville Grant Committee approve the request from Belleville Downtown District BIA – Downtown at Dusk Event , and forward the recommendation to Belleville City Council for approval".

(This request represents a Municipal Resource Cost to the City in the amount of \$5,800 plus HST).

4.10 Belleville Downtown District BIA – Porchfest After Party

Request

Municipal Staff Support:

- Rowland Cave-Brown-Cave has been consulted

Use of Municipal Equipment/ Materials:

- 20 tables & 120 Chairs

- 10 Garbage Receptacles
- Quench Buggy

- Road Closure (this has been forwarded to the Clerk's office and Joe Reid)

"THAT the City of Belleville Grant Committee approve the request from the Belleville Downtown District BIA – Porchfest After Party, and forward the recommendation to Belleville City Council for approval".

(This request represents a Municipal Resource Cost to the City in the amount of \$4,700 plus HST).

4.11 Fixed Fur Life – Strut for Strays Event

Request

Use of Municipally Owned Facility:

- Waive fees for Zwick's Park & Pavillion

Municipal Staff Support:

- Tables & Chairs cleared from Pavillion
- Open back gate & electrical boxes

Use of Municipally Owned Equipment/ Materials:

- Water access
- PA system
- Tables & Chairs
- 12' Ladder
- Bleachers
- Concrete Blocks

"THAT the City of Belleville Grant Committee approve the request from the Fixed Fur Life – Strut for Strays Event, and forward the recommendation to Belleville City Council for approval".

(This request represents a Municipal Resource Cost to the City in the amount of \$900 plus HST).

4.12 Quinte Bass Anglers – Fishing Tournament

Request

Financial Assistance: \$3,500

For new banners/ Media/ Advertising

Use of Municipally Owned Facility:

- George Street Boat Ramp & Parking Area

"THAT the City of Belleville Grant Committee approve the request from the Quinte Bass Anglers – Fishing

Tournament, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$574 plus HST).

4.13 Belleville General Hospital – Butterfly Runs (Date change & Addition of Quench Buggy)

Request

Request is for a change of date from May 3, 2020 to May 24, 2020

Additional Request:

- Waive fee for quench buggy
(Organization wasn't aware the City had a quench buggy)

“THAT the City of Belleville Grant Committee approve the request from the Belleville General Hospital – Butterfly Runs (Date change & Addition of Quench Buggy) , and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$400 plus HST – for Quench Buggy).

4.14 Kiwanis Club of Belleville – Fishing Tournament

Request

Use of municipally owned facility:

- Waive rental fee for George Street boat ramp
- Access to washrooms 24 hours per day
- Barrier System to restrict access to weigh station

Use of municipally owned equipment/ materials:

- Floating dock installed
- Electrical Services

“THAT the City of Belleville Grant Committee approve the request from the Kiwanis Club of Belleville – Fishing Tournament, and forward the recommendation to Belleville City Council for approval”.

(This request represents a Municipal Resource Cost to the City in the amount of \$710 plus HST).

5. Information Items

5.1 Manager of Economic & Strategic Initiatives Report – Berkley B1 Fishing Tournament

"THAT the Manager of Economic & Strategic Initiatives Report No. ECDEV 2020-08, pertaining to item No. 4.5 Professional Sport Fishing Tournament on the Agenda of February 3, 2020 be received; and,

THAT the City of Belleville Grant Committee approve the request from the Professional Sport Fishing Organization for the "in-kind" amount of \$5,606.50 only, deny the request for financial assistance in the amount of \$16,000, and forward the recommendation to Belleville City Council for approval."

Conclusion:

Council approval of the Grant Committee's recommendations for the submitted requests is required.

Respectfully submitted,



Carol Hinze, CPA, CGA
Director of Finance/ Treasurer

CH:jk

Knight, Jennifer

From: Wilson, Mark
Sent: Tuesday, March 03, 2020 11:58 AM
To: Knight, Jennifer
Subject: Grant Committee - VIQ - Dancing with the Stars - further information as requested

Good morning Jennifer.

I sent most of this to you last night but thought it might be beneficial if I sent everything in one email.

Last night, I was able to reach staff from VIQ regarding their 2020 event.

1. As far as the additional Belleville Senators costs, 2019 was VIQ's first collaboration with the Belleville Senators for their annual Dancing with the Stars fundraiser. Together VIQ and the Belleville Senators did their best to estimate the amount of labour and services required. Following their experience of the 2019 event, they realized that some of the areas were under serviced or under quoted specifically in the areas of security (as it is an alcohol event) and in production (before and during the event – Jumbo-tron video, sound, lights, etc.). The 2020 quote is a more accurate cost of the services required by the Belleville Senators. As well, the new agreement with the Senators includes a couple of new items; paying the SOCAN fees for the event as well as use of the Senators' 50/50 infrastructure and associated staff.

2. In regards to the Quinte Sports & Wellness Centre (CAA Arena) contract, the increase in costs from 2019 to 2020 was due to an anticipated change in set-up for the 2020 show which would have required additional labour by recreation department staff to set-up the event and the removal of additional rink glass. In my conversation with VIQ staff, they were able to confirm that their show set-up would now remain the same as in 2019. Thus, we have adjusted the RCCS contract for use of the QSWC – CAA Arena (See our Rental Supervisor's email earlier this morning) which closer resembles the total costs of the 2019 event.

If you have any further questions or concerns, please do not hesitate to contact me at your convenience.

Thanks and enjoy your day.

Mark

Mark Wilson B.Comm
Manager of Recreation Services
City of Belleville – **Quinte Sports & Wellness Centre**
Recreation, Culture & Community Services Department
Desk - 613-967-3293 Cell - 613-848-4957
mwilson@city.belleville.on.ca
Please visit us at www.qswc.ca



City of Belleville
Recreation, Culture & Community Services
265 Cannifton Road, Belleville, Ontario K8N 4V8
613-966-4632
rccsgeneral@city.belleville.on.ca

RENTAL CONTRACT

Ice Rentals, Meeting Rooms, Community Centres, Pool

The Corporation of the City of Belleville (the "City"), hereby grants **Volunteer and Information Quinte** (hereinafter called the "Licensee") represented by **Brenda Snider**, permission to use the facilities as outlined, subject to the terms and conditions of this agreement contained herein and attached hereto all of which form part of this agreement.

Contract Name: 2020 - Dancing with the Stars
Contract Number: 2226
Date: Wednesday, January 22, 2020

Original Contract

Contract Notes:

Total Booking Cost:

Subtotal: \$8,902.55
Tax Total: \$1,157.33
Grand Total: \$10,059.88

Booking Breakdown: # of Bookings: 2

Location	Event	Note	Day	Start Date	Start	End	Total
Arena - CAA Arena Floor - CAA Arena	20 - Dancing with the Stars		Thu	Thursday, May 28, 2020	6:00 AM	11:00 PM	\$4,181.00
Arena - CAA Arena Floor - CAA Arena	20 - Dancing with the Stars		Fri	Friday, May 29, 2020	6:00 AM	11:00 PM	\$0.00

Extra Fees:

Item	Date	Quantity	Notes	Price	Tax	Total
Extra - Facility Setup	Friday, May 29, 2020	1.0		\$3,500.00	\$455.00	\$3,955.00
Extra - SOCAN Royalty Fee	Friday, May 29, 2020	202.55	Socan - Tarriff 8 - Over 500	\$202.55	\$26.33	\$228.88
Extra - Glass/Boards	Friday, May 29, 2020	1.0	in attendance with Dancing - \$187.55 Entandem Resound Fee - \$15.00 If necessary	\$1,500.00	\$195.00	\$1,695.00

Other Charges:

Item	Quantity	Price	Tax	Total
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City of Belleville
Recreation, Culture & Community Services
265 Cannifton Road, Belleville, Ontario K8N 4V8
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RENTAL CONTRACT

Ice Rentals, Meeting Rooms, Community Centres, Pool

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Contract Name: 2020 - Dancing with the Stars - GRANT
Contract Number: 2226
Date: Tuesday, March 3, 2020

Revised Contract

Contract Notes:

Taking off SOCAN as Sens are paying for it. Glass and Board charges are not required.

Total Booking Cost:

Subtotal: \$7,200.00
Tax Total: \$936.00
Grand Total: \$8,136.00

Booking Breakdown: # of Bookings: 2

Location	Event	Note	Day	Start Date	Start	End	Total
Arena - CAA Arena Floor - CAA Arena	20 - Dancing with the Stars		Thu	Thursday, May 28, 2020	6:00 AM	11:00 PM	\$4,181.00
Arena - CAA Arena Floor - CAA Arena	20 - Dancing with the Stars		Fri	Friday, May 29, 2020	6:00 AM	11:00 PM	\$0.00

Extra Fees:

Item	Date	Quantity	Notes	Price	Tax	Total
Extra - Facility Setup	Friday, May 29, 2020	1.0		\$3,500.00	\$455.00	\$3,955.00

Other Charges:

Item	Quantity	Price	Tax	Total
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Monthly Charges:

Start	End	# Bookings	Sub Total	Tax	Total
Friday, May 1, 2020	Sunday, May 31, 2020	2	\$7,200.00	\$936.00	\$8,136.00



APPROVAL BLOCK	
AMHR	<i>[Signature]</i>
CAO	<i>[Signature RB]</i>

CITY OF BELLEVILLE
Carol Hinze
Director of Finance/Treasurer
Finance Department
Report No. DF-2020-04
March 9, 2020

To: Mayor and Members of Council

Subject: City of Belleville – WSIB NEER Surcharge Review

Recommendation:

“THAT the Director of Finance/Treasurer Report No. DF-2020-04 outlining the impact of WSIB NEER and Premium Rate Framework Programs for 2019 through 2021, be received; and

THAT Council approve a transfer of \$1,330,880.61 from the Tax Rate Stabilization Fund to fund the 2019 WSIB NEER surcharge”.

Background:

The WSIB NEER (New Experimental Experience Rating) was launched in 1998 and featured reduced premiums as an incentive to encourage employers to invest time and money in creating a safer workplace and reducing accidents. Rebates and Surcharges were levied as part of the program dependent on an employer's experience:

- If your claims record was favorable relative to the industry average for your rate group, a rebate was provided.
- If your claims record is negative relative to the industry average for your rate group, a surcharge was assessed.

Over the years, the City's experience has been mixed. Unfortunately, in recent years, the incidence of surcharges has been much greater than rebates.

The City has a number of WSIB rate groups within our account structure:

- General (includes all Administration, Fire, Police, Recreation, Parks, Transportation)
- Museum & Archives
- Transit
- Water
- Library

NEER calculations apply to each rate group. As the majority of City payroll is included in the General rate group, the impact of the NEER program has obviously been the most significant for this group.

Analysis:

2019 NEER Surcharge

In late November, we were provided with the details of the City's 2019 NEER Surcharge by Paula Moore-Insley, acting Manager of Human Resources. The 2019 charge was over \$1.3 million, and represented an increase over 2018 of almost 100%. A summary of our NEER experience for the years 2013 through 2019 is as follows:

Year	Rebate	Surcharge
2013		\$ 334,119.48
2014	\$ 266,258.59	
2015	2,176.77	
2016		141,998.42
2017		537,578.62
2018		664,921.20
2019		1,330,880.61
	\$ 268,435.36	\$ 3,009,498.33

We will be allocating the surcharge cost to all departments, including Police, who experienced claims which contributed to the surcharge. The allocation approach for the 2019 surcharge is possible as Finance has access to better information from Human Resources this year with respect to the background details, which allows us to refine the calculation.

In prior years, we were able to fund the surcharges from a combination of sources including, reserve funding from earlier years rebates and budget surpluses available in labour and benefit accounts. Unfortunately, there is no obvious source of funding for the 2019 surcharge. Staff is therefore recommending that funding be provided from a Reserve fund (i.e. Tax Rate Stabilization Reserve) sufficient to fund the impact for 2019. Alternatively, Council could direct staff to levy taxation to fund the surcharge in 2020 to recover funding from the 2020 Operating Budget.

2020 NEER Surcharge

We were able to get an estimate of the 2020 NEER surcharge from staff at WSIB. Currently the total City surcharge is estimated to be \$338,280.83, which may change if there is an increase or decrease to the amount of claim costs originally considered for ongoing claims incurred prior to 2019, or if there were

additional claims subsequent to the estimation date of September 30, 2019. We will contact WSIB prior to finalization of the 2020 Operating Budget to obtain the most current estimate.

Fortunately, this represents a substantial reduction from 2019; however we still need to budget for the cost. We will be allocating the cost to the 2020 Operating Budget for City departments and have asked Belleville Police Services to add a component to their Budget.

New WSIB Rate Framework

2020 represents the final year for the WSIB NEER program and hence, related surcharges. In late 2019, WSIB announced its new Premium Rate Framework which will replace the NEER program with significantly higher premiums for municipal rate groups. At the time of the announcement, WSIB announced that approximately 75% of employers paying WSIB premiums would see a rate decrease under the new system. They also announced that premiums for non-profit sector employers such as day cares, retirement homes, children's aid societies and churches would be frozen in 2020. Municipalities are clearly in the 25% minority and, while we will no longer need to address unforeseen surcharges, the increase in premiums for the General rate group (\$1.15 per \$100 or 36.51%) is substantial and must be reflected in the Benefit lines for our 2020 Operating Budget:

**WSIB Rate Comparison
BASED ON 2019 EARNINGS**

Rate Group	2019		2020		2019/2020	2021		2020/2021
	Rate	Premiums	Rate	Premiums	Increase in Premium Costs	Rate	Premiums	Increase in Premium Costs
City General	\$ 3.15	\$ 1,142,711	\$ 4.30	\$ 1,585,643.48	\$ 442,932.48	\$ 5.70	\$ 2,101,899.50	\$ 516,256.02
*Museum & Archives	0.29	1,293.70	4.30	19,182.64	17,888.94	5.70	25,428.15	6,245.51
Transit	3.47	76,984.63	4.11	91,291.40	14,306.77	5.45	121,055.51	29,764.11
Water	1.09	28,926.16	4.30	114,954.35	86,028.19	5.70	152,381.35	37,427.00
Library	0.29	4,110.29	0.28	3,975.88	(134.41)	0.44	6,247.81	2,271.93
		\$ 1,254,025.78		\$ 1,815,047.75	\$ 561,021.97		\$ 2,407,012.32	\$ 591,964.56
Net Increase in Premiums %					44.74%	32.61%		

Increase in Annual Premiums 2019-2021 \$
Increase in Premiums 2019-2021 %

\$ 1,152,986.54 91.94%

*Note: in 2020 the Museum & Archives rate has moved to the General rate

As the table shows, based on 2019 earnings WSIB premiums will increase \$561,021.97 or 44.74%, In 2021 premiums will increase by a further \$591,964.56 or 32.61%. This represents a cumulative annual increase in premium based WSIB costs of \$1,152,986.54 or 91.94% relative to 2019.

Conclusion:

Changes to the WSIB framework have a staggering impact on municipalities. The City must address funding for the 2019 and 2020 surcharges levied under the previous WSIB NEER program and also budget for the substantial increase in premiums going forward. Staff recommend that Reserve funds be utilized to fund the 2019 surcharge and that we budget accordingly to address the projected 2020 surcharge and pending increase in premium costs.

Respectfully submitted,



Carol J. Hinze, CGA, CPA
Manager of Finance/Deputy Treasurer

CJH:jk



APPROVAL BLOCK	
AMHR	<u>Pm</u>
CAO	<u>AB</u>

CITY OF BELLEVILLE
Carol Hinze
Director of Finance/Treasurer
Finance Department
Report No. DF-2020-06
March 9, 2020

To: Mayor and Members of Council

Subject: Public Sector Salary Disclosure Act

Recommendation:

"THAT the Director of Finance/ Treasurer's Report Number DF-2020-06, Public Sector Salary Disclosure Act, be received."

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. The Public Salary Disclosure Act outlined within this Report aligns with each of the City's nine strategic themes and the City's mission statement.

Background:

The Public Sector Salary Disclosure Act was passed in 1996 to make Ontario's broader public sector more open and accountable to taxpayers. The Public Sector Salary Disclosure Act (PSSDA) requires many organizations that receive public funding from the Government of Ontario to disclose the names, positions, salaries and total taxable benefits of employees paid \$100,000 or more in a year.

The Act covers the Government of Ontario, Crown Agencies, Municipalities, Hospitals, Boards of Public Health, School Boards, Universities, Colleges and other public sector employers who receive a significant level of funding from the Provincial government.

The main requirement for the City of Belleville is to make the disclosure available to the public. The City is also required to send the disclosure to the Ministry of Municipal Affairs and Housing.

Analysis:

It is only when an employee's salary is at least \$100,000 that an organization is required to disclose salary and the value of the taxable benefits. The \$100,000 salary cut-off does not include taxable benefits. The definition of salary paid in PSSDA is tied to the Income Tax Act and is calculated as follows:

Salary Paid = (box 14 of T4 slip) - (boxes 30+32+34+36+38+40 of T4 slip)

The "salary paid" on the T4 slip may not be the same as the salary rate for the position, or the salary earned in 2019. There may be differences from such things as retroactive pay, or adjustments for periods prior to 2019.

Financial: N/A

Conclusion:

Municipalities are required under this Act to make this information accessible to the public and for this purpose the official disclosure statement for the City of Belleville is attached.

Respectfully submitted,



Carol Hinze, CPA, CGA
Director of Finance/ Treasurer

CH:jk

Attachment: Disclosure Statement

Record of Employee 2019 Salaries and Benefits

Year	Employer	Surname	Given Name	Position Title	Salary Paid	Taxable Benefits	Area
2019	Corporation of the City of Belleville	Abrams	Mark	Detective Constable	120,811.90	809.73	Police
2019	Corporation of the City of Belleville	Allair	Jeremy	Fire Fighter First Class	129,402.75	1,037.31	Fire
2019	Corporation of the City of Belleville	Ashley	Sean	Forensic Sergeant II	151,037.82	809.73	Police
2019	Corporation of the City of Belleville	Asimis	Greg	Sergeant Detective II	124,896.00	809.73	Police
2019	Corporation of the City of Belleville	Aubertin	Rene	Staff Sergeant II	136,849.25	809.73	Police
2019	Corporation of the City of Belleville	Baker	Joel	Fire Fighter First Class	104,487.89	991.04	Fire
2019	Corporation of the City of Belleville	Barry	Christopher	Inspector II	156,050.72	975.73	Police
2019	Corporation of the City of Belleville	Bennett	Todd	First Class Constable	106,693.45	809.73	Police
2019	Corporation of the City of Belleville	Boulay	Andrea	First Class Constable	103,164.09	780.70	Police
2019	Corporation of the City of Belleville	Bovay	Rodney	Chief Administrative Officer	172,655.65	3,418.80	City
2019	Corporation of the City of Belleville	Bradley	David	First Class Constable	113,476.56	809.73	Police
2019	Corporation of the City of Belleville	Brindakis	Kosta	Sergeant Detective II	128,197.62	809.73	Police
2019	Corporation of the City of Belleville	Bruce	Donald	First Class Constable	114,929.78	809.73	Police
2019	Corporation of the City of Belleville	Bucci	Aaron	Detective Constable	124,345.11	809.73	Police
2019	Corporation of the City of Belleville	Bustos	Michael	Captain	136,074.92	1,183.35	Fire
2019	Corporation of the City of Belleville	Cailles	Kelsey	First Class Constable	104,383.36	809.73	Police
2019	Corporation of the City of Belleville	Callaghan	Michael	Deputy Chief of Police	173,506.51	1,006.76	Police
2019	Corporation of the City of Belleville	Carr-Braint	Michael	Special Projects Manager	121,038.79	938.74	City
2019	Corporation of the City of Belleville	Carter	Joel	Training Officer	125,222.48	1,167.41	Fire
2019	Corporation of the City of Belleville	Charbonneau	Don	Sergeant Detective II	118,896.76	809.73	Police
2019	Corporation of the City of Belleville	Christopher	Martin	Fire Prevention Officer	109,679.88	1,055.81	Fire
2019	Corporation of the City of Belleville	Clarke	Kyle	Fire Prevention Officer	108,193.31	978.34	Fire
2019	Corporation of the City of Belleville	Cleary	Curtis	Fire Fighter First Class	109,522.02	1,037.31	Fire
2019	Corporation of the City of Belleville	Code	Todd	Fire Fighter First Class	128,842.26	809.73	Police
2019	Corporation of the City of Belleville	Colden	Shawn	Sergeant Detective II	106,124.28	1,008.85	Fire
2019	Corporation of the City of Belleville	Collins	Jeffrey	Fire Fighter First Class	113,321.90	776.30	City
2019	Corporation of the City of Belleville	Comeau	Dan	Superintendent Water Distribution & Service	126,731.20	809.73	Police
2019	Corporation of the City of Belleville	Cooke	Patrick	1st Class Constable	113,516.33	809.73	Police
2019	Corporation of the City of Belleville	Corbett	Stephen	Deputy Fire Chief	153,694.90	1,499.00	Fire
2019	Corporation of the City of Belleville	Coughlin	Donald	Detective Constable	123,750.35	809.73	Police
2019	Corporation of the City of Belleville	Courneyea	Matthew	Fire Fighter First Class	100,209.38	978.34	Fire
2019	Corporation of the City of Belleville	Cowey	Matthew	Fire Fighter First Class	108,970.31	978.34	Fire
2019	Corporation of the City of Belleville	Coyle	Steven	Water Waste Collection Supervisor	115,744.35	846.45	City
2019	Corporation of the City of Belleville	Coyle	Christopher	Manager of Information Systems	114,909.78	1,038.32	City
2019	Corporation of the City of Belleville	Cross	Marc	Fire Fighter First Class	126,934.07	1,142.22	Fire
2019	Corporation of the City of Belleville	Dafoe	Carson	Facilities Supervisor	106,132.44	668.87	City
2019	Corporation of the City of Belleville	Davenport	Robert	Fire Prevention Officer	127,235.63	1,216.50	Fire
2019	Corporation of the City of Belleville	Davis	Robert	Fire Prevention Officer	130,414.03	1,216.50	Fire
2019	Corporation of the City of Belleville	Decola	Corey	General Manager Environmental Services	123,952.78	776.30	City
2019	Corporation of the City of Belleville	Donaldson	P.G.	Detective Constable	107,707.49	809.73	Police
2019	Corporation of the City of Belleville	Donovan	Adam	Captain	123,665.52	1,085.95	Fire
2019	Corporation of the City of Belleville	Doucette	James	Sergeant Detective II	123,927.70	809.73	Police
2019	Corporation of the City of Belleville	Earle	Michael	Detective Constable	114,915.75	809.73	Police
2019	Corporation of the City of Belleville	Easby	M. Ann	Forensic Constable	123,193.68	809.73	Police
2019	Corporation of the City of Belleville	Emm	Warren	Fire Fighter First Class	105,445.37	1,037.31	Fire
2019	Corporation of the City of Belleville	Empey	Gregory	Detective Constable	152,756.72	809.73	Police
2019	Corporation of the City of Belleville	Erwin	Laura	Sergeant Detective II	123,989.84	809.73	Police
2019	Corporation of the City of Belleville	Ferguson	Darryl	Manager Finance, Deputy Treasurer	126,082.24	1,060.89	City
2019	Corporation of the City of Belleville	Flower	Brandon	Operation Supervisor	103,098.35	775.65	City

Year	Employer	Surname	Given Name	Position Title	Salary Paid	Benefits	Taxable	Area
2019	Corporation of the City of Belleville	Fuhrer	Mark	Director Recreation, Culture and Community Services	131,022.58	3,067.00	3,067.00	City
2019	Corporation of the City of Belleville	Ford	Ray	Manager of Engineering	128,460.26	1,510.85	1,510.85	City
2019	Corporation of the City of Belleville	Forestell	Julie	Staff Sergeant II	137,073.03	809.73	809.73	Police
2019	Corporation of the City of Belleville	Foster	Michael	Captain	121,338.56	1,216.50	1,216.50	Fire
2019	Corporation of the City of Belleville	Foster	Timothy	Detective Constable	108,768.98	809.73	809.73	Police
2019	Corporation of the City of Belleville	Francescone	Christopher	Captain	122,467.40	1,216.50	1,216.50	Fire
2019	Corporation of the City of Belleville	Fry	Christopher	Fire Fighter First Class	111,515.51	1,037.31	1,037.31	Fire
2019	Corporation of the City of Belleville	Fyke	Paul	First Class Constable	104,749.87	809.73	809.73	Police
2019	Corporation of the City of Belleville	Geen	Jeffrey	Staff Sergeant II	155,143.25	809.73	809.73	Police
2019	Corporation of the City of Belleville	Gerow	Craig	Fire Fighter First Class	105,948.35	1,037.31	1,037.31	Fire
2019	Corporation of the City of Belleville	Gignac	Ronald	Chief of Police	199,340.96	1,006.76	1,006.76	Police
2019	Corporation of the City of Belleville	Groen	Wayne	Sergeant Detective I	118,423.93	809.73	809.73	Police
2019	Corporation of the City of Belleville	Hall	Eric	First Class Constable	109,507.04	809.73	809.73	Police
2019	Corporation of the City of Belleville	Hamilton	Mark	First Class Constable	105,385.89	809.73	809.73	Police
2019	Corporation of the City of Belleville	Harrison	Clinton	Detective Constable	119,481.52	809.73	809.73	Police
2019	Corporation of the City of Belleville	Harry	Christopher	Fire Fighter First Class	102,375.00	978.34	978.34	Fire
2019	Corporation of the City of Belleville	Hatfield	Mark	Detective Constable	110,698.56	809.73	809.73	Police
2019	Corporation of the City of Belleville	Helm	Darrell	Detective Constable	114,116.45	809.73	809.73	Police
2019	Corporation of the City of Belleville	Hinze	Matthew	Fire Fighter First Class	115,601.82	983.42	983.42	Fire
2019	Corporation of the City of Belleville	Hounslow	Carol	Director Of Finance, Treasurer	145,887.49	1,826.30	1,826.30	City
2019	Corporation of the City of Belleville	Howard	Daniel	First Class Constable	120,361.66	809.73	809.73	Police
2019	Corporation of the City of Belleville	Huffman	Susan	Manager Of Taxation	103,780.97	1,005.06	1,005.06	City
2019	Corporation of the City of Belleville	Jarvis	Peter	Fire Fighter First Class	126,774.36	1,037.31	1,037.31	Fire
2019	Corporation of the City of Belleville	Jelley	Ian	Sergeant Detective II	132,688.91	809.73	809.73	Police
2019	Corporation of the City of Belleville	Johnson	Adam	Fire Fighter First Class	100,143.75	978.34	978.34	Fire
2019	Corporation of the City of Belleville	Joly	David	First Class Constable	116,685.60	809.73	809.73	Police
2019	Corporation of the City of Belleville	Josefik	Daniel	First Class Constable	110,920.02	809.73	809.73	Police
2019	Corporation of the City of Belleville	Kanyo	Pau	First Class Constable	113,486.27	809.73	809.73	Police
2019	Corporation of the City of Belleville	Keays	Ron	First Class Constable	132,067.73	809.73	809.73	Police
2019	Corporation of the City of Belleville	Kellar	Jeffrey	Captain	130,274.86	1,183.35	1,183.35	Fire
2019	Corporation of the City of Belleville	Kendall	Patrick	Sergeant Detective II	139,581.29	809.73	809.73	Police
2019	Corporation of the City of Belleville	Kendall	Greg	First Class Constable	112,022.79	788.86	788.86	Police
2019	Corporation of the City of Belleville	Kester	Roy	Sergeant Detective II	123,907.50	809.73	809.73	Police
2019	Corporation of the City of Belleville	Kiley	Rick	Chief Administrative Officer	210,503.70	2,667.96	2,667.96	City
2019	Corporation of the City of Belleville	King	Michael	Sergeant Detective II	133,133.95	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lacombe	Kyle	Sergeant Detective II	120,529.44	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lafrance	Michel	Fire Fighter First Class	114,094.00	1,037.31	1,037.31	Fire
2019	Corporation of the City of Belleville	Lake	Matthew	Detective Constable	108,654.90	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lannin	Steven	Supervisor Of Facilities Operations	125,369.43	831.61	831.61	City
2019	Corporation of the City of Belleville	Laycoe	John	Senior Fire Prevention Officer	139,481.94	1,334.20	1,334.20	Fire
2019	Corporation of the City of Belleville	Lentini	Barry	Detective Constable	107,985.17	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lockwood	Ryan	First Class Constable	117,888.78	801.57	801.57	Police
2019	Corporation of the City of Belleville	Lucas	Brad	Sergeant Detective II	128,342.69	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lucciola	Michael	Sergeant Detective II	132,911.90	809.73	809.73	Police
2019	Corporation of the City of Belleville	Lynch	Stephen	Captain	131,086.71	1,216.50	1,216.50	Fire
2019	Corporation of the City of Belleville	Lynch	Darren	Supervisor Water Distribution & Service	103,299.18	846.27	846.27	City
2019	Corporation of the City of Belleville	MacDonald	Larry	Forensic Constable	135,938.99	809.73	809.73	Police
2019	Corporation of the City of Belleville	MacDonald	Peter	Facilities Supervisor	111,543.63	971.90	971.90	City
2019	Corporation of the City of Belleville	MacDonald	Mark	Fire Chief	177,995.32	1,642.13	1,642.13	Fire
2019	Corporation of the City of Belleville	MacDonald	Matthew	Director City Clerk	137,088.39	3,110.72	3,110.72	City
2019	Corporation of the City of Belleville	MacDonald	Michael	Fire Fighter First Class	119,546.79	1,037.31	1,037.31	Fire

Year	Employer	Surname	Given Name	Position Title	Salary Paid	Benefits	Taxable Area
2019	Corporation of the City of Belleville	MacDonald	Tyler	Fire Fighter First Class	107,027.18	978.34	Fire
2019	Corporation of the City of Belleville	Madden	William	Detective Constable	112,100.55	809.73	Police
2019	Corporation of the City of Belleville	Marcotte	R. Jason	First Class Constable	105,690.97	809.73	Police
2019	Corporation of the City of Belleville	Marecak	Ted	Chief Building Official	107,558.92	1,038.32	City
2019	Corporation of the City of Belleville	Maron	Oliver	Fire Fighter First Class	101,325.00	978.34	Fire
2019	Corporation of the City of Belleville	Martin	Kiel D.	First Class Constable	114,108.73	809.73	Police
2019	Corporation of the City of Belleville	Mason	J. Kendall	Fire Fighter First Class	110,993.53	978.34	Fire
2019	Corporation of the City of Belleville	McAuley	M. Jill	First Class Constable	110,106.66	809.73	Police
2019	Corporation of the City of Belleville	McCambridge	Anthony	Detective Constable	116,274.94	809.73	Police
2019	Corporation of the City of Belleville	McGee	Corey	Detective Constable	110,705.50	809.73	Police
2019	Corporation of the City of Belleville	McGrath	Shane	Fire Fighter First Class	116,444.37	1,008.85	Fire
2019	Corporation of the City of Belleville	McInroy	Jesse	Fire Fighter First Class	102,978.23	809.73	Police
2019	Corporation of the City of Belleville	McLean	Kevin	First Class Constable	103,973.87	1,008.85	Fire
2019	Corporation of the City of Belleville	McMurter	Jennifer	Fire Fighter First Class	117,716.74	809.73	Police
2019	Corporation of the City of Belleville	McNulty	Patrick	First Class Constable	107,452.11	1,038.32	City
2019	Corporation of the City of Belleville	Meeks	Sheri	Inspector II	155,146.19	982.10	Police
2019	Corporation of the City of Belleville	Milts	Norman	Fire Prevention Officer	121,044.72	1,216.50	Fire
2019	Corporation of the City of Belleville	Moore-Insley	Paula	Health, Wellness & Labour Relations Administrator	104,706.18	1,369.24	City
2019	Corporation of the City of Belleville	Morgan	Steven	Fire Fighter First Class	104,912.72	978.34	Fire
2019	Corporation of the City of Belleville	Noyes	Andrew	Captain	109,026.37	1,085.95	Fire
2019	Corporation of the City of Belleville	Osborne	Tim	Manager of Human Resources	144,705.51	2,636.50	City
2019	Corporation of the City of Belleville	Parks	Steve	Fire Fighter First Class	105,449.50	1,008.85	Fire
2019	Corporation of the City of Belleville	Patry	Leo	Deputy Fire Chief	153,675.67	1,499.00	Fire
2019	Corporation of the City of Belleville	Patterson	Kristina	Sergeant Detective II	142,358.58	809.73	Police
2019	Corporation of the City of Belleville	Pigden	Charles	Fire Fighter First Class	114,263.52	993.58	Fire
2019	Corporation of the City of Belleville	Portt	Allan	Staff Sergeant II	153,300.90	809.73	Police
2019	Corporation of the City of Belleville	Poste	Karen	Manager Economic and Strategic Initiatives	107,763.71	2,838.32	City
2019	Corporation of the City of Belleville	Pross	Trevor	Chief Executive Officer	104,900.60		Library
2019	Corporation of the City of Belleville	Reid	Joseph	General Manager Transportation And Operations	125,820.98	1,136.26	City
2019	Corporation of the City of Belleville	Reinert	Richard	Manager Environmental Services	118,771.66	1,147.85	City
2019	Corporation of the City of Belleville	Reynolds	Brook	Fire Fighter First Class	104,707.55	982.06	Fire
2019	Corporation of the City of Belleville	Sarley	Jeffrey	First Class Constable	111,012.95	809.73	Police
2019	Corporation of the City of Belleville	Shannon	Mark	Captain	136,779.11	1,142.10	Fire
2019	Corporation of the City of Belleville	Silvester	Greg	Fire Fighter First Class	114,287.92	1,037.31	Fire
2019	Corporation of the City of Belleville	Silvester	Matthew	Fire Fighter First Class	105,659.01	978.34	Fire
2019	Corporation of the City of Belleville	Sine	Charles	Technical Service Supervisor	105,378.01	938.74	City
2019	Corporation of the City of Belleville	Smith	Jeffrey	First Class Constable	105,077.28	809.73	Police
2019	Corporation of the City of Belleville	Smith	Terr-Lynn	First Class Constable	105,378.01	809.73	Police
2019	Corporation of the City of Belleville	Stather	John	Fire Fighter First Class	114,760.07	1,052.55	Fire
2019	Corporation of the City of Belleville	Stevenson	Lindsay	First Class Constable	105,991.19	809.73	Police
2019	Corporation of the City of Belleville	Stitt	Bradley	Sergeant Detective II	133,250.85	809.73	Police
2019	Corporation of the City of Belleville	Sucee	John	Fire Fighter First Class	114,015.28	1,027.81	Fire
2019	Corporation of the City of Belleville	Sullivan	Gregory	Fire Fighter First Class	111,585.50	1,067.82	Fire
2019	Corporation of the City of Belleville	Sweet	Matthew	First Class Constable	113,507.09	809.73	Police
2019	Corporation of the City of Belleville	Sweet	Thomas	Sergeant Detective II	166,931.59	809.73	Police
2019	Corporation of the City of Belleville	Thomas	Michael	Fire Fighter First Class	102,043.86	965.73	Fire
2019	Corporation of the City of Belleville	Tinsley	Scott	First Class Constable	108,694.96	809.73	Police
2019	Corporation of the City of Belleville	Travers	Robert	First Class Constable	116,312.68	809.73	Police
2019	Corporation of the City of Belleville	Turcotte	Ryan	Fire Fighter First Class	106,260.02	1,008.85	Fire
2019	Corporation of the City of Belleville	Vanhecke	Timothy	Fire Fighter First Class	108,354.20	1,067.82	Fire
2019	Corporation of the City of Belleville	Verbeek	Hans	First Class Constable	116,967.83	809.73	Police

Year	Employer	City	Surname	Given Name	Position Title	Salary Paid	Benefits	Taxable	Area
2019	Corporation of the City of Belleville	Belleville	Waites	Shawn	Fire Fighter First Class	114,889.12	1,008.85	1,008.85	Fire
2019	Corporation of the City of Belleville	Belleville	Whiteman	Scott	Manager Outdoor Operations	122,927.74	1,115.37	1,115.37	City
2019	Corporation of the City of Belleville	Belleville	Whiten	Benjamin	Fire Fighter First Class	107,511.00	1,008.85	1,008.85	Fire
2019	Corporation of the City of Belleville	Belleville	Wilson	Mark	Recreation Manager	117,875.79	1,050.66	1,050.66	City
2019	Corporation of the City of Belleville	Belleville	Wood	Robert	Fire Fighter First Class	107,190.11	1,020.70	1,020.70	Fire
2019	Corporation of the City of Belleville	Belleville	Woodcock	Joshua	First Class Constable	103,674.77	809.73	809.73	Police
2019	Corporation of the City of Belleville	Belleville	Yanch	Joseph	First Class Constable	119,468.33	809.73	809.73	Police
2019	Corporation of the City of Belleville	Belleville	Yanch	Monique	First Class Constable	120,966.54	809.73	809.73	Police
						\$19,235,924.18	\$161,294.56		159



APPROVAL BLOCK	
CAO	<u>BS</u>
DF	<u>[Signature]</u>
PS	<u>CF</u>
DRCCS	<u>MOF</u>

CITY OF BELLEVILLE
Mark Wilson, Manager of Recreation Services
Recreation, Culture & Community Services
Report No. MRS-2020-01
March 9, 2020

To: Mayor and Members of Council

Subject: Request for Proposals – Parks Concessions

Recommendation:

“THAT the Request for Proposals RFP-RCCS-2020-01 submission from Herbert’s Fresh Cut Fries be accepted for concession services in East Riverside Park, and the submission from Duffer’s Chipwagon be accepted for concession services in South George Street Concession, these being the most qualified proposals received, and that the Mayor and City Clerk be authorized to sign the Acceptance Agreements on behalf of the Corporation of the City of Belleville and that the City Clerk be authorized to affix the Corporate Seal.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with the City’s strategic theme Culture and Recreation to create opportunities for residents to participate in meaningful cultural and recreational activities and enhance the City’s quality of life and lifestyle including stimulation of community pride.

Background:

On January 28, 2020, staff issued a ‘Request for Proposal’ seeking professionals to provide seasonal concession services in East Riverside Park and at the South George Street concession as the leases and extensions for both locations expired at the end of the 2019 season. The objective of the RFP was to continue a reliable food and beverage service at both these locations until the Parks and Recreation Master Plan is complete. The RFP thus specified a three year term for each location with mutually agreeable two one-year extensions. This should allow staff reasonable time to assess the master plan results and identify any suggested changes in service requirements for our park system moving forward.

When this RFP closed on February 14th, 2020 there were two submissions.

Location	Vendor	Bid
East Riverside Park	Herbert's Fresh Cut Fries	\$750/month
South George Street	Duffer's Chipwagon	\$1,700/season

Both vendors were the previous vendor from each location, Herbert's in East Side Riverside and Duffer's at South George St. Both vendors were excellent tenants with great communication and payment history.

Financial/Analysis:

In 2019, Herbert's Fresh Cut Fries was the tenant in East Riverside Park and paid the City \$600/month + HST for seven months and has bid \$750/month + HST for seven months for a total \$5,250 + HST per year for three years with two one-year mutually agreeable options. Over the three years, the City will receive \$15,750 + HST.

Due to flooding along the waterfront in 2019, Duffer's Chip wagon was unable to open the South George Street concession as was the case in 2017. Had they been able to open, they would have paid the City \$1,676.06 + HST for the season. For 2020, Duffer's bid \$1,700/season + HST with a two percent increase per year for a three year term with two one-year mutually agreeable options. Over the three years, the City will receive \$5,202.68 + HST. It should be noted that while Duffer's was the tenant of the South George Street concession in the past they have sold seasonal boat ramp passes to our customers and remitted the full portion back to the City. This is a value-added benefit to the City of this lease arrangement, ultimately providing a better service to our customers.

Conclusion:

Staff recommends that the request for proposal submission from Herbert's Fresh Cut Fries be accepted for concession services in East Riverside Park in the minimum amount of \$750 per month plus HST and that the request for proposal submission from Duffer's Chipwagon be accepted for concession services at the South George Street Concession in the minimum amount of \$1,700 per season plus HST with a two percent annual increase.

Respectfully submitted,



Mark Wilson
Manager of Recreation Services

Attach. Finance Submission Summary

RCCS-2020-01 File P-03-20
Concession Services for George Street
& East Riverside Park

Closing Date: Friday February 14, 2020

Submission Summary

To: Mark Wilson, Manager of Recreation Services, Recreation, Culture & Community Services Department

From: Christine Fradley, Purchasing Supervisor

Date: Friday February 14, 2020

The above-noted Request for Proposal closed on Friday February 14, 2020@ 1:00pm local time and the following compliant bid was received:

Vendor

Duffer's Chipwagon
Herbert's Fresh Cut Fries

Report to Council Summary

Open Date: Tue Jan 28, 2020 2:30 PM
Close Date: Fri Feb 14, 2020 1:00 PM
Online Submission: Required
Days Open: 16
Documents: 1
Addenda: 1
Registered Plan Takers: 2
Completed Submissions: 2

Amy McMillan for

Christine Fradley – Purchasing Supervisor



CITY OF BELLEVILLE
Karen Poste, Manager
Economic and Strategic Initiatives
Report No. ECDEV 2020-09
March 9, 2020.

APPROVAL BLOCK	
CAO	<i>AB</i>
DCS	<i>llh</i>
DF	<i>llh</i>

To: Mayor Panciuk and Members of Council

Subject: Rural Economic Development Program funding for Downtown Wi-fi and Analytics project

Recommendation:

“THAT a by-law to approve and authorize an agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Ontario Ministry of Agriculture, Food and Rural Affairs under the Rural Economic Development Program to fund the implementation of Wi-Fi/Analytics in the downtown core, be prepared for Council’s consideration. ”

Strategic Plan Alignment:

The strategic plan for the City of Belleville identified nine strategic themes. This report relates to the “City Centre Revitalization”, “Industrial and Commercial Development”, and “Tourism and Waterfront Revitalization” themes. The proposed project will provide patrons with free wifi in the downtown which will encourage more and longer visits and will provide the City and BDIA with valuable data regarding visitors in the downtown.

Background:

In 2018 City Council approved a budget of \$50,000 for public wifi in downtown Belleville. Since that time, staff have been working with Bell, the BDIA and others to build out a wifi project that would cover the downtown from Bridge Street to McNabb Towers. An application was submitted to the OMAFRA through the Rural Economic Development (RED) fund in 2019 and staff recently received the approval from the Ministry for the grant. The project will provide funding to not only install wifi in the downtown, but also to include an analytics software that could provide the City and its’ partners with data on the visitors in the downtown. The software could also allow us to communicate directly with visitors to the downtown and to directly collect information on downtown patrons. In addition to RED, the City has partnered with the BDIA and the Bay of Quinte Regional Marketing Board (BQRMB) to fund this project. The funding breakdown is as follows:

RED Funding:	\$30,372.10
City of Belleville:	\$42,118.26
BDIA:	\$23,750.
BQRMB:	<u>\$5,000</u>
Total Project:	<u>\$101,240.36</u>

This project is expected to get underway as soon as possible with the wifi infrastructure installed this spring and full completion of the project with the Ministry in June, 2021. The provision of wifi and the monitoring of the data will continue for a full three year period, with the possibility of extension.

Financial:

The City's portion of this project will come from funds allocated in the 2018 capital budget (\$50,000) toward downtown wifi and the partnerships that have been developed will allow the City to reduce our overall cost while at the same time expanding the project to provide valuable data about the users of the wifi. The RED grant will provide the City with 30% of the overall project budget through their Strategic Economic Infrastructure Fund. Separate letters of agreement are being worked on with the BDIA and the BQRMB to ensure their portions of the funding are secured.

Analysis:

Providing free wifi in the downtown core is something that has been discussed by the City for several years. Most commercial businesses that rely on consumer traffic (restaurants, hotels, retail, etc) provide free wifi to patrons but the opportunity to do so in the common spaces of downtown requires the support of the City. Providing public wifi will encourage more people to visit and spend more time in the downtown. The data collected will be shared by the partners and it will provide the City with a baseline of information that can be used to measure the success of future initiatives. The data could also support local business attraction efforts as the information could be very valuable for those considering an investment in the downtown.

Conclusion:

The RED program Strategic Economic Infrastructure Stream funding is available to support community projects like this one that will enhance a communities ability to attract and retain commerce. This project will not only allow the downtown to attract and retain customers, it could also allow the partners to obtain valuable information that can be used to attract more visitors to the City.

Respectfully submitted,



Karen Poste, AMCT
Manager, Economic & Strategic Initiatives.

**RURAL ECONOMIC DEVELOPMENT PROGRAM
AGREEMENT BETWEEN:**

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
as represented by the Minister of Agriculture, Food and Rural Affairs
(the "Province")

- and -

THE CORPORATION OF THE CITY OF BELLEVILLE
CRA # 106929987
(the "Recipient")

I. BACKGROUND

The Recipient has applied to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for funding under the Rural Economic Development (RED) program to assist the Recipient in carrying out the project.

The Recipient intends to carry out the Project under the Program.

The Province wishes to provide Funds to the Recipient for the Project.

II. CONSIDERATION

In consideration of the mutual covenants and agreements contained in this agreement (the "Agreement") and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Province and the Recipient (the "Parties") agree as follows:

III. ENTIRE AGREEMENT

This Agreement, including:

- Schedule "A" – General Terms and Conditions,
- Schedule "B" – Operational Requirements and Additional Terms and Conditions,
- Schedule "C" – Project Description,
- Schedule "D" – Project Financial Information,
- Schedule "E" – Reporting, and
- any amending agreement entered into as provided below,

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersede all prior oral or written representations and agreements.

IV. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

V. AMENDING AGREEMENT

This Agreement may only be amended by a written agreement duly executed by the Parties.

VI. ACKNOWLEDGEMENT

The Recipient:

- (a) acknowledges that it has read and understands the provisions contained in the entire Agreement; and
- (b) agrees to be bound by the terms and conditions in the entire Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,
as represented by the Minister of Agriculture, Food and Rural Affairs

 Name: Carolyn Hamilton
 Title: Director, Rural Programs Branch

Date:

I have the authority to bind the Crown pursuant to delegated authority.

THE CORPORATION OF THE CITY OF BELLEVILLE

 Name: Mitch Panciuk
 Title: Mayor

Date:

 Name: Matt MacDonald
 Title: Clerk

Date:

I/We have authority to bind the Recipient.

SCHEDULE "A" GENERAL TERMS AND CONDITIONS

ARTICLE 1 INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpreting the Agreement:

- (a) Words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of the Agreement provides otherwise;
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and
- (h) The words "include", "includes" and "including" denote that the subsequent list is not exhaustive.

1.2 Definitions. In the Agreement, the following terms will have the following meaning:

"Additional Terms And Conditions" means the terms and conditions referred to in section 8.1 of Schedule "A" of this Agreement and specified in section B.2 of Schedule "B" of this Agreement.

"Arm's Length" has the same meaning as set out in the *Income Tax Act* (Canada) as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

"Auditor General" means the Auditor General of Ontario and/or the Auditor General of Canada, depending on the context.

"BPSAA" means the *Broader Public Sector Accountability Act, 2010*.

"Budget" means the budget attached as section D.3 of Schedule "D" of this Agreement.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province is closed for business.

"Claim Submission Deadline" means the date or dates set out under section D.4 of Schedule "D" of this Agreement.

"Contract" means an agreement between the Recipient and a third-party whereby the third-party agrees to provide a good or service for the Project in return for financial consideration that may be claimed by the Recipient as an Eligible Cost.

“Cost-Share Funding Percentage” means the percentage the Province will pay toward the Recipient’s Eligible Costs, as set out under section D.1.1 of Schedule “D” of this Agreement.

“Incurred” in relation to costs, means a cost that a Recipient has become liable for, regardless whether actual payment has occurred (i.e., the Recipient has received the goods or services).

“Effective Date” means the date on which this Agreement is effective, as set out under section B.1.1 of Schedule “B” of this Agreement.

“Eligible Costs” means those costs set out under section D.6 of Schedule “D” of this Agreement.

“Event of Default” has the meaning ascribed to it in section 14.1 of Schedule “A” of this Agreement.

“Expiration Date” means the date on which this Agreement will expire, as set out under section B.1.2 of Schedule “B” of this Agreement, unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

“FAA” means the *Financial Administration Act*.

“Failure” means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

“Final Report” means a final Report on the Project in the form set out in Schedule “E.2” of this Agreement.

“FIPPA” means the *Freedom of Information and Protection of Privacy Act*.

“Funding Year” means:

- (a) In the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first; and
- (b) In the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31, the Expiration Date, or the termination of this Agreement, whichever comes first.

“Funds” means the money the Province provides to the Recipient pursuant to this Agreement.

“Guidelines” means any written documents setting out the criteria governing the operation of the Program.

“Holdback” means the amount set out under section D.1.3 of Schedule “D” of this Agreement.

“Indemnified Parties” means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

“Ineligible Costs” means those costs set out under section D.7 of Schedule “D” of this Agreement.

“Maximum Funds” means the maximum amount of Funds the Province will provide to the Recipient under this Agreement, as set out under section D.1.2 of Schedule “D” of this Agreement.

“MFIPPA” means the *Municipal Freedom of Information and Protection of Privacy Act*.

“Notice” means any communication given or required to be given pursuant to this Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“Party” means either the Province or the Recipient, unless the context implies otherwise.

“Program” means the program created by the Province entitled Rural Economic Development Program under Order-in-Council 201/2011, as amended.

“Progress Update and Claim Statement” means a Report on the progress of the Project and claim for payment of all or a portion of the Funds in the form set out in Schedule “E.1” of this Agreement.

“Project” means the undertaking described in Schedule “C” of this Agreement.

“Project Approval Date” means the date set out in section B.1.3 of Schedule “B” of this Agreement.

“Project Completion Date” means the date that the Recipient must complete its Project under this Agreement, as set out in section B.1.4 of Schedule “B” of this Agreement.

“PSSDA” means the *Public Sector Salary Disclosure Act, 1996*.

“Reports” means the reports set out under Schedule “E” of this Agreement.

“Requirements of Law” means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

“Term” means the period of time beginning on the Effective Date of this Agreement and ending on the Expiration Date or the termination of this Agreement, whichever is shorter.

- 1.3 Conflict.** Subject to section 8.1 of Schedule “A” of this Agreement, in the event of a conflict between this Schedule “A” of the Agreement and any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

ARTICLE 2 REPRESENTATIONS, WARRANTIES AND COVENANTS

2.1 General. The Recipient represents, warrants and covenants that:

- (a) It is, and will continue to be for the Term of this Agreement, an eligible applicant as described in the Guidelines with full power to fulfill its obligations under this Agreement;
- (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) It has the financial resources necessary to carry out the Project and is not indebted to any person(s) to the extent that that indebtedness would undermine the Recipient’s ability to complete the Project by the Project Completion Date;
- (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law for the Term related to any aspect of the Project, the Funds or both for the term of this Agreement; and
- (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) The full power and authority to enter into this Agreement; and
- (b) Taken all necessary actions to authorize the execution of this Agreement.

2.3 Governance. The Recipient represents, warrants and covenants that it has, and will maintain, in writing, for the term of this Agreement:

- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) Procedures to ensure the ongoing effective functioning of the Recipient;
- (c) Decision-making mechanisms for the Recipient;
- (d) Procedures to enable the Recipient to manage the Funds prudently and effectively;
- (e) Procedures to enable the Recipient to successfully complete the Project;
- (f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;
- (g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

2.4 Supporting Documentation. Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article 2 of Schedule "A" of this Agreement.

2.5 Additional Covenants. The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections 2.1, 2.2 or 2.3 of Schedule "A" of this Agreement during the Term of the Agreement; and
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

ARTICLE 3 FUNDS AND CARRYING OUT THE PROJECT

3.1 Funds Provided. The Province will:

- (a) Provide Funds to the Recipient up to the Maximum Funds, based on the Cost-Share Funding Percentage, for the sole purpose of carrying out the Project;
- (b) Provide the Funds to the Recipient in accordance with section D.5 of Schedule "D" of this Agreement provided that the Recipient makes claims for payment of Funds in accordance with section D.5 of Schedule "D" of this Agreement;
- (c) Provide funding as long as the total combined amount of provincial and federal assistance for the Eligible Costs actually incurred and paid by the Recipient do not exceed ninety per cent (90%) of those costs; and
- (d) Deposit the Funds into an account designated by the Recipient, provided that account:
 - (i) Resides at a Canadian financial institution, and
 - (ii) Is in the name of the Recipient.

3.2 Limitation On Payment Of Funds. Despite section 3.1 of Schedule "A" of this Agreement:

- (a) The Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as the Province may request pursuant to section 11.2 of Schedule "A" of this Agreement;

- (b) The Province is not obligated to provide any Funds until it is satisfied with the progress of the Project;
- (c) The Province may adjust the amount of Funds it provides to the Recipient without liability, penalty or costs in any Funding Year based upon the Province's assessment of the information provided by the Recipient pursuant to Article 6 of Schedule "A" of this Agreement;
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
 - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
 - (ii) Recover Funds already paid to the Recipient; or
 - (iii) Terminate the Agreement pursuant to section 13.1 of Schedule "A" of this Agreement;
- (e) The Province shall impose a Holdback on any payment of Funds and will not be obligated to pay that Holdback to the Recipient until after the Province approves the Recipient's Final Report pursuant to Article 6 of Schedule "A" of this Agreement; and
- (f) The Province is not obligated to pay interest on the Holdback as described in (e) or any other payments under this Agreement.

3.3 Use Of Funds And Project. The Recipient will:

- (a) Carry out the Project in accordance with the terms and conditions of this Agreement;
- (b) Complete the Project by the Project Completion Date;
- (c) Not use the Funds for Ineligible Costs;
- (d) Use the Funds only:
 - (i) for Eligible Costs that are necessary for the purposes of carrying out the Project; and
 - (ii) for those activities set out in section D.3.1 of Schedule "D" of this Agreement; and
- (e) Use the Funds only in accordance with the Budget.

3.4 Province's Role Limited To Providing Funds. For greater clarity, the Province's role under this Agreement is strictly limited to providing Funds to the Recipient for the purposes of the Project and the Province is not responsible for carrying out the Project. Without limiting the generality of the foregoing, the fact that the Province may conduct reviews and/or audits of the Project as provided for in this Agreement or issues directions, approves changes to the Project or imposes conditions upon an approval in accordance with the terms and conditions of this Agreement will not be construed by the Recipient as the Province having a management, decision-making or advisory role in relation to the Project. The Recipient further agrees that the Recipient will not seek to include the Province as a decision-maker, advisor or manager of the Project through recourse to a third party, court, tribunal or arbitrator.

3.5 No Changes. The Recipient will not make any changes to the Project, including to the Budget or timelines, without the prior written consent of the Province.

3.6 Interest Bearing Account. If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds in trust for the Province until the Recipient needs the Funds for the Project.

3.7 Recipient Earning Interest. If the Recipient earns any interest on the Funds, the Province may:

- (a) Deduct an amount equal to the interest from any further installment of the Funds; or
- (b) Demand from the Recipient the repayment of an amount equal to the interest.

3.8 No Provincial Payment Of Interest. The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient.

3.9 Maximum Funds. The Recipient acknowledges and agrees that the Funds available to it pursuant to this Agreement will not exceed the Maximum Funds.

3.10 Rebates, Credits And Refunds. The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, including taxes, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

3.11 Funding, Not Procurement. For greater clarity, the Recipient acknowledges and agrees that:

- (a) It is receiving funding from the Province for the Project and is not providing goods or services to the Province; and
- (b) The funding the Province is providing under this Agreement is funding for the purposes of the PSSDA.

ARTICLE 4

RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS

4.1 Acquisition. If the Recipient acquires goods or services or both with the Funds, it will:

- (a) Do so through a process that is transparent, fair and promotes the best value for the money expended and at competitive prices that are no greater than fair market value after deducting trade discounts and/or any other discounts available to the Recipient; and
- (b) Comply with any Requirements of Law that may be applicable to how the Recipient acquires any goods or services or both.

4.2 Contracts. The Recipient will ensure that all Contracts:

- (a) Are consistent with this Agreement;
- (b) Do not conflict with this Agreement;
- (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
- (d) Require that any parties to those Contracts comply with all Requirements of Law; and
- (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project as the Province sees fit in connection with Article 6 of Schedule "A" of this Agreement.

4.3 Disposal. The Recipient will not, without the Province's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in section B.1.5 of Schedule "B" of this Agreement at the time of purchase within the date set out in section B.1.6 of Schedule "B" of this Agreement.

ARTICLE 5 CONFLICT OF INTEREST

5.1 No Conflict Of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential or perceived conflict of interest.

5.2 Conflict Of Interest Includes. For the purposes of this Article, a conflict of interest includes any circumstances where:

- (a) The Recipient; or
- (b) Any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

5.3 Disclosure To The Province: The Recipient will:

- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
- (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

ARTICLE 6 REPORTING, ACCOUNTING AND REVIEW

6.1 Preparation And Submission. The Recipient will:

- (a) Submit to the Province at the address referred to in section B.1.7 of Schedule "B" of this Agreement or in a manner specified by the Province, all Reports in accordance with the timelines and content requirements set out in Schedule "E" of this Agreement, or in a form as specified by the Province from time to time;
- (b) Submit to the Province at the address provided in section B.1.7 of Schedule "B", of this Agreement or in a manner specified by the Province, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) Ensure that all Reports are completed to the satisfaction of the Province; and
- (d) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying confirmation has been completed.

6.2 Records Maintenance. The Recipient will keep and maintain:

- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
- (b) All non-financial documents and records relating to the Funds or otherwise to the Project.

6.3 Inspection. The Province, its authorized representatives or an independent auditor identified by the Province may, at their own expense, upon twenty-four (24) hours' Notice to the Recipient during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) Inspect and copy the records and documents referred to in section 6.2 of Schedule "A" of this Agreement;
- (b) Remove any copies made pursuant to section 6.3(a) of Schedule "A" of this Agreement from the Recipient's premises; and
- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

6.4 Disclosure. To assist in respect of the rights set out under section 6.3 of Schedule "A" of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

6.5 No Control Of Records. No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

6.6 Auditor General. For greater certainty, the Province's rights to audit under this Article 6 of the Agreement are in addition to any rights provided to the Auditor General.

ARTICLE 7 COMMUNICATIONS

7.1 Acknowledgement And Support. Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province in the form and manner set out under section B.1.8 of Schedule "B" of this Agreement.

7.2 Approvals Prior To Publication. The Recipient will submit all Project-related publications – whether written, oral or visual – to the Province for the approval of the Province prior to publication. The Recipient will indicate, in all of its Project-related publications – whether written, oral or visual – that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

7.3 Publication By The Province. The Recipient agrees that the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise. Without limiting the generality of the foregoing, the types of information the Province may publicize includes:

- (a) The Recipient's name;
- (b) A description of the Recipient's Project;
- (c) The amount of Funds the Recipient was approved to receive under this Agreement; and
- (d) The amount of Funds the Recipient actually received under this Agreement.

7.4 News Releases. The Recipient will ensure that all news releases related to the Project and created by the Recipient:

- (a) Are approved beforehand by the Province and
- (b) Include quotes from the Province, unless the Province declines to participate.

7.5 News Conferences. The Recipient will notify the Province in a timely manner of any planned news conferences organized by the Recipient to facilitate the attendance of the Province. The date for the news conference and other logistical considerations will be negotiated between the Province and the Recipient.

ARTICLE 8 ADDITIONAL TERMS AND CONDITIONS

8.1 Additional Terms And Conditions. The Recipient will comply with any Additional Terms and Conditions set out under section B.2 of Schedule "B" of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule "A" of the Agreement, the Additional Terms and Conditions will prevail.

ARTICLE 9 DISCLOSURE OF INFORMATION PROVIDED BY RECIPIENT

9.1 FIPPA. The Recipient acknowledges that the Province is bound by the *FIPPA* and undertakes to perform its obligations under this Agreement in a manner that ensures that the Province is not in breach of its obligations under *FIPPA*.

9.2 Disclosure Of Information. Any information provided to the Province in connection with the Project or otherwise in connection with this Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

ARTICLE 10 INDEMNITY

10.1 Indemnification. The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.

10.2 Recipient's Participation. The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.

10.3 Province's Election. The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

10.4 Settlement Authority. The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province, as the case may be, will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

10.5 Recipient's Co-operation. If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province, as the case may be, to the fullest extent possible in the proceedings and any related settlement negotiations.

ARTICLE 11 INSURANCE

11.1 Recipient's Insurance. The Recipient represents and warrants that it has, and will maintain for the Term of this Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000.00) per occurrence. The policy will include the following:

- (a) The Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;
- (b) A cross-liability clause;
- (c) Contractual liability coverage; and
- (d) A thirty (30) day written notice of cancellation provision.

11.2 Proof Of Insurance. The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section 11.1 of Schedule "A" of this Agreement. Upon the request of the Province, the Recipient will make available to the Province a copy of each insurance policy.

ARTICLE 12 TERMINATION ON NOTICE

12.1 Termination On Notice. The Province may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

12.2 Consequences Of Termination On Notice By The Province. If the Province terminates this Agreement pursuant to section 12.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further payments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:

- (i) Permit the Recipient to offset such costs against the amount owing pursuant to section 12.2(b) of Schedule "A" of this Agreement; and
- (ii) Subject to section 3.9 of Schedule "A" of this Agreement, provide Funds to the Recipient to cover such costs.

ARTICLE 13 TERMINATION WHERE NO APPROPRIATION

13.1 Termination Where No Appropriation. If, as provided for in sections 3.2(d) of Schedule "A" of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

13.2 Consequences Of Termination Where No Appropriation. If the Province terminates this Agreement pursuant to section 13.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further payments of the Funds;
- (b) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b) of Schedule "A" of this Agreement.

13.3 No Additional Funds. For greater clarity, if the costs determined pursuant to section 13.2(c) of Schedule "A" of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

ARTICLE 14 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

14.1 Events Of Default. Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
 - (i) Carry out the Project;
 - (ii) Use or spend the Funds;
 - (iii) Provide, in accordance with section 6.1 of Schedule "A", Reports or any such other reports as may have been requested pursuant to section 6.1(b) of Schedule "A", under this Agreement; or
 - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement.
- (b) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the Program under which the Province provides the Funds;
- (c) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) The Recipient ceases to operate.

14.2 Consequences Of Events Of Default And Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds by an amount the Province determines is appropriate, acting reasonably;
- (e) Cancel any further payments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

14.3 Opportunity To Remedy. If, in accordance with section 14.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

14.4 Recipient Not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b) of Schedule "A" of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;
- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province;

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

14.5 When Termination Effective. Termination under this Article 14 of Schedule "A" of this Agreement will take effect as set out in the Notice.

ARTICLE 15 FUNDS AT THE END OF A FUNDING YEAR

15.1 Funds At The End Of A Funding Year. Without limiting any rights of the Province under Article 14 of Schedule "A" of this Agreement, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) Demand the return of the unspent Funds; and
- (b) Adjust the amount of any further payments of Funds accordingly.

ARTICLE 16 FUNDS UPON EXPIRY

16.1 Funds Upon Expiry. The Recipient will, upon the expiry of the Agreement, return to the Province any Funds remaining in its possession or under its control.

ARTICLE 17 REPAYMENT

17.1 Repayment Of Overpayment. If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement, the Province may:

- (a) Deduct an amount equal to the excess Funds from any further payments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess Funds to the Province.

17.2 Debt Due. If, pursuant to this Agreement:

- (a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province, such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section 17.2 of Schedule "A" of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section 3.6 of Schedule "A" of this Agreement.

17.3 Interest Rate. The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

17.4 Payment Of Money To Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section 18.1 of Schedule "A" of this Agreement.

17.5 Repayment. Without limiting the application of section 43 of the FAA, if the Recipient fails to repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

17.6 Funds Are Part Of A Social Or Economic Program. The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

ARTICLE 18 NOTICE

18.1 Notice In Writing And Addressed. Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section B.1.9 of Schedule "B" of this Agreement or as either Party later designates to the other by Notice.

18.2 Notice Given. Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

18.3 Postal Disruption. Despite section 18.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

ARTICLE 19 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

19.1 Consent. When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing that consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

ARTICLE 20 SEVERABILITY OF PROVISIONS

20.1 Invalidity Or Unenforceability Of Any Provision. The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

ARTICLE 21 WAIVER

21.1 Waivers In Writing. If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 18 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide such a waiver.

ARTICLE 22 INDEPENDENT PARTIES

22.1 Parties Independent. The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

**ARTICLE 23
ASSIGNMENT OF AGREEMENT OR FUNDS**

23.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

23.2 Agreement Binding. All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

**ARTICLE 24
GOVERNING LAW**

24.1 Governing Law. This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

**ARTICLE 25
FURTHER ASSURANCES**

25.1 Agreement Into Effect. The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

**ARTICLE 26
JOINT AND SEVERAL LIABILITY**

26.1 Joint And Several Liability. Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

**ARTICLE 27
RIGHTS AND REMEDIES CUMULATIVE**

27.1 Rights And Remedies Cumulative. The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

**ARTICLE 28
ACKNOWLEDGMENT OF OTHER LEGISLATION AND DIRECTIVES**

28.1 Recipient Acknowledges. The Recipient acknowledges that:

- (a) By receiving Funds it may become subject to legislation applicable to organizations that received funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *Auditor General Act*;
- (b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA*; and
- (c) It will comply with any such legislation, including directives issued thereunder, to the extent applicable.

**ARTICLE 29
JOINT AUTHORSHIP**

29.1 *Joint Authorship Of Agreement.* The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

**ARTICLE 30
FAILURE TO COMPLY WITH OTHER AGREEMENT**

30.1 *Other Agreements.* If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

**ARTICLE 31
SURVIVAL**

31.1 *Survival.* The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the date of expiry or termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the date of expiry or termination: Articles 1 and any other applicable definitions, 9, 10, 17, 18, 20, 21, 24, 25, 27 and 29 as well as sections 3.2(d), 3.2(e), 3.4, 3.9, 3.10, 3.11, 6.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), 6.2, 6.3, 6.4, 6.5, 6.6, 12.2, 13.2, 14.1, 14.2, 14.4 of Schedule "A" of this Agreement and any cross-referenced Schedules therein as well as any other provision in this Agreement that specifically sets out it will survive the expiration or early termination of this Agreement. Despite the above, section 4.3 of Schedule "A" shall survive for a period of two (2) years from the date of expiry or termination of this Agreement.

**ARTICLE 32
BPSAA**

32.1 *BPSAA.* For the purposes of clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between any of the requirements of this Agreement and the requirements of the *BPSAA*, the *BPSAA* will prevail.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "B" FOLLOWS]

SCHEDULE "B"

OPERATIONAL REQUIREMENTS AND ADDITIONAL TERMS AND CONDITIONS

B.1 OPERATIONAL REQUIREMENTS

B.1.1 Effective Date. The Effective Date of this Agreement is: **December 13, 2019**

B.1.2 Expiration Date. The Expiration Date of this Agreement is: **June 30, 2022**

B.1.3 Project Approval Date. The Project Approval Date is the same as the Effective Date.

B.1.4 Project Completion Date. The Project Completion Date is: **June 30, 2021**

The Project Completion Date may be extended at the request of the Recipient by up to 6 months, provided that:

- (a) the proposed extended date falls within the same Funding Year as the current Project Completion Date, and is at least 6 months prior to the Expiration Date
- (b) the request is made in writing to the address in s. B.1.7; and
- (c) the request is approved by the Province in writing.

Extensions of the Project Completion Date into another Funding Year, or which would result in the Project Completion Date not being at least 6 months prior to the Expiration Date will require a written amendment to this Agreement duly executed by the Parties.

B.1.5 Disposal Of Assets. The amount for the purposes of section 4.3 of Schedule "A" of this Agreement is fifty thousand dollars (\$50,000.00) unless Ontario's contribution is less than twenty five thousand dollars (\$25,000.00) in which case section 4.3 of Schedule "A" of this Agreement does not apply.

B.1.6 Asset Retention Time Period. For the purposes of section 4.3 of Schedule "A" of this Agreement the Recipient will retain the asset(s) for two (2) years from the date that the Project is completed.

B.1.7 Submission Of Publications For Approval And Reports. All Reports and Project-related publications under this Agreement shall be submitted to:

Name: Ontario Ministry of Agriculture, Food and Rural Affairs
Address: Rural Programs Branch
 4th Floor NW, 1 Stone Road West
 Guelph, Ontario N1G 4Y2
Attention: Jane Widdecombe, Manager
Email: RED@ontario.ca

or any other person identified by the Province in writing.

B.1.8 Recognition Of Provincial Support: The Recipient shall include on all Project-related publication – whether written, oral or visual – graphic identifiers of the Program or a tag line which recognizes the support provided by the Program. This recognition is subject to approval by the Province under section 7.2 of Schedule "A" of this Agreement

B.1.9 Providing Notice. All Notices under this Agreement shall be provided to:

	The Province:	The Recipient:
Name:	Ontario Ministry of Agriculture, Food and Rural Affairs	The Corporation of the City of Belleville
Address:	Rural Programs Branch 4th Floor NW, 1 Stone Road West Guelph, Ontario N1G 4Y2	City Hall, 169 Front Street Belleville, Ontario K8N 2Y8
Attention:	Carolyn Hamilton, Director	Anne Munro, Development & Tourism Coordinator
Email:	RED@ontario.ca	amunro@belleville.ca

or any other person identified by the Parties in writing through a Notice.

B.2 ADDITIONAL TERMS AND CONDITIONS

B.2.1 Notice Of Recipient's Insolvency. The Recipient will:

- (a) Provide the Province with Notice at least five (5) Business Days prior to making an assignment, proposal, compromise or arrangement for the benefit of its creditors and will not incur any additional costs for the Project under this Agreement without the Province's prior written consent from the date the Notice is sent to the Province; and
- (b) Provide the Province with Notice within five (5) Business Days of a creditor providing the Recipient with a notice of an intent to enforce security or applying for an order adjudging the Recipient bankrupt or the appointment of a receiver, and will not incur any additional costs under this Agreement without the prior approval of the Province from the date that the Recipient received notice of the creditor's action.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "C" FOLLOWS]

**SCHEDULE "C"
PROJECT DESCRIPTION**

C.1 PROJECT NAME

Downtown Public Wi-Fi & Location Analytics

C.2 PROJECT STREAM

Strategic Economic Infrastructure Stream

C.3 PROJECT OBJECTIVE

The City of Belleville will receive up to \$30,372.10 to invest in a Wi-Fi system in their downtown region to collect data on visitor traffic and contribute to strategic planning including retaining residential and commercial investments, expand businesses and increase tourism. Project activities include installation of WI-FI equipment and 1 year of data analytics.

C.4 ACTIVITIES

One year of Data Analytics Services
Data Analytics Portal Set-Up Costs
WI-FI / WAN Analytics Licensing Costs
WI-FI Equipment and Installation Costs

All activities identified above will be completed by the Project Completion Date identified under section B.1.4 of Schedule "B" of this Agreement.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "D" FOLLOWS]

SCHEDULE "D"

PROJECT FINANCIAL INFORMATION

D.1 FUNDING INFORMATION

D.1.1 Cost-Share Funding Percentage. The Cost-Share Funding Percentage is thirty per cent (30.00%) of incurred paid Eligible Costs up to the Maximum Funds.

The percentage noted above is rounded to a whole number. Note that for payment purposes the percentage is calculated to 10 decimal places and is based on the Maximum Funds against the Project's Total Eligible Costs.

D.1.2 "Maximum Funds". The Maximum Funds the Recipient is eligible to receive from the Province under this Agreement is \$30,372.10

D.1.3 Holdback. The Holdback will be up to ten per cent (10%) of Maximum Funds from the final payment of Funds made under this Agreement.

D.2 INCURRING ELIGIBLE COSTS

D.2.1 Incurring Eligible Costs. The Recipient will incur Eligible Costs in accordance with the following chart and no later than by the Project Completion Date.

TOTAL ELIGIBLE COSTS TO BE INCURRED BY QUARTER WITHIN FUNDING YEAR					
FUNDING YEAR	QUARTER 1 (APR. – JUN.)	QUARTER 2 (JUL. – SEP.)	QUARTER 3 (OCT. – DEC.)	QUARTER 4 (JAN. – MAR.)	TOTAL
2019-20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020-21	\$86,720.36	\$3,630.00	\$3,630.00	\$3,630.00	\$97,610.36
2021-22	\$3,630.00	\$0.00	\$0.00	\$0.00	\$3,630.00
TOTAL ELIGIBLE COSTS UP TO					\$101,240.36

D.3 BUDGET

D.3.1 The Budget. The Budget for the Project is set out in the following chart:

#	ELIGIBLE COST ITEM
1.	One year of Data Analytics Services
2.	Data Analytics Portal Set-Up Costs
3.	WI-FI / WAN Analytics Licensing Costs
4.	WI-FI Equipment and Installation Costs
TOTAL ELIGIBLE COSTS UP TO	
\$101,240.36	

D.3.2 Project Financing For Eligible Costs. The Financing for the Project is set out in the following chart:

PROJECT FINANCING	\$ AMOUNT
RED Funding	\$30,372.10
Corporation of the City of Belleville	\$42,118.26
Belleville Downtown Improvement Area	\$23,750.00
Bay of Quinte Tourist Council	\$5,000.00
TOTAL ELIGIBLE COSTS	\$101,240.36

D.4 CLAIM SUBMISSION DEADLINES

D.4.1 Claim Submission Deadlines. The Recipient shall submit requests for payment as follows:

- (a) a completed Progress Update and Claim Statement form shall be submitted no later than the date that is half-way between the Effective Date and the Project Completion Date;
- (b) additional requests for payment may be made at any time by submitting a completed Progress Update and Claim Statement form; and
- (c) the final claim statement shall be submitted on a completed Progress Update and Claim Statement form within 3 months after the Project Completion Date.

In addition to the rights of the Province under this Agreement, including under section 3.2 of Schedule A, the Province reserves the right not to pay the claim if the Recipient does not submit a Progress Update and Claim Statement form in accordance with subsections D4.1(a) or (b), or if a claim is submitted after the Province has approved the Final Report.

D.5 PAYMENT OF FUNDS

D.5.1 Payment Of Funds. Subject to the terms and conditions of this Agreement, the Recipient will incur Eligible Costs in accordance with the following chart (Column B) and the Province will pay Funds to the Recipient in accordance with the following chart (Column C):

FUNDING YEAR (A)	ELIGIBLE COSTS BY FUNDING YEAR (B)	MAXIMUM FUNDS BY FUNDING YEAR (C)
2019-20	\$0.00	\$0.00
2020-21	\$97,610.36	\$29,283.10
2021-22	\$3,630.00	\$1,089.00
TOTAL	\$101,240.36	\$30,372.10

D.6 ELIGIBLE COSTS

D.6.1 Eligible Costs. Eligible Costs are those costs that are:

- (a) incurred by the Recipient in the Province of Ontario on or after the Effective Date and on or before the Project Completion Date;
- (b) paid by the Recipient to an Arm's Length third party;
- (c) consistent with the applicable list of Eligible Costs set out in the Guidelines from time to time;
- (d) if related to travel or meals, are consistent with the requirements for travel and meal costs set out in section D.8; and
- (e) in the Province's sole and absolute discretion, directly attributable and necessary for the successful completion of the Project and properly and reasonably incurred, paid or reimbursed by the Recipient.

When purchasing goods or services for the Project, Recipients must follow a process that is transparent and fair, that promotes the best value for the money expended and is at competitive prices that are no greater than the fair market value, including when retaining consultants and contractors.

The Province may in its sole and absolute discretion approve other costs as Eligible Costs if such costs are, in the Province's sole and absolute discretion, directly attributable and necessary for the successful completion of the Project and such costs are approved in writing by the Province prior to being incurred and paid.

D.7 INELIGIBLE COSTS

D.7.1 Ineligible Costs. Ineligible Costs are any costs that do not meet the requirements for Eligible Costs in section D.6.1 or were not approved by the Province in writing before the Recipient incurred the costs or are costs that are identified as "Ineligible Costs" in the Guidelines from time to time. Ineligible Costs are not eligible for funding under this Agreement.

D.8 TRAVEL AND MEAL COSTS

In order to be considered Eligible Costs, travel and meal costs must be identified in section D.3.1 and must be incurred only by persons who were hired to work 100 per cent of their time on the Project and whose position is funded by the Funds.

D.8.1 Public Transit. Local public transportation including hotel/airport shuttles must be used wherever possible. A transit pass or passes, must be purchased where available and appropriate.

D.8.2 Rental Vehicles. The lowest cost model should be rented. Any exceptions must be documented and approved prior to the rental; and should be guided by the principle that the rental vehicle is the most economical and practical size, considering the business purpose, number of occupants, safety (including weather) considerations and any reasonable accommodation requirements. Luxury and premium vehicles are not permitted. To avoid higher gasoline charges, the rental car should be refueled before returning it

D.8.3 Personal Vehicle. If using a personal vehicle, daily logs must be kept to track the business use, with distances calculated in kilometers. The current rates for travelling (per kilometer) in a personal vehicle, based on kilometers accumulated from April 1 of each Funding Year, are as follows:

- (a) From 0 – 4,000 km; \$0.40 in Southern Ontario and \$0.41 in Northern Ontario;
- (b) From 4,001 – 10,700 km; \$0.35 in Southern Ontario and \$0.36 in Northern Ontario;
- (c) From 10,701 – 24,000 km; \$0.29 in Southern Ontario and \$0.30 in Northern Ontario;
- (d) More than 24,000 km; \$0.24 in Southern Ontario and \$0.25 in Northern Ontario; and
- (e) Necessary expenditures for parking, tolls for bridges, ferries and highways are eligible. If 200 km or more will be driven a day, use of a rental vehicle is required.

D.8.4 Parking. Necessary and reasonable parking expenses incurred while conducting Project-related activities.

D.8.5 Air and Rail Travel. Air and rail travel must be the most practical and economical way to travel. The lowest fare available is the standard. Business class is only appropriate on a train in limited circumstances such as;

- (a) The need to work with a team;
- (b) Choosing a travel time that allows you to reduce other expenditures or accommodation;
- (c) Accommodation requirements; and
- (d) Health and safety requirements

D.8.6 Taxis and Ride-hailing Services. Taxis and ride-hailing services may be justified in cases where:

- (a) group travel is more economical than the total cost of individuals travelling separately by public transit or shuttle; or
- (b) there is an unusually tight schedule for meetings

- D.8.7 Accommodations.** Reimbursement can be made for single accommodation in a standard room. Reimbursement for hotel suites, executive floors or concierge levels is not permitted. To lower the costs of accommodation, consideration should be given to accommodation outside of downtown areas. Penalties incurred for non-cancellation of guaranteed hotel reservations are not Eligible Costs. Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family. A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.
- D.8.8 Telecommunication While Travelling.** Audio or video conferencing should be considered as an alternative to travel. Whenever possible, the least expensive means of communications should be used while travelling, such as calling card.
- D.8.9 Meals While Travelling.** Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Taxes and gratuities are included in the meal rates. Reimbursement is for food eaten in a restaurant or for the purchase of prepared food only.

Meal Rates in Canada: (include taxes and gratuities)

Meals	Maximum Amount
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

These rates should also be used as the maximum amount per person for any centrally purchased meals.

[REST OF PAGE INTENTIONALLY LEFT BLANK - SCHEDULE "E" FOLLOWS]

SCHEDULE "E" REPORTING

E.1 Reporting Requirements. Reports shall be provided as set out in the table below. Reports are not considered delivered until reviewed and approved by the Province.

	Name of Report	Due Date
1.	Progress Update and Claim Statement	The Progress Update and Claim Statement will be completed in the form set out in Schedule "E.1" and shall be submitted no later than the date that is half-way between the Effective Date and the Project Completion Date. A Progress Update and Claim Statement form must be submitted even where the amount claimed is zero, unless the Recipient has submitted the Final Report.
2.	Final claim	The final claim is to be completed and submitted to the Province within three (3) months of the Project Completion Date using the Progress Update and Claim Statement form (Schedule "E.1").
3.	Final Report	The Final Report in the form set out in Schedule "E.2" is to be completed and submitted to the Province on or before: October 30, 2021
4.	Other Reports Any other Report regarding the Project that the Province requests.	As directed by the Province.

[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "E.1" FOLLOWS
THEN SCHEDULE "E.2" FOLLOWS THAT]

Schedule "E.1"
Rural Economic Development Program
Progress Update and Claim Statement



Part 1 - Project Information
 File No.: RED5-
 Project Title: _____ Date: _____
Part 2 - Recipient Information
 Legal Name of Recipient (must match the legal name): _____ Project Representative Title: _____
 Telephone: _____ Email: _____
Part 3 - Certification
 1. The information provided herein and in any document attached is accurate and complete, and being relied upon by the Province to provide funds in respect of the Project.
 2. The Recipient is in compliance with all of the terms and conditions of the Contribution Agreement for the Project ("Agreement") and the Project is being carried out in accordance with all Requirements of Law.
 3. The Project as described in the Agreement will be completed by the Project Completion Date as set out in the respective schedule of the Agreement.
 4. There has been no overlap of funding for the Project under this Agreement and the total amount of combined provincial and federal funding does not exceed 50% of the total Eligible Costs actually incurred and paid by the Recipient.
 5. All costs listed in Part 5 are Eligible Costs and have been incurred and paid in full in accordance with the terms of the Agreement.
 6. No Funds were used for Ineligible Costs.
 7. There have been no overpayments by the Province or any other organization or government, and
 8. The undersigned confirms the statements set out in paragraphs 1 to 7 above are true and accurate as of the date set out below.

Part 4 - Claim Information
 Claim #: _____
 Paid/Covered by this Claim: _____
 Final Claim - Yes/No: _____
Part 5 - Project Progress Update
 Please note that this progress update section must be completed in order for the Province to process payments, unless this is your final claim and you are submitting the Final Report.
 Agreement Start Date: mmm- dd - yyyy
 Project Completion Date (as per Agreement): mmm- dd - yyyy
 Expected Completion Date of Project: mmm- dd - yyyy
 Yes / No: _____

Part 6 - Eligible Costs being claimed for reimbursement
 Invoice # _____ Invoice Date _____ Vendor Name _____
 Period of Invoice (YYYYMMDD) From _____ To _____
 Budget - Eligible Cost Item (Schedule "D.3.1" of the Agreement) _____
 Work Description _____
 Invoice Amount \$ _____
 Tax \$ _____
 Net Claim Amount (less tax) \$ _____
 Paid (Yes/No) _____
 Method of Payment (e.g. cheque #, VISA) _____
TOTAL \$ _____

Part 7 - Signature and Date
 Signature: _____ Date: _____
Part 8 - Final Remarks
 All capitalized terms have the meaning assigned to them in the Contribution Agreement for the Project.

Part 9 - Project Progress Update
 Please note that this progress update section must be completed in order for the Province to process payments, unless this is your final claim and you are submitting the Final Report.
 Agreement Start Date: mmm- dd - yyyy
 Project Completion Date (as per Agreement): mmm- dd - yyyy
 Expected Completion Date of Project: mmm- dd - yyyy
 Yes / No: _____

Part 10 - Eligible Costs being claimed for reimbursement
 Invoice # _____ Invoice Date _____ Vendor Name _____
 Period of Invoice (YYYYMMDD) From _____ To _____
 Budget - Eligible Cost Item (Schedule "D.3.1" of the Agreement) _____
 Work Description _____
 Invoice Amount \$ _____
 Tax \$ _____
 Net Claim Amount (less tax) \$ _____
 Paid (Yes/No) _____
 Method of Payment (e.g. cheque #, VISA) _____
TOTAL \$ _____

This Schedule "E.1" must be submitted by email, mail, courier, or personal delivery to the address referred to in Section B.1.7 of Schedule "B" of the Agreement.
 Please include all invoices listed in Part 6.
 Please submit an electronic Excel copy of this completed Schedule.
 To request access to the Online Claims Portal please email us at: RED@ontario.ca

SCHEDULE "E.2" FINAL REPORT

File No.:

Project Title:

Project Completion Date:

Date of Final Report:

Project Recipient:

Final Report is to be completed and submitted to the Province on or before the 'Final Report Due' identified under section E.1 of Schedule "E" of this Agreement between the Recipient and Her Majesty the Queen in right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs ("OMAFRA") with respect to the project (the "Agreement"). All capitalized terms used in this Final Report have the meaning assigned to them in the Agreement unless they are defined differently in this Final Report.

Please contact your Project Analyst should you have any questions when completing this Final Report.

Section 1 Project Details

Was the Project completed as described in Schedule C of the Agreement?

Yes No

Project Variances (if applicable)

If the Project was not completed as described in Schedule C of the Agreement, please describe the variances below (e.g. variances in project scope, schedule, spending etc.) and provide a rationale for the variances.

Section 2 Benefits and Outcomes

In your application you indicated that the project would provide certain benefits and have certain outcomes. Please report on each of these as indicated below.

2.1 Project Benefits

Describe how the Project directly benefited rural Ontario. Include impacts the project had across multiple communities, sectors and across parts of a value chain.

2.2 Economic Barriers

Describe how the Project reduced and/or removed existing barriers to economic development and reference any plans or studies where these have been identified (include both the number and description).

of barriers addressed:

Description of barriers:

2.3 Sustainability

Describe how the project's outcomes have/will continue to contribute to longer-term economic development outcomes after the RED program funding has ended.

2.4 Project Oversight

Describe the resources and skills used to manage and complete your project (including previous project management experiences).

2.5 Outcomes

Please enter a brief description, reporting on the results, and provide quantitative and qualitative statistics where applicable.

i. Jobs created and/or retained

- Indicate the number of total jobs that were created and/or retained in rural Ontario as a result of the Project.

	Temporary (e.g., seasonal, construction)	Part-time (e.g., approximately 20 hours/week)	Full-time
Jobs Created			
Jobs Retained			

- Provide details to substantiate the job numbers.
-

ii. Investment attracted or retained

- Describe in detail how the project led to the attraction and retention of investments in rural Ontario, and how it is being measured.
-

iii. Businesses attracted, retained and/or expanded

- Describe in detail how the project worked with other entities in your region in rural Ontario (e.g., groups, organizations, communities, municipalities) to drive growth.
-

iv. Enhanced strategic economic infrastructure

- Describe in detail how the project advanced economic development and investment opportunities in rural Ontario, and the results achieved. Provide information on previously completed work (e.g. plans, strategies, research, data) that identified this project as an economic development priority.
-

v. Regional partnerships that drive growth

- Describe in detail how the project worked with other entities in your region in rural Ontario (e.g., groups, organizations, communities, municipalities) to drive growth.
-

vi. ***Please complete this section if Signage was required by Section B.1.8 of Schedule B of the Agreement.***

Recognition of the Rural Economic Development program's support

- A permanent sign has been installed recognizing the Program's financial support of the Project and the design of the sign and its location has been approved by the Province.

Yes No

Section 5 Service Experience

Based on your experience with OMAFRA on the Project, please indicate with an "X" in the appropriate box your response.

1. Please indicate the extent to which you agree or disagree with the following statements.	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
	1	2	3	4	5
Once the Project was approved, I received all the information needed to proceed to the next step of the Project.					
The claim forms were easy to understand and complete.					
I was able to reach appropriate OMAFRA staff without difficulty.					
OMAFRA staff were knowledgeable.					
I received consistent advice from OMAFRA staff.					
OMAFRA staff were courteous					

2. Overall, how satisfied were you with the amount of time it took to get the service that you required?	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Strongly Dissatisfied

3. Overall, how satisfied were you with the service you received while implementing the Project?	Very Satisfied	Satisfied	Neither Satisfied nor Dissatisfied	Dissatisfied	Strongly Dissatisfied

4. To what extent did the availability of this funding assistance influence your decision to undertake the Project?	To a Great Extent	Somewhat	Very Little	Not at all

5. Overall, did you find working in the portal fairly easy to understand?	Very Easy	Somewhat	Not Easy	Did Not Use the Portal

Section 6 Certification and Signature

Disclosure of Information

Information submitted in this Final Report to the Province of Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*.

Certification

1. The Project as described in the Agreement has been completed;
2. The Recipient is in compliance with all of the terms and conditions of the Agreement for the Project;
and
3. There have been no overpayments by OMAFRA or any other organization or government.
4. All costs that have been claimed as Eligible Costs have been incurred and paid in full in accordance with the terms of the Agreement.

The undersigned warrant(s) that these statements are true.

[INSERT NAME OF RECIPIENT]

Print Name & Title of Authorized Official:

Signature:

Date:

Pallo, Cheryl

Subject: FW: Empire Summerfest - Notification Letter and Request for Letter of Non-Objection, Noise By-law suspension, and Sidewalk Closure
Attachments: Summefest Site Map 2020.pdf

From: chris@theempiretheatre.com [<mailto:chris@theempiretheatre.com>]
Sent: Wednesday, February 19, 2020 11:59 AM
To: MacDonald, Matthew
Subject: Empire Summerfest - Notification Letter and Request for Letter of Non-Objection, Noise By-law suspension, and Sidewalk Closure

CAUTION: This email is **NOT** from the city of Belleville. Do **NOT** click links or open attachments unless you recognize the sender and know the content is safe!

Dear Mr. Macdonald

Request for Letter of Non-Objection, Noise By-law suspension, and Sidewalk Closure for Empire Rockfest July 16, 17, 18, 19 2020

I am writing to notify you of our intention to use Empire Square located between Royal LePage Pro Alliance and The Empire Theatre for "Empire Summerfest 2020" (formerly Rockfest) from July 16th to July 19th 2020 (4 total Event days).

We are expecting to licence the entire area, pending confirmation by the Alcohol and Gaming Commission and expect an attendance of three to four thousand people each day.

I require a "Letter of Non-Objection" from the Municipal Clerk to send in with my AGCO licence application for this event. I have attached a sketch of the proposed area that more or less reflects the layout as well.

To cover our proposed Summerfest event we also need to address the Noise By-law and request a sidewalk closure on the East side only from the side entry door of the Empire Theatre at 321 Front Street to the front entry doors of the Royal LePage building at 357 Front Street as in previous Rockfest years.

The dates that we would need consideration for are:

- Fence set up impacting the east portion of the sidewalk as noted above would begin on Monday July 13th through to Monday July 20th with the actual show dates being Thursday July 16th, Friday July 17th, Saturday July 18th, and Sunday July 20th 2020.
- Gates will open at 6PM with an approximate end time of midnight each show day.

To avoid the chance of a band running a little over their designated time, we were hoping to extend the cut-off time to 1AM though we will still advise groups that 11:30 PM is the target end time.

Thank you very much for you continued support and assistance,

Chris

--
Chris Palmer
Theatre Manager

Pallo, Cheryl

Subject: FW: Empire Summerfest request for letter of municipal significance

From: chris@theempiretheatre.com [<mailto:chris@theempiretheatre.com>]

Sent: Wednesday, February 19, 2020 12:18 PM

To: MacDonald, Matthew

Subject: Empire Summerfest request for letter of municipal significance

CAUTION: This email is **NOT** from the city of Belleville. Do **NOT** click links or open attachments unless you recognize the sender and know the content is safe!

Hi Matthew,

In order to assist the Empire Theatre in its application for a Temporary Extension of our AGCO license for the sale and service of alcoholic beverages in connection with our Empire Summerfest event being held at Empire Square on July 16th to July 19th 2020 with operational hours of approximately 6pm to midnight; we ask that the Council declare the event of municipal significance for the City of Belleville.

Thank you for your time and consideration!

Chris

--

Chris Palmer
Theatre Manager
C. 1.613.243.8441
F. 1.613.968.8348
www.theempiretheatre.com

Security Personnel

26 Avrak Guards from 4:30pm to Close

4 Belleville Police from 6pm to Close

EMPIRE THEATRE

Permanent Post Inside Theatre

WASHROOMS

Permanent Post

BURGER REVOLUTION

Stage & Crowd

STAGE

Permanent Post

ST. JOHN AMBULANCE

GENERAL ADMISSION

Belleville Police

Stage & Crowd

Permanent Post

Permanent Post

Permanent Post

Permanent Post - Cash Transfer

BAR TICKETS

Belleville Police

Supervisors & Area Patrol

BAR TICKETS

TECH

CAFE E

ACCESSIBLE

Permanent Post

PINNACLE STREET

FRONT STREET

ENTRANCE

ENTRANCE

Empire Summerfest



BAR

ATM

MERCH/CAFEE TIX

Wands & Bag Check

GATES

WASHROOMS

ATM

ROYAL LEPAGE

