



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

Report No.: 08-327
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**TO:** Mayor and Council

**FROM:** Cynthia Beach, Commissioner, Sustainability & Growth Group

**RESOURCE STAFF:** Speros Kanellos, Director, Growth & Initiatives Department

**DATE OF MEETING:** 2008-11-25

**SUBJECT:** Proposed Land Leases to Bell Mobility – Centre 70 and Woodbine Park

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**EXECUTIVE SUMMARY:**

Staff recommends that Council approve the lease of a portion of the Centre 70 and Woodbine Park sites to Bell Mobility Inc. for the installation of cellular transmission towers. The City will realize annual leasing revenues in the range of \$8,000 to \$12,000 per site. The combined projected annual lease revenues could pay for one new ice resurfacer at Centre 70 approximately every ten years, and could cover the approximate annual cost of the maintenance of one soccer field at Woodbine Park.

The location of each tower will not impede the public's enjoyment of either municipally-owned facility. The locations have been selected jointly by Bell Mobility and City staff with an emphasis on areas that are not frequented by the public.

The installation of each tower is subject to Site Plan Approval and Health Canada's *Safety Code 6*. *Safety Code 6* has established maximum levels of radiofrequency fields produced by cellular tower installations. Health Canada recently measured the level of radiofrequency fields around a number of cellular transmitting facilities. They found that the levels are well below the limits specified in *Safety Code 6*.

Council shall not be fettered in the exercise of its discretion as the approval authority under the *Planning Act* by virtue of so directing the City Clerk and reserves the absolute right to reject or approve with conditions any planning applications that may be submitted, without regard to its consent to the making of the application.

**RECOMMENDATION:**

That Council authorize the Mayor and Clerk to execute all necessary agreements and other documents required to finalize Lease Agreements for a five year term at current fair market rate, with three five-year renewal options, with Bell Mobility Inc., in a form satisfactory to the Director of Legal Services, for the purpose of installing two cellular transmission towers, one on City lands known as Centre 70 and one at Woodbine Park; and

That Council authorize and direct the City Clerk to sign letters of consent on behalf of the City solely in its capacity as property owner, as necessary, to permit Bell Mobility Inc. to make all necessary Planning Applications to install a cellular transmission tower on City lands known as Centre 70 and Woodbine Park.

**AUTHORIZING SIGNATURES:**

<p><b>ORIGINAL SIGNED BY COMMISSIONER</b>                  Cynthia Beach, Commissioner, Sustainability &amp; Growth Group</p>
<p><b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b>                  Gerard Hunt, Chief Administrative Officer</p>

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	✓
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	✓
Commissioner Thurston, <i>Community Development Services</i>	✓
Commissioner Leger, <i>Corporate Services</i>	✓
Jim Keech, President, <i>Utilities Kingston</i>	✓

*(N/R indicates consultation not required)*

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**OPTIONS/DISCUSSION:**

Bell Mobility Inc. has approached the City seeking to lease property in Kingston West for two new cellular phone towers. Bell Canada recently announced a significant strategic investment in its Third Generation (3G) wireless network capabilities. Part of the 3G investment is enhancing wireless coverage to Bell's customers in Kingston. To do this, Bell Mobility has identified two areas in Kingston West where new transmission towers are required. Prior to looking at privately owned sites, Bell Mobility has selected two City-owned sites as ideal locations to erect two new transmission towers.

The preferred locations for the towers are at Centre 70 (Front Road at Days Road) and Woodbine Park (Woodbine Avenue). An internal circulation to staff was issued requesting comments, as well as discussions and site visits held with staff from Arenas, Public Works and Culture & Recreation.

*Tower Characteristics*

- Each tower will be between 100 feet and 150 feet tall (30 - 45 metres)
- Each tower is a straight pole with wireless transmission components at the top
- There is a fenced enclosure at the base of the tower, approximately 12m by 12m (40 feet by 40 feet maximum)
- Decorative wood fencing is proposed at Woodbine Park
- A 24/7 access road is required, and is constructed and paid for by Bell Mobility
- Annual lease revenue will be realized by the City

*Centre 70 site*

Arena management staff is encouraged at the prospect of realizing annual revenues from the leasing of land at Centre 70. The annual lease revenue is expected between \$8,000 and \$12,000 per annum.

City and Bell Mobility staff have agreed that the preferred location at Centre 70 is in the north east corner, adjacent to the Kingston Curling Club and the Collins Bay Penitentiary lands. This location is 175 metres from Our Lady of Lourdes Catholic School on the corner of Days Road and Cranbrook Street, and 175 metres from the houses on the south side of Front Road opposite Centre 70.

The location will not interfere with any current operations of the site, and will be pushed back as far as possible in the existing grassed area to allow for possible future parking lot expansion. Bell Mobility will also provide landscaping improvements around the enclosure, to be approved by the City.

In addition to the annual lease payment and landscaping improvements, Bell Mobility will provide to the City an initial cash payment of \$10,000 to be used at the City's discretion.

A map of the tower location at Centre 70 is found in Exhibit A. Coloured photo renderings may be viewed by contacting Peter Huigenbos at 613-546-4291, ext. 3148.

*Woodbine Park site*

The opportunity to generate a long term annual income, for the sacrifice of a small footprint of space, is supported by the City's Public Works and Culture & Recreation Departments. The annual lease revenue is expected between \$8,000 and \$12,000 per annum. In addition to the annual lease payment, Bell Mobility Inc. has agreed to provide a decorative wood fence around the tower enclosure, landscape the immediate area, and expand and improve the staff parking area at Woodbine Park to provide for approximately 6 new spaces for staff parking.

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In addition to the annual lease payment and parking improvements, Bell Mobility will provide to the City an initial cash payment of \$10,000 for each site to be used at the City's discretion.

The location of the tower would be behind the Fieldhouse and Maintenance Garage. This area is currently unused by recreational users of the park and by City staff. It is out of the way and leasing this footprint would not hinder the City's ability to expand any of the surrounding fields, baseball diamonds or maintenance facilities. From this area, the nearest residential neighbourhood is Katherine Crescent, about 185 metres away. The Kingston Christian School, located at 1212 Woodbine Road, is about 240 metres away.

A map of the tower location at Woodbine Park is found in Exhibit B. Coloured photo renderings may be viewed by contacting Peter Huigenbos at 613-546-4291, ext. 3148.

### *Safety*

Bell Mobility Inc. informs City staff that it adheres to *Industry Canada's "Limits of Exposure to Radiofrequency Fields at Frequencies from 10kHz – 300 GHz."* This guideline is known as Safety Code 6. Wherever possible, Bell Mobility Inc. applies a further safety factor of at least two times what is required in Safety Code 6.

From "Safety of Exposure to Radiofrequency Fields – Frequently Asked Questions" compiled by Health Canada:

"Health Canada's Radiation Protection Bureau has established safety guidelines for exposure to radiofrequency fields. These safety guidelines are outlined in the publication, *Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz - 300 GHz*, also known as Safety Code 6.

Safety Code 6 sets the limits for safe exposure to radiofrequency fields at home or at work. The Code also outlines safety requirements for the installation and use of devices that emit radiofrequency fields. (Note: The exposure limits in this code are not intended to apply to people who are deliberately exposed to radiofrequency fields for medical treatment under the direction of a physician.)

Biomedical studies in Canada and other countries indicate there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radiofrequency fields, provided that exposure is within the guidelines set out in Safety Code 6.

Through its procedures, Industry Canada requires that all operators of radio and television broadcast stations, cellular, land mobile, amateur radio and other radiofrequency emitters, ensure that the radiofrequency fields produced by their installations do not exceed the maximum levels contained in Health Canada's Safety Code 6. Health Canada recently measured the level of radiofrequency fields around a number of cellular transmitting facilities. They found that the levels are well below the limits specified in Safety Code 6."

### *Municipal Planning Approval*

There are several existing cellular transmission towers in Kingston. The current mechanism to approve the construction of a new tower, and proposed for the towers at Centre 70 and Woodbine Park, is through a modified Site Plan Application process and licensing by Industry Canada. The City's modified site plan approval process satisfies Industry Canada's and the City's procedures for public consultation for new antenna tower proposals. The modified process includes a review by the Planning Committee, public notice to abutting land owners and advertisements. Council's authorization to enter into lease agreements with Bell Mobility Inc, conditional on Site Plan Approval, in no way fetters Council's approval authority with respect to any and all

municipal applications required by Bell Mobility Inc., including Site Plan Approval. A zoning by-law amendment is not required to construct a tower at either site.

*Construction*

Bell Mobility plans to seek planning approvals over the winter and commence construction in the Spring/Summer 2009.

*Lease Terms*

Bell Mobility has offered to lease the lands from the City for a five year term at current fair market rate, with three five-year renewal options. The expected fair market rate, based on towers in similar locations, is expected between \$8,000 and \$12,000 per annum. Through the review of comparable Bell Mobility leases or appraisal, staff will seek to confirm that a rate between \$8,000 and \$12,000 per annum, increased annually by the Consumer Price Index, represents fair market value for each location. Staff will negotiate for higher lease rates should the fair market value analysis show that \$8,000 to \$12,000 per annum is too low. After each five year term, the renewal lease rate will not be less than the previous year's lease rate.

**EXISTING POLICY/BY LAW:**

Council recently granted an easement to Union Gas for the installation of a gas main through Woodbine Park from Woodbine Road to Princess Street. Construction of the gas main is slated to commence after Thanksgiving 2008. Construction of the Bell Cellular towers is expected to take place in Spring/Summer 2009.

**NOTICE PROVISIONS:**

The installation of the Cell towers is subject to the Site Plan Approval process.

**ACCESSIBILITY CONSIDERATIONS:**

N/A

**FINANCIAL CONSIDERATIONS:**

New sources of Capital and Operating Revenue to the City:

Centre 70	
Estimated Annual Lease Revenue	\$8,000 - \$12,000
Additional Upfront Cash contribution by Bell Mobility	\$10,000
Additional up-front Capital Improvements by Bell Mobility	\$5,000

Woodbine Park	
Estimated Annual Lease Revenue	\$8,000 - \$12,000
Additional Upfront Cash contribution by Bell Mobility	\$10,000
Additional up-front Capital Improvements by Bell Mobility	\$10,000

In addition to annual lease payments, Bell Mobility will provide a cash payment of \$10,000 per site to be used at the City's discretion. Also, Bell Mobility is committed to planting trees and making landscaping improvements adjacent to the tower location at Centre 70 (approximate value \$5,000), and to provide about 6 new parking spaces for City staff at Woodbine Park (approximate value \$10,000). These improvements total an estimated \$15,000 of works-in-kind, in addition to the two \$10,000

cash payments. The estimated revenue will be incorporated into the 2009 operating budgets for Centre 70 and Woodbine Park cost centres.

**CONTACTS:**

Speros Kanellos, Director, Growth & Initiatives Department, 613 546-4291, ext 3133

Hal Linscott, Director, Legal Services, 613 546-4291, ext 1296

Peter Huigenbos, Manager, Partnerships & Initiatives, Sustainability & Growth, 613 546-4291, ext 3148

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Damon Wells, Director, Public Works

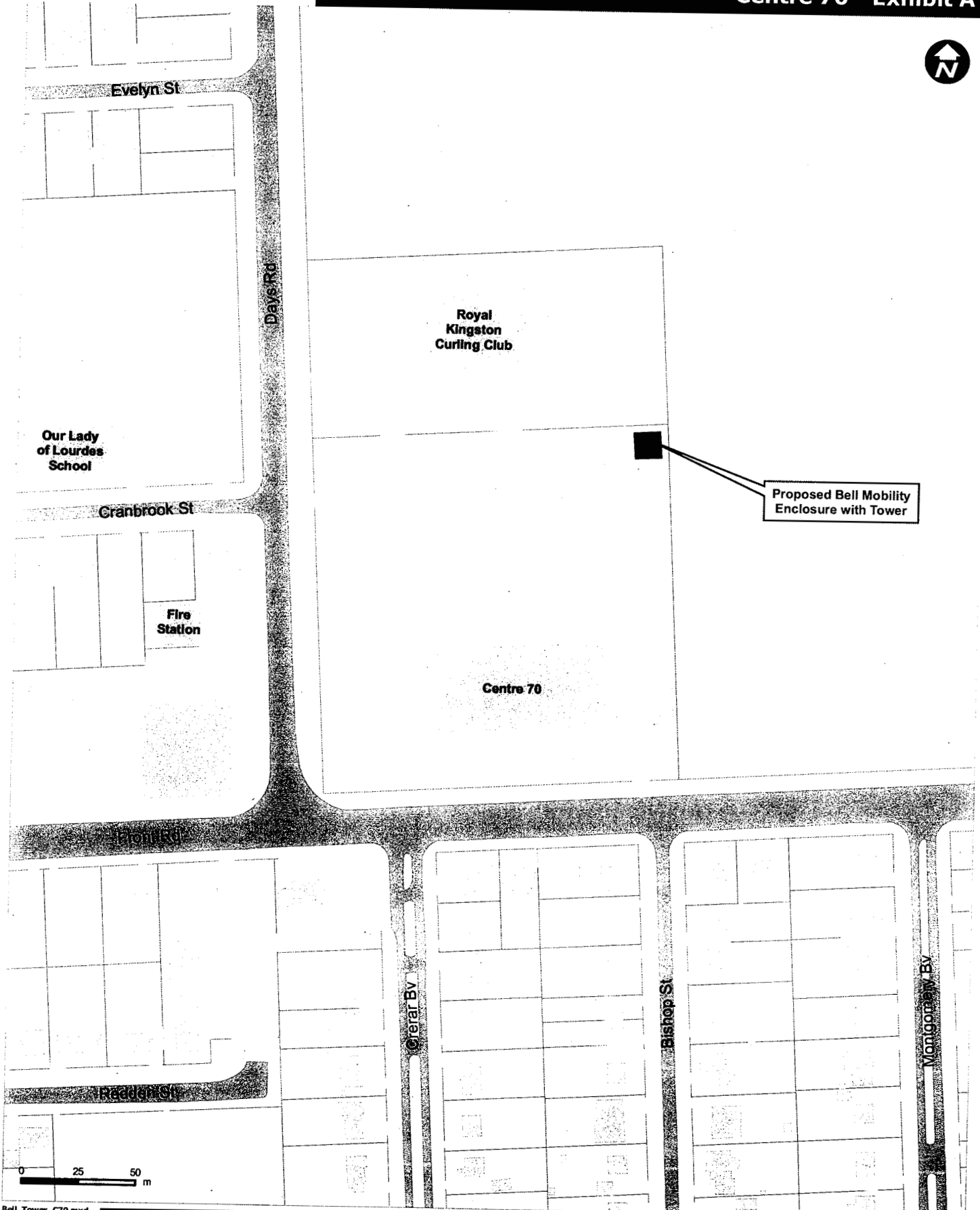
Barclay Mayhew, Director, Project Development, Sustainability & Growth

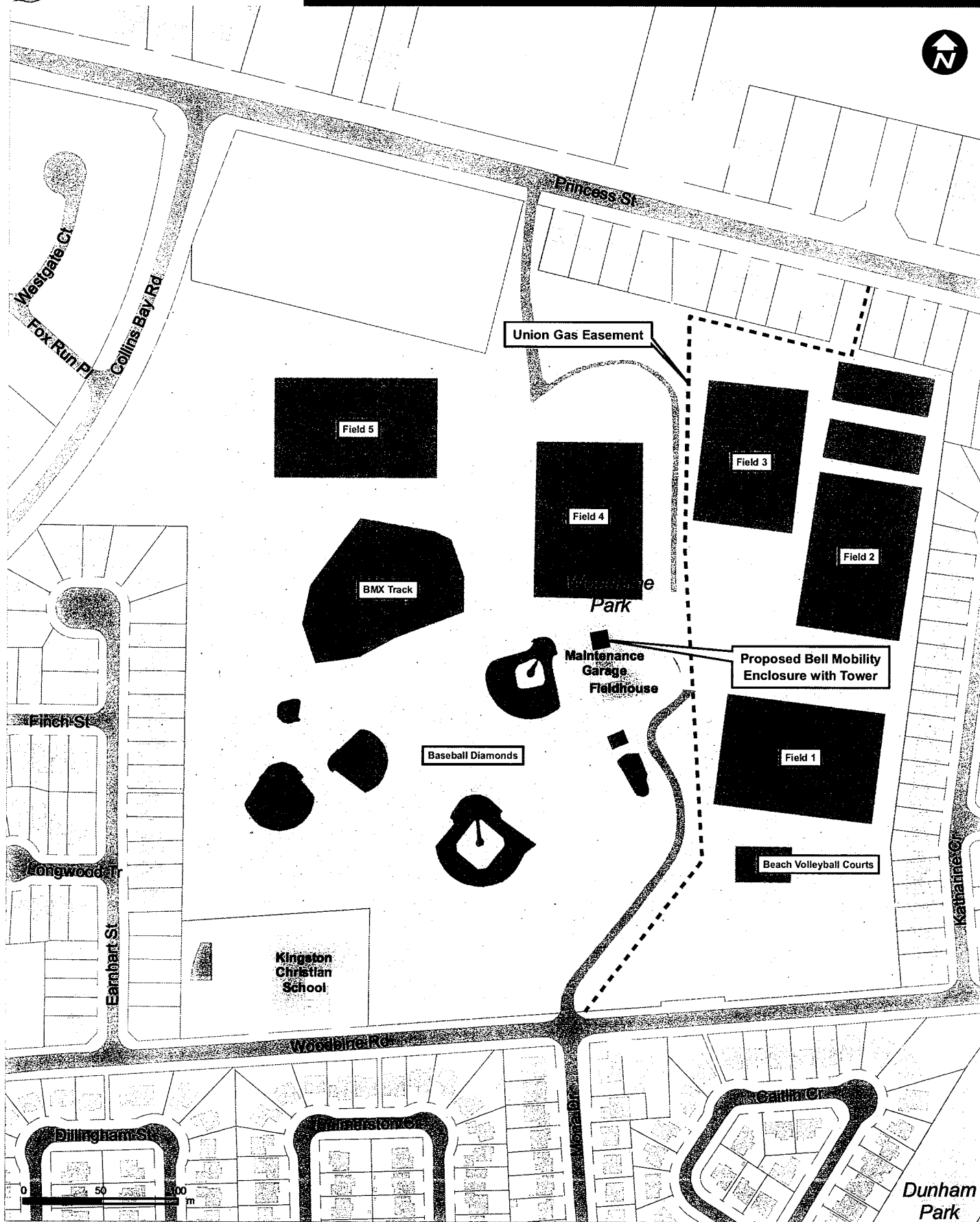
Kelly Williams, Arenas Manager

**EXHIBITS ATTACHED:**

Exhibit A: Centre 70 Location Map

Exhibit B: Woodbine Park Location Map









**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

<b>Report No.: 08-351</b>
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**TO:** Mayor and Council

**FROM:** Lance Thurston, Commissioner, Community Development Services Group

**RESOURCE STAFF:** Lynda Breen, Manager, Recreation Services Division, Culture & Recreation Dept.

**DATE OF MEETING:** 2008-11-25

**SUBJECT:** Award of Tender Ron Lavallee Park Splashpad Project

**EXECUTIVE SUMMARY:**

At the direction of Council, with \$74,000 in approved funding through the 2008 capital budget process, staff have been working on the implementation to convert an existing wading pool into a splashpad at Ron Lavallee Park on 4<sup>th</sup> Avenue. To date, staff have undertaken a full review of the condition of the existing infrastructure, the design and the issuing of a tender for the provision of labour, materials and equipment to complete the conversion of the existing wading pool to a splashpad. The work includes supplying and installing the following:

- Construction of a new concrete splashpad with five (5) spray features;
- Upgrade plumbing and electrical inside the mechanical building; and
- Replace the existing sewer service line.

As a result of additional infrastructure work determined as being required and having completed the above noted steps, the total capital cost is now estimated to be \$125,000. Since the approved 2008 capital budget for this project is \$74,000, a budget amendment of \$51,000 is therefore required. It is necessary to commence the project in the 4<sup>th</sup> quarter of 2008 to meet the target completion date of June 2009.

The tender for the splashpad closed on October 15, 2008. Three (3) tenders were received and the bid with the lowest price is recommended.

**RECOMMENDATION:**

**THAT** Council approve a capital budget amendment in the amount of \$51,000, funded from the municipal capital reserve fund to be added to Capital Project No. 98469 Splashpad 4th Avenue; and

**THAT** the tender submitted by Len Corcoran Excavating Ltd. in the amount of \$98,525 + GST in response to tender No. EN-2008-11 "Convert the Kiwanis Park Wading Pool to a Splashpad on Fourth Avenue" be approved as the successful bid; and

**THAT** the Mayor and Clerk be authorized to sign the agreement subject to the agreement being in a form satisfactory to the Director of the Legal Services Department.

**AUTHORIZING SIGNATURES:**

<b>ORIGINAL SIGNED BY COMMISSIONER</b> Lance Thurston, Commissioner, Community Development Services Group
<b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b> Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	N/R
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	✓
Commissioner Leger, <i>Corporate Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

*(N/R indicates consultation not required)*

## REPORT TO COUNCIL.

## Award of Tender Ron Lavallee Park Splashpad Project

2008-11-25  
- Page 3 -**OPTIONS/DISCUSSION:**

Staff have been working on putting together all of the pieces of this project to commence infrastructure work in the 4<sup>th</sup> quarter of 2008 with a project completion date of June 2009. This has included a review of the condition of the existing infrastructure, the splashpad design and the issuing of a tender to complete the conversion of the existing wading pool to a splashpad.

Preliminary investigations had not foreseen the poor condition of the plumbing infrastructure and the need to make significant alterations to both plumbing and electrical to meet code requirements. Additional capital funds are required to upgrade existing plumbing and electrical inside the mechanical building and to replace the existing sewer service line. A contingency has been included in the cost estimate to ensure the project falls within the project budget.

It is necessary to award the tender and commence work in the 4<sup>th</sup> quarter of 2008 to meet the June 2009 completion target – splashpad open for the summer. Approved capital funding is in place to start the project but it is recommended that the additional required funding (\$) from the municipal capital reserve fund be added to Capital Project No. 98469 Splashpad 4<sup>th</sup> Avenue for the project completion.

**Capital Cost Projections**

Council has approved \$74,000 for this initiative during the 2008 capital budget process. As a result of additional infrastructure work required the total capital costs is now estimated to be \$125,000. This estimate includes staff costs and a 15% contingency allowance over and above the contract bid price. A budget adjustment of \$51,000 is therefore required.

**Summary of Proposals**

Three (3) companies submitted proposals on the items as follows:

<b>Company</b>	<b>Bid</b>
Morven Const. Ltd.	\$124,602 + GST
L. A. Knapp Inc.	\$118,000 + GST
Len Corcoran Excavating	\$ 98,525 + GST

Len Corcoran Excavating has the lowest overall price and are recommended to be awarded the tender subject to a capital budget approval. As the bids are higher than our approved project budget of \$74,000 we are requesting Council's approval to award the tender.

We are currently reviewing the timelines with the goal to start the project in November and complete the construction in the spring of 2009 to ensure availability of the splashpad in time for the summer months.

**EXISTING POLICY/BY LAW:**

In accordance with section 3.4 of Purchasing By-law 2000-134 the procurement must be approved by Council as there is insufficient approved budget.

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A

REPORT TO COUNCIL

Award of Tender Ron Lavallee Park Splashpad Project

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**FINANCIAL CONSIDERATIONS:**

The approved 2008 capital budget for this project is currently \$74,000. The total capital cost for this project is now estimated to be \$125,000. A budget amendment of \$51,000 funded from the municipal capital reserve fund is therefore required.

**CONTACTS:**

Lynda Breen, Manager, Recreation Services Division, Culture & Recreation Department  
Mike Richardson, Capital Project Coordinator, Engineering Department

613-546-4291 ext. 1705

613-546-4291 ext. 3168

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Desiree Kennedy, Director, Financial Services Department

Tim Hastie, Assistant Supervisor, Aquatic Facility Operations, Recreation Services Division, Culture & Recreation Department

**EXHIBITS ATTACHED:**

N/A



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 08-363**

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**TO:** Mayor and Council

**FROM:** Lance Thurston, Commissioner, Community Development Services Group

**RESOURCE STAFF:** Kristine Hebert, Parks & Open Space Planning Coordinator, Culture & Recreation Dept.  
Lynda Breen, Manager, Recreation Services Division, Culture & Recreation Department

**DATE OF MEETING:** 2008-11-25

**SUBJECT:** Award of RFP No. F31-CDS-CR-2008-02 Consultant to Undertake the Parks & Recreation Master Plan

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**EXECUTIVE SUMMARY:**

The City is undertaking a Parks & Recreation Master Plan which will guide and manage the direction of parks, open spaces, recreation and leisure services, programs, events, facilities and amenities over the next fifteen + years. A request for proposals for the Parks & Recreation Master Plan was issued and six (6) proposals were received. The proposals were evaluated by a cross departmental staff team using predetermined weighing criteria. The firm of Monteith & Brown is being recommended as they had the highest rating. They are not the lowest bid and as per By-law 2000-134 the procurement must be approved by Council when the lowest submission is not recommended.

**RECOMMENDATION:**

**THAT** Monteith & Brown, in association with Tucker-Reid & Associates and FoTenn Planning & Urban Design, be awarded the contract in response to RFP No. F31-CDS-CR-2008-02 Consultant to undertake the Parks & Recreation Master Plan; and

**THAT** the Mayor and Clerk be authorized to sign the agreement subject to the agreement being in a form satisfactory to the Director of the Legal Services Department.

REPORT TO COUNCIL.

Report No.: 08-363

Award of RFP No. F31-CDS-CR-2008-02 Consultant to Undertake the Parks & Recreation Master Plan

2008-11-25

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**AUTHORIZING SIGNATURES:**

<b>ORIGINAL SIGNED BY COMMISSIONER</b>
Lance Thurston, Commissioner, Community Development Services Group
<b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b>
Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	n/r
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	n/r
Commissioner Leger, <i>Corporate Services</i>	n/r
Jim Keech, President, <i>Utilities Kingston</i>	n/r

*(N/R indicates consultation not required)*

**OPTIONS/DISCUSSION:**

The City advertised that it was looking for a consultant firm or consortium that would bring an innovative approach to parks and recreation planning while at the same time ensuring the priorities and implementation directions are fiscally appropriate for the City of Kingston.

A staff review team, (Cherie Mills, Manager of Policy Planning, Planning & Development Department; Mark Van Buren, Director, Engineering Department; Damon Wells, Director, Public Works Department; Lynda Breen, Manager, Recreation Services Division, Culture & Recreation Department; Marcus Letourneau, Heritage Planner, Culture & Heritage Division, and Kristine Hebert, Parks & Open Space Planning Coordinator, Culture & Recreation Department) evaluated the submissions and shortlisted the firms down to three (3) candidates based on the following criteria from the RFP:

Evaluation Criteria	Weighting
Innovative approach to project – 12% Methodology and process and collaborative nature – 12%	<b>24%</b>
Understanding of project goals and objectives as demonstrated by: <ul style="list-style-type: none"> <li>• Knowledge of City/Community &amp; Corporation – 20%</li> <li>• Ontario with Disabilities Act Adherence – 3%</li> </ul>	<b>23%</b>
Expertise and demonstrated results from similar projects - 10% Demonstrated Knowledge of relevant policies and legislation - 10%	<b>20%</b>
Clarity & completeness of submission	<b>8%</b>
Price submission for project	<b>25%</b>
<b>Total:</b>	<b>100%</b>

The three firms that were short listed varied in approach, team make-up, and process. Each member of the cross departmental team rated the three firms in the top 3 in their evaluation forms although all not in the same order. Interviews were held to evaluate team dynamics, further explore process and public participation and deliverables.

The three (3) shortlisted firms were interviewed and evaluated based questioned centered on the topics:

1. Timeline of study (15%)
2. What sets your firm apart from other firms? (15%)
3. Public participation (25%)
4. Product delivery (25%)
5. Understanding of cultural landscapes and cultural heritage (10%)
6. Budget (10%)

REPORT TO COUNCIL

Report No.: 08-363

Award of RFP No. F31-CDS-CR-2008-02 Consultant to Undertake the Parks & Recreation Master Plan

2008-11-25

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Final weighting of RFP Submissions & Interviews	Monteith & Brown	Firm B	Firm C
Weighting 30% RFP submissions	26.7	20.7	27
Weighting 70% Interviews	42.0	38.9	27.56
<b>Totals</b>	<b>68.7</b>	<b>59.6</b>	<b>54.56</b>

The rationale for choosing Monteith & Brown is:

- They have a consortium of three (3) highly respected and award winning firms that are leaders in parks, recreation, physical activity, financial strategy development and service delivery assessments.
- They have completed more than 50 Parks & Recreation Master Plans. Samples of these plans show a product that will provide staff with the tools, policies and direction for the future.
- They have an excellent understanding of public process and how it key it is to this master plan.
- Tucker Reid & Associates is led by Claire Tucker-Reid who brings to the project her 30 plus years of experience as a General Manager with Parks & Recreation with the City of Toronto along with her firm which specializes in service review and operations analysis.
- FoTenn Inc. is led by Margo Watson out of the firms Kingston office. They will be providing a well respected land use planning expertise and local front to the project.
- Staff liked their pragmatic and inclusive process, their knowledge and their innovative, cutting edge deliverables to other municipalities.

Although all three (3) firms gave excellent overviews of their process and defined their special strengths to the staff team, after scoring and weighting the proponents on both the RFP submission (30%) and the interviews (70%), Monteith & Brown was the preferred candidate by the staff review team. We believe their considerable experience and skills are suited to this project.

**EXISTING POLICY/BY LAW:**

The Purchasing By-Law allows for a tender to be awarded to the lowest bid by staff when three bids have been received. The lowest bid is not being recommended in this case and for these situations the by-law requires that Council approval be obtained before the work is awarded. Council awards the tender to the lowest bidder unless there is sufficient reason to do otherwise. The bids were Monteith & Brown \$172,595.00 DMA Planning & Management Services \$172,045.00 and peter j. smith & company, inc. at \$160,000. 00

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

N/A



## REPORT TO COUNCIL.

Report No.: 08-363

Award of RFP No. F31-CDS-CR-2008-02 Consultant to Undertake the Parks &amp; Recreation Master Plan

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A total of \$235,000 has been allocated as being part of the Parks & Recreation Master Plan under Programs 98474, 98468, 98460 and 97444. One hundred and seventy-five thousand dollars plus GST was noted as the upset figure in the RFP. The remainder of the funds is directed to contingencies, administrative costs associated with the project including allocating certain staff wages, advertising costs, and room bookings for meetings.

**CONTACTS:**

Kristine Hebert, Parks & Open Space Planning Coordinator, Culture & Recreation Department 613-546-4291 ext. 1256  
Lynda Breen, Manager, Recreation Services Division, Culture & Recreation Department 613- 546-4291 ext .1705

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Mark Van Buren, Director, Engineering Department  
Cherie Mills, Manager, Policy Planning, Planning & Development Department  
Marcus Letourneau, Heritage Planner, Culture & Heritage Division, Culture & Recreation Department  
Damon Wells, Director, Public Works Department  
Janis Morrison, Purchasing Coordinator, Financial Services Department

**EXHIBITS ATTACHED:**

N/A



**CITY OF KINGSTON  
REPORT TO COUNCIL**

**Report No.: 08-353**

**TO:** Mayor and Council  
**FROM:** Denis Leger, Commissioner, Corporate Services  
**RESOURCE STAFF:** Malcolm Morris, Director of Transportation  
**DATE OF MEETING:** November 25, 2008  
**SUBJECT:** Accessible Parking on Brock Street Adjacent to City Hall

**EXECUTIVE SUMMARY:**

Staff have reviewed the desire on the part of the Municipal Accessibility Advisory Committee (MAAC) to create additional permanent accessible parking opportunities in the vicinity of City Hall. Following discussions with MAAC members, the recommendation is to add two accessible parking spaces on Brock Street between Ontario Street and King Street and monitor compliance rates to ensure the spaces are available to disabled parking pass holders.

**RECOMMENDATION:**

**THAT** a By-Law be presented to amend By-Law No. 24, "A By-Law for Regulating Traffic in the Highways of the City of Kingston, Subject to the Provision of the Highway Traffic Act" to reduce the size of the 10 minute time limit zone on the south side of Brock Street between Ontario Street and King Street;

-and further-

**THAT** a By-Law be presented to amend By-Law No. 495, "A By-Law to Provide for a Parking Meter Zone in Certain Streets or Portions Thereof, and to Provide for the Installation, Regulation, Supervision and Control of Such Parking Meters", to Add Metered Parking on the South Side of Brock Street between Ontario Street and King Street;

-and further-

**THAT** a By-Law be presented to amend By-Law 81-218, "A By-Law to Provide for Exempting, Pursuant to Permits Issued, the Owners and Drivers of Vehicles Operated by or Carrying Persons with Disabilities from the Provisions of By-Laws of the City of Kingston Prohibiting or Regulating the Parking, Standing or Stopping of Motor Vehicles on Any Highway or Part Thereof in the City of Kingston" to add two accessible parking spaces on the south side of Brock Street between Ontario Street and King Street.

**AUTHORIZING SIGNATURES:**

<b>ORIGINAL SIGNED BY COMMISSIONER</b>
Denis Leger, Commissioner, Corporate Services
<b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b>
Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	N/R
Commissioner Thurston, <i>Community Development Services</i>	✓
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	✓
Commissioner Leger, <i>Corporate Services</i>	✓
Jim Keech, President, <i>Utilities Kingston</i>	N/R

**(N/R indicates consultation not required)**

**OPTIONS/DISCUSSION:**

City Council passed the following resolution at its June 5, 2007 meeting:

*" WHEREAS there are two (2) accessible parking spots on Market Street; and  
WHEREAS it has become necessary on a more regular basis for these spaces to be blocked because of special events occurring in the Market Square;  
THEREFORE BE IT RESOLVED THAT two (2) additional permanent accessible parking spaces be provided on Ontario Street at the corner of Market Street it being understood that no additional curb cuts will be required to accommodate these two additional parking spaces."*

The resolution had its origins in a recommendation to Council by the Municipal Accessibility Advisory Committee in an attempt to address the reduction in accessible parking in the vicinity of City Hall at times when Market Street is closed. The original solution identified by the Municipal Accessibility Advisory Committee was to create two accessible parking stalls on Ontario Street, immediately north of Market Street. Transportation and By-Law Enforcement staff did not have an opportunity to provide input on the MAAC's recommendations to Council but subsequently identified a number of concerns with the practical application of the resolution. Staff have since engaged in a series of dialogues with members of the Municipal Accessibility Advisory Committee to review the original issue and to explore other options. The primary concerns expressed by staff relate to safety and the extent to which traffic safety would be compromised with the existence of permanent parking on this section of Ontario Street. Staff felt the proposed stalls were excessively close to Market Street and would impair sight lines for vehicles making a right turn from Ontario Street to Market Street. The secondary issue relates to the impact of on-street parking along a section of Ontario Street that was identified as an area for pedestrianization within the Downtown Action Plan. Staff believe the parking of vehicles in this area conflicts with the intent of creating a pedestrian friendly streetscape with limited parking on the City Hall side of Ontario Street.

Staff and members of the Municipal Accessibility Advisory Committee have concluded the best available solution to fulfill the desire to have two more permanent accessible parking stalls is to locate them on the lay by on the south side of Brock Street between Ontario and King Street. This area is presently designated as a ten minute drop-off zone capable of accommodating three vehicles. It is being recommended that two metered stalls be created in this area and be designated as disabled parking only with a three hour maximum time limit. The rate would be set at \$1.00 per hour in accordance with By-Law 495, Section 51. The spaces will be available to any parker with a valid disabled parking pass issued by the Ontario government. It must be noted that wheelchair users disembarking on the passenger side of a vehicle will need to wheel to the closest accessible ramp to mount the sidewalk. Driver side occupants could disembark at the sidewalk level by parking in close proximity to the granite curb face. Members of the Municipal Accessibility Advisory Committee are aware of this reality and support the recommendation.

**EXISTING POLICY/BY LAW:**

*By-Law No.495*

*By-Law No.81-218*

*By-Law No. 24*

**NOTICE PROVISIONS: N/A****ACCESSIBILITY CONSIDERATIONS:**

The recommended changes will contribute to increased supply of disabled parking in the vicinity of City Hall.

**FINANCIAL CONSIDERATIONS:**

Costs associated with the installation of parking meters as well as changes to signage can be accommodated within the 2008 operating budget.

**CONTACTS:**

Malcolm Morris, Director, Transportation Department, 613-546-4291 ext.2260  
Greg McLean, Supervisor, By-Law Enforcement & Animal Control, 613-546-4291 ext. 1336  
Chris Sleeth, Supervisor, Traffic Division, 613-546-4291 ext. 3149  
Sam Tulk, Supervisor, Parking Services, 613-546-4291 ext.1379

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Barry Kaplan, Accessibility Project Coordinator, 613-546-4291 ext.3182  
Kim Leonard, Manager, Licensing & Enforcement, 613-546-4291 ext.3222

**EXHIBITS ATTACHED:**

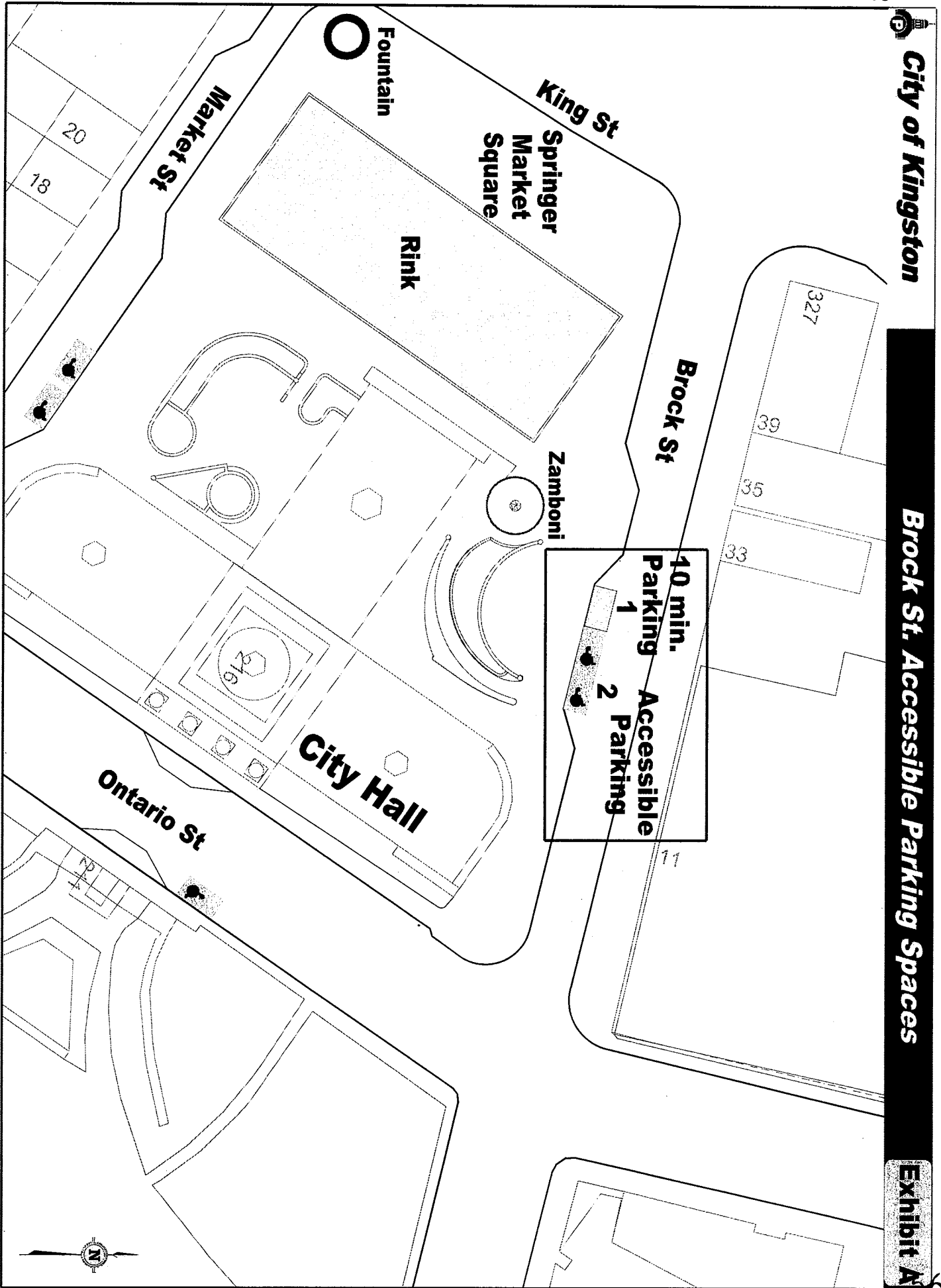
Exhibit A – Drawing of Accessible Parking Spaces  
Exhibit B – Draft By-Law Amendments



**City of Kingston**

**Brock St. Accessible Parking Spaces**

**Exhibit A**



# DRAFT

## BY-LAW NO. 24 -TRAFFIC

A BY-LAW TO AMEND BY-LAW No. 24, "A BY-LAW FOR REGULATING TRAFFIC IN THE HIGHWAYS OF THE CITY OF KINGSTON, SUBJECT TO THE PROVISIONS OF THE HIGHWAY TRAFFIC ACT", (AMEND PARKING RESTRICTIONS ON BROCK STREET)

And Further

## BY-LAW NO. 495 PARKING METERS

A BY-LAW TO AMEND A BY-LAW TO PROVIDE FOR A PARKING METER ZONE IN CERTAIN STREETS OR PORTIONS THEREOF, AND TO PROVIDE FOR THE INSTALLATION, REGULATIONS, SUPERVISION AND CONTROL OF SUCH PARKING METERS, (AMEND PARKING RESTRICTIONS ON BROCK STREET)

And Further

## BY-LAW NO. 81-218 ACCESSIBLE PARKING

A BY-LAW TO AMEND A BY-LAW No. 81-218, "A BY-LAW TO PROVIDE FOR EXEMPTING, PURSUANT TO PERMITS ISSUED, THE OWNERS AND DRIVERS OF VEHICLES OPERATED BY OR CARRYING PERSON(S) WITH DISABILITIES FROM THE PROVISIONS OF BY-LAWS OF THE CITY OF KINGSTON PROHIBITING OR REGULATING THE PARKING, STANDING OR STOPPING OF MOTOR VEHICLES ON ANY HIGHWAY OR PART THEREOF IN THE CITY OF KINGSTON", (AMEND PARKING RESTRICTIONS ON BROCK STREET)

PASSED: \_\_\_\_\_, 2006

The Council of the Corporation of the City of Kingston enacts as follows:

1. By-law 24, entitled "A By-law for Regulating Traffic in the Highways of the City of Kingston, Subject to the Provisions of the Highway Traffic Act", as amended, is hereby further amended as follows:

### **BY-LAW No. 24 Section 18 (1) (Park in Excess of Posted Time Limit):**

#### **Delete:**

#### **BROCK STREET**

between Ontario Street and King Street commencing at a point 33.4 metres west of Ontario Street for a distance of 26.3 metres in a westerly direction

South Side – Parallel Parking – 10  
minute time limit

**Add:**

BROCK STREET  
 between Ontario Street and King Street commencing at  
 a point 49.6 metres west of Ontario Street for a distance  
 of 6.0 metres in a westerly direction

South Side – Parallel Parking – 10  
 minute time limit

**BY-LAW No. 495 Parking Meters**

**SCHEDULE 3**

MAXIMUM TIME LIMIT: 3 HOURS  
 RATE: \$1.00 PER HOUR  
 9:30 a.m. to 5:30 p.m., Monday to Saturday

**Add:**

Highway	Side Parking	From
BROCK STREET	South	37.6 metres west of Ontario Street westerly 12.0 metres

**BY-LAW No. 81-218: (Accessible Parking)**

**SCHEDULE "A"**

**DESIGNATED PARKING SPACES FOR PERSONS WITH DISABILITIES**

**2.(b)**

**Add:**

BROCK STREET  
 South Side 37.6 metres west of Ontario Street westerly 12.0 metres.  
 (By-Law No. 81-218 - 1981; 2001-126 - 2001)

2. This by-law will come into force and take affect on the date of its passing.

GIVEN FIRST AND SECOND READINGS , 2008

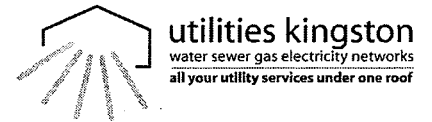
GIVEN THIRD READING AND PASSED , 2008

CITY CLERK

MAYOR



**REPORT TO COUNCIL**  
**UTILITIES KINGSTON**  
 1425445 ONTARIO LIMITED



**Report 08-368**

**TO:** Mayor and Council

**FROM:** Jim Keech, President and CEO, Utilities Kingston

**RESOURCE STAFF:** Kevin Riley, Manager, Water and Wastewater Operations, Utilities Kingston

**DATE OF MEETING:** November 25, 2008

**SUBJECT:** Endorsement of the Drinking Water Quality Management Standard Operational Plan for the City of Kingston's Drinking Water Supply Systems

**EXECUTIVE SUMMARY:**

Ontario has established a strong regulatory framework for drinking water systems in the province. This framework under the *Safe Drinking Water Act* (SDWA) has established the Municipal Drinking Water Licensing Program. The City of Kingston will have to apply for and obtain licenses for the two water systems it owns.

There are six components listed under the SDWA that are required to be in place before the Director issues a drinking water license. One of the requirements is an operational plan(s) for the system(s) that satisfies the requirements of the Director's Direction. It is also a requirement of the SDWA, the Director's Direction, and the Licensing Regulation, that the owner, (Kingston City Council) endorse and submit an operational plan to the Ministry. Another is the completion of, and submission of application forms for a drinking water works permit, and the municipal drinking water license. All of these must be submitted before the end of January 2009.

**RECOMMENDATION:**

That Council endorse the Kingston Drinking Water Supply System and Cana Drinking Water Supply System Operational Plans;  
 - and further -

That Council authorize the Mayor and Clerk to sign the formal endorsement of these plans and submit the plans to the Ministry of the Environment (MOE)  
 - and further -

That Council authorize the Mayor and Clerk to sign and submit the "Application Forms for the First Drinking Water Works Permit, Municipal Drinking Water Licence and Submission of Operational Plans".

<b>ORIGINAL SIGNED BY PRESIDENT &amp; C.E.O., UTILITIES KINGSTON</b>
Jim Keech, President and CEO, Utilities Kingston
<b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b>
Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	N/R
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	N/R
Commissioner Thurston, <i>Community Development Services</i>	N/R
Commissioner Leger, <i>Corporate Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

*(N/R indicates consultation not required)*

2008-11-25

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**OPTIONS/DISCUSSION:**

With the proclamation of section 33 of the Safe Drinking Water Act, 2002 (SDWA) in May of 2007, the Ministry of the Environment (MOE) began a transition from an approvals process referred to as the Certificate of Approval (C of A) Program for municipal drinking water systems to the new Municipal Drinking Water Licensing Program. This transition will occur over the next 5 years.

Section 44 of the SDWA lists six components that will be required to be in place before the Director issues a drinking water licence:

1. a drinking water works permit for the system
2. operational plans for the system that satisfy the requirements of the Director's Directions
3. proof that the system will be operated by an accredited operating authority
4. proof that the financial plans for the system if required, satisfy the requirements under the SDWA
5. proof that a permit to take water has been issued for the system, and
6. the Director is satisfied that the system will be operated in accordance with the requirements of the SDWA and the conditions to be imposed by the licence.

Specific timelines have been set for several of the six components; however the Director will require all components to be in place before a licence is issued to owners. The Licensing of Municipal Drinking Water Systems Regulation, O. Reg. 188/07 (Licensing Regulation) prescribes the dates for owners of municipal residential drinking water systems to submit the following to the ministry:

- an operational plan for acceptance by the Director
- an application for a drinking water works permit, and
- an application for a licence.

The steps involved in obtaining the License can be confusing even to those involved in the process. We have included as Exhibit A, a Provincial Document titled "Municipal Drinking Water Licensing Program Roles and Responsibilities" which outlines roles and responsibilities of the various parties and provides web sites for additional information.

As the first steps, the Municipality has to submit completed "Application Forms for the First Drinking Water Works Permit, Municipal Drinking Water Licence and Submission of Operational Plans" and operational plans. A copy of the form is attached as Exhibit B. Utilities Kingston as the Operating Authority, has prepared for the City of Kingston the owner, Operational Plans for their two Drinking Water Supply Systems, Kingston and Cana for endorsement by Council and submission to the Ministry. These plans are distributed separately as Exhibit C.

In August of this year, the policy statement contained in the first section of the plan titled "Quality Management System Policy for the City of Kingston's Drinking Water Supply Systems" inserted below, was presented to the Environment Infrastructure and Transportation Policy Committee for approval and then to Council for Approval.

*Utilities Kingston is a community based corporation dedicated to the responsible management of safe and reliable integrated services. Our vision is to be recognized as a company committed to innovation, prosperity and service excellence, valued by our customers and reinvesting in our community's future.*

*Utilities Kingston, acting as the Operating Authority for the water treatment and distribution facilities owned by the City of Kingston, is committed to providing a safe and reliable supply of drinking water to our customers.*

## REPORT TO COUNCIL

2008-11-25

- Page 3 -

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*Through the development, implementation, maintenance, and continual improvement of a Quality Management System, the management and staff of Utilities Kingston will ensure the continued safety and security of our community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard.*

Following submission of the plans, Utilities Kingston will work towards implementation of the plans and then apply for the required accreditation. Throughout the process which will continue through to 2010 we will be coming back to Council with updates and requesting additional endorsements and approvals.

A detailed presentation will be provided for Council with an opportunity for questions prior to approval of the recommendation.

**EXISTING POLICY/BY-LAW: N/A****NOTICE PROVISIONS: N/A****ACCESSIBILITY CONSIDERATIONS: N/A****FINANCIAL CONSIDERATIONS:**

Utilities Kingston has currently committed one experienced full time staff member to prepare our operations plan and to ensure compliance with the DWQMS. In addition preparation of our plan is requiring time from a number of other staff members on an as required basis.

Upon completion, approval and adoption of this plan we can foresee the requirement of at least one full time experienced certified employee to ensure ongoing compliance and additional staff and other resources as required. At this time we would estimate this cost to be approximately \$150,000 - \$250,000 annually. This would increase customers' bills by approximately \$0.50 per month.

**CONTACTS:**

- Kevin Riley, Manager of Water and Wastewater Operations – 613-546-1181 Extension 2224

**OTHER CITY OF KINGSTON STAFF CONSULTED: N/A****EXHIBITS ATTACHED:**

- Exhibit A - Municipal Drinking Water Licensing Program Roles and Responsibilities
- Exhibit B - Application Forms for the First Drinking Water Works Permit, Municipal Drinking Water Licence and Submission of Operational Plans
- Exhibit C - Utilities Kingston's Operational Plan (first four sections) – **DISTRIBUTED SEPARATELY**

October 2007



# Municipal Drinking Water Licensing Program Roles and Responsibilities

## Introduction

Part Two of the Report from the Walkerton Inquiry recommended a new approvals framework for municipal drinking water systems and that the framework incorporate the concepts of quality management to enhance the protection of drinking water. In response, the Ministry of the Environment has developed the Municipal Drinking Water Licensing Program under the Safe Drinking Water Act, 2002 (SDWA).

Various parties are involved in the implementation of the Licensing Program, including owners, operating authorities, the ministry, an accreditation body and auditors. This fact sheet provides a general overview of the roles and responsibilities of each party and briefly summarizes how the program relates to the statutory standard of care imposed by section 19 of the SDWA.

## Roles and Responsibilities

Section 44 of the SDWA lists six components that will be required to be in place before the Director issues a drinking water licence:

1. a drinking water works permit for the system
2. operational plans for the system that satisfy the requirements of the Director's Directions
3. proof that the system will be operated by an accredited operating authority
4. proof that the financial plans for the system if required, satisfy the requirements under the SDWA

5. proof that a permit to take water has been issued for the system, and
6. the Director is satisfied that the system will be operated in accordance with the requirements of the SDWA and the conditions to be imposed by the licence.

Specific timelines have been set for several of the six components; however the Director will require all components to be in place before a licence is issued to owners. The Licensing of Municipal Drinking-Water Systems Regulation, O. Reg. 188/07 (Licensing Regulation) prescribes the dates for owners of municipal residential drinking water systems to submit the following to the ministry:

- an operational plan for acceptance by the Director
- an application for a drinking water works permit, and
- an application for a licence.

The Licensing Regulation also sets the date that an accredited operating authority must be in charge of a system.

The following table provides a general overview of how some of the roles and responsibilities are distributed among the parties involved in the Licensing Program.



ROLE	RESPONSIBILITIES
Owner	<ul style="list-style-type: none"> <li>• Ensure compliance with the SDWA</li> <li>• As required by the SDWA, the Director's Directions and Licensing Regulation:               <ol style="list-style-type: none"> <li>1. Endorse and submit an operational plan to the ministry</li> <li>2. Submit applications for a licence and drinking water works permit to the ministry</li> <li>3. Ensure the municipal residential drinking water system is operated by an accredited operating authority</li> </ol> </li> <li>• As required by the Financial Plans Regulation (O. Reg. 453/07)               <ol style="list-style-type: none"> <li>1. Develop and approve a financial plan and give a copy to the Ministry of Municipal Affairs and Housing</li> </ol> </li> </ul>
Operating Authority	<ul style="list-style-type: none"> <li>• In consultation with the owner, develop and implement a quality management system (QMS) that conforms to the DWQMS</li> <li>• Obtain owner's endorsement of the operational plan</li> <li>• Submit an application and the endorsed operational plan to the accreditation body for the purpose of obtaining accreditation</li> <li>• Ensure compliance with the SDWA</li> </ul>
Auditor	<ul style="list-style-type: none"> <li>• Audit the QMS including the operational plan to assess the conformance with the DWQMS requirements</li> <li>• Make a recommendation to the accreditation body regarding accreditation based on the results of the audit</li> </ul>
Accreditation Body	<ul style="list-style-type: none"> <li>• Retain and train auditors</li> <li>• Review applications for the accreditation of operating authorities</li> <li>• Accredite the operating authority after consideration of the auditor's recommendations</li> </ul>
Ministry of the Environment	<ul style="list-style-type: none"> <li>• Review operational plans and if appropriate, accept operational plans</li> <li>• Review applications for drinking water works permits and licences and if appropriate, issue permits and licences.</li> </ul>

## The Municipal Drinking Water Licensing Program and the Standard of Care

Section 19 of the SDWA imposes a statutory standard of care on persons who oversee municipal drinking water systems. Part of the Licensing Program requirements will assist in this regard by requiring that system owners undertake financial planning and implement a quality management system. An example of how the licensing program assists is through the proper development and implementation of an operational plan documenting a quality management system. Such a plan would be required to include:

- a policy that will commit the owner and operator of the drinking water system or systems to providing safe drinking water and to complying with applicable legislation and regulations
- key information about every residential drinking water system owned by a municipality
- a process for risk assessment that is required to be completed and/or reviewed at least once every 36 months
- a description of organizational structures including roles, responsibilities and authorities for both the owner and operating authority
- a procedure for an annual review of the adequacy of the infrastructure needed to operate and maintain the drinking water system and a commitment for the operating authority to communicate the findings of the review to the owner
- a procedure for sharing sampling, testing and monitoring reports between the owner and operating authority about the safety of your municipality's drinking water
- an outline of responsibilities of the owner and the operating authority of the drinking water system during emergency situations
- a commitment to continual improvement through corrective actions
- a procedure for conducting a management review at least once every 12 months that evaluates the continuing suitability, adequacy and effectiveness of the QMS and to report the results of this review, including identified deficiencies, decisions and action items.

The information contained here is intended to give general information only and must be read in conjunction with the legislation and regulations that outline specific requirements and procedures. If you have any legal questions about the program or interpretation of the legislation or regulation, you should consult a lawyer.

The Director's Direction: Minimum Requirement for Operational Plans, the Accreditation Protocol: Operating Authorities – Municipal Drinking-Water Systems, the Drinking Water Quality Management Standard and general information on the Municipal Drinking Water Licensing Program can be found on the Drinking Water Ontario portal at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater) or call the Licensing Program Information Centre at 1-877-955-5455 (Toronto area 416-314-1651). Copies of the Safe Drinking Water Act, 2002, and the regulations and other instruments made under that Act can be found at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) or call the ministry's Public Information Centre at 1-800-565-4923.



**Application Forms for the First Drinking Water Works Permit, Municipal Drinking Water Licence and Submission of Operational Plans**

General Information

1. Owner of the Drinking Water System

A. Owner name (Legal name owner as evidenced by legal documents)			
2. Owner Mailing Address			
A. Civic Address - Street information (includes street number, name, type and direction)		B. Unit Identifier (identifies type of unit, such as suite & number)	
C. Municipality	D. Postal Station/Box	E. Province	F. Postal Code
G. Attention		H. Position or Title	

3. Technical Contact Information

A. Name (Surname, Given Name)		B. Employer (Company) if not the owner of the system	
C. Civic Address - Street information (includes street number, name, type and direction)		D. Unit Identifier (identifies type of unit, such as suite & number)	
C. Municipality	D. Postal Station/Box	E. Province	H. Postal Code
I. Telephone Number (incl. area code & extension)	J. Fax Number (incl. area code)	K. E-mail address	

4. General Information - Drinking Water System

A. System Identifier Name	
B. System Type (Select one):	
C. System Operating Authority(ies) - Attach a copy of Schedule C for the Municipal Drinking Water System prepared in accordance with the Director's Direction - Minimum Requirements for Operational Plans - July 2007	
Check here to confirm Schedule C is attached <input type="checkbox"/>	

**Information - Drinking Water Works Permits**

**5. Treatment System Information**

Check as applicable

<input type="checkbox"/> A. Check here for a single treatment system within the drinking water system and proceed to completing F, through Q as applicable.	<input type="checkbox"/> B. Check here for multiple treatment systems within the drinking water system and proceed to completing F through Q, as applicable for the first treatment system.  The applicant will need to attach information required below for <u>each</u> additional treatment system.	<input type="checkbox"/> C. Check here for a drinking water system which obtains some or all treated water from another drinking water system.  D. If "C" has been checked, identify the other drinking water system in this box: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <input type="checkbox"/> E. Check here if the system receives all treated drinking water from another system.
---	--	---

F. Treatment System Identifier Name

G. Site Address - Street information (Applies to an address that has civic numbering and street information - includes street number, name, type and direction)	H. Unit Identifier (identifies type of unit, such as suite & number)
---	--

I. Survey Address (Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)  
 NOTE: Do not complete "I" if you completed "G"

Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan.	Part	Reference Plan
--	-----	-------	---	------	----------------

J. Other Non-Address Information

K. Geo Reference

Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
-----------	------	-------------------	------------------------	-------------	--------------

L. Municipality/Unorganized Township	M. County/District
--------------------------------------	--------------------

N. Certificates of Approval	O. Permit(s) to Take Water
-----------------------------	----------------------------

C of A Number(s)	Issue Date(s)
------------------	---------------

PTTW Number(s)	Issue Date(s)
----------------	---------------

1. <div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>	1. <div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>
2. <div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>	2. <div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>
3. <div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 80%; height: 20px; display: inline-block;"></div>

Additional CofA information attached respecting the treatment system at this location

Additional PTTW information attached  
 Applications have been submitted and are currently under review for amendments to existing PTTWs or for new PTTWs for the treatment system at this location - details attached

P. Treatment System description

All treatment system components for the drinking water system are described in the consolidated Cs of A identified in O. above



**Information - Drinking Water Works Permits (Cont'd)**

**6. Pumping System Information**

Check as applicable (Reference is to pumping components **not** currently described in a Consolidated CofA for a treatment system)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> A. Check here for a single pumping system within the drinking water system and proceed to completing D through P, as applicable | <input type="checkbox"/> B. Check here for multiple pumping systems within the drinking water system and proceed to completing D through P, as applicable, for the first pumping system. | <input type="checkbox"/> C. Check here for no pumping systems beyond those currently described in the Consolidated Certificate of Approval |
|--|--|--|

The applicant will need to attach information required below for each additional pumping system.

**D. Pumping System Identifier Name:**

<b>E. Site Address - Street information</b> (Applies to an address that has civic numbering and street information - includes street number, name, type and direction)	<b>F. Unit Identifier</b> (identifies type of unit, such as suite & number)
--	---

<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>
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**G. Survey Address** (Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)  
 NOTE: Do not complete "I" if you completed "G"

Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan.	Part	Reference Plan
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>

**H. Other Non-Address Information**

**I. Geo Reference**

Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
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<input style="width: 100px; height: 28px;" type="text"/>	<input style="width: 100px; height: 28px;" type="text"/>	<input style="width: 100px; height: 28px;" type="text"/>	<input style="width: 100px; height: 28px;" type="text"/>	<input style="width: 100px; height: 28px;" type="text"/>	<input style="width: 100px; height: 28px;" type="text"/>
--	--	--	--	--	--

**J. Municipality/Unorganized Township**

**K. County/District**

<input style="width: 100%; height: 28px;" type="text"/>	<input style="width: 100%; height: 28px;" type="text"/>
---	---

**L. Certificates of Approval**

**M. Certificates of Approval (Air)**

	C of A Number(s)	Issue Date(s)
1.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
2.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
3.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
4.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

	C of A Number(s)	Issue Date(s)
1.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
2.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
3.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
4.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Additional CofA information attached

Additional CofA information attached

Information - Drinking Water Works Permits (Cont'd)

6. Pumping System Information - Cont'd

N. System Component Description - Pumps - If there are more than five pumps associated with the pumping subsystem at this location, attach information requested below for each additional pump.

	Pump Type Select - Centrifugal, vertical turbine or 'other'	Variable Speed Drive Select - Yes/No	Rated Capacity of each pump	
			L/s	@ metres TDH
Pump No. 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump No. 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump No. 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump No. 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pump No. 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

O. System Component - Standby Power - If there are multiple standby power systems associated with the pumping subsystem at this location, attach additional information as requested below.

Kilowatt Power Output Rating <input type="text"/>	Type of Unit - Check one		Fuel Source - Check one		
	<input type="checkbox"/> Stationery Unit	<input type="checkbox"/> Mobile Connection	<input type="checkbox"/> Diesel	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Other
<input type="checkbox"/> No standby power at this pumping facility					

7. Storage/Reservoir System

Check as applicable (Reference is to storage/reservoir components **not** currently described in a Consolidated CofA for a treatment system)

A. Check here for a storage/reservoir component within the drinking water system and proceed to completing D through N, as applicable

B. Check here for multiple storage/reservoir components within the drinking water system and proceed to completing D through N, as applicable for the first storage/reservoir system.

C. Check here for no storage/reservoir components beyond those described in the current Consolidated C of A describing the treatment system.

The applicant will need to attach information required below for each additional storage/reservoir component.

D. Storage/Reservoir Identifier Name:

E. Site Address - Street information (Applies to an address that has civic numbering and street information - includes street number, name, type and direction)	F. Unit Identifier (identifies type of unit, such as suite & number)
<input type="text"/>	<input type="text"/>

G. Survey Address (Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)  
NOTE: Do not complete "I" if you completed "G"

Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number	Lot <input type="text"/>	Conc. <input type="text"/>	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan.	Part <input type="text"/>	Reference Plan <input type="text"/>
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H. Other Non-Address Information

Information - Drinking Water Works Permits (Cont'd)

7. Storage/Reservoir System (cont'd)

I. Geo Reference					
Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
J. Municipality/Unorganized Township			K. County/District		
<input type="text"/>			<input type="text"/>		
L. Certificates of Approval			M. Storage/Reservoir Description Information		
C of A Number(s)		Issue Date(s)	Storage Type Select - InGround, Elevated, Standpipe or 'other'		
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>		
2.	<input type="text"/>	<input type="text"/>	Total Volume (m3)	Useable Volume (m3)	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

8. Other Subsystem Component Information

Check as applicable (Reference is to other system components **not** currently described in a Consolidated C of A for a treatment system or in Sections 5, 6 and 7 of this form)

A. Check here for a single other subsystem component within the drinking water system and proceed to completing D through O, as applicable

B. Check here for multiple other subsystem components within the drinking water system and proceed to completing D through O, as applicable, for the first treatment system.

C. Check here for no other subsystem components beyond those currently described in teh Consolidated C of A or elsewhere in this application.

The applicant will need to attach information required below for each additional other system component.

D. Other Subsystem Component Identifier Name:

E. Site Address - Street information (Applies to an address that has civic numbering and street information - includes street number, name, type and direction)

F. Unit Identifier (identifies type of unit, such as suite & number)

G. Survey Address (Used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)  
NOTE: Do not complete "I" if you completed "G"

Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan.	Part	Reference Plan
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

H. Other Non-Address Information

I. Geo Reference

Map Datum	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Information - Drinking Water Works Permits (Cont'd)

8. Other Subsystem Component Information (cont'd)

J. Municipality/Unorganized Township		K. County/District	
L. Certificates of Approval		M. Certificates of Approval (Air)	
C of A Number(s)	Issue Date(s)	C of A Number(s)	Issue Date(s)
1. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	1. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
2. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	2. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
3. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	3. <input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>
<input type="checkbox"/> Additional CofA information attached		<input type="checkbox"/> Additional CofA information attached	
N. Attach other subsystem component description			
<input type="checkbox"/> Other Subsystem component description is attached			

9. Distribution System Information

	File/Document Name	File Document Date
1.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
2.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
3.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
4.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
5.	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Attach additional File/Document information if required

**Information - Municipal Drinking Water Licence**

**10. Drinking Water Works Permit (DWWP)**

Check one (A, B, C, D) and provide information as required

<input type="checkbox"/> A. An application for a DWWP has been prepared and is being submitted at this including the information required in Sections 2 through 9 (as applicable) of this application form.	<input type="checkbox"/> D. The DWWP has been issued for this drinking water system as follows:				
<input type="checkbox"/> B. An application for a DWWP has been previously submitted.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">E. DWWP Number</td> <td style="width: 50%; text-align: center; border: none;">F. DWWP Issue Date (yyyy/mm/dd)</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	E. DWWP Number	F. DWWP Issue Date (yyyy/mm/dd)		
E. DWWP Number	F. DWWP Issue Date (yyyy/mm/dd)				
<input type="checkbox"/> C. An application for a DWWP will be submitted at a later date					

**11. Operational Plan(s)/Accreditation Status**

Identify status for the Operational Plan and the Operating Authority Accreditation for the Drinking Water System (as identified in Section 4a of this form) or for the Operational Subsystem as defined in the Director's Direction

Name of Drinking Water System or Operational Subsystem	Operating Authority, if not the Owner	Operational Plan Acceptance by MOE Director	Operating Authority Accreditation

**12. Permit to Take Water (PTTW)**

Check one of the following and provide information as required:

<input type="checkbox"/> A. All PTTWs for the drinking water system have been, or will be, identified in support of an application for a DWWP	<input type="checkbox"/> B. A PTTW is not required for the drinking water system.
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**13. Raw Water Assessment Information**

Information respecting raw water supplies for the drinking water system has been provided, or is attached, in accordance with Schedule B of this guide.

**14. Freedom of Information and Protection of Privacy Act**

Check one of the following and provide information as required:

<input type="checkbox"/> A. All documents or portions of documents that are considered by the owner to be confidential have been identified by an attachment to this application.	<input type="checkbox"/> B. There are no documents or portions of documents that are considered by the owner to be confidential.
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Information - Municipal Drinking Water Licence/Drinking Water Works Permit/Operational Plan

15. Application/Declaration

The submission of the information required by this form represents an application for a (Check as applicable):

Drinking Water Works Permit  Municipal Drinking Water Licence  Acceptance of an Operational Plan or Plans for the drinking water system identified in this form.

As a representative of the owner of the drinking water system described in this form, the undersigned hereby declare that to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete and accurate in every way and that the Technical Information Contact identified in section 3 of this form is authorized to act on my behalf for the purpose of obtaining a DWWP and/or a Licence under section 33 of the Safe Drinking Water Act, 202 with respect to the drinking water system identified herein.

D. Name (Surname, Given name) please print

E. Title

[Empty text box for Name]

[Empty text box for Title]

F. Signature

G. Date (yyyy/mm/dd)

[Empty text box for Signature]

[Empty text box for Date]

Additional Information or Comments (if required)

Please use to include any additional information or comments required to support this application, including listing of additional CofA documents, etc.

[Large empty rectangular box for additional information or comments]



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

Report No.: 08-366
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**TO:** Mayor and Council

**FROM:** Cynthia Beach, Commissioner, Sustainability and Growth Group

**RESOURCE STAFF:** Paul MacLatchy, Director, Strategy, Environment & Communications

**DATE OF MEETING:** 2008-11-25

**SUBJECT:** The Kingston Protocol on Sustainable Purchasing Practice

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**EXECUTIVE SUMMARY:**

On October 30 and 31 over two dozen Kingston organizations, including the City of Kingston and Utilities Kingston, came together to participate in the SEE Green Sustainable Procurement Summit. At this groundbreaking event consensus was achieved on a "Kingston Protocol" that guides how members can enhance the sustainability of their organizations and the community through responsible purchasing of goods and services.

Through ratification of the Kingston Protocol the City of Kingston can begin to modify the processes that we use to purchase goods and services so that due consideration for the environmental, social and cultural implications may be combined with the conventional aspects of price and performance. Ratification of the Kingston Protocol will also signal the Corporation's intention to become a major contributor to helping Kingston become Canada's most sustainable city.

**RECOMMENDATION:**

WHEREAS the City of Kingston has declared a vision for community strategic planning that aspires to make Kingston Canada's most sustainable city, and

WHEREAS the Kingston protocol was developed through a consensus of diverse organizations with significant purchasing power from throughout the City of Kingston and surrounding areas, and

WHEREAS the Kingston Protocol provides good guidance on how to enhance organizational and community sustainability through the business practice of purchasing goods and services,

THEREFORE be it resolved that Kingston City Council requests the Mayor and City Clerk to ratify the Kingston protocol on behalf of the Corporation of the City of Kingston, and further,

THAT staff be encouraged to implement the principles of the Kingston Protocol through responsible purchasing process and further,

THAT staff be encouraged to work with SEE Green to further the awareness and adoption of the Kingston Protocol by other organizations and municipalities.

**AUTHORIZING SIGNATURES:**

<b>ORIGINAL SIGNED BY COMMISSIONER</b>
Cynthia Beach, Commissioner, Sustainability & Growth Group
<b>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</b>
Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Commissioner Beach, <i>Sustainability &amp; Growth</i>	✓
Commissioner Hunt, <i>Finance &amp; Corporate Performance</i>	✓
Commissioner Thurston, <i>Community Development Services</i>	✓
Commissioner Leger, <i>Corporate Services</i>	✓
Jim Keech, President, <i>Utilities Kingston</i>	✓

*(N/R indicates consultation not required)*



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**OPTIONS/DISCUSSION:**

In early 2007 City staff began investigating how best to revise the Corporation's purchasing policies to better reflect City Council's desire to see greater consideration for goods and services that offered social and environmental benefits to the Corporation and the community while maintaining a fiscally responsible approach. Initial discussions with potential community partners were encouraging and it was realized that a shared approach to "sustainable" purchasing policy development that included other community organizations would be advantageous for a number of reasons including:

- Creating an alignment within the community on the strategic benefits of sustainable purchasing practice.
- Creating agreement within the community on what sustainable purchasing practice means.
- Demonstrating how Kingston finds innovative ways to advance community sustainability.
- Demonstrating to suppliers, and potential suppliers, of goods and services that a large block of purchasing within Kingston aspires to make procurement decisions that recognize and reward social and environmental benefits as well as financial competitiveness.
- Creating a network of like-minded organizations that will cooperate to advance the principles of sustainable procurement.

On October 30 and 31 over two dozen Kingston organizations, including the City of Kingston and Utilities Kingston, came together to participate in the SEE Green Sustainable Procurement Summit. At this groundbreaking event consensus was achieved on a "Kingston Protocol" that guides how members can enhance the sustainability of their organizations and the community through responsible purchasing of goods and services.

City staff members present at the SEE Green Sustainable Procurement Summit who contributed to the consensus that developed the Kingston Protocol were:

- Denis Leger, Commissioner of Corporate Services
- Janis Morrison, Purchasing Coordinator
- Alan McLeod, Senior Legal Counsel
- Paul MacLatchy, Director of Strategy, Environment & Communications
- Jim Keech, Commissioner of Public Works

The attached Kingston Protocol represents a set of high level principles that, if ratified by City Council, will enable staff to begin adjusting existing purchasing policy (Purchasing Bylaw) and practice to identify and procure goods and services that may provide social and environmental benefits to the Corporation of the City of Kingston and the community while being competitively priced.

**EXISTING POLICY/BY LAW:**

Purchasing by the Corporation of the City of Kingston is currently governed by the Purchasing Bylaw and its supporting guidelines.

Ratification of the Kingston Protocol is consistent with the vision of Kingston as Canada's Most Sustainable City as described by the Focus Kingston Steering Committee and adopted by City Council on July 24, 2007.

**NOTICE PROVISIONS:**

There are no notice provisions applicable to this report.

**ACCESSIBILITY CONSIDERATIONS:**

No accessibility issues identified.

**FINANCIAL CONSIDERATIONS:**

There are no direct financial considerations with respect to ratification of the Kingston Protocol.

**CONTACTS:**

Paul MacLatchy, Director, Strategy, Environment & Communications (613-546-4291, ext. 1226)

Alan McLeod, Senior Legal Counsel (613-546-4291, ext. 1237)

Janis Morrison, Purchasing Coordinator (613-546-4291, ext. 2229)

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

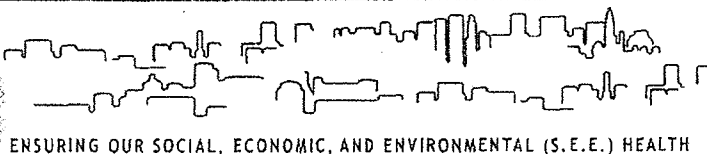
Consultation with City staff will be a critical component of making modifications to the existing Purchasing Bylaw and its supporting guidelines.

**EXHIBITS ATTACHED:**

Exhibit A - The Kingston Protocol on Sustainable Procurement

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# SEE Green



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THE KINGSTON COMMUNITY SUSTAINABLE PROCUREMENT SUMMIT

[www.seegreenkingston.com](http://www.seegreenkingston.com)

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## **SUSTAINABLE PROCUREMENT THE KINGSTON PROTOCOL**

**UNANIMOUSLY AFFIRMED CONSENSUS – SEE GREEN SUMMIT, OCTOBER 31, 2008**

SEE Green Kingston is a group of organizations from Kingston, Ontario who are committed to sustainable procurement. As a group we recognize that:

- Kingston is committed to becoming Canada's most sustainable community.
- Sustainable procurement will enhance Kingston's identity as a desirable place to live, work, play and locate.
- Our purchasing decisions can have a significant impact on the sustainability of our organizations, our communities and the region.
- Sustainable procurement will strategically position local suppliers to provide sustainable goods and services and be better positioned for opportunities in the green economy.
- This commitment will be adapted to each organization's unique circumstances and level of control over procurement.

SEE Green Partners will champion sustainable procurement by:

- Creating a network to collaborate on common approaches to procuring sustainable products and services.
- Instituting practices within our organizations consistent with these approaches.
- Educating, and inspiring, incenting and enriching employees, suppliers and the greater community.
- Cooperating with other organizations and communities to achieve benefits such as scale, purchasing power, product availability and research of sustainable procurement.
- Reporting using common metrics to demonstrate and communicate progress.

SEE Green Partners will consider the following when making procurement decisions:

- **Green/Environmental** - SEE Green Partners will strive to choose environmentally preferred products and services, use the most renewable and recycled materials, and give preference to products, services and organizations that use energy and natural resources efficiently and conservatively.
  - **Social/Cultural/Equity** - SEE Green Partners will actively seek to improve social equity, well-being and strengthen community by choosing products and services with the most positive long term impact on social development including compliance with existing regulations and encouraging socially responsible behavior.
  - **Economic** - SEE Green Partners will seek long-term value for their organization and the community and try to reduce negative economic impacts to the local and global economy.
-