

# THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

## Committee of the Whole Agenda

Friday, January 15, 2021  
Electronic Meeting

Pages

**1. Call to Order**

The Committee of the Whole (C O W) meeting of the Council of The Corporation of the Municipality of Kincardine will be called to Order at \_\_\_\_ p.m. on January 15, 2020 electronically in the Council Chambers at the Municipal Administration Centre.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

**3. Business for Which the Special Meeting is Called**

**3.1. 2021 Budget Report, Treasury-2021-01**

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The Budget has been updated to reflect changes since the last budget meeting.

**3.2. SCADA Network Implementation, Public Works-2021-01**

The Kincardine Water Treatment Plant (KWTP) requires a capital upgrade to the dialer alarm system in 2021. The current system is causing issues and staff are concerned about impacts failure could impose and are therefore seeking pre-budget approval from Council to permit replacement now. Staff feel the use of SCADA technology at our sites to monitor operations, collect data and to simplify operations is a necessity. We have several sites that have SCADA technology installed and functioning, however on a remote level. This results in staff having to visit each site to understand how they are functioning and to physically pull data from each site for monitoring and reporting purposes. Integrating the sites advanced with SCADA technology will further support staff and allow our sites and operations to evolve to present methods. The Municipality utilizes DataSoft Solutions for their SCADA services and are requesting Council permit direct purchase through them for the necessary upgrades.

**3.3. Huron Terrace Sewage Pump Station Upgrades, Public Works-2021-02**

The 2020 capital budget included projects to replace the forcemain and upgrade the pump station for the Huron Terrace catchment. BMROSS has completed the preliminary design and is working towards final designs for the Huron Terrace Pumping station upgrades. The upgrades are planned for tender in the first quarter of 2021 with construction to commence soon after to support the Forcemain project upgrades. The final design solution results in a budgetary increase. The 2020 capital budget approved a project value of \$2.2 million; the final scope planned increases the budget to \$3 million inclusive of engineering. Staff are requesting Council approve the budget increase as part of the 2021 budget deliberations to enable the project to proceed with the design completed.

**4. Adjournment**

Motion #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT this COW adjourn at



## THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

### FYI REPORT

**Subject:** 2021 Budget Report

**FYI Report Number:** Treasury-2021-01

**Meeting Date:** Friday, January 15, 2021

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**Report:** The 2021 draft budget was presented to Council on December 18th, 2020 and included the following:

- \$12.654 million capital budget
- 3.8% tax rate increase, which consists primarily of a 3% tax rate increase to fund future infrastructure requirements (Lifecycle Reserve Fund)
- \$75 increase for the average household assessed at \$275,000
- \$2,043 total municipal portion of property taxes

The budget has been updated since the last budget meeting, and these changes are outlined in the attachment to the staff report. The most significant changes include:

- \$75,000 Safe Restart (Phase 2) grant funding applied to Recreation Department budget
- \$90,000 approved by Council for Customer Service Representatives at the Davidson Centre
- \$30,000 (28%) decrease to SMART Levy (from \$105,000 to \$75,000)
- Capital project #G042 Verbatim Replacement has been revised by Public Works and the budget has increased from \$20,000 to \$100,000

The tax rate increase has been amended to 3.7% as a result of these changes

**Attachments:** 2021 Capital Budget Summary, 2021 Operating Budget Summary, 2021 Projected Reserve Balance, Operating Budget Changes,

2021 Capital Budget with Funding			
	Carry forward	2021	Funding
9162 Maple St. Reconstruction		40,000	RF68-4425 Water
		960,000	RF75-Community Benefits
		500,000	Bruce Telecom Dividend
		1,500,000	
9474 Huron Terrace Forcemain Replacement	8,629,030		external loan
G044 Lake St North Servicing Parent		2,400,000	Ratepayer Contributions
H020 Queen St Reconstruction-Engineering Parent		38,000	RF68-4425 Water
		38,000	RF67-Sewer
		38,000	RF82-Lifecycle
		114,000	
I004 Bervie S/R - Parent		566,315	RF71-Gas Taxes
		93,685	RF82-Lifecycle
		660,000	
I006 Bruce Road 15 - Inverhuron Servicing Parent		6,000	RF68-4425 Water
		12,000	RF67-Sewer
		27,000	County Contribution 36% of entire project
		30,000	RF82-Lifecycle
		75,000	
I007 Durham St/Lambton St/ and Saugeen St. Parent		760,000	RF68-4425 Water
		505,000	RF67-Sewer
		584,570	OCIF
		1,695,430	RF82-Lifecycle
		3,545,000	
z001 Individual Projects			
Treasury			
B Information Technology			
B001 Failover Server and Off-Site Backup Installation		25,000	RF82-Lifecycle
<b>Total B Information Technology</b>		25,000	
<b>Total Treasury</b>		25,000	
Clerk			
E Clerk			
9027 Records Storage Modification	50,000		RF82-Lifecycle
9575 Heritage Conservation District Plan	50,000		RF82-Lifecycle
E006 Updates to Council Chambers - Electronic Meetings		150,000	RF82-Lifecycle
<b>Total E Clerk</b>	100,000	150,000	
F Tourism			
9653 DOWNTOWN SOUND SYSTEM(19)	20,000		
<b>Total F Tourism</b>	20,000	0	
<b>Total Clerk</b>	120,000	150,000	
Public Works			
G Water			
9502 K WATER INTERNAL/DONATED		40,000	RF68-4425 Water
9511 K-WATER METER		12,000	RF68-4425 Water
9515 HYDRANT		10,000	RF68-4425 Water
9525 KWTP UV DISINFECTION(19/18)	1,334,000		RF68-4425 Water
9526 TIV REPL PLC&PUMP(19)	329,126		RF24-Tiv Water
	345,500		RF71-Gas Taxes
	674,626		
9532 K STANDPIPE REPL PUMP(19)	1,009,476		RF68-4425 Water
9535 KWTP HIGHLIFT PUMP#3(19/18)	200,000		RF68-4425 Water
G007 McLeod Ave Watermain Replacement		525,000	RF68-4425 Water
G008 Highland Drive Watermain Replacement		525,000	RF68-4425 Water
G041 Scott's Point Well Replacement		30,000	RF68-4425 Water
G042 KWTP Verbatim Replacement with SCADA		100,000	45% RF68-4425 Water; 45% RF67 Sewer; 10% RF82 Lifecycle
<b>Total G Water</b>	3,218,102	1,242,000	
H Wastewater			
9466 REPL PUMP LAKE ST PS & UPGRD		30,000	RF67-Sewer
9480 Huron Terrace Pump Station Upgrades	2,200,000		RF67-Sewer
9482 HT&DURHAM PUMP STN UPGRADES	500,000		RF67-Sewer
9484 KWWTP Aeration Upgrades	1,400,000		RF67-Sewer
9487 WASTEWATER - INTERNAL/DONATED		30,000	RF67-Sewer
9547 BEC UV SYSTEM(19)	900,000		RF67-Sewer
<b>Total H Wastewater</b>	5,000,000	60,000	
I Roads			
9130 Concession 2 and BR 23 Improvements	70,000		OCIF
	5,000		RF82-Lifecycle

2021 Capital Budget with Funding			
	Carry forward	2021	Funding
	75,000		
9131 Pedestrian Crossing Community Review	20,000		RF82-Lifecycle
I011 Crosswalk Upgrades - Queen/Harbour St & Queen/Durham St.		75,000	RF82-Lifecycle
I016 Road Study and Traffic Counts		50,000	Contingency Reserve
I056 Pedestrian Crossing - Huron Terrace and Station Beach		25,000	RF82-Lifecycle
<b>Total I Roads</b>	<b>95,000</b>	<b>150,000</b>	
J Bridges, Culverts, Storm			
9114 Various Culvert Repair		130,000	Contingency Reserve
9404 BRUCE RD 15 STORM SEWER (19)	30,000		
9420 LAKE ST SOUTH STORM(19)	10,000		
9424 ALBERT RD STORM SEWER(19)	15,000		
<b>Total J Bridges, Culverts, Storm</b>	<b>55,000</b>	<b>130,000</b>	
K Fleet			
9255 REPL 3482 PLOW(19)	325,000		
K008 Tandem Plow/Sander 3484		325,000	RF75-Community Benefits
K010 One Half Ton Truck Replacement Wtr Dept 4432		50,000	RF82-Lifecycle
K011 Tractor (Cemetery) 5556		30,000	RF82-Lifecycle
K024 3/4 Ton Van Wtr Dept 4437/4395		80,000	RF82-Lifecycle \$48,000; RF68-4425 Water \$32,000
K026 Trackless Sidewalk Unit		80,000	RF82-Lifecycle
		100,000	RF80-DCs-Fleet
		180,000	
K035 Sweeper Attachment -Loader		35,000	RF82-Lifecycle
K037 1/2 ton truck for Water Dept		50,000	RF68-4425 Water
<b>Total K Fleet</b>	<b>325,000</b>	<b>750,000</b>	
L Waste Management			
L004 KWMC-Paving main entrance		140,000	Contingency Reserve
L006 KWMC - Construction of Cell #2 (B/C)		300,000	RF49-4445 Landfill
<b>Total L Waste Management</b>	<b>0</b>	<b>440,000</b>	
N Trails			
9172 MECHANICS FOOTPATH(19)	50,000		RF82-Lifecycle
9604 KIPP Trail - Huron Ridge to Kin-Huron	806,630		Recreation Infrastructure Grant
	240,000	65,000	RF82-Lifecycle
	353,370		Donations
	1,400,000	65,000	
N003 Trail Signage Replacement Program - Phase III		50,000	RF82-Lifecycle
N004 Red & Green 10KM Loop		30,000	Bruce Power
N007 Helliwell Park Foot Path Connection - replacement		20,000	RF82-Lifecycle
N008 Park Street Ext Footpath Rehabilitation		20,000	RF82-Lifecycle
N009 Reynolds Dr. Path Replacement		12,000	RF82-Lifecycle
<b>Total N Trails</b>	<b>1,450,000</b>	<b>197,000</b>	
O Airport			
9454 Airport Signage	20,000		RF82-Lifecycle
O015 Kiosk Fuel System Upgrade		100,000	RF82-Lifecycle
<b>Total O Airport</b>	<b>20,000</b>	<b>100,000</b>	
V General			
9493 HWY 9/21 BUSINESS PARK SERVICING (19)	4,065,000		external loan
	450,000		
	4,515,000		
V003 Sunset Shoreline Erosion		251,741	Covid-19 Resilience Fund
		23,259	RF82-Lifecycle
		275,000	
<b>Total V General</b>	<b>4,515,000</b>	<b>275,000</b>	
<b>Total Public Works</b>	<b>14,678,102</b>	<b>3,344,000</b>	
Parks & Recreation			
P Parks			
9607 Boardwalk Replacement	60,000	50,000	RF82-Lifecycle
9644 Victoria Park Gazebo Replacement	80,000	75,000	RF82-Lifecycle
P009 Landscape Architectural Studies for Dunsmoor and Reunion Parks		40,000	RF82-Lifecycle
P013 Replace 2520 Tractor		40,000	RF82-Lifecycle
P014 New Bleachers		40,000	Contingency Reserve
<b>Total P Parks</b>	<b>140,000</b>	<b>245,000</b>	
Q Recreation			
9589 Arena Refrigeration System Project	120,000		OTF Trillium Grant

<b>2021 Capital Budget with Funding</b>			
	<b>Carry forward</b>	<b>2021</b>	<b>Funding</b>
	285,000		Davidson Centre RF 72
	405,000		
9590 Davidson Centre Office Renovation Project	75,000		RF82-Lifecycle
9612 Repair Harbour Retaining Wall	60,000	25,000	RF82-Lifecycle
Q011 Conversion of Parks & Recreation Facilities to Natural Gas		30,000	Contingency Reserve
Q017 Pool HVAC Unit		20,000	RF82-Lifecycle
<b>Total Q Recreation</b>	540,000	75,000	
<b>Total Parks &amp; Recreation</b>	680,000	320,000	
Building & Planning			
R Building Department			
9638 Kincardine Library - Renovations	78,000		RF82-Lifecycle
9646 Replacement of Lighthouse Stairs	130,000	95,500	RF82-Lifecycle
R013 Medical Clinic Conversion to Natural Gas		30,000	RF82-Lifecycle
<b>Total R Building Department</b>	208,000	125,500	
<b>Total Building &amp; Planning</b>	208,000	125,500	
Fire & Emergency Services			
U Fire Department			
U007 Rescue Truck Replacement ( Tiverton Station)		425,000	RF82-Lifecycle
U015 Porta tank & portable pump		12,000	Contingency Reserve
U018 Womens Facilities Upgrade		15,000	RF82-Lifecycle
U019 Kincardine Fire Station Bay Doors		13,500	RF82-Lifecycle
U020 Fire Stations Upgrades to Natural Gas		10,000	Contingency Reserve
<b>Total U Fire Department</b>		475,500	
<b>Total Fire &amp; Emergency Services</b>		475,500	
<b>Total z001 Individual Projects</b>	15,686,102	4,440,000	
<b>Total Capital Departments</b>	24,315,132	12,734,000	

## 2021 Operating Budget Summary

	2020 Total Budget	2021 Draft Budget	Variance 2021 to 2020	% Variance 2021 to 2020
Revenue				
Council and CAO	142,657	126,573	(16,084)	(11%)
Treasury	21,573,680	22,650,477	1,076,797	5%
Clerk	49,860	54,990	5,130	10%
Fire Department	174,137	283,569	109,432	63%
Police Services	82,650	82,650		
Public Works	6,782,994	6,986,623	203,629	3%
Parks & Recreation	1,642,782	1,421,773	(221,009)	(13%)
Building & Planning	995,843	1,100,009	104,166	10%
<b>Total Revenue</b>	<b>31,444,603</b>	<b>32,706,664</b>	<b>1,262,061</b>	<b>4%</b>
Expenses				
Council and CAO	1,360,917	1,398,167	37,250	(3%)
Treasury	5,926,562	6,462,162	535,600	(9%)
Clerk	867,431	924,761	57,330	(7%)
Fire Department	1,233,774	1,549,591	315,817	(26%)
Police Services	2,421,832	2,355,826	(66,006)	3%
Public Works	12,894,745	13,134,321	239,576	(2%)
Parks & Recreation	4,433,604	4,558,296	124,692	(3%)
Building & Planning	2,305,738	2,323,540	17,802	(1%)
<b>Total Expenses</b>	<b>31,444,603</b>	<b>32,706,664</b>	<b>1,262,061</b>	<b>(4%)</b>
Surplus/(Deficit)				

# 2021 Reserve & Reserve Fund Balances

	Projected balance as of December 31, 2020	2021 proposed outlay	2021 Reserve Fund contributions	Projected balance as of December 31, 2021
<b>DISCRETIONARY RESERVE FUNDS</b>				
<b>15 Municipal Buildings Reserve Fund</b>	<b>207,698</b>	<b>-26,000</b>	<b>0</b>	<b>181,698</b>
Underwood Community Centre	2,553			2,553
Women's Institute Fund Balance	45,739			45,739
Locum House Fund Balance	56,974	-26,000		30,974
Westario Fund Balance	51,387			51,387
Lighthouse Fund Balance	0			0
K. Medical Clinic Fund Balance	0			0
Kinc. Library Fund Balance	0			0
Affordable Housing	51,045			51,045
<b>49 Equipment Replacement Reserve Fund</b>	<b>659,116</b>	<b>-300,000</b>	<b>310,000</b>	<b>669,116</b>
CAO Fund Balance	5,337			5,337
Clerk Fund Balance	13,152		10,000	23,152
Treasury Fund Balance	215			215
General Government Fund Balance	399			399
Kincardine Fire Fund Balance	170		100,000	100,170
Paisley Fire Fund Balance	2,525			2,525
Emergency Measures Fund Balance	0			0
Roads Fund Balance	176,185		100,000	276,185
Garbage Collection Fund Balance	4,968			4,968
Kincardine Landfill Fund Balance	360,069	-300,000	100,000	160,069
Kincardine Cemetery Fund Balance	3,884			3,884
Mysis Fund Balance	15,017			15,017
Street Lighting Fund Balance	6,082			6,082
IT Fund Balance	46,505			46,505
Building Fund Balance	4,729			4,729
Planning Fund Balance	19,878			19,878
17 Workplace Ins Reserve Fund	383,404	-16,000		367,404
60 Tourism Reserve Fund	322,734			322,734
63 Trails Bridging Reserve Fund	9,401			9,401
65 Tax Mitigation Reserve Fund	386,071	-385,000		1,071
66 Health Care Reserve Fund	1,090,914			1,090,914
74 Cemetery Reserve Fund	2,420			2,420
82 Lifecycle Reserve Fund	2,936,461	-3,529,374	3,810,000	3,217,087
<b>75 Community Benefits Reserve Fund</b>	<b>1,148,144</b>	<b>-1,285,000</b>	<b>650,000</b>	<b>513,144</b>
Annual Benefit	1,148,144	-1,285,000	650,000	513,144
<b>Recreation</b>				
14 Marina Launch Ramp Reserve Fund	680			680
25 Whitney Crawford Comm Centre Res Fund	213,365			213,365
51 Rotary Dock Reserve Funds	21,536			21,536
56 Kincardine Arts Facility Reserve Fund	6,079			6,079
69 Marina Reserve Fund	136,238		2,466	138,704
72 Recreation	220,007	0	50,000	270,007
Tiverton Sports Centre	0			0
Davidson Centre	153,753		50,000	203,753
Recreation	65,972			65,972
Parks	282			282
<b>Total Recreation</b>	<b>597,904</b>	<b>0</b>	<b>52,466</b>	<b>650,370</b>
<b>Ward 1</b>				
26 W1 Equipment Replacement Res Fund				
30 W1 Industrial Res Fund	1,941			1,941
<b>Ward 3</b>				
45 W3 Equipment Replacement Res Fund	0			0
<b>Total Tax Funded Reserve Funds</b>	<b>7,746,207</b>	<b>-5,541,374</b>	<b>4,822,466</b>	<b>7,027,299</b>
<b>Water</b>				
24 Tiverton Water Capital Reserve Fund	85,606			85,606
28 (W1) Kinc. Water Capital Res. Fund	0			0
68 Water Reserve Fund (not Tiverton)	9,503,357	-2,113,000	1,324,835	8,715,192
KWTP	9,317,002	-2,113,000	1,293,584	8,497,586
BEC	186,355		31,251	217,606
<b>Total Water</b>	<b>9,588,963</b>	<b>-2,113,000</b>	<b>1,324,835</b>	<b>8,800,798</b>
<b>Sewer</b>				
18 Tiverton Sanitary Sewer Res Fund	155,014			155,014
27 (W1) Sanitary Sewer/Storm Sewer R.F.	0			0
67 Municipal Sewer Reserve Fund	3,342,052	-660,000	1,317,416	3,999,468
<b>Total Sewer</b>	<b>3,497,066</b>	<b>-660,000</b>	<b>1,317,416</b>	<b>4,154,482</b>
<b>Total User Funded Reserve Funds</b>	<b>13,086,029</b>	<b>-2,773,000</b>	<b>2,642,251</b>	<b>12,955,280</b>
<b>Total Discretionary Reserve Funds</b>	<b>20,832,236</b>	<b>-8,314,374</b>	<b>7,464,717</b>	<b>19,982,579</b>
<b>OBLIGATORY RESERVE FUNDS</b>				
42 (W2) Inverhuron Sewer Reserve Fund	182,916			182,916
55 Kincardine Parkland Trust Reserve Fund	72,452			72,452
71 Federal Gas Tax Revenues Res. Fund	205,115	-566,315	361,200	-0
73 Building Permit Res Fund	2,229,606	-106,619		2,122,987
80 Development charges Res Fund	932,053	-100,000	0	832,053
Parks & Recreation	226,814			226,814
Wastewater	0			0
Water	478,704			478,704
Cemetery	2,886			2,886
Public Works & Municipal Fleet	101,845	-100,000		1,845
Fire Services	61,613			61,613
Waste Management	5,020			5,020
General Government	137			137
Roads & Related	55,034			55,034
81 PIL Parking	0			0
<b>Total Obligatory Reserve Funds</b>	<b>3,622,141</b>	<b>-772,934</b>	<b>361,200</b>	<b>3,210,407</b>
<b>General Reserves</b>				
Community Policing Reserve	1,015			1,015
Working Capital Reserve	330,493			330,493
Contingency/Capital Reserve	3,760,500	-412,000		3,348,500
Election Reserve	82,343		15,000	97,343
BIA Reserve	6,193			6,193
<b>Total Reserves</b>	<b>4,180,549</b>	<b>-412,000</b>	<b>15,000</b>	<b>3,783,549</b>
<b>Total Reserve &amp; Reserve Fund Balance</b>	<b>28,634,920</b>	<b>-9,499,308</b>	<b>7,840,917</b>	<b>26,976,529</b>



2021 Budget Changes				
	2021	2021	2021	
	18-Dec-20	15-Jan-21		
	Total Budget	Total Budget	Variance	Comments
Council and CAO				
CAO				
1118 ADMINISTRATION				
01-1118-0322 Provincial Grant	-5,623	-15,623	-10,000	Funding for continuation of Digital Transformation Strategy project; was omitted in first submission
<b>Total Council and CAO</b>	<b>1,281,594</b>	<b>1,271,594</b>	<b>-10,000</b>	
Treasury				
Taxation	-19,450,853	-19,436,228	14,625	change in tax rate to balance budget
Treasury				
1112 GENERAL GOVERNMENT				
01-1112-0532 Short Term Investment Income	-2,000		2,000	was previously interest earned on loan to Friends of the Pavilion - loan is now paid in full and no longer required
<b>Total Treasury</b>	<b>-16,204,940</b>	<b>-16,188,315</b>	<b>16,625</b>	
Clerk				
Clerk				
1120 CLERK				
01-1120-1311 Part Time Wages	45,635	46,941	1,306	step increase omitted in first round
01-1120-1418 WSIB Schedule I	8,506	8,543	37	
01-1120-1419 Fringe Benefits - Statutory & Optional	78,757	78,883	126	
<b>Total Clerk</b>	<b>868,302</b>	<b>869,771</b>	<b>1,469</b>	
Fire Department	1,266,022	1,266,022	0	
Police Services	2,273,176	2,273,176	0	
Public Works				
Roads				
3590 TRANSPORTATION				
01-3590-3426 General Contracting Services (disability v	105,000	75,000	-30,000	decrease to SMART levy
<b>Total Roads</b>	<b>3,749,515</b>	<b>3,719,515</b>	<b>-30,000</b>	
Airport				
3661 AIRPORT				
01-3661-3324 Management services	91,800	93,500	1,700	CPI adjustment on management of the airport, omitted in first round
<b>Total Airport</b>	<b>228,182</b>	<b>229,882</b>	<b>1,700</b>	
<b>Total Public Works</b>	<b>6,175,998</b>	<b>6,147,698</b>	<b>-28,300</b>	
Parks & Recreation				
Parks				
4491 ENVIRONMENTAL COMMITTEE				
01-4491-0617 E - Other Revenue		-896	-896	Rain barrel fundraiser for 2020 to be used for purchase of water filling stations in 2021
<b>Total Parks</b>	<b>917,211</b>	<b>916,315</b>	<b>-896</b>	
Recreation				
01-7200-0587 Contribution from Reserve		-5,000	-5,000	funding for rec financial assistance program that was raised in 2020, program did not start in 2020
<b>Total Recreation</b>	<b>370,845</b>	<b>365,845</b>	<b>-5,000</b>	
Facilities				
7021 DAVIDSON CENTRE				
01-7021-0322 Provincial Grant		-75,000	-75,000	Safe Restart Funding Phase 2
01-7021-1311 Part Time Wages	46,799	128,473	81,674	Wages for Customer Service Representatives
01-7021-1418 WSIB Schedule I	5,394	7,722	2,328	
01-7021-1419 Fringe Benefits - Statutory & Optional	61,258	68,155	6,897	
<b>Total Facilities</b>	<b>1,838,464</b>	<b>1,854,363</b>	<b>15,899</b>	
<b>Total Parks &amp; Recreation</b>	<b>3,126,520</b>	<b>3,136,523</b>	<b>10,003</b>	
Building & Planning				
Planning				
2231 SAUGEEN VALLEY CONSERV. AREA				
01-2231-3507 SVCA Operating	308,807	311,010	2,203	SVCA levy increase

<b>2021 Budget Changes</b>				
	2021	2021	2021	
	18-Dec-20	15-Jan-21		
	Total Budget	Total Budget	Variance	Comments
8011 PLANNING & ZONING				
01-8011-3316 Consultants	172,000	180,000	8,000	Zoning by-law adjustment
<b>Total Building &amp; Planning</b>	<b>1,213,328</b>	<b>1,223,531</b>	<b>10,203</b>	
<b>Total Municipality of Kincardine</b>				



## THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

**Subject:** SCADA Network Implementation

**Report Number:** Public Works-2021-01

**Meeting Date:** Friday, January 15, 2021

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**Recommendation:** THAT Council provide pre-budget approval for the necessary SCADA upgrades to integrate existing sites and to replace the existing Verbatim at the Kincardine Water Treatment Plant;

**AND FURTHER THAT Council authorize Staff to utilize section 9.1 – Direct purchase from a supplier from the Purchasing and Procurement Policy to purchase the instrumentation from DataSoft.**

**Date to be considered by Council:** Friday, January 15, 2021

**Report Summary:**

The Kincardine Water Treatment Plant (KWTP) requires a capital upgrade to the dialer alarm system in 2021. The current system is causing issues and staff are concerned about impacts failure could impose and are therefore seeking pre-budget approval from Council to permit replacement now. Staff feel the use of SCADA technology at our sites to monitor operations, collect data and to simplify operations is a necessity. We have several sites that have SCADA technology installed and functioning, however on a remote level. This results in staff having to visit each site to understand how they are functioning and to physically pull data from each site for monitoring and reporting purposes. Integrating the sites advanced with SCADA technology will further support staff and allow our sites and operations to evolve to present methods. The Municipality utilizes DataSoft Solutions for their SCADA services and are requesting Council permit direct purchase through them for the necessary upgrades.

**Origin:** 2021 Capital projects

**Existing Policy:** G.G. 2.17 Purchasing and Procurement Policy

**Background/Analysis:** The 2020 budget included upgrades to the Tiverton and Kincardine Standpipes inclusive of data management components. Both projects

are underway with data management components scheduled for January installation. In 2021 the existing Verbatim dialer at the KWTP is due for replacement. The device is required to alert operators of any exceedances to established operational parameters.

SCADA systems are an operational tool that manages all processes, data collection and alarms for systems in an integrated and accessible fashion. In 2016 the Leachate facility at the WMC was completed with a SCADA system installed. In 2017 SCADA upgrades were performed at the KWTP to replace the outdated system that was no longer functioning. In 2018 the Connaught Sewage Pumping Station was constructed with a SCADA system installed. All sites that have SCADA presently installed are remote standalone sites. All the other sites have aging methods of data collection that could be replaced with SCADA instrumentation as they require replacement.

Through further investigation by staff, a proposal was prepared to consider amending the upgrades at the standpipe projects to include SCADA components. The altered technology imposes no financial impacts to the existing contracts, however prepares both sites for future connectivity. Additionally, the service provider has provided pricing to look at connecting all remote sites back to the KWTP, and further replacing the Verbatim process with SCADA functions. This would bring our operations to the 21<sup>st</sup> century with respect to instrumentation with an integrated approach and avoid further stop gap upgrades until a time when full SCADA operations were possible. Staff would be able to access all site data from one location for the sites connected, in addition to remote access to understand and possibly trouble shoot system alarms and make process changes.

Staff are requesting Council consideration to replace proposed project G042 with a SCADA upgrade to our sites. This would integrate all sites, improve operations and system response times and further improve the overall operational integrity. Undertaking the upgrades now would impose long term savings as we can repurpose existing SCADA equipment from the KWTP to the standpipes; should we update the standpipes only now we would need to purchase like equipment which would result in a spare unit vs repurposing the one at the KWTP. The unit at the KWTP would be upgraded to allow expanded functionality of multiple sites being added now and able to adapt to add others with future offsite additions. Due to the concerns at the KWTP with the Verbatim, we are requesting pre-budget approval to allow staff to proceed with the necessary upgrades in January. Our current systems are supported through DataSoft Software Solutions; and staff are requesting approval to use the direct purchase method from the purchasing and procurement policy to enable us to continue working with our provider.

**Corporate Strategic Plan 2020-2025: Sustainable Practices and Organizational Efficiency & Innovation.**

**Financial Implications:** There are no financial impacts to the existing contracts at the two standpipes. The proposed SCADA upgrades amount to a cost of \$100,000.

This project is to be funded as follows:

\$45,000 from the Kincardine Water RF 68

\$45,000 from the Sewer RF 67

\$10,000 from the Lifecycle RF

This project replaces project G042 KWTP Verbatim Replacement (\$20,000) in the 2021 draft capital budget.

**Attachments:**

G042 KWTP Verbatim Replacement

# Municipality of Kincardine

## Capital Projects

<b>Project</b>	G042 KWTP Verbatim Replacement		
<b>Department</b>	Water		
<b>Version</b>	2 Treasurer Review	<b>Year</b>	2021

### Description

The Verbatim equipment at the Kincardine Water Treatment Plant is at an age that it needs to be replaced.

### Justification

The verbatim dialer is the alarm system that alerts the water/wastewater operators of any exceedences to parameters set within the water treatment plant. The existing equipment is aging and needs to be replaced. This equipment is required to meet Ministry of the Environment, Conservation and Parks legislation.

### Budget

	Total	Carryfwd	2021
<b>Expenditures</b>			
General Contracting	20,000		20,000
	20,000		20,000
<b>Expenditures Total</b>	<b>20,000</b>		<b>20,000</b>

### Attributes

Attribute	Value	Comment
Department	Water	
Approval Status (Post OperImp to OP)	Not Approved	
Asset Classification	Equipment	
Completion Date		
Project Type	Replacement	
By-Law Resolution Number		
Priority	High	
Status	New Capital Project	
Service Life (Years)	0	
Parent Project	z001 Individual Projects	
Is Parent Project?	No	



## THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

**Subject:** Huron Terrace Sewage Pump Station Upgrades

**Report Number:** Public Works-2021-02

**Meeting Date:** Friday, January 15, 2021

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**Recommendation:** THAT Council approve the budget increase for project H002 Huron Terrace Pump Station Upgrades from \$2,200,000 to \$3,000,000 to support the required upgrades in 2021.

**Date to be considered by Council:** Friday, January 15, 2021

**Report Summary:**

The 2020 capital budget included projects to replace the forcemain and upgrade the pump station for the Huron Terrace catchment. BMROSS has completed the preliminary design and is working towards final designs for the Huron Terrace Pumping station upgrades. The upgrades are planned for tender in the first quarter of 2021 with construction to commence soon after to support the Forcemain project upgrades. The final design solution results in a budgetary increase. The 2020 capital budget approved a project value of \$2.2 million; the final scope planned increases the budget to \$3 million inclusive of engineering. Staff are requesting Council approve the budget increase as part of the 2021 budget deliberations to enable the project to proceed with the design completed.

**Origin:** 2020 Approved Capital Budget

**Existing Policy:** n/a

**Background/Analysis:** The 2020 capital budget included project H002 for the necessary upgrades to the Huron Terrace Pumping Station at a projected cost of \$2.2 million. Through 2020 the design for the planned upgrade was completed, looking at a variety of solutions to provide expanded capacity and overall improvements to daily operations and operators health and safety. BMROSS put together 4 alternative solutions, of which staff reviewed with BMROSS to consider the overall pro's and con's of each scenario, with further consideration to the long term needs of the station.

The current station was constructed in 1980. This is the first known major upgrade to the site. The original plan was to use dry-pit pumps in the existing structure; with no wet-well expansion and no automatic screening. The current plans include the following: install submersible pumps, increase wet-well capacity (approximately double) and install an automatic screen. These changes contribute to the need for a separate valve/meter chamber on the site; a small new electrical building; reconfiguration of the station inlet sewer and reconstruct the station overflow sewer; and installation of a concrete liner system within the wet-well.

The submersible vs dry pit pump configuration is partially an operational preference consideration. The benefits of submersibles include for maintenance pumps are “pulled” to surface level without the need to disconnect suction or discharge piping at the bottom of a pump station building. This can save an operator time for planned maintenance or emergent repairs, as well as a health & safety benefit with the elimination of confined space entry and the potential for submersion in sewage waste while maintaining a dry pit pump. Additionally, for motor cooling, there is a greater volume of water surrounding the pump motor.

For the wet well increase the largest benefit in the event of loss of pumping capability is a greater time to respond before station overflow. This provides additional operational flexibility during significant operational events and overall reduces the impact to the environment. This also attributes to less cycling of pump on/off cycles, saving wear & tear on the pumps. This will also increase the physical space to work in during future station maintenance activities.

The recent upgrades to the Connaught sewage pump station included an auto bar screening unit. The existing stations do not include this feature, which then requires physical removal by means of confined space entry imposing a risk to the workforce involved in maintenance. Some of our sites have little capability to screen meaning items that are unrelated to sewage such as wipes, rags, needles etc. are attempted to transfer through the pumps causing clogs that require manual maintenance and safety risks to the staff and premature failure of pumps. The design includes an auto screening system to remove this spoil which will improve the overall functionality of our system and greatly reduce operational downtime and safety risks to our staff.

The elements highlighted result in a revised budget of \$3 million inclusive of engineering to complete the proposed upgrades of the site. The amended scope will provide a more well-rounded long-term solution which staff feel would defer or eliminate a future ask for the main pumping station location. Scope and subsequent budget planning for wet well upgrades can be more challenging than visualizing needs for a road reconstruction project. While the revisions result in a net value increase of over 25%, the final product delivered and long-term value with the planned design impose significant operational and health and safety improvements.



Council is being asked to support the final design and is being requested to increase the project budget as part of the 2021 budget deliberations. The project is planned for tendering in the first quarter of 2021; with construction to commence this spring to align with the forcemain upgrades already underway and to be completed in 2021.

**Corporate Strategic Plan 2020-2025:** Sustainable Practices - The Municipality is progressive in its efforts to maintain and build out infrastructure, its operational practices and managing finances.

**Financial Implications:** This project is being funded from the Sewer Reserve Fund 67, which has a projected balance of \$3.999 million for December 31, 2021. After providing for the \$800K increase in project costs, this will leave a projected balance of \$3.199 million.

**Attachments:** n/a