



Finance, Administration and Operations Committee

Tuesday, February 17, 2015, 4:15 pm
City Hall, Council Chambers

Committee Members

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

Areas of Responsibility:

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

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

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

5 - 7

1. **Carilyne Hebert**
Contact North

Ms. Hebert will address the Committee regarding a new educational program being offered at the Brockville Public Library.

CORRESPONDENCE

8

1. **“Artscape” Model Proposal for Trinity Church Youth Advisory Committee**

THAT the correspondence dated January 29, 2015 from the Youth Advisory Committee with respect to the “Artscape” Model proposed for Trinity Church be received.

Finance, Administration and Operations Committee
February 17, 2015

STAFF REPORTS

9 - 29

1. **2015-010-02**
2014 Annual Summary Report
Water Pollution Control Centre

THAT the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2015-010-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

THAT the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOECC District Office - Kingston.

30 - 54

2. **2015-011-02**
2014 Annual Water Quality Report
Brockville Drinking Water Systems

THAT the 2014 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2015-011-02, be received; and

THAT the Director of Environmental Services be designated to sign the 2014 Annual Water Quality Report on the Brockville Drinking Water System.

55 - 56

3. **2015-017-02**
Railway Tunnel - Engineering Design and
Tender Documents, BRTC

THAT Inspec-Sol Inc. be retained to complete the engineering design and preparation of tender documents for the work required to open the Brockville Railway Tunnel to the public, for an upset limit fee of \$132,500 (one hundred thirty-two thousand five hundred dollars) plus HST;

THAT this expenditure be charged to account 9701101-9037001.

Finance, Administration and Operations Committee
February 17, 2015

- 57 - 69 4. **2015-018-02**
Fairview, The Wm. Wilson-Page House
40 Crawford Street, Brockville
Designation of Historical and Architectural Significance
By-Law 137-88
- THAT Council deny the request to repeal By-law 59-85, being a by-law to Designate the property known as the “Fairview”, The “WM. Willson-Page House”, 40 Crawford Street, for historical and architectural significance.*

- 70 - 75 5. **2015-019-02**
Licensing of Buskers
- THAT Council authorize the passing of a by-law to provide for the licensing of buskers.*
- 76 - 102 6. **2015-020-02**
2014 Interim Variance Report
- THAT Council receives the Interim Variance Report as of December 31, 2014 Report No. 2015-020-02, for information purposes.*

NEW BUSINESS

1. **Transit Advisory Committee**
Councillor Bursey

Whereas, the council of the City of Brockville has already made substantial investments in an extended transit pilot project, which will continue for the next year;

And whereas, much of the citizen feedback we have received, and continue to receive, is based around promotion, accessibility, and bus routes;

And whereas, certain city committees are in regular contact with the Operations and Transit directors already, and we have seen an increase in transit usage;

And whereas, public transit promotes a healthy and active lifestyle, while also promoting socialization, environmentalism, and inclusion;

And whereas; neighbouring municipalities such as Cornwall have already established best practices that we could borrow with the intention of maximizing the pilot project potential;

Finance, Administration and Operations Committee
February 17, 2015

Therefore be it resolved that the Corporation of the City of Brockville form a Transit Advisory Committee, featuring members of related city committees and departments, a council representative, and a minimum two members of the general public, meeting quarterly throughout the length of the transit pilot (with potential to continue forward as needed).

FAO - CONSENT AGENDA

ADJOURNMENT

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

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Contact North | Contact Nord partners with Ontario's 24 public colleges, 22 public universities and 250 literacy and basic skills and training providers to help 4 million Ontarians living in 600 small, rural, remote, Aboriginal and Francophone communities access post-secondary education and training programs and courses offered and taught by these education and training providers without leaving their community.

Local access to education and training opportunities supports regional and community economic development and promotes a culture of lifelong learning.

FULFILLING THE MANDATE

Established in 1986 by the Government of Ontario, Contact North | Contact Nord fulfills its mandate by delivering Five Core Services for Students, Faculty & Instructors, Colleges, Universities, Literacy and Basic Skills and Training Providers, available in English and French, through:

1. 112 local online learning centres in communities across the province where Ontarians can:
 - Use web conferencing, videoconferencing and audioconferencing distance learning platforms to connect to, and participate in, their programs and courses offered and taught by the colleges, universities and literacy and basic skills and training providers.
 - Use computer workstations and high-speed Internet access to complete their fully online courses.
 - Get information on available programs and courses from the colleges, universities, and literacy and basic skills and training providers.
 - Get help with the registration process.
 - Write their supervised exams and tests.

Each of the 112 local online learning centres has knowledgeable, local staff available to support students and prospective students.

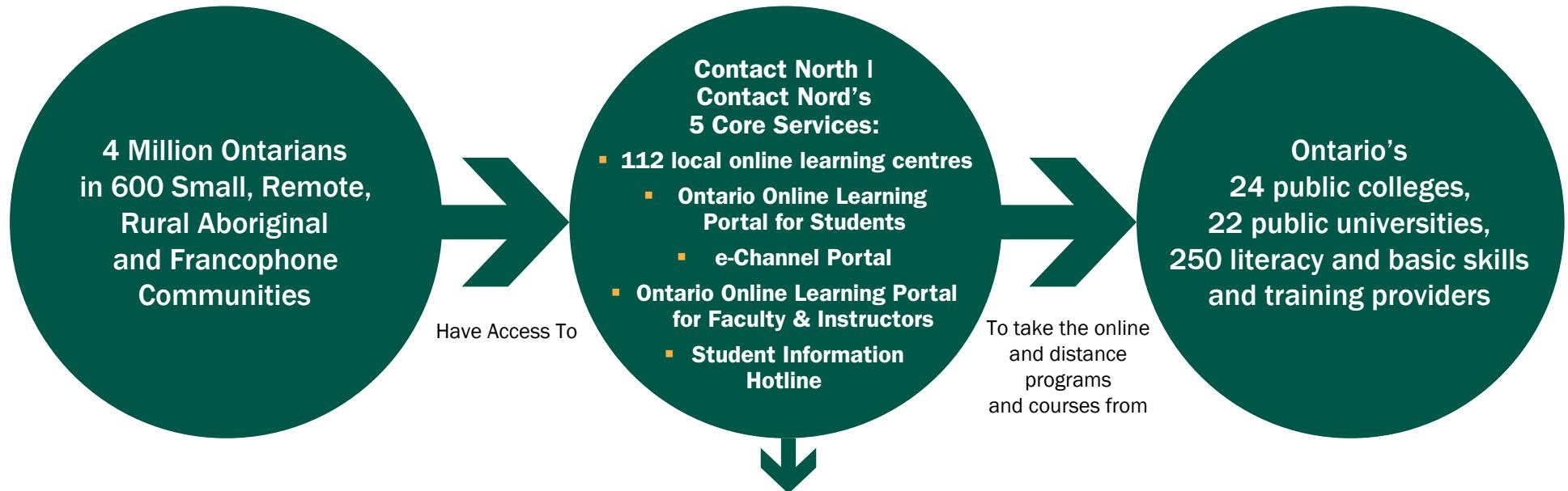
2. The Ontario Online Learning Portal for Students (studyonline.ca) provides 24/7 access to information on available online and distance programs and courses offered by Ontario's 24 public colleges, 22 public universities, and 250 literacy and basic skills and training providers and available student support services. This Portal generates an average of 25,000 unique visits per month.
3. The e-Channel Portal (www.e-channel.ca) provides 24/7 access to information on available literacy and basic skills courses and student support services. This Portal generates an average of 1,100 unique visits per month.
4. The Ontario Online Learning Portal for Faculty & Instructors (www.contactnorth.ca/home) provides 24/7 access to information and resources for faculty and instructors teaching online and at a distance. This Portal generates an average of 14,000 unique visits per month.
5. The Student Information Hotline provides access for Ontarians to connect live via phone (1-877-999-9149), e-mail or chat with staff who provide information on online and distance programs and courses, other student services, and assistance with the registration process.

WHAT CONTACT NORTH | CONTACT NORD IS NOT

1. It is not an educational institution or training provider.
2. It does not offer or deliver programs or courses.
3. It does not have faculty or instructors.
4. It does not award credit for courses completed or credentials.
5. It does not provide academic counselling, tutoring, or other direct student support services.

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CONTACT NORTH | CONTACT NORD'S 5 CORE SERVICES

▪ 112 local online learning centres

Provides 3 distance education platforms, computer workstations, Internet access, information on available programs and courses, assistance with the registration process, and a place to write supervised exams and tests.

▪ Ontario Online Learning Portal for Students (studyonline.ca)

Provides 24/7 access to information on available online and distance programs and courses offered by Ontario's 24 public colleges, 22 public universities, and 250 literacy and basic skills and training providers and available student support services. This Portal generates an average of 25,000 unique visits per month.

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▪ Student Information Hotline

Provides access for Ontarians to connect live via phone (1-877-999-9149), e-mail or chat with staff who provide information on online and distance programs and courses, assistance with the registration process and other student services.

Thursday, January 29, 2015

To Whom It May Concern,
Brockville City Council
RE: "Artscape" Model Proposal for Trinity Church

At our November meeting, the Brockville Youth Advisory Committee voted in favour of drafting a blanket support letter for this proposal in principle. We know that there are many unknown variables at play in terms of making the initial steps or final decisions, but we were encouraged by the presentation. What we would encourage is for at least one or two of the potential units to be earmarked for local students or transient youth should you choose to move forward with construction.

We have spoken at great deal through previous correspondence and reporting for the need to have more safe and inclusive places for budding artists to share their talents, and central service hubs available to at-risk youth who may be in need. This project could be a caveat for both needs.

We can't speak to the logistics of the project, and understand that this is a tremendous physical and financial undertaking. However, we would love to see a youth-inclusive mentality included in whatever plans this project may lead to. There is definitely potential for greater future discussions which we look forward to taking part in.

Sincerely,
The Brockville Youth Advisory Committee

FEBRUARY 2, 2015

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 17, 2015**

2015-010-02

**2014 ANNUAL SUMMARY REPORT
WATER POLLUTION CONTROL CENTRE**

**PETER RAABE, P. ENG.
DIRECTOR OF
ENVIRONMENTAL SERVICES**

RECOMMENDATION

THAT the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2015-010-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

THAT the 2014 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOECC District Office - Kingston.

ORIGIN

This annual summary report covers the period January 1, 2014 through December 31, 2014, and is a requirement under our Environmental Compliance Approval 7875-9Q7JVZ, Section 10 (6).

ANALYSIS

We are pleased to present the 2014 Annual Summary Report for the Water Pollution Control Centre. This report provides a summary of the flow data, summary of compliance results, sampling results, abatement initiatives, sludge disposal, bypass and overflow events, and operational highlights. The annual summary report will be posted on the City's website.



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

B. Casselman
City Manager



CITY OF BROCKVILLE WATER POLLUTION CONTROL CENTRE

2014 ANNUAL SUMMARY REPORT FOR COUNCIL

Peter Raabe, P. Eng., Director of Environmental Services
Ed Malcomson, Supervisor – Wastewater Systems Division

DATE: January 26, 2015
FILE: E03-04

2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

EXECUTIVE SUMMARY

The enclosed 2014 Annual Summary Report is prepared in accordance with the Environmental Compliance Approval (ECA) for the City of Brockville's Water Pollution Control Centre (WPCC) for submission to the Ontario Ministry of the Environment and Climate Change (MOECC). A copy of this report is also made available at City Hall and on the City's website for public viewing. Included with this report are analytical data, plant flow, bypass and overflow events, biosolids data, as well as a process flow schematic of the facility.

In all cases, the City of Brockville's WPCC sampling and analysis program met or surpassed the requirements outlined in the plant's ECA. The annual report will discuss the level of performance with regard to effluent limits specified in the ECA. In 2014 the monthly and annual plant averages for loading and discharge effluent were compliant with the limits set out in our ECA. In 2014 there were three bypass events at the Main Pumping Station.

Each year, the City of Brockville focuses on Capital and Operational targets to improve the quality of the Wastewater Treatment System. In 2014 these improvements included:

- **Screen and Degrit Operations** – Installation of an overflow channel for the mechanical bar screens to prevent an overflow if the rakes trip or blind over.
- **Digester Operations** – Replacement of the following equipment with new units: two hot water booster pumps and one sludge recirculating pump. Removal of two digester mixers for inspection.
- **Dewatering** – Rebuild of 6 sludge cake conveyor knife gates.
- **Lab Services and Abatement** – Purchase of UVT Meter to allow staff a comparator to the online unit. Replacement of raw sewage refrigerated sampler, portable dissolved oxygen probe and pH probe for abatement portable sampler.
- **Main Pumping Station** – In 2014 J. L. Richards and Associates Ltd. completed the Environmental Assessment for the Main Pumping Station and Force main.

Peter Raabe, P. Eng.
Director of Environmental Services

Ed Malcomson
Supervisor – Wastewater Systems

2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

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2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

1. INTRODUCTION

We are pleased to present the 2014 Water Pollution Control Centre Annual Summary Report for Council. The purpose of this Report is to provide a performance summary on the facility for the period January 1st to December 31st, 2014, and is a legal requirement under Section 10 (6) of Environmental Compliance Approval (ECA) number 7875-9Q7JVZ, made under section 20.2 of Part II.1 of the Environmental Protection Act R.S.O. 1990, c. E19 (Environmental Protection Act). This Annual Report must be forwarded to the Ministry of the Environment and Climate Change no later than March 31st, 2015.

2. FACILITY DESCRIPTION

Brockville's wastewater treatment facility is a Class IV Secondary Treatment Plant with a capacity of 21,800 cubic metres per day and a peak design of 62,500 cubic metres per day. The plant is classified as a conventional secondary treatment process inclusive of screening, grit removal, primary clarification, activated sludge process with nitrification, secondary clarification, ultraviolet disinfection, with phosphorus removal, anaerobic digestion of sludge, centrifuge dewatering of sludge, centrate return to the primary clarifiers and sludge cake recycling. The main plant was built in the 1960's, and was upgraded in several phases, the most recent in 1991, 1995 and 2010 with the current Secondary Treatment Upgrade. These works also included a major upgrade to the Main Pumping Station on Water Street in 1994. **Appendix A: WPCC Process Flow Schematic** is provided.

The wastewater treatment plant services a population of approximately 22,000 as well as nearby Elizabethtown-Kitley Township retirement homes (3), the Brockville Psychiatric Hospital and the St. Lawrence Valley Correctional and Treatment Centre. There are 12 pumping stations located throughout the community to transfer wastewater to the treatment facility. The treated effluent receiver is the St. Lawrence River.

3. APPROVALS AND CERTIFICATION

3.1 Environmental Compliance Approval

The City of Brockville's WPCC (Works #120000122) operates under Environmental Compliance Approval (ECA) Number 7875-9Q7JVZ which includes Limited Operational Flexibility (Reference # 6247-9NYK5V). This new ECA was issued to the facility on November 19th 2014 and revokes and replaces ECA Number 4627-9CQJMD. The facility is a Class IV facility in accordance with the *Licensing of Sewage Works Operators Regulation* (O. Reg. 129/04) made under the *Ontario Water Resources Act*.

The ECA for Brockville's WPCC establishes final effluent limits for 5-day Carbonaceous Biochemical Oxygen Demand (CBOD₅), Total Suspended Solids (TSS), Total Ammonia Nitrogen (TAN), Total Phosphorus (TP), pH, E. Coli and Toxicity. The limits are based on monthly averages, and apply to concentration as well as total daily loading. The limits are used to determine compliance with the ECA. The limits are found in the lower area below the monthly data of **Appendix B: 2014 WPCC PARS Report**.

2014 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

The ECA also establishes the rating of the facility for *average daily flow* or ADF. ADF is the cumulative total flow of sewage to the sewage works during the year divided by the number of days of flow. A rating is also determined for *peak flow* (the maximum rate of sewage flow for which the plant was designed). The rated ADF for the WPCC is 21,800 m³/day and the peak flow rating is 62,500 m³/day.

3.2 Operator Certification

The *Licensing of Sewage Works Operators Regulation* (O. Reg. 129/04) requires owners to ensure that every operator employed in the facility holds a license applicable to that type of facility (s. 14 (1)). The City continues to ensure all operators employed at the WPCC hold a valid license for its facility.

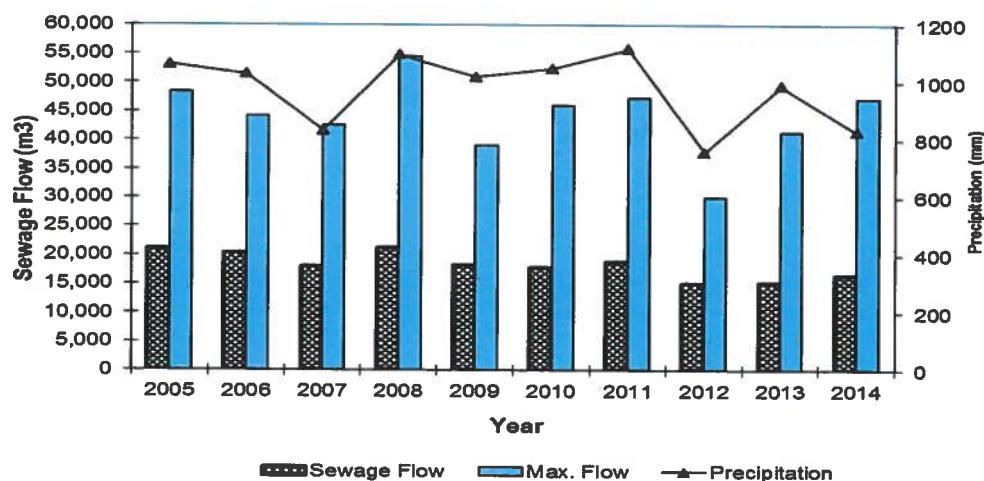
O. Reg. 129/04 also requires the designation of an overall responsible operator (ORO) for the facility and that the ORO holds a license applicable to and of the same class as or higher than the class of the facility or one level below for no longer than six months. Ed Malcomson, Supervisor of Wastewater Systems, is the designated ORO holding a Class 4 Wastewater Treatment License and a Class 3 Wastewater Collection license.

4. FLOW MONITORING DATA

4.1 Plant Flow

The wastewater flow during the reporting period is outlined in **Appendix B: 2014 WPCC PARS Report**. The total flow received during the 2014 reporting period was 5,985,056 m³ with an annual ADF of 16,533 m³ or 76% of the plant's current rated capacity. The Maximum Daily Flow of 47,211 m³ occurred on April 10th, and the minimum daily flow of 10,595 m³ occurred on November 15th. The ADF at the WPCC for 2014 compared to 2013 showed an increase of 9%. Figure 1 shows the precipitation and flow graphically.

**Figure 1: Brockville WPCC
Average Annual Daily Flow vs Precipitation
2005 - 2014**



2014 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

4.2 Bypasses, Spills and Overflow Events

The occurrence of a spill, bypass or overflow event results in the generation of an event report and entry into the operational log.

There were three bypass events at the Main Pumping Station in 2014. See **Appendix C: 2014 Bypass Summary Report**.

4.3 Chemical Usage

Ultraviolet radiation is used for disinfection.

Aluminum Sulfate (Alum) is used to aid in phosphorus removal.

The consumption of chemicals that aid in achieving effluent criteria are tracked by the treatment facility, and are outlined in **Appendix D: 2014 WPCC Annual Chemical Summary**.

5. ANALYTICAL DATA

5.1 Background

WPCC staff perform analysis on the samples collected, and participate in a Proficiency Testing Program as part of their quality assurance program. WPCC staff also send out some samples to an outside lab that is accredited with the Canadian Association for Laboratory Accreditation (CALA). WPCC staff schedule the sampling days, and maintain a sampling schedule for the WPCC that meets the requirements of the ECA.

5.2 Sampling and Analysis Program

WPCC staff maintain a schedule of sampling Raw Influent and Final Effluent weekly as per the ECA, as well as primary effluent, raw sludge, digested sludge, activated sludge, return activated sludge, waste activated sludge and other process samples. The frequency of sampling and the testing performed met or exceeded the minimum requirement in the ECA Approval.

Toxicity tests for 2014 were all 0% mortality.

The ECA requirement for pH of the final effluent is 6.0 to 9.5. In 2014 the final effluent pH ranged from 6.2 to 8.0, which was in compliance.

5.3 Abatement Program

Waste Survey Reports continue to be updated and reviewed by abatement staff.

Abatement staff continued to monitor and work with local industry in 2014.

On May 27th, 2014 Council enacted By-law No. 046-2014 to regulate the Use of Sewers within the City of Brockville. This by-law replaces Sewer Use By-law 12-91.

2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

5.4 Effluent Quality Performance – Compliance and Objective Limits

The analysis results of the routine sampling at the WPCC are shown by month in **Appendix B: 2014 WPCC PARS Report** for both the raw influent and final effluent samples. Compliance was achieved in both concentration and loading for CBOD₅, TSS, TP and TAN.

ECA 7875-9Q7JVZ outlines Effluent Objective concentrations, in Condition 6, which the Owner shall use their best efforts to achieve.

In Condition 10 (6)(f) of ECA 7875-9Q7JVZ it requires a description of efforts made and results achieved in meeting the Effluent Objective concentrations of Condition 6 be included in this Annual Report.

In 2014 all Effluent Objective concentrations were met with the exception of Total Ammonia Nitrogen. The Effluent Objective concentration for Total Ammonia Nitrogen for the period of November 1st to April 30th is 12.0 mg/l. The monthly averages for Total Ammonia Nitrogen for February was 13.10 mg/l and for March 13.07 mg/l which exceeded the Effluent Objective.

The Total Ammonia Nitrogen Effluent Objective concentration exceedance can be contributed to the harsh winter conditions experienced during 2013-2014. The raw sewage temperatures recorded were below the temperatures recorded during the previous year's winter months of 2012-2013 when we first began to operate the new secondary treatment facility. Cold winter temperatures have a major impact on the facility's ability to treat Ammonia Nitrogen. When sewage temperatures go below 10°C the ability of the bacteria responsible for ammonia nitrogen removal becomes significantly reduced. As a result of this exceedance for Total Ammonia Nitrogen, WPCC Staff conducted various Total Ammonia Nitrogen sampling programs over the summer and fall months of 2014 to help better understand the Total Ammonia Nitrogen profiles we were seeing throughout our plant. Sampling indicated that our Centrate (by-product of dewatering) was a significant contributor of Total Ammonia Nitrogen that is recycled back into our treatment process. In the fall of 2014 staff implemented some changes to the rate and location at which our Centrate is recycled back into the treatment process in an effort to achieve the Effluent Objectives concentrations for the period of Nov 1st to April 30th as outlined in Condition 6 of our ECA. Currently we are maintaining Total Ammonia Nitrogen levels below the Effluent Objective.

Quarterly reports were submitted to City Council and monthly reports were submitted to the MOECC.

6. OPERATIONS AND MAINTENANCE

6.1 Operations Log

The use of an operational log book, as required under the *Licensing of Sewage Works Operators Regulation* (O. Reg. 129/04, s. 19 (1)), to record departures from normal operating procedures, unusual or abnormal conditions, and equipment that was taken out of service, ceased to operate, underwent maintenance or repair, is kept by the facility. The highlights captured in the operational log are detailed in **Appendix E: 2014 WPCC & Pumping Stations Operational Highlights**.

2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

6.2 Maintenance Programs

The City of Brockville uses the Work Tech preventative maintenance program to coordinate and track all plant maintenance as recommended by the original equipment manufacturer (OEM). Inspection, testing and calibration of electrical, mechanical, instrumentation and SCADA equipment is performed and documented by fully trained and qualified technicians. The equipment includes process digester gas systems, overhead cranes and gantries, fall protection devices, heating, ventilation and air conditioning (HVAC) systems, standby generator equipment and high voltage switchgear, to name a few. Critical process equipment found to be malfunctioning is repaired or replaced immediately.

6.3 Biosolids Management, Land Application and Disposal

During 2014 the City of Brockville did not apply any biosolids on Ministry of the Environment and Climate Change approved farmland. The City of Brockville processed the digested sludge through our centrifuge and produced a dry biosolids product. A letter was prepared and sent to the MOECC indicating that no biosolids were land applied in 2014.

Appendix F: 2014 WPCC Centrifuge Sludge Feed and Cake Disposal Summary. In 2014 our cake was hauled to DES Environmental's facility for recycling. DES Environmental has a C of A to receive this material.

6.4 Effluent Monitoring Devices & Calibrations

Instrumentation equipment is maintained in accordance with OEM recommendations, or better. Historical calibration sheets are completed each time, and if the instrument is out of calibration, corrective action is implemented along with the Contractor performing the calibration. The calibration report is included in **Appendix G: 2014 Calibration Report Summary**. Various programs are in place to ensure we are current with new technologies, replace end-of-life equipment and maintain a high level of quality assurance.

6.5 WPCC & Pumping Stations – Completed and Planned Works

Appendix H: 2014 Capital Project Manager's Sheet contains the 2014 Capital Projects for the WPCC and Pumping Stations. We allocated \$170,000 in Capital to replace various pieces of equipment at the WPCC and pumping stations that were nearing the end of their life cycle. This included the installation of an overflow channel for the mechanical bar screens, rebuild of six sludge cake conveyor knife gates and the purchase of a UVT meter. The following equipment was also replaced: two hot water booster pumps, sludge recirculating pump, raw sewage refrigerated sampler, portable dissolved oxygen and pH probes. The digester mixers were removed for inspection. These projects have been integral to refurbishing or replacing aging assets in order to maintain efficient operation and redundancy. This program utilizes risk analysis, maintenance costs and replacement analysis to give the best 10 year model possible. As always, not all risks are known and sometimes unforeseen breakdowns do occur. Excellent coordination between staff and various contractors and suppliers allows the work to be assessed and performed while keeping on track from a budget standpoint.

2014 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

7. KEY CONTACTS AND REFERENCES

For further information on this report, enquiries on a related topic, or to arrange a plant tour of the wastewater treatment facilities, please contact:

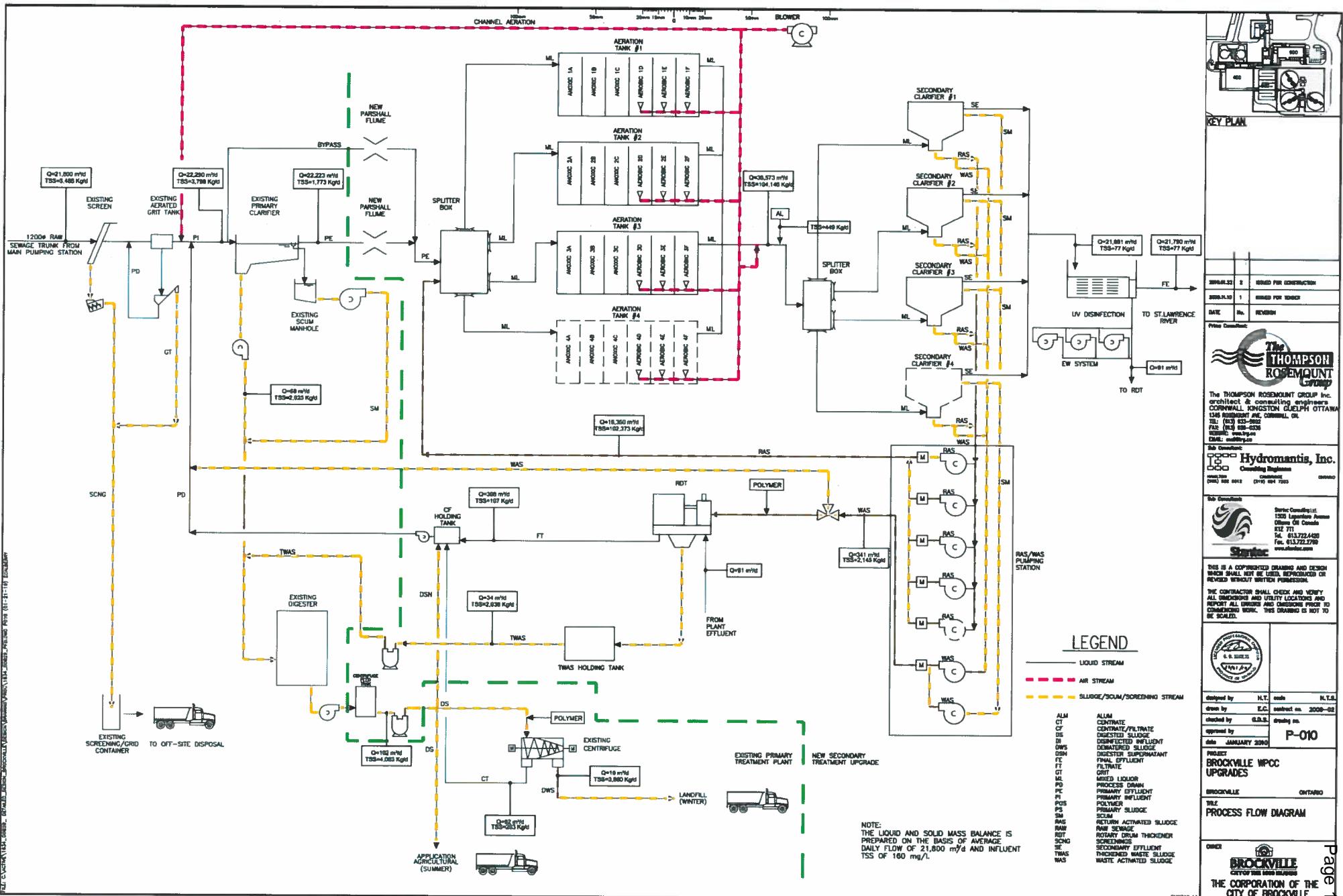
Ed Malcomson
Supervisor - Wastewater Systems
613-342-8772 ext 8301
E-mail: emalcomson@brockville.com

Peter Raabe, P. Eng.
Director of Environmental Services
613-342-8772 ext. 8257
E-mail: praabe@brockville.com

Ministry of the Environment and Climate Change
Ontario Water Wastewater Certification Office
Water Environment Federation
Water Environment Equipment Association of Ontario
Ontario Agriculture and Food

www.ene.gov.on.ca
www.owwco.ca
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www.gov.on.ca/omafra

APPENDIX A



APPENDIX B

BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY: BROCKVILLE DESCRIPTION: A Secondary Treatment Facility, complete with two anaerobic digesters, two centrifuges for sludge thickening and two RDT's for sludge co-thickening and utilizing Alum for phosphorus removal and UV for effluent disinfection YEAR: 2014
 PROJECT: BROCKVILLE WATER COURSE: ST. LAWRENCE RIVER
 WORKS NUMBER: 120000122 DESIGN CAPACITY: 21.800 x 1000m³/day
 PEAK DESIGN CAPACITY: 62.500 X 1000m³/day

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

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

COMMENTS:

APPENDIX C

Facility Name: Brockville Water Pollution Control Centre Report Year: 2014

2.0 Pumping Station and Plant Bypass Monthly Summary:

MONTH	PRIMARY BYPASS			SECONDARY BYPASS		
	No. of Days (days)	Duration (hours)	Volume (1,000 m ³)	No. of Days (days)	Duration (hours)	Volume (1,000 m ³)
January	1	0.516	0.271			
February						
March						
April	1	20.77	57.625			
May	1	0.683	0.384			
June						
July						
August						
September						
October						
November						
December						
TOTAL	3	21.969	58.28	0	0	0
Volume of Bypass as % of *			0.97%			%
Average Daily Flow (ADF)						

ADF =

* % = Volume of Bypass divided by ADF divided by 365 multiplied by 100

Comments Area - Pumping Stations and Plant Bypasses

APPENDIX D

2014 Brockville WPCC Chemical Summary

011 Chemicals			
Totals	D62 Alum use (kg) (kg)	D63 Alum use (L) (L)	D64 Alum dose (mg/L)
Average	655.7825753	496.6703288	43.30997245
Minimum	0	0	0
Maximum	876.26	663.84	80.8
Count	365	365	363
Total	239360.64	181284.67	
95 Percentile Exceedences	0	0	0

APPENDIX E

2014 BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**1st Quarter (January, February, March)****1. Main Plant:**

- Primary Clarifiers #3 and #4 are currently not in use (on standby)
- Secondary Clarifier #2 is currently not in use (on standby).
- New Boiler #505 is in service but we are still experiencing start-up issues.
- 2014 Lifting Device Inspections completed.
- MOE Plant Inspection was conducted February 12th, 2014. The final report has been received with only one action item required. Condition 6. Effluent Objectives of ECA Number 4627-9CQJMD requires the Owner to use best efforts to operate the Works at all times to maintain effluent quality that **does not** exceed the Effluent Parameters listed in this section. On August 21st and August 28th, 2013 samples were collected showing Final Effluent Total Phosphorus results on the rise due to very little rain and very low flow conditions. As a result these two samples impacted our monthly average leaving the Works still within Compliance; however, exceeding our ECA Objectives of 0.80 mg/l, with a result of 0.82 mg/l. A response has been sent to the MOE to address this item and confirmation of acceptance has been received.
- 2014 1st Quarter Federal Wastewater Systems Effluent Regulations (WSER) Report has been submitted to Environment Canada.

2. Main Pumping Station:

- Bypasses: no bypasses to report.
- Phase I and II Reports regarding the Main Sewage Pumping Station and Force main Municipal Class Environmental Assessment were available for public comment.

3. Pumping Stations:

- WPCC staff responded to fourteen (14) mechanical pump calls. No issues to report.

4. Power Outages:

- No items to report.

5. Wastewater Collection System:

- 57 blocked sewer/camera inspections.
- 1 blocked main response.
- 3 sanitary sewer lateral dig-ups and repair.
- Contract 2014-21 Wastewater Main Line Cleaning contract was awarded to Clean Water Works Inc.

2nd Quarter (April, May, June)**1. Main Plant:**

- Primary Clarifiers #1 and #4 are currently not in use (on standby)
- Secondary Clarifier #1 is currently not in use (on standby).
- New Boiler #505 is in service but we are still experiencing start-up issues.
- Design of screening bypass has commenced.
- Additional ammonia testing program commenced to identify loadings and removals throughout the process.
- Load bank testing was completed on two of the three portable generators.

APPENDIX E

2014 BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS

2. Main Pumping Station:

- **Bypasses:**
 - On April 8th, 2014 there was a 20 hours and 46 minutes bypass at the Main Pumping Station due to heavy precipitation/snow melt. Approximate volume of the bypass was 57,625 m³. MOE was notified of the event. Chlorination was established and samples taken.
 - On May 27th, 2014 there was a 41 minute bypass at the Main Pumping Station due to heavy precipitation. Approximate volume of the bypass was 384 m³. MOE was notified of the event. Chlorination was established and samples taken.
- Phase I and II Reports regarding the Main Sewage Pumping Station and Force main Municipal Class Environmental Assessment were available for public comment. Comments received were sent to the MOE for review. Still waiting on MOE response.
- On June 24th, 2014 the Main Pumping Station wet well was cleaned.

3. Pumping Stations:

- WPCC Staff responded to fifteen (15) mechanical pump calls. No issues to report.

4. Power Outages:

- There were four (4) power outages. No issues to report.

5. Wastewater Collection System:

- 62 blocked sewer/camera inspections.
- 0 blocked main responses.
- 2 sanitary sewer lateral dig-ups and repair.
- Contract 2014-21 Wastewater Main Line Cleaning was completed on May 27th, 2014.
- WPCC Staff/Students have begun inputting historical sewer data records into an electronic data base.

3rd Quarter (July, August, September)

1. Main Plant:

- Primary Clarifiers #1 and #4 are currently not in use (on standby).
- Secondary Clarifier #1 is currently not in use (on standby).
- New Boiler #505 is in service but we are still experiencing start-up issues.
- Work on new screening bypass has commenced.
- Additional ammonia testing program commenced to identify loadings and removals throughout the process.
- Load bank testing was completed on two of the three portable generators.
- The City's new Sewer Use By-law 046-2014 was enacted by Council on May 27, 2014. A copy of the By-law has been posted on the City's website and a notice has been included on the water bills.
- Annual Fire Alarm and Elevator Inspections completed.
- 2014 2nd & 3rd Quarter Federal Wastewater Systems Effluent Regulations (WSER) Reports submitted to Environment Canada.
- Inspection and certification of SCBA unit and confined space entry equipment completed.

APPENDIX E

2014 BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS

- Plant historian system crashed with loss of both drives. New drives have been installed with programming underway.
- Modifications were made to the septage sump pump line to prevent blockages.

2. Main Pumping Station:

- Bypasses: No bypasses to report.
- Phase I and II Reports regarding the Main Sewage Pumping Station and Force main Municipal Class Environmental Assessment were available for public comment. Comments received were sent to the MOE for review. Still waiting on MOE response. No new updates.
- Annual servicing of automatic transfer switch completed.

3. Pumping Stations:

- WPCC Staff responded to fourteen (14) mechanical pump calls, ten (10) communication calls and two (2) Water Systems Division calls. No issues to report.
- Communication failures are being addressed through new equipment purchases.

4. Power Outages:

- There were four (4) power outages. No issues to report.

5. Wastewater Collection System:

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

4th Quarter (October, November, December)

1. Main Plant:

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

2. Main Pumping Station:

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

APPENDIX E

2014 BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS

3. Pumping Stations:

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

4. Power Outages:

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

5. Wastewater Collection System:

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

APPENDIX F

2014 BROCKVILLE WPCC CENTRIFUGE SLUDGE FEED & CAKE DISPOSAL SUMMARY

	221 Centrifuge - Sludge Feed			222 Centrifuge - Cake		27 Cake Weight	
	% Total Solids	% Volatile Solids	Sludge Volume to Centrifuge [m³]	% Total Solids	% Volatile Solids	Cake Weight to Recycling - per Environmental Unit [kg]	Cake Weight to Environmental Landfill [kg]
Totals							
Average	1.738541667	64.003125	79,45314917	25.97791667		9033.223464	
Minimum	1.32	55.11	27.87	21.22		5910	
Maximum	3.12	70.83	163.44	29.01		11860	
Count	48	48	362	48		179	
Total			28762.04			1616947	
95 Percentile							
Exceedences	0	0	0	0		0	

APPENDIX G

City of Brockville
PO Box 5000.
Brockville Ontario
K6V 7A5

May 12 2014

Attention: Phil Wood

Re: 2014 Annual Waste Water Flow Meter Calibrations

Flowmetrix thanks you for the opportunity to provide our flow meter calibration services. Mr. Dan Matchett attended your Brockville PCP facility on April 28th and April 29th 2014 to verify the calibrations of your flow meters as directed. Please accept the letter as a summary of the flow meters verified, corresponding results and a brief description of the verification procedures used.

Electromagnetic Flow meters

The calibration of electromagnetic flow meters is typically verified using the appropriate manufacturer's calibrated flow simulator. The flow simulator when connected to the convertor in place of the flow tube delivers a precise signal back to the convertor that simulates a specific, calculable flow condition that is representative of specific flow conditions. The local display and local outputs are checked and documented for accuracy at each specific test point.

Level Instruments, Milltronics & Greyline

The calibration of ultrasonic level meters is typically verified using a solid level plate and measure ruler. In situations where safety or continuous operations limit direct access to the existing level sensor, the customer's level sensor is removed and a temporary secondary level sensor is attached to the transmitter allowing a ruler and level plate to be used to simulate a specific, calculable liquid level condition. The local display and local outputs are checked and documented for accuracy at each specific test point. These types of instruments are typically associated with a primary device allowing a flow calculation, and it is assumed to be programmed to provide the correct relationship between flow and level.

Calibration Summary

	Instrument	Result	Comment
1	FIT 353	Pass	None
2	FIT 366	Pass	None
3	FIT 367	Failed	Replace
4	FIT 369	Pass	none
5	FIT 461	Pass	none
6	FIT 511	Pass	none
7	FIT 512	Pass	none
8	FIT 602	Pass	none
9	FIT 603	Pass	none
10	FIT 713	Pass	none
11	FIT 721	Pass	none
12	FIT 722	Pass	none
13	FIT 723	Pass	none

	Instrument	Result	Comment
14	FIT 724	Pass	none
15	FIT 801	Pass	none
16	FIT 834	Pass	none
17	FIT 944	Pass	none
18	FIT 953	Pass	none
19	FIT 973	Pass	none
20	FIT 975	Pass	none
21	FIT 995	Pass	none
22	RAS # 1	Pass	None
23	Raw Sludge # 1	Pass	none
24	Raw Sludge # 2	Pass	none
25	Main PS	Pass	none

If you have any questions or require further details or information please do not hesitate to contact me at your convenience.

Kind Regards

Curtis King C.E.T.

APPENDIX H

2014 CAPITAL PROGRAM

2014 CAPITAL PROGRAM			
<u>PROJECT NAME:</u>	Water Pollution Control Centre Equipment Replacement Program	<u>YEAR PROPOSED:</u> <u>ITEM NO:</u>	2014 6.2
<u>LOCATION:</u>	Sewage Treatment Plant and Pumping Stations		
<u>HISTORY:</u>	LENGTH OF PROJECT: YEAR FIRST INTRODUCED:	Ongoing - through Sewer Rate Reserve 1997	
<u>SCOPE:</u>	Replacement of Capital Equipment for the Water Pollution Control Centre and associated structures and pumping stations. This is to be accomplished from the Sewer Rate Reserve Fund.		
9406010	WPCC BUILDINGS AND PROPERTY:		
9940654	Install By-Pass for Mechanical Bar Screens	35,000	
	DEWATERING OPERATIONS:		
9940655	Knife Gate Replacement (6) replace 2	50,000	
	LAB SERVICES AND ABATEMENT EQUIPMENT:		
9940656	Portable UVT Meter (New Purchase)	2,000	
9940657	Raw/Primary/Final Refrigerated Samplers (Replace 1)	10,000	
9940658	Portable DO Probe (Replace 1)	2,000	
9940659	Portable Sampler Abatement PH Probe replace.	2,000	
	DIGESTER OPERATIONS:		
9940660	Remove Digester Mixers for Inspection (2)	19,000	
9940661	Boiler Hot Water Booster Pumps (2) rebuild/replace	5,000	
9940662	Digested Sludge Recirc. Pumps (2) replace 1	30,000	
9940609	CONTINGENCY:	<u>15,000</u> <u>170,000</u>	
<u>WHY REQUIRED:</u> Advantages & Benefits	See the attached 10 Year Plan - Water Pollution Control Centre Capital Needs Routing such purchases through the WPCC Sewer Rate Reserve Fund provides the opportunity to account for all Capital Costs associated with the Water Pollution Control Centre in one place and to finance such work through the Sewer Use Rate User Fee. As well it allows the expenditure to take place while keeping the tax rate smooth.		

PREPARED BY (PROJECT MANAGER):

Ed Malcomson

DATE:

Ed Malcomson
August 15, 2013

FEBRUARY 2, 2015

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 17, 2015**

2015-011-02

**2014 ANNUAL WATER QUALITY REPORT
BROCKVILLE DRINKING WATER SYSTEM**

**PETER RAABE, P. ENG.
DIRECTOR OF
ENVIRONMENTAL SERVICES**

RECOMMENDATION

THAT the 2014 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2015-011-02, be received; and

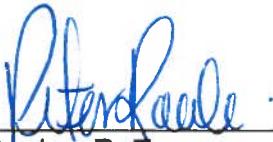
THAT the Director of Environmental Services be designated to sign the 2014 Annual Water Quality Report on the Brockville Drinking Water System.

ORIGIN

The Safe Water Drinking Water Act, 2002 - Ontario Regulation 170, Schedule 22 requires that members of Council shall be given the annual water quality report for the preceding calendar year for their approval no later than March 31st. This report covers the period from January 1, 2014 through December 31, 2014.

ANALYSIS

Provided is a complete annual water quality report summarizing the plant description and design, flow data and water quality parameters. The 2014 Annual Water Quality Report is available at the Water Treatment Plant and on the City's website.



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

B. Casselman
City Manager



BROCKVILLE DRINKING WATER SYSTEM



2014 ANNUAL WATER QUALITY REPORT

P. Raabe, P. Eng., Director of Environmental Services
D. Richards, Supervisor Water Systems

DATE: February 6, 2015



EXECUTIVE SUMMARY

The City of Brockville's Water Systems Division is pleased to provide the 2014 Annual Drinking Water Quality Report. The purpose of this report is to keep the public and Council informed regarding the quality of the City's drinking water and the performance and maintenance of our water treatment and distribution systems.

The City of Brockville is dedicated to delivering a safe, reliable, drinking water supply while remaining compliant with all regulatory requirements. Achievement of those commitments is supported by risk-based process evaluation, staff competency, effective communication, and appropriate contingency/incident response measures. The managers and employees of the City of Brockville who are directly involved in the production and delivery of safe drinking water are committed to and share in the responsibilities for implementing, maintaining, and contributing to the continual improvement of the drinking water quality. The water delivered to the consumers in the City of Brockville and a portion in the Township of Elizabethtown-Kitley continues to be safe, meeting all drinking water quality regulatory standards.

This Annual Drinking Water Quality Report is prepared in accordance with the Municipal Drinking Water Licence, Drinking Water Works Permit for the Brockville Drinking Water System and Ontario Regulation 170/03, Section 11 and Schedule 22. Included with this report are analytical data, plant flow, adverse water quality incidents and corrective action resolutions, as well as a process flow schematic of the facility.

Peter Raabe, P. Eng.
Director of Environmental Services

Don Richards
Supervisor - Water Systems



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LIST OF ACRONYMS & DEFINITIONS

AWQI	Adverse Water Quality Incidents
	Examples of adverse water results:
	<ul style="list-style-type: none"> ▪ An analytical result that exceeds a health-based water quality standards ▪ Any evidence that disinfection may not have been effective ▪ Low chlorine residuals
C of A	Certificate of Approval
CFU	colony forming units
CGSB	Canadian General Standards Board
DWQMS	Drinking Water Quality Management Standard
GUDI	groundwater under the direct influence of surface water
L/s	litres per second
m ³ /d	cubic metres per day
mg/L	milligrams per litre
mL	milliliter
ML/d	Mega (million) litres per day
MOE	Ministry of the Environment (Ontario)
MOH	Medical Officer of Health
PVC	Poly Vinyl Chloride
O. Reg.	Ontario Regulation
PTTW	Permit to Take Water
R.R.O.	Revised Regulations Ontario (1990)
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act, 2002
WTP	Water Treatment Plant



Brockville Drinking Water System Annual Water Quality Report 2014

1. INTRODUCTION

This Annual Water Quality Report is for the period from January 1st to December 31st, 2014 and includes reporting for both the municipal drinking water treatment and distribution systems that the City of Brockville owns and operates and the water distribution system that the Township of Elizabethtown-Kitley owns and the City of Brockville operates.

This report contains three different reports required for the City of Brockville and the Elizabethtown-Kitley Drinking Water Systems:

- Section 11 Annual Report, as per Section 11 of O. Reg. 170/03
- Summary report as per Schedule 22 of O. Reg. 170/03.
- Summary of the raw water values that were submitted to the Ministry of the Environment under O. Reg. 387/04.

This annual report is available to the public at no charge. Users of this drinking water system have been notified that this annual report is available by placing a notice on the City of Brockville's website and water billing inserts. The 2014 Annual Water Quality Report is available to the public at no charge at the following locations:

- City of Brockville's website - <http://city.brockville.on.ca/>
- City of Brockville-Public Library
- City of Brockville-Revenue Office, City Hall
- City of Brockville-Water Systems Division, 20 Rivers Ave., 613-342-7819 ext 221.
- Township of Elizabethtown-Kitley's website-<http://www.elizabethtown-kitley.on.ca>
- Township of Elizabethtown-Kitley's Municipal Office 6544 New Dublin Road, RR#2 Addison

2. LEGISLATED REQUIREMENTS

2.1 Drinking-Water Systems Regulation (O. Reg. 170/03)

Under Schedule 22 of the Drinking Water Systems Regulation (O. Reg. 170/03), Summary Reports for Municipalities, annual reports to the owners of large municipal residential systems and small municipal systems are required. The summary report must be submitted no later than March 31st to members of municipal council. The contents must list the requirements of the *Safe Drinking Water Act, 2002*, the regulations, the system's approval and any order that the system failed to meet at any time during the reporting period covered, specify the duration of the failure, and the measures taken to correct the failure.

In addition, the report must include a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly averages, maximum daily flows and daily instantaneous peak flows. The summary must be compared to the rated capacity and flows provided in the system's Municipal Drinking Water Licence.



Brockville Drinking Water System Annual Water Quality Report 2014

The City of Brockville is the Owner of the Water Treatment Plant, trunk and local water distribution systems, and the City of Brockville is the Operating Authority for the Township of Elizabethtown-Kitley's water distribution system.

2.2 Summary of Regulatory Requirements

Acts and Regulations

Regulated systems must meet the requirements of Ontario's *Safe Drinking Water Act, 2002* and its regulations. Most notably, the Drinking Water Systems Regulation sets out treatment and testing requirements for all categories of regulated water systems, including small non-municipal and seasonal operations.

Safe Drinking Water Act, 2002

In the Part Two Report of the Walkerton Inquiry, Justice O'Connor recommended that the Ontario government enact a *Safe Drinking Water Act, 2002* to deal with matters related to treatment and distribution of drinking water. As articulated by Justice O'Connor, the purpose of the *Safe Drinking Water Act, 2002* is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

Summary of Provincial Legislation Significant to Water Operations

ACT	O. Reg.
WATER OPPORTUNITIES ACT	
➤ Water Opportunities Act, 2010	
CLEAN WATER ACT, 2006	
➤ Source Protection Areas and Regions	O. Reg. 284/10
➤ Source Protection Committees	O. Reg. 288/10
➤ Terms of Reference	O. Reg. 287/07
SAFE DRINKING WATER ACT, 2002	
➤ Drinking Water Systems Regulation	O. Reg. 170/03
➤ Certification of Drinking-Water System Operators and Water Quality Analysts	O. Reg. 128/04
➤ Drinking Water Testing Services - relating to laboratory licensing	O. Reg. 248/03
➤ Schools, private schools and day nurseries	O. Reg. 243/07
➤ Compliance and Enforcement Regulation	O. Reg. 242/05
➤ Ontario Drinking Water Quality Standards	O. Reg. 169/03
➤ Definitions of Words and Expressions Used in the Act	O. Reg. 171/03
➤ Definition of Deficiency and Municipal Drinking Water System	O. Reg. 172/03
➤ Licensing Of Municipal Drinking-Water Systems	O. Reg. 188/07
➤ Financial Plans	O. Reg. 453/07
ONTARIO WATER RESOURCES ACT	
➤ Licensing of Sewage Works Operators	O. Reg. 129/04
➤ Approval Exemption	O. Reg. 525/98
➤ Wells	R.R.O. 1990, Reg. 903
➤ Revoking Ontario Regulation 459/00	O. Reg. 175/03
➤ Revoking Ontario Regulation 505/01	O. Reg. 176/03
➤ Water Taking	O. Reg. 387/04



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> Charges for Industrial and Commercial Water Users	O. Reg. 450/07
ENVIRONMENTAL PROTECTION ACT	
> Certificate of Approval Exemptions - Air	O. Reg. 524/98
ENVIRONMENTAL BILL OF RIGHTS ACT	
> Prescribing the Safe Drinking Water Act, 2002	O. Reg. 257/03

3. ANNUAL WATER QUALITY SUMMARY FOR 2014

The City of Brockville's Water Systems Division is responsible for the Brockville Drinking Water System under O. Reg. 170/03 including Water Treatment Plant, trunk water distribution system (elevated storage, reservoirs, booster stations) and local water distribution systems. Staff's primary responsibility is water treatment and distribution in compliance with all applicable legislation and municipal drinking water licences and drinking water works permits. Routine water quality testing and continuous monitoring of water quality and quantity is conducted to ensure compliance. All data from SCADA, process control point data, in-house laboratory results and external laboratory results are all captured in a WaterTrax data management system.

3.1 Water Quality Data

Raw and treated water is sampled and tested for chemical, physical and microbiological parameters in accordance with the requirements of O. Reg. 170/03 and individual municipal licences and permits. Sampling is also conducted in the distribution system primarily for bacteriological indicators and evidence of sustained chlorine residuals. Enhanced sampling programs are also defined by the Water Systems Division, and testing procedures followed and where necessary submitted to external accredited laboratory for analysis. This level of water quality monitoring ensures public health and public confidence in the water supply.

The majority of analysis is conducted by an external accredited laboratory, with some specialized analysis contracted to other accredited laboratories. In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents are provided to the Spills Action Centre and Medical Officer of Health.

Operational Testing:

The following table is a summary of the operational testing completed in 2014 (as per O. Reg. 170/03, Schedules 6 and 7).

PARAMETER TESTED:	# of Grab Samples	RANGE OF RESULTS:	
		Minimum	Maximum
Turbidity – Raw (NTU)	Continuous monitoring	0.11	4.99
Turbidity – Filter 1 (NTU)	Continuous monitoring	0.02	0.19
Turbidity – Filter 2 (NTU)	Continuous monitoring	0.02	0.31
Turbidity – Treated (NTU)	Continuous monitoring	0.03	1.00
Chlorine – Pre Filter (mg/l)	Continuous monitoring	0	2.12



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Chlorine – Reservoir (Main Plant) (mg/l)	Continuous monitoring	1.14	2.86
Chlorine – Plant Effluent (mg/l)	Continuous monitoring	1.04	2.72
Chlorine – Distribution System Parkedale Reservoir (mg/l)	Continuous monitoring	0.99	2.32
Chlorine – Elizabethtown-Kitley Distribution System (mg/l)	52	0.90	1.89
Fluoride – Plant Effluent (mg/l)	Continuous monitoring	0	2.0
UV Dosage (mJ/sq. cm.)	Continuous monitoring	0	3277
UV Intensity (microW/sq cm)	Continuous monitoring	0	13.83
UV Transmittance (%)	365	95	95

Additional Testing as Required by the Municipal Drinking Water Licence, Order or Other Legal Instrument for 2014:

TYPE OF LEGAL INSTRUMENT:	PARAMETER
Municipal Drinking Water Licence 152-101 Section 1.5	TSS Residue – Monthly
Residue Management – Composite Sample	5.3 mg/L (annual average)

Microbiological Testing:

Microbiological testing completed under the Schedule 10, 11 or 12 of O. Reg. 170/03 during this reporting period.

Sample Description:	Number of Samples	Range of E.Coli Or Fecal Results CFU/100ml	Range of Total Coliform Results CFU/100ml		Number of HPC Samples	Range of HPC Results CFU/ml		
		Min.	Max.	Min.	Max.		Min.	Max.
Raw	52	0	30	4	860	52	<10	440
Treated	54	0	0	0	7	52	<10	20
Distribution	462	0	0	0	1	201	<10	370

Chemical Testing:

The following Tables are a summary of the chemical testing completed in 2014 (as per O. Reg. 170/03, Schedule 13).

Schedule 23

Summary of Inorganic parameters tested during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Antimony	Jan. 7/14	0.0001	mg/l	No	No
Arsenic	Jan. 7/14	0.0011	mg/l	No	No
Barium	Jan. 7/14	0.023	mg/l	No	No
Boron	Jan. 7/14	0.019	mg/l	No	No
Cadmium	Jan. 7/14	<0.00002	mg/l	No	No
Chromium	Jan. 7/14	<0.002	mg/l	No	No
Mercury	Jan. 7/14	<0.00002	mg/l	No	No
Selenium	Jan. 7/14	0.001	mg/l	No	No
Sodium	Jan. - Dec. (8 samples)	14.75*	mg/l	No	n/a
Uranium	Jan. 7/14	0.00028	mg/l	No	No
Nitrite	Quarterly (4 samples)	<0.10*	mg/l	No	No
Nitrate	Quarterly (4 samples)	0.30*	mg/l	No	No

*average n/a – not applicable



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Schedule 24**Summary of Organic parameters sampled during this reporting period or the most recent sample results:**

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Alachlor	Jan. 7/14	<0.3	ug/l	No	No
Aldicarb	Jan. 7/14	<3	ug/l	No	No
Aldrin + Dieldrin	Jan. 7/14	<0.02	ug/l	No	No
Atrazine + N-dealkylated metabolites	Jan. 7/14	<0.5	ug/l	No	No
Azinphos-methyl	Jan. 7/14	<1	ug/l	No	No
Bendiocarb	Jan. 7/14	<3	ug/l	No	No
Benzene	Jan. 7/14	<0.5	ug/l	No	No
Benzo(a)pyrene	Jan. 7/14	<0.005	ug/l	No	No
Bromoxynil	Jan. 7/14	<0.3	ug/l	No	No
Carbaryl	Jan. 7/14	<3	ug/l	No	No
Carbofuran	Jan. 7/14	<1	ug/l	No	No
Carbon Tetrachloride	Jan. 7/14	<0.2	ug/l	No	No
Chlordane (Total)	Jan. 7/14	<0.04	ug/l	No	No
Chlorpyrifos	Jan. 7/14	<0.5	ug/l	No	No
Cyanazine	Jan. 7/14	<0.5	ug/l	No	No
Diazinon	Jan. 7/14	<1	ug/l	No	No
Dicamba	Jan. 7/14	<5	ug/l	No	No
1,2-Dichlorobenzene	Jan. 7/14	<0.1	ug/l	No	No
1,4-Dichlorobenzene	Jan. 7/14	<0.2	ug/l	No	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 7/14	<0.01	ug/l	No	No
1,2-Dichloroethane	Jan. 7/14	<0.1	ug/l	No	No
1,1-Dichloroethene	Jan. 7/14	<0.1	ug/l	No	No
Dichloromethane	Jan. 7/14	<0.3	ug/l	No	No
2-4 Dichlorophenol	Jan. 7/14	<0.1	ug/l	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 7/14	<5	ug/l	No	No
Diclofop-methyl	Jan. 7/14	<0.5	ug/l	No	No
Dimethoate	Jan. 7/14	<1	ug/l	No	No
Dinoseb	Jan. 7/14	<0.5	ug/l	No	No
Diquat	Jan. 7/14	<5	ug/l	No	No
Diuron	Jan. 7/14	<5	ug/l	No	No
Glyphosate	Jan. 7/14	<25	ug/l	No	No
Heptachlor + Heptachlor Epoxide	Jan. 7/14	<0.1	ug/l	No	No
Lindane (Total)	Jan. 7/14	<0.1	ug/l	No	No
Malathion	Jan. 7/14	<5	ug/l	No	No
Methoxychlor	Jan. 7/14	<0.1	ug/l	No	No
Metolachlor	Jan. 7/14	<3	ug/l	No	No
Metribuzin	Jan. 7/14	<3	ug/l	No	No
Monochlorobenzene	Jan. 7/14	<0.2	ug/l	No	No
Paraquat	Jan. 7/14	<1	ug/l	No	No
Parathion	Jan. 7/14	<3	ug/l	No	No
Pentachlorophenol	Jan. 7/14	<0.1	ug/l	No	No
Phorate	Jan. 7/14	<0.3	ug/l	No	No
Picloram	Jan. 7/14	<5	ug/l	No	No
Polychlorinated Biphenyls(PCB)	Jan. 7/14	<0.05	ug/l	No	No
Prometryne	Jan. 7/14	<0.1	ug/l	No	No
Simazine	Jan. 7/14	<0.5	ug/l	No	No
THM (NOTE: shows latest annual average)	Quarterly (min) (4 samples)	28.85	ug/l	No	No
Temephos	Jan. 7/14	<10	ug/l	No	No
Terbufos	Jan. 7/14	<0.3	ug/l	No	No
Tetrachloroethylene	Jan. 7/14	<0.2	ug/l	No	No
2,3,4,6-Tetrachlorophenol	Jan. 7/14	<0.1	ug/l	No	No



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Triallate	Jan. 7/14	<10	ug/l	No	No
Trichloroethylene	Jan. 7/14	<0.1	ug/l	No	No
2,4,6-Trichlorophenol	Jan. 7/14	<0.1	ug/l	No	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 7/14	<10	ug/l	No	No
Trifluralin	Jan. 7/14	<0.5	ug/l	No	No
Vinyl Chloride	Jan. 7/14	<0.2	ug/l	No	No

LEAD SAMPLING:

Brockville Drinking Water System

Based on the 2014 results, Section 15 of O. Reg. 170/03, the lead sampling program for the Brockville Drinking Water System qualified and was approved for a reduced lead sampling schedule. The City of Brockville's lead sampling program will continue to sample under the "reduced" sampling requirements specified in the City of Brockville Municipal Drinking Water Licence.

Below are the 2014 winter/summer lead sampling summary results.

Sampling Period – Winter (December 15 to April 15 th)	Plumbing	Distribution
Number of individual samples	(Lead Sampling Regulatory Relief)	5
Number of sample points (locations)		N/A
Number of individual sample exceedances		0
Number of sample points with an exceedance during the period		N/A
Percentage of sample points with an exceedance		N/A
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	NO	
Do the plumbing sample exemptions apply to the system?	NO	

Sampling Period - Summer (June 15 th to October 15 th)	Plumbing	Distribution
Number of individual samples	(Lead Sampling Regulatory Relief)	5
Number of sample points (locations)		N/A
Number of individual sample exceedances		0
Number of sample points with an exceedance during the period		N/A
Percentage of sample points with an exceedance		N/A
Is the system required to have a Corrosion Control Plan prepared?	NO	
Do the reduced sampling & frequency requirements apply to the system?	NO	
Do the plumbing sample exemptions apply to the system?	NO	

Elizabethtown-Kiltley Distribution System

In September 2011 the Operating Authority applied for relief from regulatory lead sampling as there are no lead service pipes in the distribution system. Lead sampling relief was granted from the Ministry of the Environment until 2017, therefore no plumbing lead sampling was conducted in 2014.



Brockville Drinking Water System Annual Water Quality Report 2014

4. BROCKVILLE DRINKING WATER SYSTEM**4.1 Water System Description**

Drinking-Water System Number:	220001263
Drinking-Water System Name:	Brockville Drinking Water System
Drinking-Water System Owner:	City of Brockville
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	152-101
Drinking Water Works Permit:	152-201
Permit To Take Water:	8577-5ZCP45
Drinking-Water System Category:	Large Municipal
Design Capacity:	36.4 ML/D
Treatment:	Direct Filtration Class III
Local Distribution:	Class II
Trunk Distribution:	Class III
Source Water:	St Lawrence River
Population Served:	22,000

Connected Drinking-Water Systems:

Drinking-Water System Number:	260007777
Drinking-Water System Name:	Elizabethtown-Kitley Distribution System
Drinking-Water System Owner:	Township of Elizabethtown-Kitley
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	257-101
Drinking Water Works Permit:	257-201
Drinking-Water System Category:	Large Municipal Class I
Water Source:	City of Brockville DWS
Population Served:	350



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4.1.1 Water Treatment Plant

The City of Brockville's Water Treatment Plant is a Class III direct filtration facility located at 20 Rivers Avenue, located on the St. Lawrence River and serves the City of Brockville (population 22,000), and a portion of the Township of Elizabethtown-Kitley (population 350). The Water Distribution System is separated into a Trunk Water Distribution System and Local Water Distribution System. The Trunk WDS is a Class III System (Certificate #3811) and the Local System is a Class II System (Certificate #2193). A 900 mm raw water intake pipe equipped with zebra mussel control lies on the bottom of the St. Lawrence River extending 300 metres off shore at a depth of 10.5 metres. The treatment process has a design maximum flow rate of 36.4 ML/d and is composed of a number of sub-units:

- low lift pumping station
- coagulation and flocculation using polyaluminum chloride (PAC)
- pre- and post-filter disinfection with chlorine gas
- two granular activated carbon filters
- fluoride addition
- reservoir and high lift pumping station
- final treated water UV disinfection
- process (filter backwash residuals) wastewater treatment.

4.1.2 Treatment Chemicals Used

All chemicals used in the operation of the drinking water system meets all applicable standards set by both the American Water Works Association ("AWWA") and the American National Standards Institute ("ANSI") safety criteria standards NSF/60 and NSF/61

Chemical	Application	Supplier
Chlorine Gas	Pre, Post Filter, Plant Effluent (Primary Disinfection)	Brenntag Canada
Poly Aluminum Chloride XL-6 (SternPAC) PAX XL-1900 (ACH)	Pre Filter (Coagulant)	Kemira Water Solutions
Hydrofluorosilicic acid	Plant Effluent (Fluoride)	Brenntag Canada
Sodium Hypochlorite	Parkdale Reservoir (Secondary Disinfection)	Brenntag Canada

4.1.3 Water Distribution System – Trunk and Local Systems

The City of Brockville's Distribution system comprises of a Class III Trunk Distribution and a Class II Local Distribution. The distribution system consists of a number of underground pipes ranging in size from 100 mm in diameter to 600 mm diameter and are made of a variety of materials including, cast iron, ductile iron, poly vinyl chloride, concrete, steel, HDPE and asbestos cement. In addition there are over 8,330 service connections, 890 fire hydrants and 2,800 valves. The distribution also consists of a number of treated water storage facilities and booster stations as indicated below.



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➤ Parkedale Avenue Reservoir

The Parkedale Avenue Reservoir, Booster Pumping Station and Re-chlorination Facility services two geographical areas which are Zone 1, which is the area South of Highway 401, and Zone 2 which is the area North of Highway 401. It is a 7,600 m³ capacity reservoir at-grade, single cell, concrete, non-baffled, treated water reservoir.

➤ Perth Street Elevated Storage Tank (Water Tower)

The City of Brockville has a 1,900 m³ overhead storage tank located on Perth St. It is a single cell, steel, non-baffled treated water storage tank.

➤ Water Booster Stations

There are three (3) booster pump stations (First Ave., Sunset Blvd., Parkedale Ave.) which are part of the distribution system. The purpose of booster stations is to ensure consistent pressure is maintained throughout the system.

➤ Feeder Main & Local WDS

600 mm single feeder main from the WTP to the Church St./Perth St. area where flow splits between the Water Tower and the Local and Trunk distribution systems.

4.2 2014 Flow Summary

In 2014 the maximum or peak daily raw water flow was 22,254 L/min which occurred on June 8, 2014 and was within the permitted maximum amount of 25,278 L/min, or 88% of the Permit as indicated in the table below. In addition, the annual average daily raw water flow to the WTP was 10,726,372 L/day or 29% of its maximum approved treatment capacity of 36,400,000 L/day.

Maximum Permitted Water Taking – WTP

Condition:	Maximum Permitted Water Taking
Maximum Amount of Water Taken per Minute	25,278.00 (L/min)
Maximum Amount of Water Taken per Day	36,400 (m ³ /d)

The Permit to Take Water specifies the maximum flow into individual treatment systems as indicated below.

Maximum Flow to Treatment System – WTP

Treatment System/Stage:	Maximum Flow Rate (m³/d)
GAC Filters – Flow	19,600 each
UV Disinfection System	36,400

The summary of the volume of water taken daily and the flows of the water supplied during the 2014 calendar year is provided in **Appendix D**, and includes 2014 flow data and historical flow of past years of pumping at the WTP.



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The historical total plant effluent flow is also displayed in **Appendix D**. The total annual plant effluent flow for 2014 is 0.18% more than the total annual plant effluent flow from 2013. This information is provided for interest and to evaluate the treatment system trends over time in order to prepare for any future improvements required to meet this demand.

4.3 Adverse Test Results

In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents were provided to the Medical Officer of Health (MOH) and the Spills Action Centre (SAC). In 2014 there were a total of seven (7) reports filed with SAC as summarized below.

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
February 18 th , 2014 AWQI 116069	Other observations - low pressure	System isolated to conduct service repair - Low Pressure Elizabethtown-Kitley Distribution System	Repaired service connection, restored system pressure, flushed and sampled. Sample results clean, Notice of Resolution submitted to SAC & MOH	February 20 th , 2014
March 19 th , 2014 AWQI 116454	Total Coliform	TC (1)	Flushed and resampled Sample results clean, Notice of Resolution submitted to SAC & MOH	March 21, 2014
April 30, 2014 AWQI 117217	Total Coliform	TC (7)	Resampled Sample results clean, Notice of Resolution submitted to SAC & MOH	May 2, 2014
May 1, 2014 AWQI 117233	Total Coliform	TC (5)	Flushed / resampled Sample results clean, notice of resolution submitted to SAC & MOH	May 2, 2014
July 3, 2014 AWQI 118503	Fluoride	>1.50 mg/L	Flushed hydrants / sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	July 3, 2014
August 27, 2014 AWQI 119850	Total Coliform	TC (1)	Flushed and re-sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	August 29, 2014
December 16, 2014 AWQI 121979	Fluoride	>1.5 mg/L	Flushed and re-sampled Sample results clean, Notice of Resolution submitted to SAC & MOH	December 16, 2014

4.4 Operator Certification

The *Certification of Drinking-Water System Operators and Water Quality Analysts* (O. Reg. 128/04) requires owners to ensure that every operator employed in the facility holds a license applicable to that type of facility. All operators in the Water Systems Division hold the required certifications for treatment and distribution.



4.5 Capital Projects

The 2014 Capital Project Highlights can be found in **Appendix B** of this Report. All works are subject to the annual budget process and approval by Council. A 30 Year Capital Replacement Equipment Plan has been developed that includes an extensive breakdown of all capital equipment that requires allocated funds for refurbishment or replacement. This is not included in the Annual Summary Report this year, but can be made available upon request.

5. TOWNSHIP OF ELIZABEHTOWN-KITLEY WATER DISTRIBUTION SYSTEM

5.1 Water System Description

The City of Brockville provides treated water from its Water Treatment Plant to the Elizabethtown-Kitley Water Distribution System (Class I) west of the City. This is facilitated through a 10 kilometer watermain that extends along County Road #2 to the Country Club, through a meter chamber and associated appurtenances. This distribution system services approximately 350 residential customers. This system was installed in 1996 by the Ministry of Transportation and the Ontario Clean Water Agency and turned over to the Township of Elizabethtown-Kitley.

A booster station at Lily Bay provides for increased pressure only. The Township Fire Department is aware of this operational constraint and does not use the distribution system for firefighting or training purposes. A continuous flushing station at Ackerman Rd. is required to maintain free chlorine residual above the regulated minimum level of 0.20 mg/L. City Staff operate and maintain this system on behalf of the Township as the "Operating Authority".

Township of Elizabethtown-Kitley

Drinking-Water System Number:	260007777
Drinking-Water System Name:	Elizabethtown-Kitley Distribution System
Drinking-Water System Owner:	Township of Elizabethtown-Kitley
Accredited Operating Authority:	City of Brockville
Municipal Drinking Water Licence:	257-101
Drinking Water Works Permit:	257-201
Drinking-Water System Category:	Large Municipal Class 1
Water Source:	City of Brockville DWS
Population Served:	350



5.2 Adverse Test Results

No adverse water quality incidents reported to SAC in 2014 for the Elizabethtown-Kitley WDS.

5.3 Historical Flow Results

A summary of the volume of water taken daily and the flows of the water supplied during the 2014 calendar year is provided in **Appendix D**.

The historical flow is also displayed in **Appendix D**. The total flow for 2014 is 12.13% less than the total flow from 2013. This information is provided for interest and to evaluate the system flow trends over time in order to prepare for any future improvements required to meet this demand.

6. CONCLUSION

The City of Brockville serves approximately 22,000 residents and about 350 residents in the Township of Elizabethtown-Kitley. One of the City's most important responsibilities is to protect public health by providing its residents with clean, safe drinking water. Routine water quality testing and continuous monitoring of the water quality and quantity is completed by City Staff at the Water Treatment Plant and throughout the distribution systems to demonstrate that the City consistently meets or exceeds the standards set by the MOE.

In Ontario, water taking, treatment and distribution are governed by a number of Acts and Regulations. This report fulfills the reporting requirements of the Drinking Water System Regulation (O. Reg. 170/03) made under the Safe Drinking Water Act for all of the municipal drinking water treatment systems in the City of Brockville and the Township of Elizabethtown-Kitley, and covers the period from January 1st to December 31st 2014. As required under this same regulation, the report is prepared prior to March 31st and is filed for review and approved by both the City of Brockville's and Elizabethtown-Kitley's municipal council. Copies of the report are also on hand at the Public Library, the Revenue Office at City Hall, the Water Treatment Plant at 20 Rivers Avenue, Brockville and the Township of Elizabethtown-Kitley's Municipal Office at 6544 New Dublin Road, RR#2 Addison.

The contents of this report highlight the requirements of the Safe Drinking Water Act, the regulations, and the systems' approval including any reportable events and the corresponding corrective actions undertaken in 2014. In addition, the report also includes a summary of the quantities and flow rates of the water supplied during the calendar year, including monthly averages, maximum daily flows, and daily instantaneous peak flow rates. The summaries are compared to the rated capacity and flow rates in the system approvals.



Brockville Drinking Water System Annual Water Quality Report 2014

The Water Systems Division has taken all necessary steps to comply with all regulatory requirements in the production and distribution of safe drinking water and to conform to the requirements of implementing and maintaining a Drinking Water Quality Management System. The dedication and commitment of all Water Systems Staff ensures a safe reliable drinking water supply to consumers of the City of Brockville and the a portion of the Township of Elizabethtown-Kitley.

7. KEY CONTACTS

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Appendix B Capital Highlights Report 2014

The 2014 Capital projects of the Brockville Drinking Water System are summarized as follows:

**Capital Funds Required to
Install, Repair or Replace Equipment Water Treatment:**

PROJECTS:	Approximate Expenditures
Engineering Technical Process Review	Deferred to 2015
Programmable Logic Controllers (water treatment plant)	64,253
Chlorinator Upgrades	9,004
Filter Backwash Valve Actuators	18,162
Filter #1 & #2 GAC Replacement	168,462
Outfall Structure	15,733
Vacuum Priming Pump	8,934
Programmable Logic Controller Upgrade (parkedale reservoir booster station)	25,430
Zone 1 Pump & Motor Refurb	18,557
Zone 2 Pump Actuators	27,624
Lighting	10,388
Overhead Tank Mixer	55,871
Trunk Distribution Feedermain Condition Assessment	26,571
Contingency	\$18,838
TOTAL EXPENDITURES:	\$467,827

- 2014 Capital Projects Water Distribution:

- Brock Street.: Watermain from Brock and Dales to Brock and Perth replaced – new connection replacement of “1932” 100mm cast iron watermain was replaced with 200mm PVC pipe.
- William Street.: From Pearl to James – “1890” 150mm cast Iron – replaced with 200 mm PVC
- Water Street: Bethune to Park – “1893” 100 mm cast iron – replaced with 200 mm PVC.
- Bethune Street: King to Pearl – “1893” 100 mm cast iron – replaced with 200 mm PVC

**Capital Funds Required to
Replace Water Mains Water Distribution:**

PROJECTS:	Approximate Expenditures
Brock Street	\$248,000
William Street	\$135,000
Water Street	\$35,000
Bethune Street (full reconstruction project water portion only)	\$330,000
TOTAL EXPENDITURES:	\$748,000

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Month	WTP Raw Avg Flow (m3/day)	WTP Raw Max Flow (m3/day)	WTP Raw Peak Flow (L/min)	WTP Raw Total Flow (m3)	WTP Treated Avg Flow (m3/day)	WTP Treated Max Flow (m3/day)	Rated Capacity (m3/day)	Rated Flow Capacity (%)	WTP Treated Total Monthly Flow (m3)
January	10,409	12,076	17,967	322,707	10,145	11,653	36,400	32%	314,505
February	10,035	10,513	14,563	280,994	9,864	10,269	36,400	28%	276,217
March	10,190	11,074	19,845	315,918	10,008	10,732	36,400	29%	310,266
April	10,409	11,035	21,345	312,297	10,356	10,595	36,400	29%	301,069
May	10,911	11,978	21,669	338,269	10,333	11,156	36,400	31%	320,335
June	11,753	13,741	22,254	352,598	11,261	13,094	36,400	36%	337,830
July	12,166	14,053	21,870	377,175	11,808	13,641	36,400	37%	366,077
August	11,343	13,455	21,362	351,655	11,203	13,146	36,400	36%	347,321
September	11,043	13,004	14,654	331,293	10,881	12,641	36,400	35%	326,459
October	10,462	12,197	21,078	324,329	10,274	11,726	36,400	32%	318,510
November	9,777	10,387	14,294	293,310	9,725	10,218	36,400	28%	291,750
December	10,154	11,102	22,118	314,781	10,076	10,884	36,400	30%	312,379
TOTAL				3,915,332					3,822,724

BROCKVILLE WATER SYSTEMS HISTORICAL ANNUAL FLOW

Year	TOTAL FLOW (m3)
1963	5,468,128
1964	5,792,558
1965	7,026,093
1966	6,652,020
1967	6,531,729
1968	6,302,901
1969	6,174,018
1970	6,447,978
1971	6,246,122
1972	5,876,886
1973	6,179,755
1974	6,552,608
1975	7,049,823
1976	6,157,384
1977	5,862,139
1978	6,283,413
1979	6,340,110
1980	6,905,996
1981	6,324,999
1982	5,685,995
1983	6,119,997
1984	5,894,998
1985	5,451,999
1986	5,780,998
1987	5,515,998
1988	5,319,997
1989	6,034,455
1990	5,064,771
1991	5,297,094
1992	5,037,999
1993	5,013,019
1994	5,548,256
1995	5,467,001
1996	5,148,340
1997	5,698,474
1998	5,519,157
1999	5,631,225
2000	5,565,808
2001	5,726,410
2002	5,032,500
2003	5,117,740
2004	5,238,190
2005	5,625,869
2006	5,308,800

Appendix C Flow Report 2014

2007	5,189,831
2008	4,715,116
2009	4,332,102
2010	4,128,747
2011	4,291,115
2012	4,213,592
2013	3,815,746
2014	3,822,724

EILZIBETHTOWN-KITLEY WATER DISTRIBUTION ANNUAL FLOW REPORT

Month	Avg Flow (m3)	Max Flow (l/min)	Total Flow (m3)
January	206	1,972	6,416
February	252	2,621	7,080
March	173	1,934	5,380
April	169	1,556	5,093
May	164	1,939	5,095
June	177	1,652	5,330
July	184	1,560	5,721
August	182	2,836	5,664
September	150	1,837	4,527
October	138	1,479	4,287
November	135	1,598	4,075
December	136	1,657	4,201
TOTAL			62,873

ELIZABETHTOWN WATER DISTRIBUTION HISTORICAL ANNUAL FLOW

Year	TOTAL FLOW (m3)
2004	81,913
2005	101,402
2006	99,254
2007	113,068
2008	128,460
2009	98,782
2010	95,876
2011	74,052
2012	76,372
2013	71,552
2014	62,873



2014 WATER LOSS REPORT

	(m3)
Water Pumped from Water Treatment Plant	3,822,726
Accounted for Water	
Water sold to customers	
Residential	1,068,878
Industrial	1,605,150
Sales to Elizabethtown-Kitley (East of Brockville)	78,202
Sales to Elizabethtown-Kitley (West of Brockville) totalizer meter	63,475
Total Billed Water	2,815,705
Unaccounted for Water 1,007,021	
Unmetered Water Used	
Flat Rate Water Users	15,200
Industrial Fire flow testing	50,000
Chlorinator Flow	21,059
Watermain Breaks	88,545
Anti-Freeze Taps	19,049
Fire Fighting and Training	8,378
Hydrant Fire Flow testing and flushing	32,392
Water for Low Lift manual vacuum priming sysyem	62,500
Flushing Stations	154,662
Parks and Recreation Water Use	12,373
Total Unmetered Water Used	464,157
Total Lost Water	542,864
Percentage of Lost Water	14.20%

Steve Allen, C.E.T.
 February 11, 2015



Township of Elizabethtown-Kitley

2014 WATER LOSS REPORT

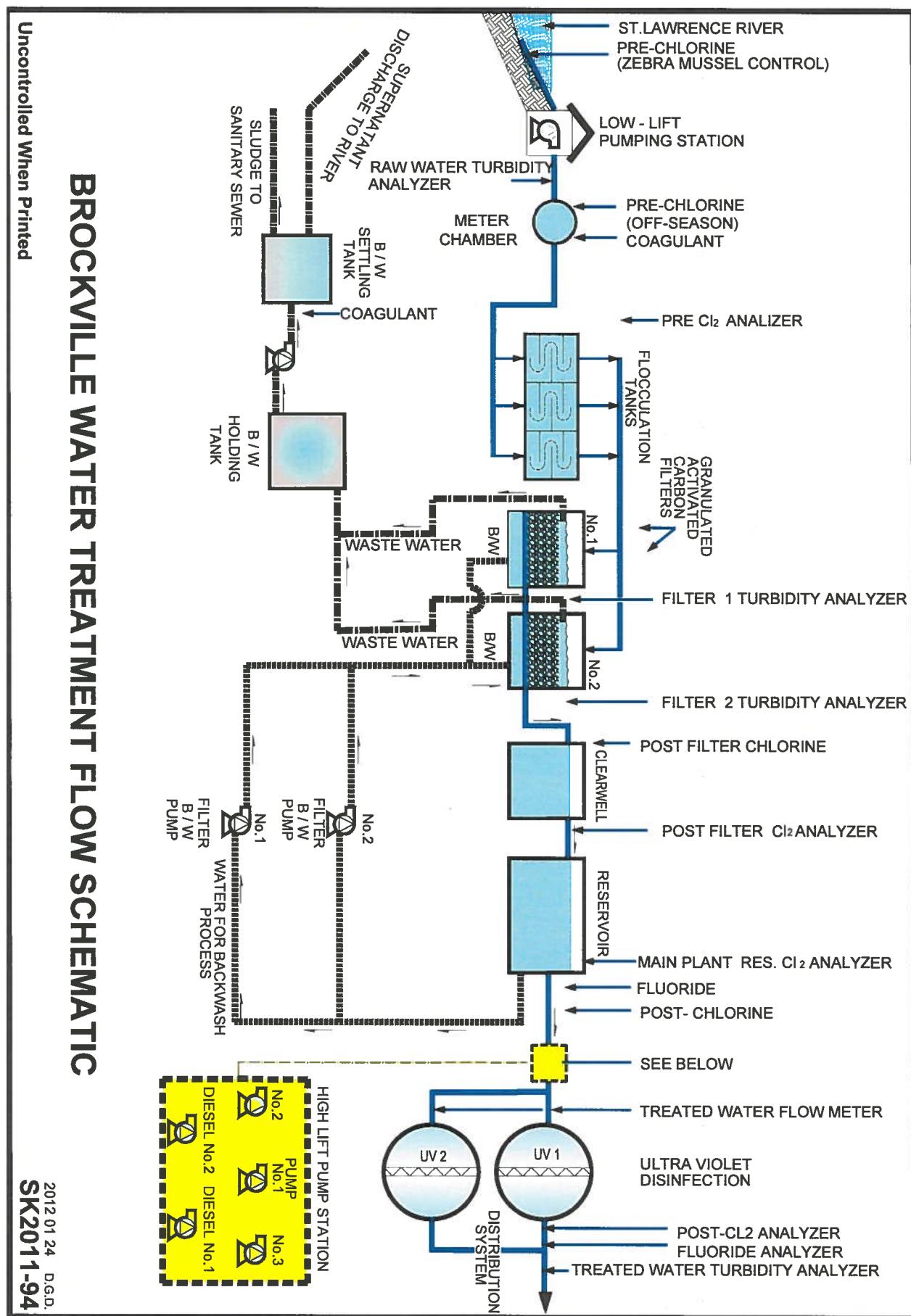
	(m ³)
Flow Through Totalizer meter	63,475
TOTAL METERED WATER	63,475
Water sold to Residential Customers (west of totalizer)	43,437
Total Billed Water	43,437
Unaccounted for Water	20,038
Unmetered Water Used	
Watermain Breaks	1,707
Localized Flushing for Sampling and Complaints	0
Hydrant Fire Flow testing	400
Flushing Stations	13,875
Total Unmetered Water Used	15,982
Total Lost Water	4,056
Percentage of Lost Water	6.39%

Steve Allen, C.E.T.
February 11, 2015

City of Brockville Drinking Water Operational Plan

FIGURE 6.1 - DRINKING WATER SYSTEM PROCESS DIAGRAM

APPENDIX A



February 11, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 17, 2015

2015-017-02

**RAILWAY TUNNEL - ENGINEERING
DESIGN AND TENDER DOCUMENTS**

**BROCKVILLE RAILWAY
TUNNEL COMMITTEE
COUNCILLOR D. LESUEUR
CHAIR**

RECOMMENDED

THAT Inspec-Sol Inc. be retained to complete the engineering design and preparation of tender documents for the work required to open the Brockville Railway Tunnel to the public, for an upset limit fee of \$132,500 (one hundred thirty-two thousand five hundred dollars) plus HST;

THAT this expenditure be charged to account 9701101-9037001.

PURPOSE

The purpose of this report is to retain an engineering firm to complete the design of the work required to open the entire Railway Tunnel to the public, and to prepare tender documents so that the project is ready to go to bid once sufficient funding is in place.

ANALYSIS

A Request for Proposals was issued for engineering firms to undertake the design work and tender document preparation for rock and masonry stabilization, drainage, floor base and surface, lighting, ventilation, and emergency life safety and accessibility requirements in the tunnel itself, and slope stabilization, access ramp, new Tunnel Avenue safety barrier and multi-use recreational path at the north gorge of the railway tunnel. The estimated construction cost for this work is between \$1,500,000 and \$2,000,000. The consultant would provide a detailed cost estimate as part of their scope of work.

Proposals were received from AECOM Canada Ltd. (\$295,715), HP Engineering Inc. (\$85,565) and Inspec-Sol Inc. (\$132,500). The proposals were evaluated based on company and principal staff experience (10%), project team (20%), references (10%), demonstrated understanding of the project (10%), quality of approach and work plan (15%), schedule and level of effort (15%) and cost (20%).

The proposal from Inspec-Sol Inc. received the highest ranking.

2015-017-02

Railway Tunnel – Engineering
Design and Tender Documents

Page 2

POLICY IMPLICATIONS

The Purchasing By-Law (090-2005) and Procedure No. 1012 require Council approval for the retention of a consultant following the receipt of written proposals for all assignments in excess of \$30,000 where local expertise is not available.

FINANCIAL CONSIDERATIONS

There are sufficient funds available in the Railway Tunnel capital account (9701101-9037001) for this expenditure.

CONCLUSION

Inspec-Sol Inc. should be retained to undertake the engineering design and preparation of tender documents for the work required to open the Railway Tunnel to the public.



D. LeSueur, Councillor
Chair, Brockville Railway Tunnel Committee



D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager

9Feb2015

REPORT TO FINANCE AND ADMINISTRATION COMMITTEE – 17 February 2015

2015-018-02

**FAIRVIEW, THE WM. WILLSON-PAGE HOUSE
40 CRAWFORD STREET
DESIGNATION OF HISTORICAL AND
ARCHITECTURAL SIGNIFICANCE
BY-LAW 137-88**

**SANDRA MACDONALD
CITY CLERK**

RECOMMENDED

THAT Council deny the request to repeal By-law 59-85, being a by-law to Designate the property known as the "Fairview", The "WM. Willson-Page House", 40 Crawford Street, for historical and architectural significance.

PURPOSE

Mr. Andrew Borelli, representing the estate of Anna and Giovanni Borelli, owners of 40 Crawford Street, has submitted a letter requesting the City Council to repeal By-law 59-85 which designated the property as being of historical and architectural significance. The reason for the request is that the property was tentatively sold. However, the purchaser has revoked their offer due to the heritage designation of the property. A copy of the letter requesting the repeal of By-law 59-85 is attached as **Schedule "A"** to this report.

BACKGROUND

In 1977, City Council established the "Local Architectural Conservation Advisory Committee" (LACAC) (currently known as "Heritage Brockville") to:

- (a) advise on the designation of properties of historic or architectural value or interest;
- (b) make recommendations regarding alteration or demolition of designated properties;
- (c) advise on the defining of Heritage Conservation Districts;
- (d) make recommendation regarding alteration or demolition of properties with a Heritage Conservation District
- (e) make recommendations as to the appropriateness of the siding and exterior architectural features of building or structures to be erected within a Heritage Conservation District
- (f) collect, retain and/or distribute any material, information, date which is deemed of value and falls under the concern of the Committee.

Report 2015-018-02

WH. Willson House, 40 Crawford Street

Designation of Historical and Architectural Significance

By-Law 59-85

Page 2

In March of 1985, in response to a request by Mr. Giovanni Borelli and by recommendation of the Local Architectural Conservation Advisory Committee (LACAC) of Brockville, City Council endorsed By-law 59-85 designating the "Fairview", The "WM. Willson-Page House", 40 Crawford Street as being of historical and architectural significance under the *Ontario Heritage Act*.

The report prepared by LACAC indicates that the reason for designation is as follows:

"Together with the Benjamin Chaffey house immediately to the east, the Willson-Page house adds to the park-like setting which for nearly 50 years comprised St. Alban's School. The property commemorates the memory of Willson and Page whose buildings still speak of the history of Brockville and surrounding area. The works of these men are represented also in other designated buildings in Brockville."

In addition the report describes the architecture *"Of solid brick construction "Fairview" is a well-designed example of the mansions built by the wealthy of the era for their unusually large families. The architect of the house is unknown but appears to have first worked for Willson on the original building and then designed the addition to match, for John Page. It now contains 28 rooms. It boasts a tower, widow's walk and balcony, the tower of which can be seen from many points in the city."*

A full historical timeline can be seen in the attached designation report by LACAC attached as **Schedule "B"** to this report.

The designation of 40 Crawford Street was registered on title to the property at the Land Registry Office by way of Instrument No. LR152347 on March 25, 1985. Photos of the subject property are attached as **Schedule "C"** to this report.

ANALYSIS/OPTIONS

The designation of a property under the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18, (OHA) provides the province and/or municipalities a process to preserve and maintain property of cultural heritage value (historical, architectural, archaeological, recreational, aesthetic, natural and scenic interest) for the people of Ontario.

Owners of properties designated under the OHA must apply to the council to receive consent to alteration of the property if the alteration is likely to affect the property's

Report 2015-018-02

WH. Willson House, 40 Crawford Street

Designation of Historical and Architectural Significance

By-Law 59-85

Page 3

heritage attributes. Council must consult with the local advisory board with respect to the application.

The OHA provides that Council, when considering an application by an owner to repeal the by-law designating the property with two options:

- (a) refuse the application and cause notice of its decision to be given to the owner and to the Trust; or
- (b) consent to the application and,
 - (i) cause notice of the intention to repeal the by-law to be served on the owner and the Trust, and
 - (ii) publish notice of the intention to repeal the by-law in a newspaper of general circulation in the municipality.

Should Council accept the recommendation and refuse the application, the owner may within thirty (30) days after receipt of the notice apply to the Council for a hearing before the Conservation Review Board (Heritage Brockville).

The Conservation Review Board (Heritage Brockville) will report its recommendation to Council who will then be required to either refuse the application or consent to the application.

After considering the recommendation of the Conservation Review Board (Heritage Brockville), Council has the same two options as above: i. refuse; or ii. consent; either of which will require Notice to be given. Council's refusal of the application after the recommendation of the Conservation Review Board (Heritage Brockville) is deemed to be final.

The decision to consent to the application for repeal of the designation is subject to a thirty (30) day appeal period, after which time, Council may pass a by-law as long as no appeals were received. If appeals are received, they would be referred to the Conservation Review Board (Heritage Brockville) for a hearing and review.

The OHA also contains provisions for offences and restoration costs related to the failure to comply with requirements under this Act. Persons convicted under the Act are liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one (1) year, or both. Further, Council may, in addition to any other penalty imposed under the Act, restore the building as nearly as possible to its previous condition and may recover the cost of the restoration from the owner.

Heritage Brockville has provided correspondence with regard to this matter. Their comments are:

Report 2015-018-02

WH. Willson House, 40 Crawford Street

Designation of Historical and Architectural Significance

By-Law 59-85

Page 4

"While sympathetic to the property owners current situation, Heritage Brockville does not wish to recommend that the designation by-law be revoked. The property still merits its designation for both historical and architectural reasons. The designation currently in place should not seriously impede the current or prospective owner from carrying out renovations and the committee is concerned that revoking the designation in this instance will set a precedent for other heritage properties listed for sale"

FINANCIAL CONSIDERATIONS

Should City Council consent to the application by the property owners to repeal by-law 59-85, staff would recommend that the all costs associated with the process be borne by the property owner, which include but are not limited to, notices published in the local newspaper, registration of the by-law to repeal the designation.

CONCLUSIONS

Based on review of the file and the recommendation Heritage Brockville, staff believes that Council should deny the request to lift the heritage designation from 40 Crawford Street. According to Heritage Brockville, the designation currently in place should not seriously impede the current or prospective owner from carrying out renovations. In addition, Heritage believes that this decision may set a precedent for other heritage properties. This conclusion is reflected in the recommendations at the beginning of this report.


Sandra MacDonald
City Clerk


Andrew McGinnis, MCIP, RPP
Planner II


D. Dick, CPA, CA
Director of Corporate Services

SCHEDULE "A" TO REPORT 2015-018-02

From: The Estate of Anna and Giovanni Borelli
To: The City Council of Brockville

RE: The revoking of the Heritage Designation on 40 Crawford St.

Dear Brockville City Council,

My name is Andrew Borelli. I am representing the estate of Anna and Giovanni Borelli, my mother and father.

My father immigrated to Brockville shortly after world war two. He fought with the American allied forces. He brought my mother to Brockville shortly there after and raised his family in Brockville. Three children, myself, my younger sister Laura and my older brother John Paul. We have no other family members here in Canada.

My father was a hard workingman with old world values. His sole purpose in life was to take care of his family. This included maintaining our beautiful home at 40 Crawford St. Apart from his wife and children, it was the love of his life.

I am writing you this letter to ask for your help. As much as we would love to keep 40 Crawford St. in our family, it is impossible to do so. We simply do not have the resources to maintain the home. With that said, we have been actively working toward selling the home as of my mothers passing one year ago this coming February 1st.

My father took it upon himself, with good intentions, to have the property recognized as a heritage home. This was done without our knowledge and we are sure that he acted with the hopes that it would justly serve the property and all those attached to it.

However, this is not the case. We have sold the property but the buyer has now retracted the offer. The offer was retracted because buyer was not aware that the property had a heritage designation. The buyer has indicated that if the heritage designation is lifted the sale will proceed as originally intended.

We strongly believe in the attributes that Brockville has to offer as a community. We need to ensure that our real estate offerings are viable in order to maintain both growth and market stability. Brockville will truly benefit from the sale of 40 Crawford St. It will breathe new life into a beautiful home that may be left in ruins if it is not sold.

We are asking you at this time to please lift the heritage designation on 40 Crawford St.

In memory of my mother and father that spend their entire life in Canada at 40 Crawford Street and for the well being of both Brockville and the remaining Borelli family.

We look forward to your swift response to this request. The sale of this home is pending your reply.

Thank you very much for your much needed support,

Sincerely

Andrew Borelli

Andrew Borelli

[REDACTED]

[REDACTED]

[REDACTED]

SCHEDULE "B" TO REPORT 2015-018-02

"FAIRVIEW"
Willson-Page House

DESIGNATION RECOMMENDATION
AND DESCRIPTION FOR
"FAIRVIEW"
WILLSON - PAGE HOUSE
40 CRAWFORD STREET, BROCKVILLE

(ST. ALBAN'S SCHOOL 1901-1949)

November 5, 1984

A. REASONS FOR DESIGNATION UNDER THE ONTARIO HERITAGE ACT

The Willson-Page house is being recommended for designation for both historical and architectural reasons. This building, along with the Benjamin Chaffey House ("Somerset") immediately to the east, has been a part of the streetscape since the late 1850's. It is in an excellent state of preservation. With its neighbour-house and outbuildings, as a part of St. Alban's School, its history is a part of the history of education in Brockville.

B. HISTORICAL BACKGROUND

Originally known as "Fairview", it was built in 1859 at a cost of \$17,000 by William Henry Willson for himself. Willson, a hotel keeper, was owner and former proprietor of the Willson's Hotel, circa 1849. This hotel was known in later generations as the Revere Hotel, King Street West; destroyed by fire in 1974, and presently the site of the Scotiabank.

Willson, along with John Page (1816-1890), chief government engineer of Canada (Board of Works), was instrumental in building the Cornwall ship canal.

In 1861, Willson sold "Fairview" to his colleague John Page, in whose family it remained for forty years. This was the home for Page, his wife Elizabeth and their seven children. It is most likely that Page at this time built an addition to house on the east side using the same design. In 1890, John's widow deeded it to her son Thomas, a physician, (1857-1901). On Thomas' death the property was left in the hands of his wife, Lillian.

Subsequently the property was leased by J. Albert Page, executor, to Rev. Charles Boulden, D.D., founder and headmaster of St. Alban's School in Berthier, Quebec. Dr. Boulden moved the

(9)

school to Brockville around 1906. Dr. Boulden was, in 1909, appointed Headmaster of King's College, Windsor, Nova Scotia. St. Alban's was then taken over by Rev. F. Graham Orchard, D.D. who continued the lease.

In 1912, Rev. Orchard accepted a post as Headmaster, Trinity College School, Port Hope, whereupon the lease was taken on by A.G.M. (Alexander Gordon Max) Mainwaring, the new Headmaster of St. Alban's.

Together with the Benjamin Chaffey house ("Somerset") and surroundings, "Fairview" as part of St. Alban's, was the junior boys residence and dining room for the school. It adjoined the gym, classrooms and chapel, still part of the "Somerset" property.

St. Alban's, an Anglican Church affiliated boarding school for boys, boasted boys from prominent families nation-wide (Holts, Angus, Norris), and graduated two of Brockville's prominent citizens, the late Tom Cossitt, M.P. and George T. Fulford.

With the retirement of A.G.M. Mainwaring in 1949, the school closed.

In 1964, on the death of Florence Mainwaring, his widow, the entire property was left equally to her children. Second son, Robert, bought the shares of his brother and sister. In 1966, "Fairview" was sold to J. Borelli.

C. ARCHITECTURAL DESCRIPTION

Of solid brick construction "Fairview" is a well designed example of the mansions built by the wealthy of the era for their unusually large families. The architect of the house is unknown but appears to have first worked for Willson on the original building and then designed the addition to match, for John Page. It now contains about 28 rooms. It boasts a tower, widow's walk and balcony, the tower of which can be seen from many points in the city. The story is told that Willson personally selected every stick of wood and other building materials that went into the construction of his new house. Very little structural change has taken place in the house. Original fireplaces remain in all rooms. The wide hall, oak staircase and posts, landing and railings are impressive, and along with the mouldings, woodwork and doors show the care used in the original selection of woods which resulted in the present excellent state of preservation.

The windows are double-hung (6 panels); 2 glazed doors open to a small iron railing balcony at the second level. Many-gabled, it is asymmetrical. Dormers appear from the attic level. All gables and dormers are free of decorative bargeboard.

The massive stone plinth at the grade level is the same as used in the neighbour house, "Somerset", and is thought to have been quarried from the old quarry on Broadway Avenue.

The brick and stone basement construction is of considerable interest revealing double flooring, a vaulted ceiling under the hall, as well as the massive support for the tower many feet above. The earthen floor has been concreted.

D. REASONS FOR REQUESTING DESIGNATION

Together with the Benjamin Chaffey house immediately to the east, the Willson-Page house adds to the park-like setting which for nearly 50 years comprised St. Alban's School. The property commemorates the memory of Willson and Page whose buildings still speak of the history of Brockville and surrounding area. The works of these men are represented also in other designated buildings in Brockville.

E. BIBLIOGRAPHY

1. Notes, Letters, Collection, R.G.L. Mainwaring.
- *2. Deed, Nov. 1853.
3. Deed, Mar. 28, 1876.
- *4. Deed, Jan. 18, 1858.
5. Lease, Oct. 18, 1911.
6. Lease, Jun. 3, 1925.
7. Deed, Feb. 23, 1948.
8. Deed, Mar. 19, 1968.
9. Obituary, Brockville Recorder & Times, Apr. 10, 1879.
10. Obituary, The London Adventure, Apr. 5, 1879.

*Deed also in Registry Office.

WILLIAM HENRY WILLSON ITSELF
FAIRVIEW (PAGE HOUSE)

P.O. Box 577,

Brockville,

Ont

Wednesday, June 20, 1984

The LACAC of Brockville
Victoria Hall
King Street
Brockville, Ontario
K6V 3P5

Attention: Mr. Paul Bullock

Dear Sirs,

Re: 40 Crawford St.

Further to past correspondence on the subject of my 1982 request for designation of my home I am providing herewith additional information which I hope will serve to expedite my application and express in more detail why I believe this historic residence should be protected for the benefit of present and future generations.

1/. Historical Significance

Originally known as "Fairview" it was built circa 1858 by William Henry Willson, contractor, for his own home. Willson was the builder and proprietor of the Willson House(1849) better known to later generations as the Revere Hotel, which was destroyed by fire in 1974. He was married to Jane Gates, sister of Rossie Gates whose daughter Alice married William Comstock Sr. whose descendants are numbered among the prominent families of Brockville.

Willson, together with John Page, Chief Government Engineer of Canada, built the Cornwall ship canal and also the Brockville railway tunnel.

In 1861 Willson sold Fairview to his colleague John Page in whose family it remained for forty years and is still sometimes referred to as the Page house.

In 1900 its then owner, Albert Page, Brockville magistrate, sold it to the Rev. Charles Boulden D.D., founder and first headmaster of St. Alban's School, a church affiliated(Anglican) private boys' school which had been originally established in Berthier, Que. Under

Dr. Boulden and later headmasters the Rev. F.G. Orchard D.D. and A.G.M. Mainwaring M.A.(Cantab.) the fame and reputation of St. Alban's became nation-wide. Prominent Montreal families such as Holt, Norris and Angus sent their sons to St. Alban's for the quality of education and character building which it offered. Its graduates went on to R.M.C. and the universities to become distinguished leaders in politics, the naval and military commands, business and the professions. Two of its Brockville alumni are George T. Fulford and the late Tom Cossitt M.P.

2/. Architectural Significance

An imposing example(three stories, more than twenty rooms) of the NeoGothic Victorian style complete with tower, bay windows and balcony. Solid brick construction, it is a classic example of the great mansions the wealthy of that era built for themselves and their usually large families. As a contractor, Willson personally selected every stick of wood and item of building material that went into its construction. The result was and is a residence of exceptional quality, beauty, character and strength. It remains as solid today as the day it was built.

3/. Contextural Significance

Together with its neighbour to the east, Somerset House built by the illustrious Benjamin Chaffey in 1853, it shares a park-like scene which for fifty years made up the residences, classrooms and chapel of St. Alban's School. Situated on the highest point in Brockville, indeed for thirty miles around, the properties command an exceptional view across sloping fields, valley below and gentle slopes beyond.

The present owner of Somerset House, Robert Mainwaring, has also requested designation. These two historic sites would, taken together and preserved for posterity, become a landmark and a memorial to their builders, to a bygone era and to the prominent position they have occupied in the history of our community and of Canada.

Yours truly,

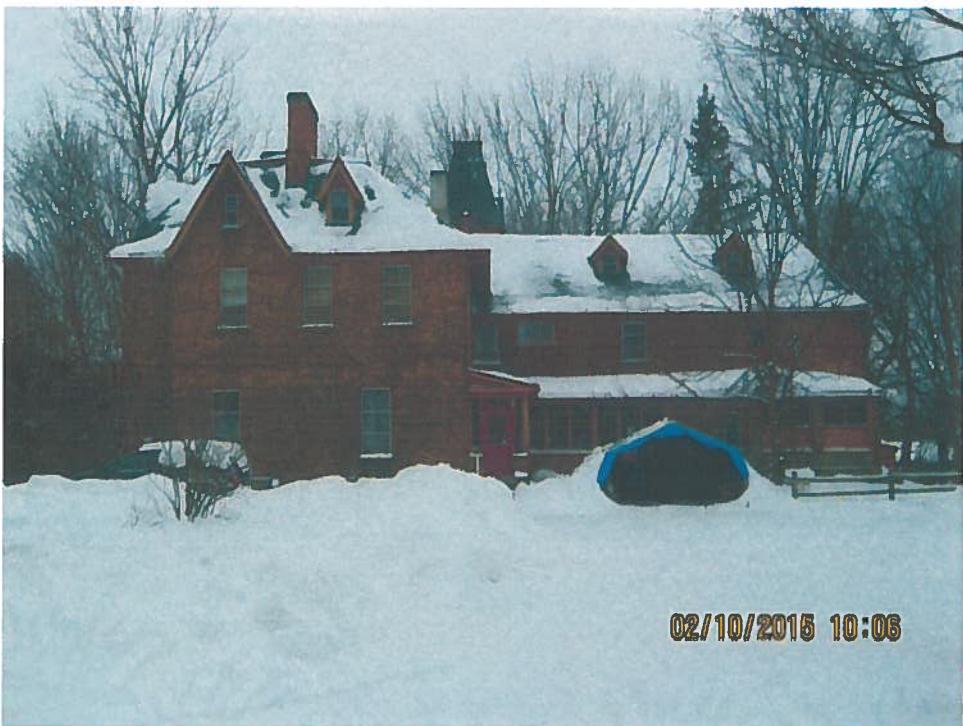
John Borelli
John Borelli

JB/ljh

SCHEDULE "C" TO REPORT 2015-018-02



02/10/2015 10:05



02/10/2015 10:06



February 9, 2015

**Report to Finance, Administration and Operations Committee
– February 17, 2015**

**2015-019-02
Licensing of Buskers**

**S. MacDonald
City Clerk
L. Murray
Deputy City Clerk**

Recommended

THAT Council authorize the passing of a by-law to provide for the licensing of buskers.

Purpose

The purpose of this report is to provide recommendation concerning the licensing and regulating of Buskers operating within the City of Brockville.

Background

In April of 2014, Councillor Bursey requested that the Clerk's department do a review and subsequent report on the possibilities of permitting and licensing buskers in the City of Brockville.

Analysis/Options

Busking can play an integral part in animating public spaces, such as downtowns, and therefore street performances can be positive contributors to urban life. However, the distinction between legal busking and illegal panhandling may not always be clear to members of the public, or those responsible for ensuring public safety, such as the police.

Although busking and panhandling may appear similar they are inherently different. They share a donation transaction but the audience's option to donate is in direct response to whether they enjoyed the performance. Busking is therefore a two way transaction but the donation is strictly voluntary.

A street performer, or busker, is one who provides entertainment in the public realm for a voluntary gratuity from audience members. A busker includes, but is not limited to musicians, acrobats, jugglers, mimes, magicians and other performers. Other terms for busker include street entertainer, street performer, minstrel or troubadour.

This report was completed in consultation with the Brockville Police Services (BPS) and staff from the Downtown Business Improvement Area (DBIA).

General guidelines are outlined in the accompanying By-law (Attachment 1 to Report # 2015-019-02)

Applications (Attachment 2 to Report # 2015-019-02) will be submitted through the Clerk's office must be accompanied by a Certificate of Insurance confirming General Liability Insurance with a limit of no less than \$2,000,000 adding the City as an additional insured.

Policy Implications

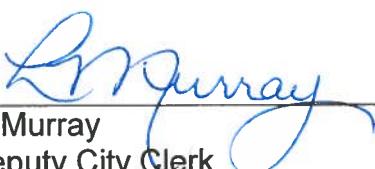
There are no policy implications associated with the recommendation of Report # 2015-019-02.

Financial Considerations

The proposed license fee is of \$75.00 for six months (May – Oct) must be renewed annually. The fees will assist in recuperating the costs of administration and enforcement of the buskers.



S.M. MacDonald
City Clerk



L. Murray
Deputy City Clerk



D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager

THE CORPORATION OF THE CITY OF BROCKVILLE
By-law Number 0XX-2015

*Being a by-law to licence, govern and regulate
 Buskers in the City of Brockville*

WHEREAS Sections 150 and 151 of the Municipal Act, 2001, S.O. 2001 c.25 (herein, the 'Act') permits a municipality to provide for a system of licences with respect to a business and the specific powers available to the municipality to regulate a business and suspend a licence; and

WHEREAS the Council for the City of Brockville has deemed it advisable to licence buskers;

NOW THEREFORE the Council of the Corporation of the City of Brockville hereby enacts as follows:

Definitions

1. In this By-law:
 - (a) "Busker" shall mean any person and his/her employees or agents who entertain in a public space and seek donations for performances;
 - (b) "Busking" includes, but is not limited to the following activities: acting, singing, playing musical instruments, juggling, magic, dancing, puppetry and reciting.
 - (c) "Clerk" means the Clerk of the Corporation of the City of Brockville or designate;
 - (d) "Corporation": shall mean the Corporation of the City of Brockville;
 - (e) "Council" means the Council of the Corporation of the City of Brockville;

General Provisions

2. Every busker operating within the City of Brockville must obtain a licence from the Clerk of the Corporation before beginning any performance within the City of Brockville.
3. This by-law does not apply to buskers performing at municipally sanctioned events, or events organized and hosted by a charity or non-profit community organization so long as they are participating with the permission of the event organizers.
4. Fees for a licence granted under this by-law shall be in accordance with the Corporation's Fees and Charges By-law. A licensee shall pay the prescribed fee prior to the issuance of the licence.

Licenses

5. A buskers licence may be issued by the Clerk when the applicant has complied with all of the following requirements:
 - i) Buskers will require a permit with the applicable fee paid to the Corporation.
 - ii) Buskers will provide proof of a Certificate of Insurance confirming General Liability Insurance with a limit of no less than \$2,000,000 adding the City as an additional insured.
 - iii) Busking is permitted only in the DBIA, in specific locations as listed.
 - iv) Buskers aged 14-16 years of age must be accompanied by a parent/guardian at all times. Age 14 is the minimum age permitted for buskers.
 - v) The performers will be juried/auditioned by April 15th of each year.
 - vi) The audition panel will be made up of 1 City representative, 1 DBIA representative, 1 Tourism representative and 1 Arts Council representative.
 - vii) The applicants should be local entertainers from Leeds and Grenville County only.

General Regulations

6. Busking is permitted from 10:00 am to 10:00 pm each day. Buskers are required to rotate locations every 2 hours and may only begin on the even hour. (i.e. 10:00 am, 12:00 pm)
7. Busking locations are as follows:
 - a) 235 King Street West (Brockville Art Centre)
 - b) South side of King Street West (directly north of the Home Street parking lot)
 - c) King Street and Courthouse Avenue (northeast corner)
 - d) Courthouse Green
 - e) Blockhouse Island (2 locations – east and west)
 - f) Hardy Park (Water Street West)
 - g) Market Street West/City Hall
8. Permits must be displayed at all time during their performance.
9. Only one street performance is permitted per location at one time.
10. Busking will not be permitted during special events/festivals without prior permission from the City or event organizer.
11. Maximum number of performers per group shall not exceed 5 people.
12. Performers must adhere to the City's Noise By-law 090-2013. Amplifiers are prohibited.

13. High-risk or unsafe performances which may put the public and/or performers at risk are not permitted.
14. All performances must be suitable for a general family audience.
15. Buskers may not use drugs or alcohol or appear intoxicated.
16. Buskers must demonstrate a reasonable degree of proficiency in their performances.
17. Buskers may receive donations but must not charge a minimum or set fee for their performances.
18. Aggressive or persistent solicitation of donations is not permitted.
19. Buskers or their audiences must not block sidewalks, paths, bicycle routes and roads.
20. The City of Brockville reserves the right to remove any sign, banner or display that obstructs or interferes with pedestrian or traffic circulation or that interferes with normal business activities of any merchant.
21. The City of Brockville reserves the right, at their discretion, to halt performances for any reason at the request of the Brockville Police Service or By-law Enforcement.
22. A busker's license is valid for six months from May to October each year.

By-law

23. If any provision or requirement of this by-law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this by-law, or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be law shall be separately valid and enforceable to the fullest extent permitted by law.
24. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act.
25. This by-law shall come into force and effect on the date of passing.

Given under the Seal of the Corporation
of the City of Brockville and passed this
24 day of February 2015.

Mayor

City Clerk



APPLICATION FOR BUSKERS

Date			
Applicant Information (please print)			
Name of Applicant			
Address:			
Postal Code	Phone		
Email address:			
Name of Performer (if diff from applicant)	Age		
Address:			
Postal Code	Phone		
Email address:			
Form of identification observed			
<p>Privacy Disclaimer: The personal information on this form and the information on your ID card are collected under the authority of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> for the purpose of permit holder verification. The permit holder's name will be treated as public information, but any other personal information we collect will only be released in accordance with the MFIPPA or as required law.</p>			
Brief description of the act <hr/> <hr/> <hr/>			
Supporting Documentation/Information		Yes	No
If under the age of 16 years parental approval required			
Proof of 2,000,000 liability insurance provided to City of Brockville			
Are you legally entitled to work in Canada			
Payment received			

Signature of Applicant

Date

I/we hereby apply for the following license and agree to observe and comply with all regulations pursuant to By-Law No. xxx-2015 and any amendments hereto, which pertain to the license for which I/We have made an application.

Decision (Internal Use Only)

Approved

Jury approved

Approved with modifications

Jury denied

Clerk's office Signature

Date

Jury notes:

February 12, 2015

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –
February 17, 2015**

2015-020-02

**2015 INTERIM
VARIANCE REPORT
December 31, 2014**

**D. Dick, Director of Corporate Service
L. Ferguson, Manager of Finance
C. Ward, Financial Analyst**

RECOMMENDATION

THAT Council receives the Interim Variance Report as of December 31, 2014 Report No. 2015-020-02, for information purposes.

PURPOSE

To report to Council the City of Brockville's projected financial position as of December 31, 2014 for General Operations, Water and Wastewater Operating Systems.

BACKGROUND

The City's Corporate Financial Controls which Council adopted in April 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted and reported on throughout the year. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

ANALYSIS/FINANCIAL IMPLICATIONS

This report represents the analyses of operating budgets – General, Water, Wastewater which are provided for information purposes. Attachment 1, 2 and 3 are detailed variance analysis for each department.

Operating Budget

Although the variance has been prepared based on the best information available to date, it is expected to change when all financial information is finalized. Based on our review to date, a deficit of approximately \$92,000 is projected.

Significant variances from budget are described below:

- The Arts Centre is projecting a net deficit of approximately \$32,000 due primarily to lower tourism resulting in reduced patrons attending shows and the cancellation of two performances.
- The Fire department has an overall deficit of \$206,000 due to the recent arbitration award for 2011 and 2012 at rates higher than had been projected as well as the associated legal costs.
- Human Resources exceeded budget due to higher than expected retirements and costs associated with recruitment. This has been offset through savings experienced in the MIS department from vacated employees.
- Planning produced savings from budget of approximately \$75,000 due to restructuring an employment contract and additional revenues from planning, building and plumbing applications.
- Operations have exceeded budget by \$730,000 due to a number of issues including:
 - Winter maintenance exceeding budget
 - Revenues from arena rental lower than expected
 - Higher than expected electricity costs
 - Additional costs associated with Rotary Park Ice Surface
 - Wages for transit higher than expected due to training of new supervisor, covering for sick/maternity leave
 - Reduced Transit subsidy

Overall savings experienced in Engineering of \$90,000 due to wages and benefits being charged to capital and overall reduction in costs associated with solid waste.

It is expected that Joint Services, primarily through a significant reduction in POA revenue, will result in an overall increase in net costs of \$94,000.

Finance Charges associated with issuance of debt has resulted in savings of \$115,000 due to timing of issuance and lower than anticipated interest rates.

The Police department is expecting savings from budget of approximately \$167,000 due to wage reductions associated with retirements and replacement of employees in lower wage ranges.

It is expected that lower than budgeted tax write-offs will provide savings of approximately \$350,000.

Report 2015-020-02

Variance Report at December 31, 2014

Page 3

Water Rate Administration Budget

The required appropriation from water reserves originally budgeted at \$470,144 has been reduced to \$323,964 as a result of:

- Reduction of debt charges of	\$42,000
- Wages budgeted for water operations now capitalized	\$110,000
- Reduction in surface repairs	\$44,000
- Consumption decline has resulted in a drop in revenues of	\$39,000

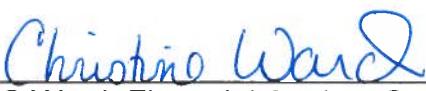
Wastewater Rate Administration

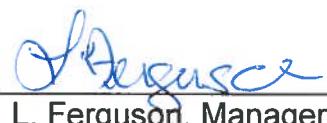
The budget required an appropriation from reserves of \$362,982. The projected results suggest the appropriation is \$80,000.

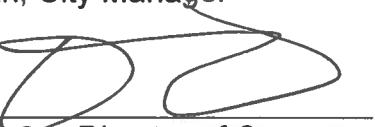
- Reduction on debt charges	\$115,000
- Wages overall reduced by	\$ 60,000
- Property taxes based on reassessment	\$110,000

CONCLUSION

This variance report is being provided to provide council with staff's estimate of our financial projections to December, 2014.


C. Ward, Financial Analyst-General


L. Ferguson, Manager of Finance

B. Casselman, City Manager


D Dick, CPA, CA, Director of Corporate Services



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)
CITY MANAGEMENT & SERVICES				
ANIMAL CONTROL	77,793	75,389	75,814	425
AQUATARIUM	157,641	210,000	210,000	-
ARTS CENTRE	175,995	186,013	154,498	(31,515)
CITY COUNCIL/MAYOR	217,538	215,316	220,406	5,090
CITY MANAGER	458,398	458,398	458,055	(343)
CLERK	330,898	270,656	259,095	(11,561)
CORPORATE FINANCE	1,815,090	1,455,343	2,003,934	548,591
CULTURAL SERVICES	21,359	21,359	23,003	1,644
ECONOMIC DEVELOPMENT	294,722	300,971	286,421	(14,550)
FINANCE	621,697	621,697	617,688	(4,009)
FIRE DEPARTMENT	4,632,909	4,629,752	4,423,098	(206,654)
HUMAN RESOURCES	322,328	319,329	290,913	(28,416)
INFORMATION SERVICES	287,469	287,469	323,128	35,659
PARKING	(107,604)	(49,670)	(49,670)	0
PARKING RENTAL	4,368	527	-	(527)
PLANNING	559,762	764,080	839,193	75,113
TOURISM	214,132	187,566	187,566	
CITY MANAGEMENT & SERVICES Total	10,084,494	9,954,194	10,323,142	368,948
OPERATIONS				
FACILITIES	318,383	372,333	242,056	(130,277)
FLEET	363,739	367,070	358,701	(8,369)
OPERATIONS/PARKS ADMINISTRATION	225,951	226,370	223,909	(2,461)
PARKS	884,295	985,579	960,440	(25,139)
PEDESTRIAN VEHICLE INFRASTRUCTURE	422,893	563,797	540,032	(23,765)
PUBLIC WORKS	3,008,208	2,991,749	2,509,813	(481,936)
TRANSIT	824,965	612,497	554,308	(58,189)
OPERATIONS Total	6,048,434	6,119,395	5,389,259	(730,136)
ENVIRONMENTAL SERVICES				
ENGINEERING	97,936	97,936	133,316	35,380
SOLID WASTE	1,027,174	996,793	1,052,116	55,323
ENVIRONMENTAL SERVICES Total	1,125,109	1,094,729	1,185,432	90,703
OUTSIDE BOARDS				
CATARQUI REG. CONSERV. AUTHORITY	172,812	172,814	172,814	-
DOWNTOWN BUSINESS IMPROVEMENT ASS.	(49,373)	-	-	-
LONG TERM CARE	884,696	884,696	884,958	262
PUBLIC HEALTH GRANTS	390,729	390,729	390,858	129
OUTSIDE BOARDS Total	1,398,864	1,448,239	1,448,630	391
JOINT SERVICES				
JOINT SERVICES	3,412,668	3,506,869	3,412,671	(94,198)
JOINT SERVICES Total	3,412,668	3,506,869	3,412,671	(94,198)
DEBT CHARGES				
DEBT CHARGES	2,219,639	2,219,575	2,334,780	115,205
DEBT CHARGES Total	2,219,639	2,219,575	2,334,780	115,205
CITY BOARDS & COMMITTEES				
AIRPORT	95,883	100,780	82,463	(18,317)
CEMETERY	85,044	65,044	88,240	23,196
COMMITTEE OF ADJUSTMENT	(153)	(40)	(40)	-
HERITAGE BROCKVILLE	6,096	6,096	8,818	2,722
LIBRARY	732,173	642,794	633,750	(9,044)
MUSEUM	200,950	218,166	209,354	(8,812)
POLICE	7,234,826	7,247,952	7,414,452	166,500
CITY BOARDS & COMMITTEES Total	8,354,819	8,280,791	8,437,037	156,246
Grand Total	32,644,027	32,623,792	32,530,951	(92,841)



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CITY MANAGEMENT & SERVICES					
ANIMAL CONTROL					
Revenue					
Fees & Service Charges	(26,162)	(26,162)	(33,500)	(7,338)	
Revenue Total	(26,162)	(26,162)	(33,500)	(7,338)	
Expense					
Wages & Benefits	72,123	72,813	75,417	2,604	Benefit savings;
Materials & Supplies	3,485	2,855	6,678	3,823	Training not attended; Reduced number of dog tag reminder notices;
Contracted Services	20,377	20,726	22,062	1,336	Need for veterinarian services less than anticipated;
Other Expenses	7,970	5,157	5,157	-	
Expense Total	103,955	101,551	109,314	7,763	
ANIMAL CONTROL Total	77,793	75,389	75,814	425	
AQUATARIUM					
Revenue					
Fees & Service Charges	(50,000)	-	-	-	
Revenue Total	(50,000)	-	-	-	
Expense					
Materials & Supplies	14,719	-	-	-	
Contracted Services	192,922	60,000	60,000	-	
Other Expenses	-	150,000	150,000	-	
Expense Total	207,641	210,000	210,000	-	
AQUATARIUM Total	157,641	210,000	210,000	-	
ARTS CENTRE					
Revenue					
Fees & Service Charges	(472,289)	(495,213)	(531,574)	(36,361)	Cancellation of two dance competitions; Lower ticket sales and seat surcharge revenue due to slow summer tourist season.
Other Revenue	(21,498)	(24,000)	(24,000)	-	
Revenue Total	(493,788)	(519,213)	(555,574)	(36,361)	
Expense					
Wages & Benefits	364,548	366,941	369,716	2,775	Less stage crew required for shows versus budget;
Materials & Supplies	129,267	138,698	136,328	(2,370)	More travel and mandatory staff training required than budgeted; Greater unsold inventory at year end;
Contracted Services	162,366	183,351	187,793	4,442	Increased programming resulting in higher advertising cost; Savings on overall show costs and production expenses;
Other Expenses	13,601	16,235	16,235	-	
Expense Total	669,783	705,225	710,072	4,847	
ARTS CENTRE Total	175,995	186,013	154,498	(31,515)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CITY COUNCIL/MAYOR					
Revenue					
Fees & Service Charges	(77)	(77)	(1,100)	(1,023)	
Other Revenue	(3,407)	(6,342)	(6,438)	(96)	
Revenue Total	(3,484)	(6,419)	(7,538)	(1,119)	
Expense					
Wages & Benefits	199,577	199,577	199,423	(154)	
Materials & Supplies	21,343	21,971	27,521	5,550	
Contracted Services	103	187	1,000	813	
Expense Total	221,022	221,735	227,944	6,209	
CITY COUNCIL/MAYOR Total	217,538	215,316	220,406	5,090	
CITY MANAGER					
Revenue					
Grants	-	-	-	-	
Other Revenue	-	-	-	-	
Revenue Total	-	-	-	-	
Expense					
Wages & Benefits	294,979	294,979	291,355	(3,624)	Salaries and benefits costs will be higher than budgeted due to a job reclassification.
Materials & Supplies	29,420	29,420	29,704	284	
Contracted Services	91,951	91,951	94,669	2,718	
Other Expenses	42,048	42,048	42,327	279	
Expense Total	458,398	458,398	458,055	(343)	
CITY MANAGER Total	458,398	458,398	458,055	(343)	
CLERK					
Revenue					
Fees & Service Charges	(62,888)	(63,672)	(79,033)	(15,361)	
Other Revenue	(2,346)	(65,927)	(85,927)	(20,000)	General licensees higher than anticipated; Vital Stats - marriage licenses and death registrations less than anticipated Break Open lottery licensees less than budgeted; Raffle licenses less than anticipated; More wedding Ceremonies than anticipated;
Revenue Total	(65,233)	(129,599)	(164,960)	(35,361)	Election cost \$20K less, therefore contribution from Election RF lower than budget;
Expense					
Wages & Benefits	290,392	284,793	284,793	-	
Materials & Supplies	64,184	51,366	55,166	3,800	Less marriage licensees sold, therefore less forms purchased;
Contracted Services	26,621	49,165	69,165	20,000	Election cost \$20K less;
Other Expenses	14,934	14,931	14,931	-	
Expense Total	396,132	400,255	424,055	23,800	
CLERK Total	330,898	270,656	259,095	(11,561)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CORPORATE FINANCE					
Revenue					
Fees & Service Charges	(52,795)	(52,795)	(15,983)	36,812	Unbudgeted lease revenue;
Grants	(300,225)	(400,000)	(400,000)	-	
Other Revenue	(1,371,039)	(1,696,157)	(1,503,843)	192,314	Hydro One refund; WSIB Recovery; LAS Natural Gas Rebate; Deficit in post capping revenue due to property reassessment; payments in lieu of taxee budgeted at higher tax rate; Lower bank balances and investment interest; Ice on solar panels in Jan and Feb and lack of sunshine this spring;
Revenue Total	(1,724,058)	(2,148,952)	(1,919,826)	229,126	
Expense					
Wages & Benefits	15,257	15,257	392,332	377,075	Contingency.
Contracted Services	10,399	10,399	24,819	14,420	
Materials and Supplies	1,578,698	1,530,845	1,460,213	(70,632)	Unbudgeted WSIB claim; Charity Rebates higher than anticipated; Vacancy Rebates higher than anticipated;
Other Expenses	1,934,793	2,047,793	2,046,396	(1,397)	
Expense Total	3,539,148	3,604,294	3,923,760	319,466	
CORPORATE FINANCE Total	1,815,090	1,455,343	2,003,934	548,591	
CULTURAL SERVICES					
Expense					
Other Expenses	21,359	21,359	23,003	1,644	
Expense Total	21,359	21,359	23,003	1,644	
CULTURAL SERVICES Total	21,359	21,359	23,003	1,644	
ECONOMIC DEVELOPMENT					
Revenue					
Fees & Service Charges	(1,376)	(1,300)	(1,300)	-	
Grants	(232,990)	(152,500)	(152,500)	-	
Other Revenue	(49,644)	(20,000)	(20,000)	-	
Revenue Total	(284,010)	(173,800)	(173,800)	-	
Expense					
Wages & Benefits	350,245	303,317	291,817	(11,500)	Reclassification of position.
Materials & Supplies	86,912	96,063	93,013	(3,050)	Surplus anticipated in business travel; Less printing expenses; Reduced regional advertising; Fireworks expenses more than budgeted; Additional National magazine ad placements;
Contracted Services	113,191	66,109	66,109	-	
Other Expenses	28,384	9,282	9,282	-	
Expense Total	578,732	474,771	460,221	(14,550)	
ECONOMIC DEVELOPMENT Total	294,722	300,971	286,421	(14,550)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
FINANCE					
Revenue					
Fees & Service Charges	(40,222)	(40,222)	(38,600)	1,622	
Other Revenue	-	-	-	-	
Revenue Total	(40,222)	(40,222)	(38,600)	1,622	
Expense					
Wages & Benefits	560,022	560,022	562,959	2,937	Wages and benefits lower than budget due to staff vacancies; Printing, postage and stationary higher than anticipated;
Materials & Supplies	72,204	72,204	62,789	(9,415)	
Contracted Services	8,072	8,072	8,290	218	
Other Expenses	21,622	21,622	22,250	628	
Expense Total	661,920	661,920	656,288	(5,632)	
FINANCE Total	621,697	621,697	617,688	(4,009)	
FIRE DEPARTMENT					
Revenue					
Fees & Service Charges	(134,211)	(134,211)	(140,022)	(5,811)	Confined Space training revenue decreased; Training room and Tower Rentals lower than anticipated; Requests for inspections and fire safety plans decreased;
Fire Dispatch	(392,284)	(392,284)	(382,376)	9,908	
Other Revenue	(69,968)	(69,968)	(12,000)	57,968	
Revenue Total	(596,464)	(596,464)	(534,398)	62,066	
Expense					
Wages & Benefits	4,845,030	4,845,030	4,544,836	(300,194)	Benefit costs higher than anticipated; Arbitration award for 2011 & 2012 higher than anticipated; Non-standard hours higher than anticipated; Less janitorial supplies required; Water billings higher than anticipated; Administration professional development trip cancelled; Spending on HR materials reduced; Fleet materials requirements decreased;
Materials & Supplies	143,814	152,227	174,855	22,628	
Contracted Services	120,991	120,991	116,842	(4,149)	
Other Expenses	119,537	107,968	120,963	12,995	
Expense Total	5,229,372	5,226,216	4,957,496	(268,720)	
FIRE DEPARTMENT Total	4,632,909	4,629,752	4,423,098	(206,654)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
HUMAN RESOURCES					
Revenue					
Grants	(7,854)	(7,854)	(10,000)	(2,146)	
Other Revenue	-	(3,000)	(3,000)	-	
Revenue Total	(7,854)	(10,854)	(13,000)	(2,146)	
Expense					
Wages & Benefits	195,001	194,954	194,954	-	
Materials & Supplies	36,150	36,810	32,936	(3,874)	AMCTO course for City employees. Purchase of Health & Safety books.Higher than anticipated
Contracted Services	89,873	89,147	66,751	(22,396)	More recognitions and retirees this year than anticipated.Recruiting - Doctor's fees higher than anticipated
Other Expenses	9,156	9,272	9,272	-	Professional Services/arbitration higher than anticipated.
Expense Total	330,182	330,183	303,913	(26,270)	
HUMAN RESOURCES Total	322,328	319,329	290,913	(28,416)	
INFORMATION SERVICES					
Revenue					
Fees & Service Charges	(42,113)	(42,113)	(42,113)	(0)	
Other Revenue	-	-	-	-	
Revenue Total	(42,113)	(42,113)	(42,113)	(0)	
Expense					
Wages & Benefits	177,810	177,810	189,560	11,750	
Materials & Supplies	137,304	137,304	156,692	19,388	
Contracted Services	6,873	6,873	8,117	1,244	
Other Expenses	7,594	7,594	10,872	3,278	
Expense Total	329,582	329,582	365,241	35,659	
INFORMATION SERVICES Total	287,469	287,469	323,128	35,659	
PARKING					
Revenue					
Fees & Service Charges	(329,169)	(362,597)	(343,755)	18,842	Revenue from Parking Lot permits and fees higher than anticipated; Parking Lot Fees higher than budgeted;
Other Revenue	(34,930)	(57,831)	(57,831)	-	Street meter revenue lower than budgeted;
Revenue Total	(364,099)	(420,428)	(401,586)	18,842	
Expense					
Wages & Benefits	67,337	74,626	43,376	(31,250)	Spring parking lot maintenance higher than anticipated;
Materials & Supplies	40,985	86,523	96,523	10,000	
Contracted Services	93,532	99,515	99,515	-	
Other Expenses	54,641	110,094	112,502	2,408	
Expense Total	256,494	370,758	351,916	(18,842)	
PARKING Total	(107,604)	(49,670)	(49,670)	0	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending December 31, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PARKING RENTAL					
Revenue					
Fees & Service Charges	(1,060)	527	-	(527)	
Other Revenue	-	-	-	-	
Revenue Total	(1,060)	527	-	(527)	
Expense					
Wages & Benefits	-	-	-	-	
Materials & Supplies	3,736	-	-	-	
Contracted Services	1,692	-	-	-	
Other Expenses	-	-	-	-	
Expense Total	5,428	-	-	-	
PARKING RENTAL Total	4,368	527	-	(527)	
PLANNING					
Revenue					
Fees & Service Charges	(236,106)	(243,870)	(225,809)	18,061	Increased Planning application activity;Building and plumbing activity exceeded expectations;
Other Revenue	(3,341)	-	-	-	
Revenue Total	(239,447)	(243,870)	(225,809)	18,061	
Expense					
Wages & Benefits	719,452	717,458	761,493	44,035	Savings from employment contract and benefits;Actuals lower than budget due to progression of new Inspection Officer; Few training opportunities available due to OBC changes;
Materials & Supplies	41,406	253,981	266,998	13,017	
Contracted Services	5,945	3,758	3,758	-	
Other Expenses	32,405	32,753	32,753	-	
Expense Total	799,208	1,007,950	1,065,002	57,052	
PLANNING Total	559,762	764,080	839,193	75,113	
Tourism					
Revenue					
Other Revenue	-	-	-	-	
Revenue Total	-	-	-	-	
Expense					
Materials & Supplies	6,116	1,874	1,874		
Contracted Services	208,016	185,692	185,692		
Expense Total	214,132	187,566	187,566		
Tourism Total	214,132	187,566	187,566		
CITY MANAGEMENT & SERVICES Total	10,084,494	9,954,194	10,323,142	368,948	



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
OPERATIONS					
FACILITIES					
Revenue					
Fees & Service Charges	(712,052)	(716,336)	(737,309)	(20,973)	Loss of expected revenues for adult & minor sports and hockey ice time; Allocation for contract services not required; revenues higher than anticipated;
Grants	-	-	-	-	
Other Revenue	(316,775)	(316,567)	(316,567)	-	
Revenue Total	(1,028,826)	(1,032,903)	(1,053,876)	(20,973)	
Expense					
Wages & Benefits	613,935	613,435	602,155	(11,280)	No allocation for lieu-time, sick days, vacation; additional staff for special events and tournaments;
Materials & Supplies	432,471	515,602	450,351	(65,251)	Electricity and water higher than anticipated; expenses from contracted services and materials greater than expected; aging facility resulted in unforeseen repairs; Fleet maintenance deficit due to the cost of operating and maintaining aging equipment; small surplus is other accounts to help off-set overall deficit; Regional training program requirements for full-time and part-time operators higher than projected, training surplus from Memorial Centre will help off-set Youth Arena deficit; New contract resulted in yearly reduction, this surplus to offset deficit being reported under GWMC janitorial services; Unforeseen repairs had to be completed; ESA requirements, HVAC replacements; New contract resulted in an increase in cost which is offset by surplus in Victoria Building; Overall expenses from contracted services greater than expected; Fire regulation upgrade in garage; safety issues (re: lighting in bays); panic alarms for reception; ESA repairs; aging facility resulting in unforeseen repair costs; Excessive snow load and winter ice control; small surplus from Youth Arena to help offset deficit.
Contracted Services	259,782	251,741	218,968	(32,773)	
Other Expenses	41,022	24,458	24,458	-	
Expense Total	1,347,209	1,405,236	1,295,932	(109,304)	
FACILITIES Total	318,383	372,333	242,056	(130,277)	
FLEET					
Revenue					
Fees & Service Charges	(1,305,037)	(1,301,680)	(1,094,539)	207,141	Projected year end surplus under Service Maintenance revenues from outside agents due to higher fuel purchases and prices; Revenue from internal departments higher due to severe winter causing additional vehicle repairs;
Other Revenue	(3,254)	(4,594)	(3,200)	1,394	
Revenue Total	(1,308,292)	(1,306,274)	(1,097,739)	208,535	
Expense					
Wages & Benefits	502,309	510,359	519,401	9,042	Less part-time coverage required, less after hours calls, benefits lower than budget; Less part-time coverage required, less after hours calls, benefits lower than budget; Reduced purchase of books, materials and supplies to help offset deficit in other accounts; Cell phone charges higher than anticipated, reduced purchases in other accounts to help offset deficit; New employee requiring safety shoes and uniform; Fleet Management course cost higher than anticipated; reduced purchase of books and supplies to offset deficit. Lower than anticipated; Surplus due to general sale of parts and accessories (helps offset deficit in purchase of parts & accessories), materials and supplies costs lower than anticipated, minimal repairs to stock room, fuel pump problems/repairs reduced surplus; Printing/Postage/Stationery costs higher than anticipated. Costs of licenses for City vehicles higher than budgeted, deficit in Parts & contracted services due to severe winter conditions causing additional vehicle repairs, fuel costs higher than budget, deficits offset by surplus's in benefits, non-standard hours costs and insurance costs.
Materials & Supplies	1,031,556	1,066,863	857,941	(208,922)	
Contracted Services	93,644	52,270	52,270	-	
Other Expenses	44,522	43,852	26,828	(17,024)	Deficit due to maintenance and operation of second life vehicles; training requirements for staff cost more than anticipated; increase in non-standard hours due to severe winter causing more after hours calls.
Expense Total	1,672,030	1,673,344	1,456,440	(216,904)	
FLEET Total	363,739	367,070	358,701	(8,369)	



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2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
OPERATIONS/PARKS ADMINISTRATION				
Revenue				
Other Revenue	(519)	-	-	
Revenue Total	(519)	-	-	
Expense				
Wages & Benefits	188,294	188,294	191,357	3,063
Materials & Supplies	19,145	18,798	15,956	(2,842)
Contracted Services	794	794	794	-
Other Expenses	18,238	18,484	15,802	(2,682)
Expense Total	226,470	226,370	223,909	(2,461)
OPERATIONS/PARKS ADMINISTRATION Total	225,951	226,370	223,909	(2,461)
PARKS				
Revenue				
Fees & Service Charges	(382,915)	(352,306)	(351,478)	828
Other Revenue	(16,031)	(6,815)	(6,815)	-
Revenue Total	(398,945)	(359,121)	(358,293)	828
Expense				
Wages & Benefits	761,475	772,831	739,770	(33,061)
Materials & Supplies	208,280	206,234	220,367	14,133
Contracted Services	236,814	291,959	298,214	6,255
Other Expenses	76,672	73,676	60,382	(13,294)
Expense Total	1,283,240	1,344,700	1,318,733	(25,967)
PARKS Total	884,295	985,579	960,440	(25,139)



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2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PEDESTRIAN VEHICLE INFRASTRUCTURE				
Revenue				
Fees & Service Charges	(478)	-	-	
Other Revenue	(5,894)	-	-	
Revenue Total	(6,372)	-	-	
Expense				
Wages & Benefits	274,705	273,507	284,181	10,674
Materials & Supplies	50,331	185,311	166,329	(18,982)
Contracted Services	101,411	101,981	85,693	(16,288)
Other Expenses	2,818	2,998	3,829	831
Expense Total	429,265	563,797	540,032	(23,765)
PEDESTRIAN VEHICLE INFRASTRUCTURE Total	422,893	563,797	540,032	(23,765)

PVI wages & benefits higher than budgeted due to overlap (for training purposes) of new supervisor; Traffic Control - Surveys - wages expensed to other accounts. Less time spent on this account than anticipated; Crossing Guards Wages & Benefits less than anticipated; Street Lighting Maintenance - wages & contracted services less than anticipated; Electricity deficit of \$20,387, off set by other small surpluses; Traffic signal repair and maintenance higher than anticipated, off set by no new Council directed installations for 2014; Vehicle used less than anticipated (fuel and maintenance);



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PUBLIC WORKS					
Revenue					
Fees & Service Charges	(118,921)	(118,780)	(73,771)	45,009	Concrete sidewalk replacement for Hydro One resulted in additional revenue, dumpster rental for Tunnel Bay and accident cleanup/signage reinstatements; Additional permits being issued as a result of all locates being processed through Ontario One Call; Equipment charges to other departments higher than budgeted.
Other Revenue	(137)	-	-	-	
Revenue Total	(119,059)	(118,780)	(73,771)	45,009	
Expense					
Wages & Benefits					
	1,529,400	1,472,563	1,431,906	(40,657)	Winter boulevard repair more extensive due to severe winter. Less labour expended as not able to carry out repair of tree protectors; Less costs associated with carrying out required work for special events. Unable to carry out spring litter pickup due to extended winter weather and temp operator left 4 weeks early; Due to winter maintenance requirements in Dec, unable to carry out total guardrail program; Additional labour expended to carry out road closures/detours for crossing closures; Additional labour expended for slab jack operations (first year of program); Additional labour expended to carry out sectional mill/pave of required areas; Extended winter and wet spring resulted in additional pothole repair operations; No dust control required; Staff off on short term sickness. Temporary employees had to be hired. Temporary drivers required for staff upon return to work; Due to winter maintenance requirements in Dec, unable to carry out total planned program; Less labour required for weed steaming operations and less labour expended for fall leaf sweeping operations due to early snowfalls; Cost to install regulatory signage less than budgeted; Started grader standby six days later in Nov 2014 resulted in surplus; Additional two weekends charged to this account due to extended winter in April; Numerous snowfalls greater than 2.5 inches resulted in additional plowing operations; Freezing rain event at the end of 2013 resulted in ice-covered sidewalks which necessitated additional abrasive application till mid-January; Less overtime charged to this account; Two full week standbys changed to weekend standby resulted in reduced charges; Less contracted services expended for trainer; Extended short term disability utilized by employees. Less work requested by other departments; Less replacement of safety clothing required by operators. Additional training required for slab jack equipment; Operator progressing through equipment operator classifications; Less c. cleanout material (88 tonnes) collected and disposed of than budgeted for; Unbudgeted storm main extension and CB installation of California Ave. Unable to complete stormwater cleaning program due to initial having out of service for removal; Inable to complete street cleaning operations due to no dust control required; Less street name signage required replacement than budgeted for; Abrasive application exceeds budget due to severe winter. Printing/postage/stationary charges more than budgeted amount; Insurance costs higher than anticipated.
Materials & Supplies	430,992	444,321	365,010	(79,311)	Concrete sidewalk replacement for Hydro One resulted in additional revenue, dumpster rental for Tunnel Bay and accident cleanup/signage reinstatements; Less hours for contracted grader rental required for shouldering operations; Cost to supply and apply centre and lane lines increased; Numerous snowfalls greater than 2.5 inches resulted in additional contract equipment being utilized, overtime costs to address winter storms greater than budgeted for; Snow removal over budget due to severe winter weather conditions. Unable to complete contracted debrushing of upper compound.
Contracted Services	629,678	654,417	359,691	(294,726)	Extensive maintenance/repairs required for winter maintenance equipment due to severe winter conditions; Set back of rear axle for new plow truck incurred additional costs;
Other Expenses	537,197	539,228	426,977	(112,251)	
Expense Total	3,127,267	3,110,529	2,583,584	(526,945)	
PUBLIC WORKS Total	3,008,208	2,991,749	2,509,813	(481,936)	
TRANSIT					
Revenue					
Fees & Service Charges	(256,612)	(256,736)	(248,679)	8,057	Ridership up 4,486 in 2014 vs 2013, not including evening ridership of 3,216 riders;
Grants	-	(168,910)	(179,340)	(10,430)	Dedicated Gas Tax funding lower than anticipated;
Other Revenue	(88)	(43,564)	(43,564)	-	
Revenue Total	(256,700)	(469,210)	(471,583)	(2,373)	
Expense					
Wages & Benefits					
	524,155	511,915	455,870	(56,045)	Wages & benefits higher than anticipated due to training new supervisor; Part-time wages covering sick/maternity leave, higher than anticipated; Fewer uniforms purchased than anticipated. 2015 uniform budget will be all used due to under expenditure in 2014;



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Materials & Supplies	28,760	31,478	36,550	5,072	Budgeted for 1 staff to attend OPTA conference, 2 attended;Modem and computer lines higher than anticipated;Spent less on advertising than anticipated;Installation and maintenance of bus stop signs less than anticipated;Purchase of materials & supplies for Para-Transit less than anticipated;
Contracted Services	305,334	316,033	316,033	-	
Other Expenses	223,416	222,281	217,438	(4,843)	Bus cleaning, supplies, maintenance and fuel less than anticipated;Higher than anticipated snowfall/frequency of storms;
Expense Total	1,081,665	1,081,707	1,025,891	(55,816)	
TRANSIT Total	824,965	612,497	554,308	(58,189)	
OPERATIONS Total	6,048,434	6,119,395	5,389,259	(730,136)	



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
ENVIRONMENTAL SERVICES					
ENGINEERING					
Revenue					
Fees & Service Charges	(1,995)	(7,500)	(7,500)	-	
Grants	-	-	-	-	
Other Revenue	-	-	-	-	
Revenue Total	(1,995)	(7,500)	(7,500)	-	
Expense					
Wages & Benefits	70,816	72,045	102,274	30,229	Staff spent additional time on Capital;
Materials & Supplies	21,970	23,972	28,882	4,910	
Contracted Services	621	2,021	2,262	241	
Other Expenses	6,524	7,398	7,398	-	
Expense Total	99,931	105,436	140,816	35,380	
ENGINEERING Total	97,936	97,936	133,316	35,380	
SOLID WASTE					
Revenue					
Fees & Service Charges	(112,587)	(112,090)	(123,840)	(11,750)	Lower bag and large item tag revenues than expected;
Grants	(87,846)	(120,704)	(121,900)	(1,196)	Last quarter for 2014 will be paid March 2015. Slightly less funding than anticipated due to lower tonnage of recycling (less cost) than budgeted;
Revenue Total	(200,433)	(232,794)	(245,740)	(12,946)	
Expense					
Wages & Benefits	126,572	125,723	126,042	319	Training deferred to 2015;Material requirements less than expected in 2014 for closure;Training deferred to 2015;Less printing costs than anticipated;
Materials & Supplies	19,511	28,298	46,287	17,989	Less garbage than budgeted for collection;Landfill gas reporting no longer required. Less maintenance activity required;Less organics material to collect/process than budgeted;Less MHSW material collected than planned in budget (contracted cost for depot lower as result);
Contracted Services	1,070,230	1,063,310	1,113,271	49,961	
Other Expenses	11,293	12,256	12,256	-	
Expense Total	1,227,607	1,229,587	1,297,856	68,269	
SOLID WASTE Total	1,027,174	996,793	1,052,116	55,323	
ENVIRONMENTAL SERVICES Total	1,125,109	1,094,729	1,185,432	90,703	



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2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
OUTSIDE BOARDS				
CATARAQUI REG. CONSERV. AUTHORITY				
Expense				
Cataraqui Region Conservation Authority	172,812	172,814	172,814	-
Expense Total	172,812	172,814	172,814	-
CATARAQUI REG. CONSERV. AUTHORITY Total	172,812	172,814	172,814	-
DOWNTOWN BUSINESS IMPROVEMENT ASS.				
Revenue				
Fees & Service Charges	-	-	-	-
Grants	-	-	-	-
Other Revenue	(288,753)	(288,479)	(288,479)	-
Revenue Total	(288,753)	(288,479)	(288,479)	-
Expense				
Wages & Benefits	87,240	87,234	87,234	-
Materials & Supplies	107,492	105,200	105,200	-
Contracted Services	41,352	93,045	93,045	-
Other Expenses	3,296	3,000	3,000	-
Expense Total	239,381	288,479	288,479	-
DOWNTOWN BUSINESS IMPROVEMENT ASS. Total	(49,373)	-	-	-
LONG TERM CARE				
Expense				
Long Term Care	884,696	884,696	884,958	262
Expense Total	884,696	884,696	884,958	262
LONG TERM CARE Total	884,696	884,696	884,958	262
PUBLIC HEALTH GRANTS				
Expense				
Public Health Grants	390,729	390,729	390,858	129
Expense Total	390,729	390,729	390,858	129
PUBLIC HEALTH GRANTS Total	390,729	390,729	390,858	129
OUTSIDE BOARDS Total	1,398,864	1,448,239	1,448,630	391



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2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
JOINT SERVICES				
JOINT SERVICES				
Revenue				
Provincial Offences	(193,032)	(138,339)	(193,036)	(54,697)
Revenue Total	(193,032)	(138,339)	(193,036)	(54,697)
Expense				
Ambulance	1,092,108	1,100,901	1,092,106	(8,795)
Childcare	224,292	227,741	224,295	(3,446)
General Assistance	1,284,516	1,300,405	1,284,518	(15,887)
Housing	1,004,784	1,016,161	1,004,788	(11,373)
Expense Total	3,605,700	3,645,208	3,605,707	(39,501)
JOINT SERVICES Total	3,412,668	3,506,869	3,412,671	(94,198)
DEBT CHARGES				
DEBT CHARGES				
Revenue				
Debt Charges	(1,527,702)	(1,527,717)	(1,527,717)	-
Revenue Total	(1,527,702)	(1,527,717)	(1,527,717)	-
Expense				
Debt Charges	3,747,341	3,747,292	3,862,497	115,205
Expense Total	3,747,341	3,747,292	3,862,497	115,205
DEBT CHARGES Total	2,219,639	2,219,575	2,334,780	115,205
CITY BOARDS & COMMITTEES				
AIRPORT				
Revenue				
Fees & Service Charges	(160,780)	(158,374)	(142,127)	16,247
Other Revenue	(7,792)	(6,404)	(6,404)	-
Revenue Total	(168,572)	(164,778)	(148,531)	16,247
Expense				
Wages & Benefits	6,657	6,657	5,067	(1,590)
Materials & Supplies	137,195	137,595	106,948	(30,647)
Contracted Services	118,652	119,406	117,079	(2,327)
Other Expenses	1,951	1,900	1,900	-
Expense Total	264,456	265,558	230,994	(34,564)
AIRPORT Total	95,883	100,780	82,463	(18,317)



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CEMETERY					
Revenue					
Fees & Service Charges	(141,217)	(140,845)	(126,200)	14,645	
Other Revenue	(41,188)	(61,188)	(59,500)	1,688	
Revenue Total	(182,404)	(202,032)	(185,700)	16,332	
Expense					
Wages & Benefits	211,062	214,693	209,473	(5,220)	
Materials & Supplies	25,703	23,103	36,697	13,594	
Contracted Services	12,587	10,443	9,222	(1,221)	
Other Expenses	18,096	18,837	18,548	(289)	
Expense Total	267,448	267,076	273,940	6,864	
CEMETERY Total	85,044	65,044	88,240	23,196	
COMMITTEE OF ADJUSTMENT					
Revenue					
Fees & Service Charges	(7,329)	(9,400)	(9,400)	-	
Revenue Total	(7,329)	(9,400)	(9,400)	-	
Expense					
Wages & Benefits	5,223	5,260	5,260	-	
Materials & Supplies	1,952	4,100	4,100	-	
Expense Total	7,175	9,360	9,360	-	
COMMITTEE OF ADJUSTMENT Total	(153)	(40)	(40)	-	
HERITAGE BROCKVILLE					
Revenue					
Fees & Service Charges	(2,450)	(2,450)	-	2,450	
Grants	-	-	-	-	
Other Revenue	-	-	(930)	(930)	
Revenue Total	(2,450)	(2,450)	(930)	1,520	
Expense					
Contracted Services	1,958	1,958	-	(1,958)	
Materials and Supplies	869	869	1,030	161	
Other Expenses	-	-	-	-	
Wages and Benefits	5,719	5,719	8,718	2,999	
Expense Total	8,546	8,546	9,748	1,202	
HERITAGE BROCKVILLE Total	6,096	6,096	8,818	2,722	



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	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
LIBRARY					
Revenue					
Library	(11,994)	-	-	-	
Revenue Total	(11,994)	-	-	-	
Expense					
Library	744,167	642,794	633,750	(9,044)	
Expense Total	744,167	642,794	633,750	(9,044)	
LIBRARY Total	732,173	642,794	633,750	(9,044)	
MUSEUM					
Revenue					
Fees & Service Charges	(66,438)	(66,438)	(40,800)	25,638	Friends of the Museum donations higher than anticipated.Program fees lower than budgeted.
Grants	(31,380)	(31,380)	(31,176)	204	
Other Revenue	-	-	(2,000)	(2,000)	
Revenue Total	(97,818)	(97,818)	(73,976)	23,842	
Expense					
Materials & Supplies	38,220	51,701	47,929	(3,772)	Office expenses lower than budgeted.Materials & Supplies higher than budgeted.
Contracted Services	34,868	38,603	33,268	(5,335)	Contracted services higher than anticipated.
Other Expenses	469	469	500	31	
Wages and Benefits	225,211	225,211	201,633	(23,578)	Part-time wages higher than anticipated.
Expense Total	298,769	315,984	283,330	(32,654)	
MUSEUM Total	200,950	218,166	209,354	(8,812)	
POLICE					
Revenue					
Fees & Service Charges	(958,760)	(957,200)	(880,000)	77,200	Increase in Police report requests;Extraordinary increase in criminal record checks;
Grants	(240,441)	(276,911)	(276,911)	-	
Other Revenue	(34,899)	(22,200)	(22,200)	-	
Revenue Total	(1,234,100)	(1,256,311)	(1,179,111)	77,200	
Expense					
Wages & Benefits	7,614,034	7,638,346	7,782,246	143,900	Personnel changes;Human resources - staffing changes, early retirements;Increase in training and part-time to accommodate increase number of checks;Member on leave;
Materials & Supplies	494,302	512,226	514,626	2,400	
Contracted Services	215,115	214,556	157,556	(57,000)	Heating and cooling repairs/gun range repairs;Personnel/legal issues;
Other Expenses	145,475	139,135	139,135	-	
Expense Total	8,468,926	8,504,263	8,593,563	89,300	
POLICE Total	7,234,826	7,247,952	7,414,452	166,500	
CITY BOARDS & COMMITTEES Total	8,354,819	8,280,791	8,437,037	156,246	
Grand Total	32,644,027	32,623,792	32,530,951	(92,841)	



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
FINANCE - WATER					
Revenue					
Fees & Service Charges	(23,630)	(25,247)	(25,247)		
Other Revenue	(3,425,265)	(4,176,505)	(4,215,208)	(38,703)	Water consumption lower than anticipated
Revenue Total	(3,448,895)	(4,201,752)	(4,240,455)	(38,703)	
Expense					
Wages & Benefits	347,230	334,523	334,523		
Materials & Supplies	63,506	165,381	165,381		
Contracted Services	11,929	11,486	11,486		
Other Expenses	1,315,111	1,129,052	1,129,052		
Expense Total	1,737,775	1,640,442	1,640,442		
FINANCE - WATER Total	(1,711,120)	(2,561,310)	(2,600,013)	(38,703)	
ADMINISTRATION					
Expense					
Wages & Benefits	123,724	122,678	123,669	991	
Materials & Supplies	4,211	5,257	5,670	413	
Contracted Services	-	-	-		
Other Expenses	13,536	8,478	8,478		
Expense Total	141,471	136,413	137,817	1,404	
ADMINISTRATION Total	141,471	136,413	137,817	1,404	
ELIZABETHTOWN					
Revenue					
Other Revenue	(70,419)	(78,396)	(78,396)		
Revenue Total	(70,419)	(78,396)	(78,396)		
Expense					
Wages & Benefits	4,767	-	-		
Materials & Supplies	8,464	9,877	9,877		
Contracted Services	3,430	5,000	5,000		
Other Expenses	-	54,875	54,875		
Expense Total	16,662	69,752	69,752		



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
ELIZABETHTOWN Total	(53,757)	(8,644)	(8,644)		
ENGINEERING					
Expense					
Wages & Benefits	167,472	166,325	164,005	(2,320)	Full-time wages and benefits lower than budgeted help offset deficit of locates driver;
Materials & Supplies	8,667	8,908	11,655	2,747	
Contracted Services	-	-	402	402	
Other Expenses	2,561	1,311	298	(1,013)	Cost to operate and maintain vehicles higher than budgeted amount;
Expense Total	178,700	176,544	176,360	(184)	
ENGINEERING Total	178,700	176,544	176,360	(184)	
FLEET					
Revenue					
Fees & Service Charges	-	(500)	(500)		
Other Revenue	-	(400)	(400)		
Revenue Total	-	(900)	(900)		
Expense					
Wages & Benefits	37,876	38,018	39,399	1,381	Water Inventory - new employee requiring full complement of safety equipment and uniform; Fleet management training course required for new staff higher than anticipated; reduced expenses in other accounts to help offset deficit;
Materials & Supplies	2,483	2,399	4,303	1,904	
Contracted Services	-	450	450		
Other Expenses	2,282	1,889	607	(1,282)	Fleet maintenance charges to maintain & operate second life water vehicles
Expense Total	42,641	42,756	44,759	2,003	
FLEET Total	42,641	41,856	43,859	2,003	



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
WATER DISTRIBUTION MAINTENANCE					
Revenue					
Fees & Service Charges	(14,575)	(16,182)	(16,561)	(379)	
Other Revenue	(1,780)	-	-		
Revenue Total	(16,355)	(16,182)	(16,561)	(379)	
Expense					
Wages & Benefits	345,499	358,222	458,052	99,830	Operations staff time allocated to capital projects; operator on parental leave; Staff uniform/safety clothing purchased under budget; Fewer service repairs required;
Materials & Supplies	123,484	174,224	171,079	(3,145)	No telecommunications equipment replacement required; Watermain failures Jan. 2014 (Perth St) and Aug. 2014 (Central Ave. W) No new leak detection equipment required;
Contracted Services	122,721	50,367	57,047	6,680	Regulatory inspections on hydrants only, few hydrant repairs conducted; No contracted service work completed for other municipalities (no purchase of materials or supplies);
Other Expenses	42,531	33,357	31,004	(2,353)	Maintaining older Fleet vehicles;
Expense Total	634,234	616,170	717,182	101,012	
WATER DISTRIBUTION MAINTENANCE Total					
WATER TREATMENT					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-	-	
Expense					
Wages & Benefits	627,806	628,224	646,245	18,021	Benefits lower than budget; Staff uniform/safety clothing purchased under budget;
Materials & Supplies	418,357	474,851	506,253	31,402	Contracted services and cellular expenditures lower than budget; Chemical and lab expenditures lower than budgeted; Contracted services utilizing with internal maintenance staff;
Contracted Services	52,242	68,200	68,200		
Other Expenses	33,728	3,962	(6,434)	(10,396)	Vehicle maintenance increased due to maintaining older vehicles;



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Expense Total	1,132,133	1,175,237	1,214,264	39,027	
WATER TREATMENT Total	1,132,133	1,175,237	1,214,264	39,027	
DEBT CHARGES					
Expense					
Debt Charges	293,156	293,736	335,736	42,000	Debt charges lower than anticipated
Expense Total	293,156	293,736	335,736	42,000	
DEBT CHARGES Total	293,156	293,736	335,736	42,000	
Grand Total		641,102	(146,180)	-	146,180



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE/(UNFAVOURABLE)	COMMENTS
FINANCE - WASTEWATER					
Revenue					
Other Revenue	(4,445,213)	(5,110,510)	(5,110,510)	-	
Revenue Total	(4,445,213)	(5,110,510)	(5,110,510)	-	
Expense					
Wages & Benefits	308,813	303,367	303,367		
Materials & Supplies	137,621	117,781	117,781		
Contracted Services	7,764	9,493	9,493		
Other Expenses	559,749	828,237	828,237		
Expense Total	1,013,947	1,258,878	1,258,878		
FINANCE - WASTEWATER Total	(3,431,266)	(3,851,632)	(3,851,632)	-	
ADMINISTRATION					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-		
Expense					
Wages & Benefits	156,000	156,080	156,071	(9)	
Materials & Supplies	790	710	1,947	1,237	
Contracted Services	-	-	-		
Other Expenses	8,628	8,628	8,628		
Expense Total	165,417	165,418	166,646	1,228	
ADMINISTRATION Total	165,417	165,418	166,646	1,228	
ENGINEERING					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-		



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE/(UNFAVOURABLE)	COMMENTS
Expense					
Wages & Benefits	147,190	147,440	145,475	(1,965)	Full-time wages and benefits lower than budget offset deficit for locates driver:
Materials & Supplies	7,890	7,430	9,119	1,689	
Contracted Services	-	-	357	357	
Other Expenses	-	150	150		
Expense Total	155,079	155,020	155,101	81	
ENGINEERING Total	155,079	155,020	155,101	81	
WASTEWATER COLLECTION					
Revenue					
Fees & Service Charges	(18,238)	(17,606)	(13,650)	3,956	Collections sub-foreman wages and benefits not charged to this account.
Revenue Total	(18,238)	(17,606)	(13,650)	3,956	
Expense					
Wages & Benefits	141,730	155,033	244,364	89,331	Collections sub-foreman wages and benefits not charged to this account.
Materials & Supplies	31,356	47,825	47,825		
Contracted Services	66,252	37,325	37,325		
Other Expenses	17,176	14,300	14,300		
Expense Total	256,514	254,483	343,814	89,331	
WASTEWATER COLLECTION Total	238,276	236,877	330,164	93,287	
WATER POLLUTION CONTROL					
Revenue					
Other Revenue	(96,628)	(48,189)	(48,189)		Page 101 of 102
Revenue Total	(96,628)	(48,189)	(48,189)		



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending December 31st, 2014**

	2014 YTD	PROJECTED FOR DECEMBER 31, 2014	2014 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE/(UNFAVOURABLE)	COMMENTS
Expense					
Wages & Benefits	1,097,151	1,103,656	1,075,739	(27,917)	Wages allocated to the WPCC and not the Main PS, Pumping Stations, Leachate and Collection Supervisory Admin. Wages and Benefits;
Materials & Supplies	871,889	1,063,312	1,167,289	103,977	Septage revenue surplus of \$18K; chemical surplus of \$24K; Hydro costs over budget by \$26K; contracted services over budget by \$29K
Contracted Services	304,778	274,061	275,445	1,384	
Other Expenses	25,148	19,494	19,494		
Expense Total	2,298,965	2,460,523	2,537,967	77,444	
WATER POLLUTION CONTROL Total	2,202,338	2,412,334	2,489,778	77,444	
DEBT CHARGES					
Expense					
Debt Charges	234,784	594,943	709,943	115,000	Estimated Debt Charges lower than anticipated
Expense Total	234,784	594,943	709,943	115,000	
DEBT CHARGES Total	234,784	594,943	709,943	115,000	
Grand Total		(435,372)	(287,040)	287,040	