



Finance, Administration and Operations Committee

Tuesday, February 19, 2013, 4:15 pm.
City Hall, Council Chambers

Committee Members

Councillor D. LeSueur,
Chair
Councillor D. Beatty
Councillor L. Bursey
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
Brockville	LodgeManagement Board
Municipal Accessibility Advisory Committee (BMAAC)	Volunteer Awards

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

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

1. Nil.

CORRESPONDENCE

1. Nil.

STAFF REPORTS

- 5 - 6 1. 2013-016-02

Para Transit Contract Extension

THAT Council authorize the extension of Para Transit Contract # 10-41 from the current termination date of April 30, 2015 to December 31, 2015.

Finance, Administration and Operations Committee
February 19, 2013

- 7 - 9 2. 2013-017-02
 Airport Agricultural Land Lease

THAT Council accept the proposal from Scott Berseth in the amount of three thousand dollars (\$3,000) excluding HST per year commencing March 1, 2013 and terminating February 28, 2018 for an Agricultural Land Lease at the Brockville-1000 Islands Regional Tackaberry airport for Land parcels A, B, C, D, E, G, H, I & L, as per drawing SK2013-22a attached hereto.

- 10 - 28 3. 2013-019-02
 2012 Annual Summary Report
 Water Pollution Control Centre

THAT the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2013-019-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

THAT the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOE District Office-Kingston.

- 29 - 60 4. 2013-020-02
 2012 Annual Water Quality Report
 Brockville Drinking Water System

THAT the 2012 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2013-021-02, be received; and

THAT the Director of Environmental Services be designated to sign the 2012 Annual Water Quality Report on the Brockville Drinking Water System.

Finance, Administration and Operations Committee
February 19, 2013

- 61 - 64 5. 2013-021-02
Request for No Parking Emma Street

THAT the no parking for restricted times zone on the south side of Emma from 9.0 metres east of Park Street to 58.7 metres easterly be removed; and

THAT a no parking for restricted times zone be created on the south side of Emma Street from Park Street to Ormond Street; and

THAT Schedule "1" Subsection 72 of By-law 119-89 be amended accordingly.

- 65 - 67 6. 2013-022-02
Request for No Parking Vanier Drive

THAT the no parking for restricted times zone be created on the west side of Vanier Drive from 119.0 metres south of Durham Street to 100.0 metres southerly; and

THAT a no parking for restricted times zone be created on the east side of Vanier Drive from 119.0 metres south of Durham Street to 100.0 metres southerly; and

THAT Schedule "1" Subsection 72 of By-law 119-89 be amended accordingly.

- 68 - 70 7. 2013-023-02
Request for No Parking Bartholomew Street

THAT a no parking for restricted times zone be created on the east side of Bartholomew Street from Wellington Street to 28.0 metres south; and

THAT Schedule "1" Subsection 72 of By-law 119-89 be amended accordingly.

- 71 - 102 8. 2013-024-02
2012 Work Plan Fourth Quarter Report

THAT report 2013-024-02 Work Plan Quarterly Report, be received for information purposes.

Finance, Administration and Operations Committee
February 19, 2013

- 103 - 104 9. 2013-027-02
Cataraqui Region Conservation Authority
Staff Training for Property Entry and
Risk Management Official/Inspector

THAT City Council endorse the participation of staff from the Cataraqui Region Conservation Authority in Property Entry and Risk Management Official/Inspector training courses offered by the Ontario Ministry of the Environment, as part of ongoing discussions about implementing the Cataraqui Source Protection Plan.

- 105 - 106 10. 2013-026-02
Amendment to Refreshment Cart By-Law 052-2011
Additional Location Rotary Park

THAT Council authorize the amendment to By-Law 052-2011, a by-law a License and Regulate Refreshment Carts to add Rotary Park as a permitted property and to limit the number of carts permitted per property to one; and

THAT Island Ice Treats be granted a license to operate a refreshment cart for 2013 in accordance with the by-law.

- 107 - 135 11. 2013-028-02
Variance Reports at December 31, 2013 Interim

THAT Council receives the Interim Variance Report as of December 31st, 2012 for information purposes.

NEW BUSINESS

FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for March 19, 2013.

22JAN2013

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 19, 2013

**2013-016-02
PARA TRANSIT
CONTRACT EXTENSION**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY, SUPERVISOR
TRANSPORTATION SERVICES**

RECOMMENDATION

THAT Council authorize the extension of Para Transit Contract # 10-41 from the current termination date of April 30, 2015 to December 31, 2015.

ORIGIN/BACKGROUND

Synfast Corporation Inc. has, through competitive tendering processes, held the Para Transit Contract with the City since its inception in 1989. Throughout this time, the company has provided excellent service to the community.

The current five year term Para Transit Contract held by Synfast commenced on May 1, 2010 and has a termination date of April 30, 2015. Dean Humble, owner/operator, approached staff with a request to extend the contract termination date from April 30, 2015 to December 31, 2015. Mr. Humble has indicated that it is his intention to retire from this business at the end of 2015 and it would be beneficial to have his retirement date coincide with the contract termination date.

ANALYSIS

The Contract stipulates that it may be extended beyond the termination date upon the mutual agreement of the parties hereto.

The City's interests are protected as the contract stipulates that the City has the right, notwithstanding the termination date of this contract, to cancel this agreement for any reason by giving the Operator six months written notice of its intention to cancel. The City shall not be liable for costs or damages of any kind caused to the Operator by such cancellation.

The City owns the Para Transit buses enabling the City to operate the system if needed.

The City can accommodate the request of this long-standing business partner without additional risk or incremental cost.

POLICY IMPLICATIONS

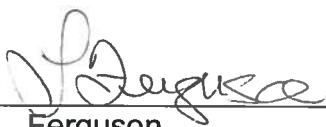
At the discretion of Council.

FINANCIAL CONSIDERATIONS

The extension of the contract termination date will have no anticipated impact on the 2015 Para Transit operating budget. The contract stipulates that the contract price will be adjusted annually by the Consumer Price Index (CPI) for all items (Ontario), for the previous year November over November. The 2015 adjusted contract price would simply carry through until the end of 2015.

CONCLUSION

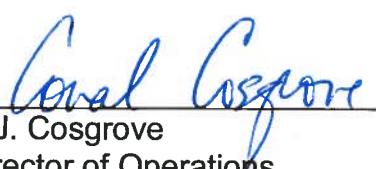
Due to the contractor commitment to the City for the past 24 years, Council should the extend Para Transit Contract #10-41 from the current termination date of April 30, 2015 to December 31, 2015.


L. Ferguson

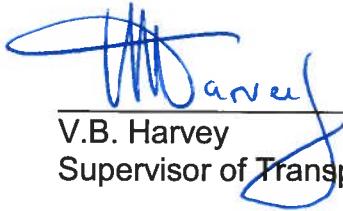
Acting Director of Finance


B. Casselman

City Manager


C.J. Cosgrove

Director of Operations


V.B. Harvey

Supervisor of Transportation Services

22JAN2013

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 19, 2013

**2013-017-02
AIRPORT AGRICULTURAL
LAND LEASE**

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY, SUPERVISOR
TRANSPORTATION SERVICES**

RECOMMENDATION

THAT Council accept the proposal from Scott Berseth in the amount of three thousand dollars (\$3,000) excluding HST per year commencing March 1, 2013 and terminating February 28, 2018 for an Agricultural Land Lease at the Brockville-1000 Islands Regional Tackaberry Airport for Land Parcels A, B, C, D, E, G, H, I & L of the City of Brockville drawing SK2013-22a attached hereto.

ORIGIN/BACKGROUND

Lands surrounding the runway at the Brockville-1000 Islands Regional Tackaberry Airport have been leased for many years by farmers for agricultural purposes. The lease agreement stipulates that the rented lands must be planted with crops and harvested annually. If crops are not planted, the land must be mowed a minimum twice per year. This arrangement generates revenue for the City and keeps vegetation at a minimal height around the runway and controls the growth of weeds.

The previous lease agreement for these lands expired and no interest was shown in negotiating a new agreement. Mr. Berseth, who recently took over the operation of the family farm located in close proximity to the airport, approached the Airport Commission with his lease proposal.

ANALYSIS

Under the terms of the lease, it is proposed that Land Parcels A, B, C, D, E, G & H will be planted and harvested annually. Land Parcels I & L are currently not cleared. It is proposed in the agreement that Land Parcel I will be cleared and ditched in the first two years and Land Parcel L cleared and ditched during years three and four. All expenses related to the clearing and ditching of Land Parcels I and L will be at the expense of the Lessee. This will open up additional lands for agricultural lease in the future.

At its meeting of Tuesday January 22, 2013, the Airport Commission passed a motion approving this agricultural lease agreement with Scott Berseth.

POLICY IMPLICATIONS

At the discretion of Council.

FINANCIAL CONSIDERATIONS

Revenue in the amount of \$8,317 has been allocated to the 2013 airport operating budget account # 01-4-285031-0401 which is comprised of agricultural land leases and lease agreements for private hangars. Acceptance of this new agricultural land lease agreement will result in 2013 revenue of \$9,695 which represents a projected surplus of \$1,378.

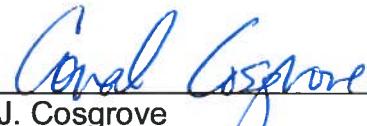
In addition to this, without agricultural land leases the airport would have to incur additional operating expense beyond the current budget for the mowing and maintenance of these parcels of land.

CONCLUSION

Council should enter into the airport agricultural lease agreement with Scott Berseth to generate operating revenue and keep airport property maintained.



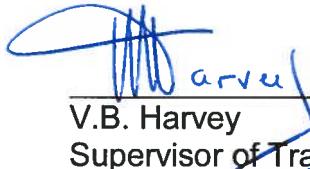
L. Ferguson
Acting Director of Finance



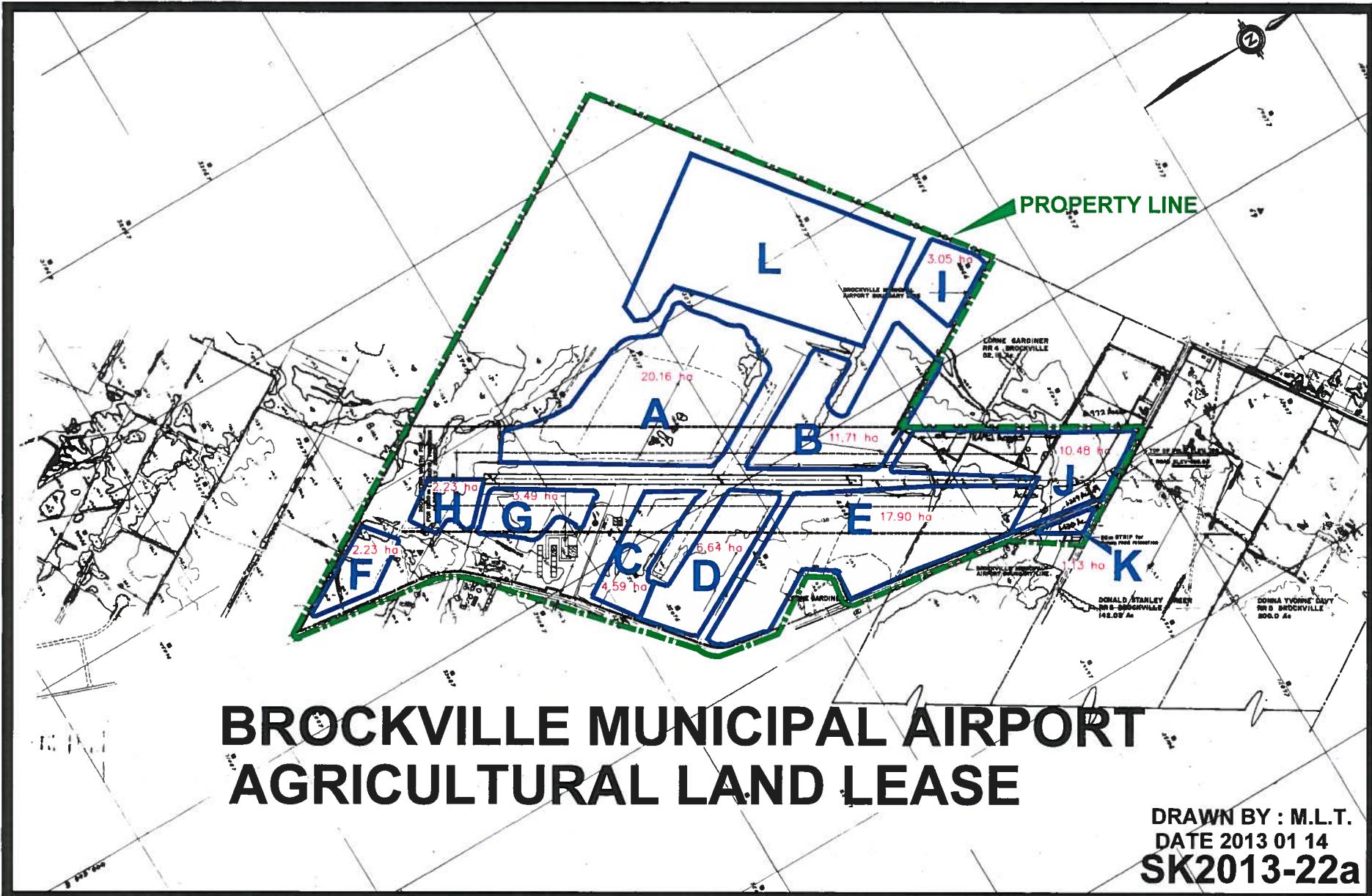
C.J. Cosgrove
Director of Operations



B. Casselman
City Manager



V.B. Harvey
Supervisor of Transportation Services



FEBRUARY 13, 2013

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 19, 2013**

2013-019-02

**2012 ANNUAL SUMMARY REPORT
WATER POLLUTION CONTROL CENTRE**

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

RECOMMENDATION

THAT the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2013-019-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

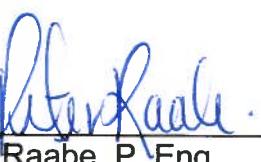
THAT the 2012 Annual Summary Report on the City of Brockville's Water Pollution Control Centre be forwarded to the MOE District Office - Kingston.

ORIGIN

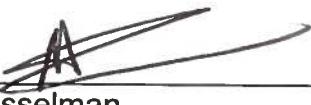
This annual summary report covers the period January 1, 2012 through December 31, 2012, and is a requirement under our Certificate of Approval 5526-7SGL3D, Section 10 (6).

ANALYSIS

We are pleased to present the 2012 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 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

2012 ANNUAL SUMMARY REPORT FOR COUNCIL

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

DATE: January 23, 2013
FILE: E03-04

2012 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

EXECUTIVE SUMMARY

The enclosed 2012 Annual Summary Report is prepared in accordance with the Certificate of Approval (C of A) for the City of Brockville's Water Pollution Control Centre (WPCC) for submission to the Ontario Ministry of the Environment (MOE). 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, by-pass 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 C of A. The plant overview will discuss the level of performance with regard to effluent limits specified in the C of A. In 2012 the monthly and annual plant averages for loading and discharge effluent were compliant with the limits set out in our C of A. In 2012 there were no bypasses to report at the Main Pumping Station. 2012 saw the Brockville WPCC reclassified to a Class IV Wastewater Treatment Facility effective on the date of substantial completion of the Secondary Treatment Upgrade.

Each year, the City of Brockville focuses on Capital and Operational targets to improve the quality of the Wastewater Treatment System. In 2012 these improvements included:

- **WPCC Secondary Treatment Project** – On January 14th, 2010 Council awarded the contract to J.C. Sulpher Construction Ltd. Work on the project started in February 2010 and the first flow was introduced to the new treatment process on July 23rd, 2012. Substantial completion was awarded to the Contractor on August 14th, 2012.
- **Dewatering** – Both scrubbers in the Dewatering Building were serviced with the media from both units removed and replaced.
- **Main Pumping Station** - Proposals were received late in 2010 for an Environmental Assessment on the Main Pumping Station and Force main. In 2012 this work was awarded to J. L. Richards and Associates Ltd. with this process starting in November 2012.
- **Pumping Stations** – During 2012 a new standby diesel generator for West End Pumping Station was purchased and put into service. Pump #2 at Broome Pumping Station and Pump #1 at Leachate Pumping Station were rebuilt.

Peter Raabe, P. Eng.
Director of Environmental Services

Ed Malcomnson
Supervisor – Wastewater Systems

2012 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

TABLE OF CONTENTS

	PAGE #
EXECUTIVE SUMMARY	2
TABLE OF CONTENTS	3
1. INTRODUCTION	4
2. FACILITY DESCRIPTION	4
3. APPROVALS AND CERTIFICATION	4
3.1 Certificate of Approval	4
3.2 Operator Certification	4
4. FLOW MONITORING DATA	5
4.1 Plant Flow	4
4.2 Bypasses, including Pumping Station Overflows	4
4.3 Chemical Usage	4
5. ANALYTICAL DATA	6
5.1 Background	6
5.2 Sampling and Analysis Program	6
5.3 Abatement Program	6
5.4 Effluent Quality Performance – Compliance Limits	6
6. OPERATIONS & MAINTENANCE	7
6.1 Operations Log	7
6.2 Maintenance Programs	7
6.3 Biosolids Management, Land Application and Disposal	7
6.4 Effluent Monitoring Devices & Calibration	7
6.5 WPCC Pumping Stations – Completed & Planned Works	7
7. KEY CONTACTS AND REFERENCES	8
APPENDICES AND FIGURES	
■ Figure 1 - Brockville WPCC ADF vs Precipitation	5
■ Appendix A: WPCC Process Flow Schematic	9
■ Appendix B: 2012 WPCC PARS Report	10
■ Appendix C: 2012 Bypass Summary Report	11
■ Appendix D: 2012 WPCC Annual Chemical Summary	12
■ Appendix E: 2012 WPCC & Pumping Stations Operational Highlights	13-15
■ Appendix F: 2012 WPCC Centrifuge Sludge Feed and Cake Disposal	16
■ Appendix G: 2012 Calibration Report Summary	17
■ Appendix H: 2012 Capital Project Manager's Sheet	18

2012 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

1. INTRODUCTION

We are pleased to present the 2012 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, 2012, and is a legal requirement under Section 10 (6) of Certificate of Approval (C of A) number 5526-7SGL3D, made under the *Ontario Water Resources Act* (R.S.O. 1990, c. O.40). This Annual Report must be forwarded to the Ministry of Environment no later than March 31st, 2013.

2. FACILITY DESCRIPTION

Brockville's wastewater treatment facility, as of substantial completion, 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 disposal to landfill/compost. 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 commencement of 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 & CERTIFICATION

3.1 Certificate of Approval

The City of Brockville's WPCC (Works #120000122) operates under Certificate of Approval (C of A) NUMBER 5526-7SGL3D issued to the facility on June 26th, 2009 in order to proceed with the upgrade to secondary treatment. 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 C of A 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 C of A. The limits are found in the lower area below the monthly data of **Appendix B: 2012 WPCC PARS Report**.

2012 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

The C of A 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.

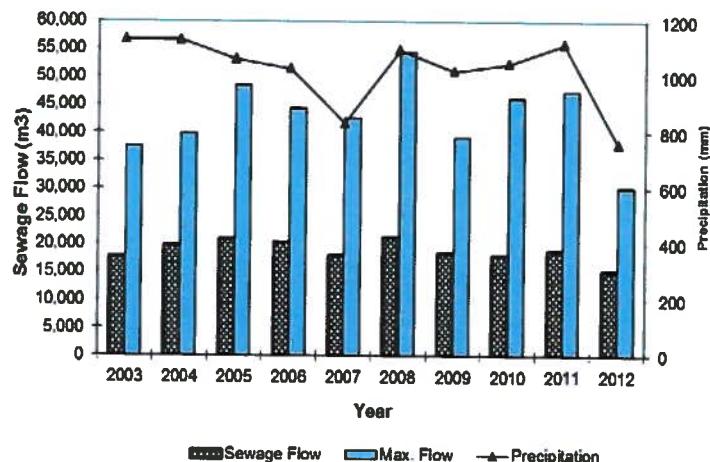
O. Reg. 129/04 also requires the designation of an overall responsible operator (ORO) for the facility and that the ORO holds a license applicable to and of the same class as or higher than the class of the facility or one level below for no longer than six months. Barry Fox is the designated ORO holding a Class 3 license in Wastewater Treatment and a Class 2 license in Wastewater Collection. If Mr. Fox is unable to fulfill these duties Ed Malcomson, Supervisor of Wastewater Systems, will assume the ORO responsibility. Ed currently holds 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: 2012 WPCC PARS Report**. The total flow received during the 2012 reporting period was 5,516,627 m³ with an annual ADF of 15,073 m³ or 67% of the plant's current rated capacity. The Maximum Daily Flow of 30,085 m³ occurred on March 8th, and the minimum daily flow of 9,389 m³ occurred on November 24th. The ADF at the WPCC for 2012 compared to 2011 showed a decrease of 19.71%. **Figure 1** shows the precipitation and flow graphically.

**Figure 1: Brockville WPCC
Average Annual Daily Flow vs Precipitation
2003 - 2012**



2012 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

4.2 Bypasses, including Pumping Station Overflows

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

There were no bypass events at the Main Pumping Station in 2012. See **Appendix C: 2012 Bypass Summary Report**.

Chemical Usage

Sodium Hypochlorite (NaOCl) has been the disinfectant at the WPCC since the 1993 Upgrade when Chlorine gas was removed from the facility. Ultraviolet radiation is now being used as the new disinfection technology for the secondary treatment plant, therefore eliminating the use of sodium hypochlorite.

Ferric Chloride was used to aid in phosphorus removal and since substantial completion Aluminum Sulfate is used.

The consumption of chemicals that aid in achieving effluent criteria are tracked by the treatment facility, and are outlined in **Appendix D: 2012 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). Laboratory staff schedule the sampling days, and maintain a sampling schedule for the WPCC that meets the requirements of the C of A.

5.2 Sampling and Analysis Program

WPCC staff maintain a schedule of sampling Raw Influent and Final Effluent weekly as per the C of A, 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 Certificate of Approval.

A new parameter the WPCC is now required to collect and test for is Toxicity. The Toxicity test requirement is the result of obtaining substantial completion of our new treatment process. WPCC staff collect final effluent samples which are transported to an outside lab to determine if our discharge to the receiving stream is toxic to the aquatic life. In 2012 the two required Toxicity tests for September and November resulted in a 0% mortality.

An additional parameter the WPCC is now required to monitor is pH of the final effluent. The C of A requirement for pH of the final effluent is 6.0 to 9.5. In 2012 the final effluent pH ranged from 6.26 to 7.99, which was in compliance.

2012 ANNUAL SUMMARY REPORT FOR COUNCIL CITY OF BROCKVILLE – WPCC

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 2012 as they implemented capital work projects to address high strength BOD and high pH issues.

WPCC staff continue to review the City's existing Sewer Use By-law (12-91) for updating the by-law in conjunction with the completion of the Secondary Treatment Upgrade.

5.4 Effluent Quality Performance – Compliance Limits

The analysis results of the routine sampling at the WPCC are shown by month in **Appendix B: 2012 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.

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

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: 2012 WPCC & Pumping Stations Operational Highlights**.

6.2 Maintenance Programs

In 2012 the City purchased, populated and is now using 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 2012 the City of Brockville did not apply any biosolids on our Ministry of the Environment approved land application farms. The City of Brockville processed the digested sludge through our centrifuge and produced a dry biosolids product that was transported to landfill for disposal. A letter was prepared and sent to the MOE indicating that no biosolids were land applied in 2012.

2012 ANNUAL SUMMARY REPORT FOR COUNCIL
CITY OF BROCKVILLE – WPCC

Appendix F: 2012 WPCC Centrifuge Sludge Feed and Cake Disposal Summary. During 2012 our cake was hauled to Lafleche Environmental's landfill facility for disposal. Lafleche 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: 2012 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: 2012 Capital Project Manager's Sheet contains the 2012 Capital Projects for the WPCC and Pumping Stations. We allocated \$275,000 in Capital to replace various pieces of equipment at the WPCC and pumping stations that were nearing the end of their life cycle. Only the replacement of the odour control media in the Dewatering Building was completed at a budget cost of \$20,000. The remaining \$255,000 was reallocated to the Secondary Treatment Upgrade Project. The outstanding remaining projects will be completed in future years. 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.

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:

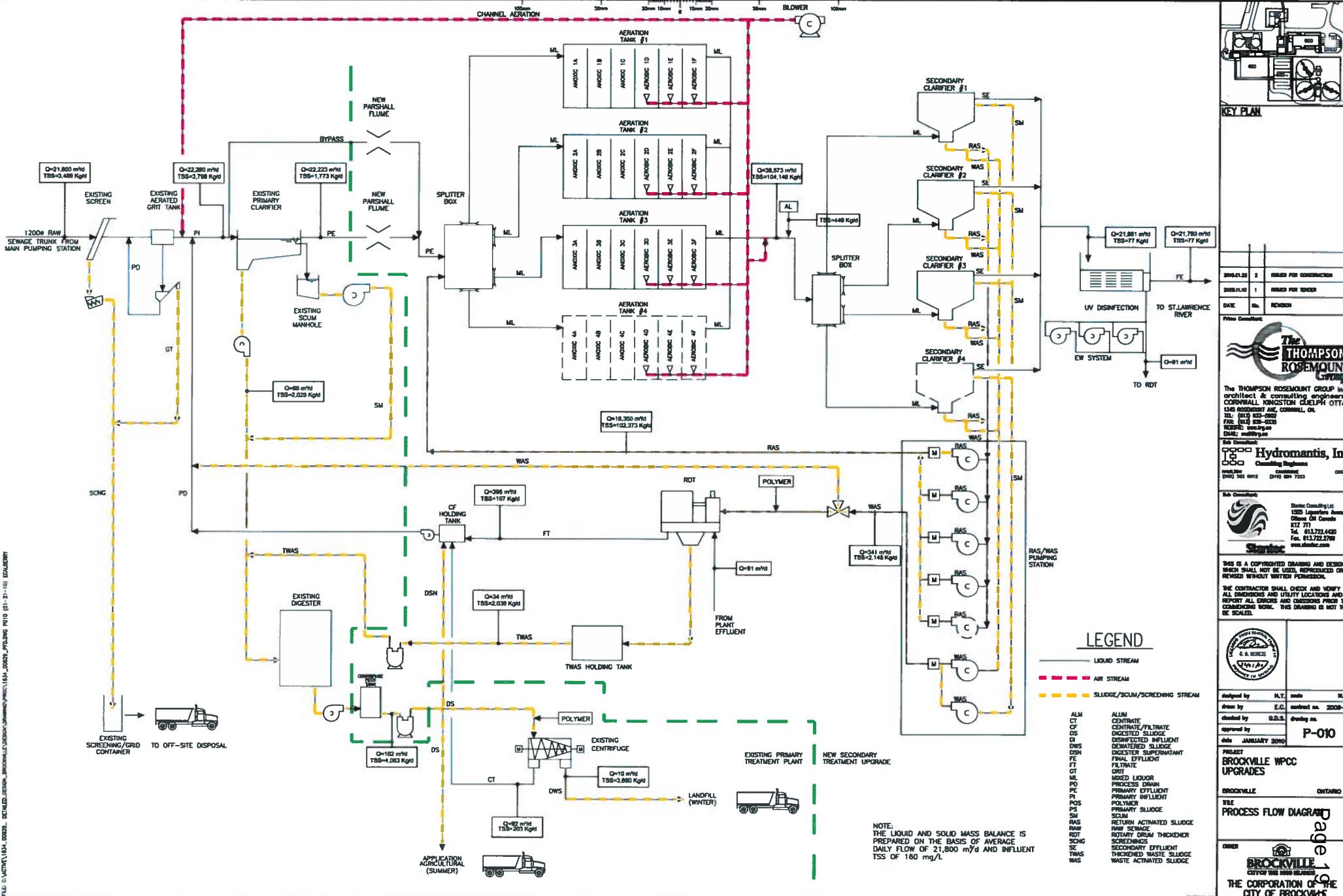
Ed Malcomnson
Supervisor - Wastewater Systems
613-342-8772 ext 8301
E-mail: emalcomnson@brockville.com

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

Ministry of the Environment
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
www.wef.org
www.weao.org
www.gov.on.ca/omafra

APPENDIX A



APPENDIX B

BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY:	BROCKVILLE	DESCRIPTION:	<i>As of August 1, 2012 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</i>	YEAR:	2012
PROJECT:	BROCKVILLE			WATER COURSE:	ST. LAWRENCE RIVER
WORKS NUMBER:	120000122			DESIGN CAPACITY:	21,800 x 1000m ³ /day
				PEAK DESIGN CAPACITY:	62,500 X 1000m ³ /day

Month	Flows			BOD/CBOD			Suspended Solids				Phosphorus				Total Ammonia Nitrogen				E. Coli (Org/100 ml) (Geomean)	
	Total Flow 1000M3	Avg Day Flow 1000M3	Max Day Flow 1000M3	Avg Raw BOD (mg/L)	Avg Eff CBOD (mg/L)	Total Loading Eff CBOD (kg/day)	Avg Raw SS (mg/L)	Avg Eff SS (mg/L)	Total Loading Eff SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff Phos. (kg/day)	Percent Removal	Avg Raw TAN (mg/L)	Avg Eff TAN (mg/L)	Total Loading Eff TAN (kg/day)	Percent Removal		
DEC 12	412.25	13.298	27.413	171.33	4.50	59.84	155.00	9.43	125.40	93.9	2.94	0.56	7.45	81.0	18.90	1.65	21.94	91.3	1	
NOV 12	329.79	10.993	11.961	200.83	2.94	32.32	168.17	6.44	70.79	96.2	3.60	0.60	6.60	83.3	18.50	0.64	7.06	96.5	1	
OCT 12	381.52	12.307	17.176	165.57	2.83	34.83	163.17	7.35	90.46	95.5	3.39	0.61	7.51	82.0	15.05	0.53	6.56	96.5	1	
SEP 12	358.96	11.965	18.239	170.00	2.43	29.07	164.13	5.37	64.25	96.7	3.34	0.40	4.79	88.0	16.07	0.09	1.08	99.4	1	
AUG 12	404.12	13.036	17.045	166.08	2.38	31.03	169.41	4.06	52.93	97.6	3.43	0.39	5.08	88.6	13.08	0.17	2.27	98.7	1	
JUL 12	394.19	12.716	17.809	176.73	41.00	521.36	202.18	30.92	393.18	84.7	3.84	0.63	8.01	83.6					9	
JUN 12	449.67	14.989	18.109	165.17	45.67	684.55	174.46	38.09	570.93	78.2	3.59	0.79	11.84	78.0						
MAY 12	536.42	17.304	21.651	147.82	51.46	890.46	165.09	36.09	624.50	78.1	3.01	0.74	12.80	75.4						
APR 12	493.49	16.450	22.566	165.50	64.40	1059.38	193.00	41.09	675.93	78.7	3.53	0.92	15.13	73.9						
MAR 12	633.74	20.443	30.085	135.82	49.27	1007.23	122.46	35.18	719.18	71.3	2.50	0.66	13.49	73.6						
FEB 12	498.92	17.204	22.511	170.00	77.39	1331.42	156.18	47.85	823.21	69.4	2.93	1.01	17.38	65.5						
JAN 12	623.57	20.115	28.013	149.23	66.18	1331.21	149.08	43.91	883.25	70.5	2.70	0.90	18.10	66.7						
AVG		15.068		165.34	34.20	515.40	165.19	25.48	383.97	84.23	3.23	0.68	10.31	78.31	16.32	0.62	7.78	96.47	2	
MAX				30.085	200.83	77.39		202.18	47.85		97.60	3.84	1.01			18.90	1.65			
OLD CRITERIA		21.800				35.00	763.00		45.00	981.00			1.00	22.00					N/A	
NEW CRITERIA		22.500				25.00	545.00		25.00	545.00			1.00	21.80						

MONTH	TOTAL LOADINGS		
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW PHOS. (kg/day)
DEC 12	2,278	2,061	39
NOV 12	2,208	1,849	40
OCT 12	2,038	2,008	42
SEP 12	2,034	1,964	40
AUG 12	2,165	2,208	45
JUL 12	2,247	2,571	49
JUN 12	2,476	2,615	54
MAY 12	2,558	2,857	52
APR 12	2,722	3,175	58
MAR 12	2,777	2,503	51
FEB 12	2,925	2,687	50
JAN 12	3,002	2,999	54
AVG	2,452	2,458	48
MAX	3,002	3,175	58

COMMENTS

Facility Name: Brockville Water Pollution Control Centre Report Year: 2012

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						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL	0	0	0	0	0	0
Volume of Bypass as % of *			%			
Average Daily Flow (ADF)						

ADF = (1,000 m³/d)

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

Comments Area - Pumping Stations and Plant Bypasses

NO BYPASSES TO REPORT IN 2012

APPENDIX D

2102 Brockville WPCC Chemical Summary

011 Chemicals											
Totals	p1 Sodium hypochlorite use (kg)	p2 Sodium hypochlorite use (L)	p3 Sodium hypochlorite dose (mg/L)	p4 Sodium hypochlorite residual (mg/L)	p5 Ferric chloride use (kg)	p6 Ferric chloride use (L)	p61 Ferric chloride dose (mg/L)	p62 Alum use (kg)	p63 Alum use (L)	p64 Alum dose (mg/L)	
Average	59.986	510.833	3.702	0.716	1,862.107	1,383.088	108.493	1,032.837	787.774	76.824	
Minimum	33.46	280	1.8	0.05	1096	800	75	106.9	460	55.3	
Maximum	115.73	990	9.8	1.16	3181.9	2350	168.54	10556	7580	248.65	
Count	204	204	204	60	204	204	204	152	152	152	
Total	12237.24	104210			379869.89	282150		156991.21	119741.6		
95 Percentile Exceedences	0	0	0	0	0	0	0	0	0	0	

BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**1st Quarter (January, February, March)**

1. **Main Plant:**
 - Primary Clarifiers #1 and #2 are back in service but not commissioned.
 - Primary Clarifier #3 was taken down and cleaned due to a mechanical breakdown.
 - Digester #2 is back in service.
 - New Boiler #505 is in service but not commissioned.
 - New Hydro service switch-over was completed in February. The old service was removed.
 - 2011 Organic Soil Conditioning Report was submitted to the MOE.
 - 2012 Lifting Device Inspections completed.
 - The MOE has reclassified the WPCC due to the Secondary Treatment Upgrade. Upon substantial completion of the upgrade, the WPCC will be a Class 4 WWT Plant.
2. **Main Pumping Station:**
 - TSSA requested fuel system upgrades. Quotes are being received for this work.
 - The transfer switch for the generator was removed, serviced and placed back in operation.
 - Bypasses: no bypasses to report.
3. **Pumping Stations:**
 - WPCC staff responded to four (4) mechanical pump calls. No issues to report.
 - Upgrades have now been completed at all pumping stations but they have not been commissioned.
 - Leachate Pump #1 was rebuilt and is now back in service.
4. **Power Outages:**
 - There were five power outages at the WPCC/Pumping Stations. No issues to report.
5. **Wastewater Collection System:**
 - 40 blocked sewer/camera inspections.
 - 3 blocked main responses.
 - Contact 2012-21 Wastewater Main Line Cleaning was awarded to Clean Water Works. Work to commence in May.

2nd Quarter (April, May, June)

1. **Main Plant:**
 - Primary Clarifiers #1, #2 and #3 are back in service but not commissioned. Primary Clarifier #4 is out of service for the replacement of an electrical switch.
 - New Boiler #505 is in service but still not commissioned.
 - Load bank testing completed on the portable diesel generators.
 - 2012 National Pollutant Release Inventory (NPRI) Report submitted to Environment Canada.
 - Annual plant gas monitor calibrations were completed.
 - Boiler insurance inspector was on site to inspect boilers.
 - Electrical Safety Inspection was completed on the main plant.

BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**2. Main Pumping Station:**

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

3. Pumping Stations:

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

4. Power Outages:

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

5. Wastewater Collection System:

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

3rd Quarter (July, August, September)**1. Main Plant:**

- Primary Clarifiers #1, #2 and #3 are currently offline due to extreme low flow conditions and the new process.
- New Boiler #505 is in service but still has outstanding deficiencies.
- Annual plant flow meter calibrations were completed.
- Ferric Chloride and Sodium Hypochlorite systems were removed and the plant is now using Aluminum Sulphate and UV Disinfection.
- The chlorine contact tank has been decommissioned, including the connection to the outfall system.
- New Win911 alarm system has been tested and is now in service.

2. Main Pumping Station:

- Bypasses: no bypasses to report.

3. Pumping Stations:

- WPCC staff responded to four (4) mechanical pump calls. No issues to report.
- Broome Pump #2 was repaired and put back in service
- Central Pump #2 – new pump received, waiting on installation.

4. Power Outages:

- There were two power outages at the WPCC/Pumping Stations. No issues to report.

BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS5. Wastewater Collection System:

- 36 blocked sewer/camera inspections.
- 1 blocked main response.
- 6 sanitary sewer lateral dig-ups and repair

4th Quarter (October, November, December)1. Main Plant:

- Primary Clarifiers #1, #2 and #3 are currently offline due to extreme low flow conditions and the new process. A sampler was permanently installed at the end of the Primary Clarifiers.
- New Boiler #505 is in service but still has outstanding deficiencies.
- Semi-Annual gas meter calibrations were completed.
- Semi-Annual Electrical Safety Authority (ESA) Inspection completed. No deficiencies to report.
- Annual fire extinguisher inspections were completed.
- Air scrubber filter media in Dewatering was replaced.

2. Main Pumping Station:

- Bypasses: no bypasses to report.
- Old water meter was removed and a new water meter was installed.

3. Pumping Stations:

- WPCC staff responded to seven (7) mechanical pump calls. No issues to report.
- Central Pump #2 – new pump installed and put in service.
- Wet wells at West End, Thomas Street, Central Avenue and Oxford Avenue Pumping Stations were cleaned.
- A new Bell circuit was installed from Central Avenue to the Main Pumping Station. This seems to have resolved the communication issue.

4. Power Outages:

- There was one planned power outage at Thomas Street Pumping Station. No issues to report.

5. Wastewater Collection System:

- 59 blocked sewer/camera inspections.
- 4 blocked main responses.
- 1 sanitary sewer lateral dig-up and repair.
- Wastewater Systems Staff worked with Enbridge Gas in the removal of a gas line that had been bored through the sanitary and storm mains at King Street and Victoria Avenue.

2012 Brockville WPCC Centrifuge Sludge Feed and Cake Disposal Summary

	221 Centrifuge Sludge Feed	17 Centrifuge - Sludge Feed - Dig #1			18 Centrifuge - Cake - Dig #1	20 Centrifuge - Sludge Feed - Dig #2			21 Centrifuge - Cake - Dig #2	27 Cake Weight	
	Sludge Volume to Centrifuge (cu.m)	% Total solids (%)	% Volatile solids (%)	Sludge Volume to Equalization Tank (cu.m)	% Total solids (%)	% Total solids (%)	% Volatile solids (%)	Sludge Volume to Equalization Tank (cu.m)	% Total solids (%)	Cake Weight to Compost - LaFleche Environmental (kg)	Cake Weight to Landfill - LaFleche Environmental (kg)
Totals											
Average	65.856	1.484	51.641	72.887	38.185	1.629	47.667	57.263	39.333	11,344.953	
Minimum	26.26	1.2	47.33	14.21	34.87	1	42.05	17.93	35.7	6720	
Maximum	159.89	1.81	64.61	144.29	41.31	1.98	50.41	136.91	41.78	26820	
Count	205	15	15	193	15	7	7	165	7	0	107
Total	13500.43			14067.28				9448.33			1213910
95 Percentile Exceedences	0	0	0	0	0	0	0	0	0	0	0

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

September 18 2012

Attention: **Barry Fox**

Re: 2012 Annual Waste Water Flow Meter Calibrations

Flowmetrix thanks you for the opportunity to provide our flow meter calibration services. Flowmetrix attended your Brockville PCP facility on August 13th and August 21st 2012 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 manufacturers 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 & Greylime

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 customers' 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	Method	Result	Comment
1	FIT 511 Raw Sludge #3	Primary Simulator	Pass	none
2	FIT 512 Raw Sludge #4	Primary Simulator	Pass	none
3	Raw Sludge #1	Primary Simulator	Pass	none
4	Raw Sludge #2	Primary Simulator	Pass	none
5	FIT 367 Polymer Feed	Primary Simulator	Pass	none
6	FIT 366 Polymer Feed	Primary Simulator	Pass	Possible wire issue
7	FIT 369	Primary Simulator	Pass	none
8	FIT 461 Boiler Effluent	Primary Simulator	Pass	none
9	Main Pump Station Effluent	Primary Pressure	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.

2012 CAPITAL PROGRAM

PREPARED BY (PROJECT MANAGER):

Ed Malcomson

DATE:

Ed Watson III
Sept. 1, 2011

FEBRUARY 13, 2013

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –
FEBRUARY 19, 2013**

2013-020-02

**2012 ANNUAL WATER QUALITY REPORT
BROCKVILLE DRINKING WATER SYSTEM**

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

RECOMMENDATION

THAT the 2012 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2013-020-02, be received; and

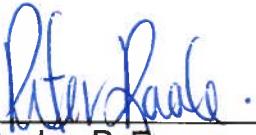
THAT the Director of Environmental Services be designated to sign the 2012 Annual Water Quality Report on the Brockville Drinking Water System.

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, 2012 through December 31, 2012.

ANALYSIS

Provided is a complete annual water quality report summarizing the plant description and design, flow data and water quality parameters. The 2012 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



2012 ANNUAL WATER QUALITY REPORT

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

DATE: January 31, 2013

EXECUTIVE SUMMARY

The City of Brockville's Water Systems Division is pleased to provide the 2012 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.

- MOE inspection on January 16th, 2012 for the Brockville Drinking Water System – inspection found one finding of non-compliance with regulatory requirements and achieved an inspection rating of 100%.
- MOE inspection on February 7th, 2012 for the Elizabethtown-Kitley Water Distribution System. No findings of non-compliance with regulatory requirements and achieved an inspection rating of 100%.

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

TABLE OF CONTENTS

	PAGE #
Executive Summary	2
Table of Contents	3
List of Acronyms & Definitions	4
1. INTRODUCTION	5
2. LEGISLATED REQUIREMENTS	5
2.1 Drinking-Water Systems Regulation (O. Reg. 170/03)	
2.2 Summary of Regulatory Requirements	
3. ANNUAL WATER QUALITY SUMMARY FOR 2012	7
3.1 Water Quality Data	
4. BROCKVILLE DRINKING WATER SYSTEM	10
4.1 Water System Description	
4.2 2012 Flow Summary	
4.3 Adverse Test Results	
4.4 Operator Certification	
4.5 Operational and Capital Projects	
5. TOWNSHIP OF ELIZABETHTOWN-KITLEY WATER DISTRIBUTION SYSTEM	14
5.1 Water System Description	
5.2 Adverse Test Results	
5.3 Historical Flow Results	
6. CONCLUSION	14
7. KEY CONTACTS	15
 <u>APPENDICES</u>	
APPENDIX A PROCESS OVERVIEW – WTP	16
APPENDIX B 2012 OPERATIONAL HIGHLIGHTS	17-26
APPENDIX C 2012 CAPITAL PROJECT HIGHLIGHTS	27
APPENDIX D 2012 FLOW REPORT	28-29
APPENDIX E 2012 WATER LOSS REPORT BROCKVILLE DWS	30
APPENDIX F 2012 WATER LOSS REPORT ELIZABETHTOWN-KITLEY WD	31

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

1. INTRODUCTION

This Annual Water Quality Report is for the period from January 1st to December 31st, 2012 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 2012 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.

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
➤ Service of Documents	O. Reg. 229/07
➤ 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
➤ 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 2012

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 production and treatment 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 2012 (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	0.053	4.994
Turbidity – Filter 1 (NTU)	Continuous monitoring	0.020	0.304
Turbidity – Filter 2 (NTU)	Continuous monitoring	0.014	0.237
Turbidity – Treated (NTU)	Continuous monitoring	0.025	0.954
Chlorine – Pre Filter (mg/l)	Continuous monitoring	0.00	2.16
Chlorine – Reservoir (Main Plant) (mg/l)	Continuous monitoring	1.15	2.17
Chlorine – Plant Effluent (mg/l)	Continuous monitoring	0.63	2.49
Chlorine – Distribution System Parkedale Reservoir (mg/l)	Continuous monitoring	0.74	2.5
Chlorine – Elizabethtown-Kitley Distribution System (mg/l)	52	0.58	1.16
Fluoride – Plant Effluent (mg/l)	Continuous monitoring	0.00	1.59
UV Dosage (mJ/sq. cm.)	Continuous monitoring	0	3277
UV Intensity (microW/sq cm)	Continuous monitoring	13	87
UV Transmittance (%)	365	95	95

Additional Testing as Required by the Municipal Drinking Water Licence, Order or Other Legal Instrument for 2012:

TYPE OF LEGAL INSTRUMENT:	PARAMETER
Municipal Drinking Water Licence 152-101 Section 1.5	TSS Residue – Monthly
Residue Management – Composite Sample	4 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	2	20	0	1760	52	<10	>2000
Treated	52	0	0	0	0	52	<10	10
Distribution	466	0	0	0	0	203	<10	40

Chemical Testing:

The following Tables are a summary of the chemical testing completed in 2012 (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. 3/12	0.0002	mg/l	No	No
Arsenic	Jan. 3/12	0.0010	mg/l	No	No
Barium	Jan. 3/12	0.0170	mg/l	No	No
Boron	Jan. 3/12	<0.005	mg/l	No	No
Cadmium	Jan. 3/12	0.00002	mg/l	No	No
Chromium	Jan. 3/12	<0.002	mg/l	No	No
Mercury	Jan. 3/12	<0.00002	mg/l	No	No
Selenium	Jan. 3/12	<0.001	mg/l	No	No
Sodium	Jan. – Dec. (3 samples)	12.60*	mg/l	No	n/a
Uranium	Jan. 3/12	0.00029	mg/l	No	No
Nitrite	Quarterly (4 samples)	<0.01*	mg/l	No	No
Nitrate	Quarterly (4 samples)	0.30*	mg/l	No	No

*average

n/a – not applicable

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. 3/12	<0.3	ug/l	No	No
Aldicarb	Jan. 3/12	<3	ug/l	No	No
Aldrin + Dieldrin	Jan. 3/12	<0.02	ug/l	No	No
Atrazine + N-dealkylated metabolites	Jan. 3/12	<0.5	ug/l	No	No
Azinphos-methyl	Jan. 3/12	<1	ug/l	No	No
Bendiocarb	Jan. 3/12	<3	ug/l	No	No
Benzene	Jan. 3/12	<0.5	ug/l	No	No
Benzo(a)pyrene	Jan. 3/12	<0.005	ug/l	No	No
Bromoxynil	Jan. 3/12	<0.3	ug/l	No	No
Carbaryl	Jan. 3/12	<3	ug/l	No	No
Carbofuran	Jan. 3/12	<1	ug/l	No	No
Carbon Tetrachloride	Jan. 3/12	<0.2	ug/l	No	No
Chlordane (Total)	Jan. 3/12	<0.04	ug/l	No	No
Chlorpyrifos	Jan. 3/12	<0.5	ug/l	No	No
Cyanazine	Jan. 3/12	<0.5	ug/l	No	No

Diazinon	Jan. 3/12	<1	ug/l	No	No
Dicamba	Jan. 3/12	<5	ug/l	No	No
1,2-Dichlorobenzene	Jan. 3/12	<0.1	ug/l	No	No
1,4-Dichlorobenzene	Jan. 3/12	<0.2	ug/l	No	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 3/12	<0.1	ug/l	No	No
1,2-Dichloroethane	Jan. 3/12	<0.1	ug/l	No	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 3/12	<0.1	ug/l	No	No
Dichloromethane	Jan. 3/12	<0.3	ug/l	No	No
2-4 Dichlorophenol	Jan. 3/12	<0.1	ug/l	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 3/12	<5	ug/l	No	No
Diclofop-methyl	Jan. 3/12	<0.5	ug/l	No	No
Dimethoate	Jan. 3/12	<1	ug/l	No	No
Dinoseb	Jan. 3/12	<0.5	ug/l	No	No
Diquat	Jan. 3/12	<5	ug/l	No	No
Diuron	Jan. 3/12	<5	ug/l	No	No
Glyphosate	Jan. 3/12	<25	ug/l	No	No
Heptachlor + Heptachlor Epoxide	Jan. 3/12	<0.1	ug/l	No	No
Lindane (Total)	Jan. 3/12	<0.1	ug/l	No	No
Malathion	Jan. 3/12	<5	ug/l	No	No
Methoxychlor	Jan. 3/12	<0.1	ug/l	No	No
Metolachlor	Jan. 3/12	<3	ug/l	No	No
Metribuzin	Jan. 3/12	<3	ug/l	No	No
Monochlorobenzene	Jan. 3/12	<0.2	ug/l	No	No
Paraquat	Jan. 3/12	<1	ug/l	No	No
Parathion	Jan. 3/12	<3	ug/l	No	No
Pentachlorophenol	Jan. 3/12	<0.1	ug/l	No	No
Phorate	Jan. 3/12	<0.3	ug/l	No	No
Picloram	Jan. 3/12	<5	ug/l	No	No
Polychlorinated Biphenyls(PCB)	Jan. 3/12	<0.05	ug/l	No	No
Prometryne	Jan. 3/12	<0.1	ug/l	No	No
Simazine	Jan. 3/12	<0.5	ug/l	No	No
THM (NOTE: shows latest annual average)	Quarterly (min) (4 samples)	37.1	ug/l	No	No
Temephos	Jan. 3/12	<10	ug/l	No	No
Terbufos	Jan. 3/12	<0.3	ug/l	No	No
Tetrachloroethylene	Jan. 3/12	<0.2	ug/l	No	No
2,3,4,6-Tetrachlorophenol	Jan. 3/12	<0.1	ug/l	No	No
Triallate	Jan. 3/12	<10	ug/l	No	No
Trichloroethylene	Jan. 3/12	<0.1	ug/l	No	No
2,4,6-Trichlorophenol	Jan. 3/12	<0.1	ug/l	No	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 3/12	<10	ug/l	No	No
Trifluralin	Jan. 3/12	<0.5	ug/l	No	No
Vinyl Chloride	Jan. 3/12	<0.2	ug/l	No	No

LEAD SAMPLING:

Brockville Drinking Water System

Based on the 2012 results, Section 15 of O. Reg. 170/03, the lead sampling program for the Brockville Drinking Water System no longer qualifies for the reduced lead sampling schedule; therefore, The City of Brockville's lead sampling program will continue to sample under the "standard" sampling requirements until meeting eligibility requirement for "reduced" sampling. Standard lead sampling program will commence in 2013.

Below are the 2012 winter/summer lead sampling summary results.

Sampling Period – Winter (December 15 to April 15 th)	Plumbing	Distribution
Number of individual samples	72	10
Number of sample points (locations)	36	N/A
Number of individual sample exceedances	3	0
Number of sample points with an exceedance during the period	2	N/A
Percentage of sample points with an exceedance	5.5 %	N/A
Is the system required to have a Corrosion Control Plan prepared?	No	
Do the reduced sampling & frequency requirements apply to the system?	Yes	
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	68	12
Number of sample points (locations)	34	N/A
Number of individual sample exceedances	7	0
Number of sample points with an exceedance during the period	5	N/A
Percentage of sample points with an exceedance	14.7 %	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 lead sampling was conducted in 2012.

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

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	Parkedale 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.

➤ 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 2012 Flow Summary

In 2012, the maximum or peak daily raw water flow was 24,097 L/min which occurred on July 11, 2012 and was within the permitted maximum amount of 25,278 L/min, or 95% of the Permit as indicated in the table below. In addition, the annual average daily raw water flow to the WTP was 11,800,000 L/day or 32% 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 (m ³ /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 2012 calendar year is provided in **Appendix D**, and includes 2012 flow data and historical flow of past years of pumping at the WTP.

The historical total plant effluent flow is also displayed in **Appendix D**. The total annual plant effluent flow for 2012 is 1.81% less than the total annual plant effluent flow from 2011. 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 2012 there were a total of three (3) reports filed with SAC as summarized below.

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
AWQI #105621 April 12, 2012	Fluoride Residual	1.59 mg/L	Shutdown chemical feed pump, flushed and sampled distribution system.	April 12, 2012
AWQI #109345 November 17, 2012	Fluoride Residual	1.52 mg/L	Fluoride residual spike during main plant startup, residual returned to normal after plant flow stabilized.	November 17, 2012
AWQI #109401 November 23, 2012	Total Coliform	(2)	Resampled.	November 25, 2012

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 Operational and Capital Projects

The operational highlights for 2012 can be found in **Appendix B**, and the 2012 Capital Project Highlights can be found in **Appendix C** of this Report. All works are subject to the annual budget process and approval by Council. A 10 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 2012 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 2012 calendar year is provided in **Appendix D**.

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 provide 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 2012. 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 20 Rivers Avenue Brockville and the Township of Elizabethtown-Kitley's Municipal Office 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 2012. 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.

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

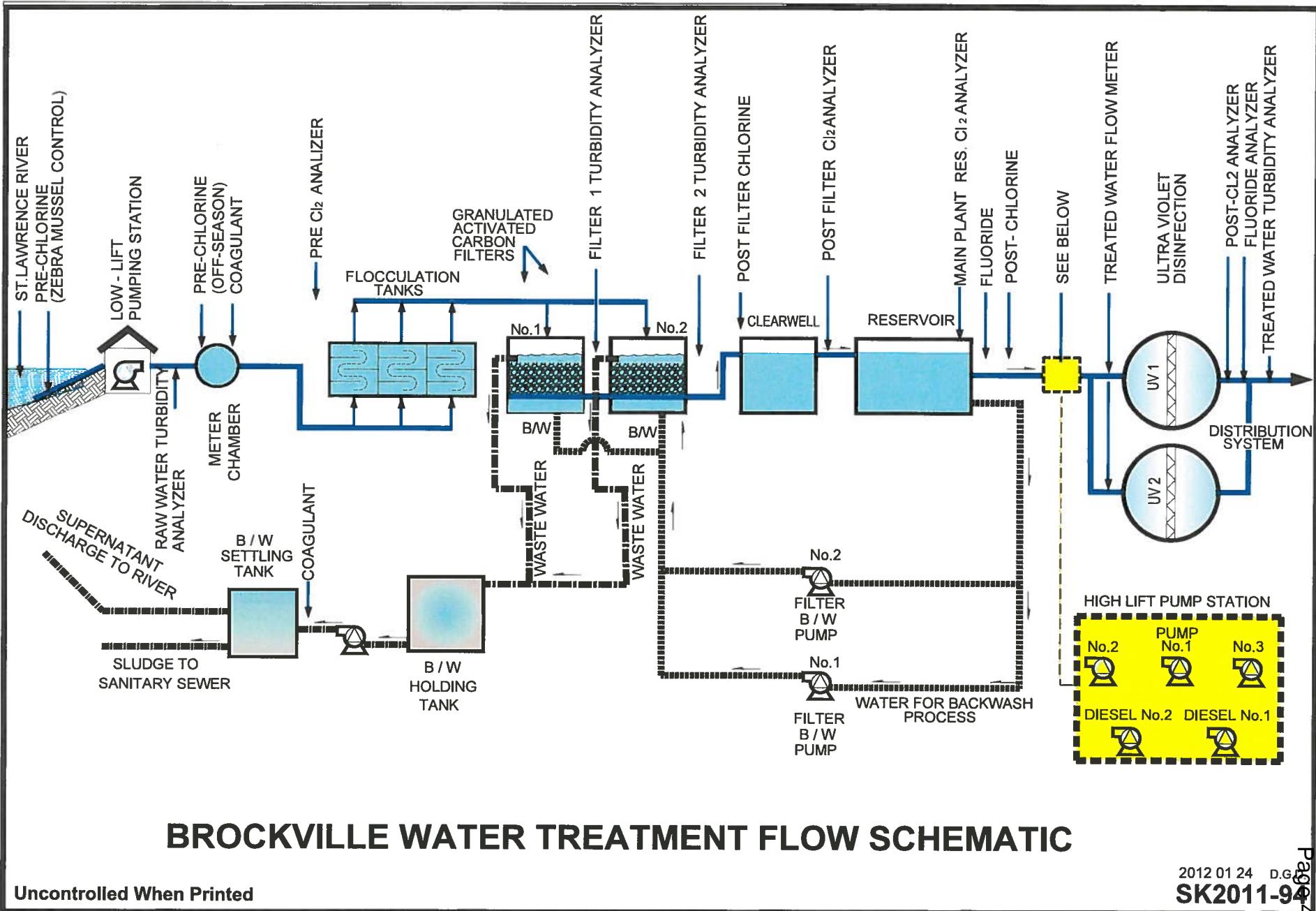
Don Richards
Supervisor - Water Systems
Phone: 613-342-7819 ext. 221
Fax: 613-345-6163
Email: drichards@brockville.com

Jason Barlow
Chief Operator - Water Systems
Phone: 613-342-7819 ext. 223
Fax: 613-345-6163
Email: jbarlow@brockville.com

Peter Raabe, P. Eng.
Director of Environmental Services
Phone: 613-342-8772 ext. 8257
Fax: 613-345-7589
Email: praabe@brockville.com

City of Brockville Drinking Water Operational Plan

FIGURE 6.1 - DRINKING WATER SYSTEM PROCESS DIAGRAM



1st Quarter (January, February, March)

1. Main Treatment Plant

- Filter wastewater conduit drain valve was repaired and placed back in service.
- Foot valve wastewater transfer pumps were repaired.
- Vibration analysis completed on all pumps and motors.
- Energy conservation – main plant programmable logic controller (PLC) re-programmed to change pump sequencing resulting in energy conservation.
- Main plant pump #2 impeller replaced.
- Main plant pump and motor #1 refurbishment completed.

2. Booster Stations & Parkedale Reservoir:

- First Avenue Booster Station – problem with mechanical seal on east pump. Seal replaced and pump placed back in service.
- Vibration analysis completed on all pumps and motors.

3. Filters:

- Filter media samples sent to Calgon for analysis.
- Filter media surface wash agitators serviced.

4. Overhead Tank:

- No items to report.

5. Low Lift Pump Station:

- Low Lift pump #1 replacement completed, pump commissioned and placed in service (2011 Capital Project).
- Pump vacuum priming system failure – priming pump repaired and placed back in service.
- Vibration analysis completed on all pumps and motors.
- Station cleaned, floor and piping painted.

6. Drinking Water Quality Management System:

- CGSB site Audit for Brockville was conducted on November 21, 2011, no non-conformances, accreditation designation issued to City of Brockville.
- Revision No. 5 of the Brockville Drinking Water System DWQMS Operational Plan completed and endorsed by top management.

7. MOE Inspections:

- MOE inspection conducted on Brockville Drinking Water System on January 16, 17 and 18, 2012.

Non-Compliance With Regulatory Requirements and Actions Required:

1. The following instance(s) of non-compliance were noted during the inspection: On December 30, 2011, a spill was reported to SAC from the Brockville WTP. The spill occurred while backwashing filter #1 when a drain mud valve in the filter backwash wastewater conduit failed in the closed position and there was no means to transfer the backwash water to the process wastewater holding tank. The failed valve made it necessary to shutdown the filter backwash operation. In

order to gain access to the mud valve to make the necessary repairs, the backwash wastewater conduit had to be drained. As a result of the WTP design, the only means to drain the backwash wastewater conduit was to open a second drain valve to the St. Lawrence River. During the repair process approximately 58m³ of untreated backwash water was discharged to the receiver. During the discharge a WTP operator was stationed to monitor the outfall. The operating authority reported that there were no visible signs of sediment entering the river and that it was not possible to safely obtain samples of the discharge.

The above described discharge is prohibited under subsection 30 (1) of the OWRA, R.S.O. 1990, CHAPTER O.40 and subsection 14 (1) of the EPA, R.S.O. 1990, CHAPTER E. 19.

Action(s) Required: The operating authority, following its assessment of the situation and once measures were taken to protect the drinking water treatment process, reported the spill in accordance with the requirements of subsection 30 (2) of the OWRA, R.S.O. 1990, CHAPTER O.40 and section 92 of the EPA, R.S.O. 1990, CHAPTER E. 19. Limitations of the WTP design resulted in the only means to drain the backwash wastewater conduit was opening a secondary drain valve to the St. Lawrence River. Immediate repair of the mud valve was necessary to ensure resumption of the filter backwashing and the integrity of the overall WTP process. A permanent engineering solution should be sought to prevent a reoccurrence of a similar unplanned, unapproved discharge during future upgrades to the Brockville WTP.

8. Regulatory Sampling

- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
- All regulatory annual samples schedule 23 & 24 completed.
- All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
- All regulatory lead sampling completed.

9. Trunk Water Distribution:

- No items to report.

10. Elizabethtown-Kitley Distribution:

- MOE Inspection February 7, 2012 – no inspection report received to date.
- Vibration analysis completed on all pumps and motors in Lily Bay Booster Station.

11. Local Water Distribution:

• Water Main Breaks:

- Jan 2012
 - Manor Drive 150 mm cast iron – shear (hydrant lead)
 - Broad Street 150 mm cast iron – shear
 - Front Avenue West 150 mm cast iron – shear

- Feb 2012
 - Apple Street, 100 mm cast iron - shear
 - King Street East, 200 mm cast iron – hole
 - Butterfield Place, 150 mm cast iron - shear (hydrant lead)
- Mar 2012
 - No breaks to report
- Flushing Program:
 - No items to report.
- Service Repairs / Replacement:
 - 61 Bartholomew Street problem with service – lead service replaced from main stop to house.
 - 213 King Street East- old abandon service leaking, service removed.
- Valve / Hydrant Inspection / Leak Detection:
 - The Water System's leak detection program revealed the following leaks in the local distribution system. Leaks detected and repaired have saved approximately 6.5 M/L per month.

- Parkedale Avenue	service saddle connection leak
- 80 Salisbury Avenue	150 mm cast iron shear
- 92 Salisbury Avenue	150 mm cast iron shear
- 32 Sevenoaks Avenue	150 mm cast iron shear
- 22 Bisley Crescent	150 mm cast iron shear
- 41 Bartholomew Street	150 mm cast iron shear
- 52-57 Bartholomew Street	150 mm cast iron shear
- Water & Apple Streets	100mm cast iron shear
	150 mm cast iron shear
- Market Street West	100 mm cast iron shear
- 31 Broad Street	150 mm cast iron shear
- Capital Projects WD:
 - Valve maintenance trailer ordered.
 - Main plant lighting replacement underway.
 - Main plant pump #1 refurbishment completed.

2nd Quarter (April, May, June)

Adverse Water Quality Incidents:

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

1. Main Treatment Plant

- Vibration analysis completed on main plant pumps #1 & #2.
- Engineering review for the design and fabrication of pump #1 and #2 orifice plates to prevent pump cavitation was completed by ASL Roteq. The orifice plates were fabricated and installed. Pump cavitation has been reduced.
- Electrical load bank testing completed on the main plant generator.

- Annual servicing completed on the main plant diesels and standby generator.
 - Annual servicing completed on the wastewater transfer pumps.
 - New electrolyte probes installed on the fluoride analyzer.
 - Chlorinator gas isolation valves replaced.
2. **Booster Stations & Parkedale Reservoir:**
- Electrical load bank testing completed on the standby generator.
 - Annual servicing completed on the diesel engine and standby generator.
3. **Filters:**
- GAC filter media samples were taken and sent for analysis. Results indicate filter media replacement is able to be extended until 2013.
4. **Overhead Tank:**
- No items to report.
5. **Low Lift Pump Station:**
- Annual inspection completed on the intake pipe and intake crib.
 - Annual servicing completed on the Low Lift diesel engine.
 - Low Lift vacuum pump was repaired.
 - Replaced vacuum air release valve on Low Lift pump #3.
 - Repaired diesel engine exhaust.
6. **Drinking Water Quality Management System:**
- Full risk assessment review completed on the Brockville Drinking Water System (see attached).
 - Full risk assessment review completed on the Elizabethtown-Kitley Distribution system (see attached).
 - Full accreditation application submitted to the Canadian General Standards Board (CGSB) for the Elizabethtown-Kitley Distribution system.
 - DWQMS Operational Plan for Elizabethtown-Kitley Distribution system was revised.
 - As of June 30, 2012, the CGSB no longer provides accreditation services to operating authorities of municipal residential drinking water systems.
 - New accreditation body under the Municipal Drinking Water Licensing Program has been selected. NSF- International Strategic Registrations is the new accreditation body for the Brockville Drinking Water System and the Elizabethtown-Kitley Water Distribution System.
 - Standard of Care Training for senior staff and council was completed.
 - Annual Management Review Meeting was held on June 27th, 2012 in accordance with the City's Operational Plan.
7. **MOE Inspections:**
- MOE Inspection for the Elizabethtown-Kitley Distribution System was conducted on February 7, 2012. No non-compliance issues, 100 % inspection rating received.
8. **Regulatory Sampling**
- All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley was completed.
 - All regulatory quarterly sampling for THM's, Nitrate, Nitrite for Brockville and Elizabethtown-Kitley was completed.

- Regulatory lead sampling for the Brockville Drinking Water System was completed and reports submitted to the MOE. The lead sampling program continues to qualify for reduced sampling.
9. Trunk Water Distribution:
• No items to report.
10. Elizabethtown-Kitley Distribution:
• The support legs on the electrical cabinet in the Country Club meter chamber were replaced.
• The electrical cabinets in the Lily Bay booster station and the Country Club meter chamber were painted.
11. Local Water Distribution:
- Water Main Breaks:
 - April 2012
 - Bethune Street 100 mm CI - split.
 - May 2012
 - Bartholomew Street 100 mm CI – water main failure unable to repair, one house on backfeed. Replacement of water main sent to Engineering to plan full reconstruction of water and sewer.
 - June 2012
 - No breaks to report.
 - Flushing Program:
 - Annual flushing program commenced.
 - Service Repairs/Replacement:
 - 56 James Street East moved service from 100 mm water main to 400 mm water main.
 - New service 17 Duke Street.
 - Curbstop repairs.
 - Valve/Hydrant Inspection/Leak Detection:
 - No leak detection conducted during this period.
 - Hydrant maintenance program commenced.
 - Hydrant fill stations installed for bulk water users.
 - Valve box repairs.
 - Hydrant replacements, #6 King St. West, #82 Water St. West.
 - Capital Projects WD:
 - Valve Maintenance Trailer received and in service.
 - Hydrant trailer received and in service.
 - MCC replacement, engineering and RFQ completed.
 - Chemical disinfection pump received and in service.
 - Main plant lighting replacement completed.
 - Isolation valve replacement on Ormond and James Street. Installation of backfeed system for water main replacement on James Street.
 - James Street full reconstruction commenced June 6, 2012.

3rd Quarter (July, August, September)

1. **Main Treatment Plant**
 - Programmable Logic Controllers (PLC's) – all programs backed up, batteries replaced and control network schematic updated.
 - Arc flash study completed on electrical distribution system.
 - Filter clear well level transmitter replaced.
 - Electrical MCC replacement commenced.
2. **Booster Stations & Parkedale Reservoir:**
 - Electrical repairs completed at First Avenue Booster Station.
3. **Filters:**
 - Filter #1 turbidity analyzer replaced.
 - Filter media level low, Filters #1 & #2 required the addition of 2000 kg of GAC filter media.
4. **Overhead Tank:**
 - No items to report.
5. **Low Lift Pump Station:**
 - Annual cleaning and inspection completed on intake well.
 - Replaced vacuum air release valves on all low Lift Pumps.
6. **Drinking Water Quality Management System:**
 - Annual Management/Infrastructure Review Meeting completed for the Brockville Drinking Water Systems and the Elizabethtown-Kitley Water Distribution System (see Attachment #2 and #3).
7. **MOE Inspections:**
 - No MOE inspections.
8. **Regulatory Sampling**
 - All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
 - All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
 - Regulatory lead summer sampling for the Brockville Drinking Water System completed, reports submitted to MOE. Lead sampling program no longer continues to qualify for reduced sampling.
 - Maintaining eligibility for reduced lead sampling program: If in any sampling period, > 10% of all samples taken from plumbing (both standing and flushed) and tested for Pb exceed the standard prescribed for lead (10 ug/L), the system is no longer eligible for reduced sampling. The 2012 summer reduced lead sampling program results indicated 14.7 % of samples taken exceeded the standard; therefore, the City of Brockville Drinking Water System no longer qualifies for the reduced lead sampling program. The City of Brockville will be seeking regulatory relief from full lead sampling due to the inability to acquire volunteer residential sample locations throughout the City to meet the sampling requirements.

9. Trunk Water Distribution:

- No items to report.

10. Elizabethtown-Kitley Distribution:

- Hydrant inspection and flushing completed.
- Annual flow meter calibration completed.

11. Local Water Distribution:

- Water Main Breaks:

- July 2012
 - Ormond Street at Edgewood – 100 mm CI split.
- August 2012
 - No breaks to report.
- September 2012
 - No breaks to report.

- Flushing Program:

- Annual flushing program commenced.

- Service Repairs/Replacement:

- No items to report

- Valve/Hydrant Inspection/Leak Detection:

- No leak detection conducted during this period.
- Hydrant maintenance program.
- Hydrant fill stations installed for bulk water users.
- Valve box repairs.
- Hydrant replacements, #6 King Street West, # 82 Water Street West, 126 Pine Street.

- Capital Projects WD:

- James Street full reconstruction completed.
- Ormond Street commenced.

12. Adverse Water Quality Incidents:

- No adverse incidents to report.

13. Other:

- Ministry of Labour (MOL) and Technical Safety Standards Association (TSSA) Order:

➤ On August 28th, 2012 while excavating for the replacement of a fire hydrant on Pine Street, the excavation contractor punctured a 2" natural gas line. The Ministry of Labour (MOL) and Technical

Standards Safety Authority (TSSA) were on site to investigate. MOL and TSSA issued an order to the excavation contractor and the City of Brockville for the damage to the natural gas line. The order

requested additional training on locate documentation interpretation. Training was scheduled on September 10th, 2012 with Promark Telcon, TSSA, Bell Canada and Enbridge Gas. All water system staff attended training.

- MOE Appeal Christophersen vs. Director, Ministry of the Environment:
 - On May 30th, 2012 Water Systems Operator Andrew Christophersen filed an appeal for a hearing before the Environmental Review Tribunal pursuant to section 129 of the Safe Drinking Water Act, 2002, S.O. 2002, c. 32, as amended, with respect to the refusal by the Director, Ministry of the Environment, on May 15th, 2012, to issue a Class II Water Distribution Certificate under O. Reg. 128/04.
 - Oct 2nd, 2012, the 2nd mediation hearing was held by teleconference to confirm the terms of the settlement. Both parties agree that the MOE will issue a conditional WD Class II certificate on January 1st, 2013 and a non-conditional WD Class II certificate on September 30th, 2013. City of Brockville non-compliance with section 12 of the Safe Drinking Water Act, 2002, Director agrees not to refer this matter for investigation, nor has he or the inspector any plan to do so.

4th Quarter (October, November, December)

1. **Main Treatment Plant**
 - Electrical MCC replacement/arc flash completed.
 - Annual maintenance completed on UV Reactors, units placed in service for winter season.
 - New level transmitter for coagulant chemical bulk storage tank installed.
 - New coagulant chemical flow meter installed.
 - Backpressure valve installed on fluoride injection line in north meter chamber to prevent chemical from syphoning into suction header pipe during plant shutdowns.
 - Backflow preventer rebuild completed.
 - Zebra mussel control system shutdown and drained for season.
 - Annual maintenance completed on fluoride chemical feed system.
 - Main plant diesel engine controllers replaced.
2. **Booster Stations & Parkedale Reservoir:**
 - Annual maintenance completed on sodium chemical feed system.
3. **Filters:**
 - Inspection completed on filter #1 GAC media. Section of filter excavated to inspect media GAC and sand uniformity, levels and mud balling.
4. **Overhead Tank:**
 - Annual cleaning, inspection and disinfection completed.
5. **Low Lift Pump Station:**
 - Vacuum priming system repairs completed.
 - Backflow preventer rebuild completed.

6. **Drinking Water Quality Management System:**
 - 2nd annual Management/Infrastructure Review Meeting completed for the Brockville Drinking Water System (see Attachment #2).
7. **MOE Inspections:**
 - No MOE inspections scheduled.
8. **Regulatory Sampling**
 - All regulatory weekly bacti sampling for Brockville and Elizabethtown-Kitley completed.
 - All regulatory quarterly sampling for THM's Nitrate, Nitrite for Brockville and Elizabethtown-Kitley completed.
 - Regulatory lead summer sampling for the Brockville Drinking Water System completed, reports submitted to MOE. Lead sampling program no longer qualifies for reduced sampling.
 - Maintaining eligibility for reduced lead sampling program; If in any sampling period, >10% of all samples taken from plumbing (both standing and flushed) and tested for Pb exceeded the standard prescribed for lead (10 ug/L), the system is no longer eligible for reduced sampling. The 2012 summer reduced lead sampling program results indicated 14.7 % of samples taken exceeded the standard; therefore, the City of Brockville Drinking Water System no longer qualifies for the reduced lead sampling program.
9. **Trunk Water Distribution:**
 - Trunk feeder main valve chambers inspected and pumped out.
10. **Elizabethtown-Kitley Distribution:**
 - Service line shutoff valves replaced at Butternut Bay.
 - Seasonal meters removed from residences in Butternut Bay area.
 - Replaced sump pump in Country Club meter chamber.
11. **Local Water Distribution:**
 - **Water Main Breaks:**
 - Oct 2012
 - Flanders and Hillcrest 100 mm cast iron "shear"
 - Dales Avenue 150 mm cast iron "hole".
 - Nov 2012
 - McCready Street 100 mm cast iron "repaired old clamp".
 - Parkedale Avenue 300 mm cast iron "shear"
 - Dec 2012
 - No breaks to report.
 - **Flushing Program:**
 - Annual flushing program completed.

- Service Repairs / Replacement:
 - New service connection for CPHC Parkedale Avenue, chlorination and pressure testing of new main completed.
 - New service connection for Tall Ships Landing, chlorination and pressure testing of new main completed.
 - Service repair completed on Tupper Street.
 - New service installed on Schofield Avenue.
- Valve/Hydrant Inspection/Leak Detection:
 - No leak detection conducted during this period.
 - Hydrant maintenance program completed.
 - Hydrant fill stations removed for bulk water users.
 - Valve box repairs completed.
 - Hydrant valve replaced at Ravina Place.
- Capital Projects WD:
 - Ormond Street completed.

12. Adverse Water Quality Incidents:

- November 17, 2012 AWQI #109345: Fluoride residual spike (1.52 mg/L) during main plant startup, residual returned to normal after plant flow stabilized.
- November 23, 2012 AWQI #109401: Total Coliform (2). Sample taken after hydrant valve replacement, resampled November 23rd & 24th – resamples clean.

The 2012 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
Lighting Replacement	\$15,000
Electrical Motor Control Centre Replacement / Arc Flash Code Upgrades	\$77,134
Controls - SCADA connection for main plant diesel engines #1 & #2 automatic controls	\$26,500
Filter #1 & #2 GAC media addition	\$25,780
Main Plant #1 Pump & Motor Refurb	\$8,150
Controls - SCADA connection for low lift diesel engine automatic controls	\$15,500
Water Distribution valve turner equipment	\$71,500
Contingency	\$7,050
TOTAL EXPENDITURES:	\$246,614

- 2012 Capital Projects Water Distribution:

- Ormond Street.: Water main from Edgewood to Ormond Street bridge replaced – “1946” 150mm cast iron water main was replaced with 200mm PVC pipe.
- James Street.: Water main from Ormond to Bartholomew Street replaced – “1958” 50 mm, 100mm and 150 mm cast iron water main was replaced with 200mm PVC pipe.
- Centre Street: Connecting Centre Street watermain to south main on King West Water

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

PROJECTS:	Approximate Expenditures
Ormond Street.	\$154,000
James Street.	\$190,000
Centre Street.	\$175,000
TOTAL EXPENDITURES:	\$519,000

BROCKVILLE WATER SYSTEMS ANNUAL FLOW REPORT 2012

<u>Month</u>	<u>WTP Raw Avg Flow (m3/day)</u>	<u>WTP Raw Max Flow (m3/day)</u>	<u>WTP Raw Peak Flow (L/min)</u>	<u>WTP Raw Total Flow (m3)</u>	<u>WTP Treated Avg Flow (m3/day)</u>	<u>WTP Treated Max Flow (m3/day)</u>	<u>Rated Capacity (m3/day)</u>	<u>Rated Flow Capacity (%)</u>	<u>WTP Treated Total Monthly Flow (m3)</u>
January	12,304	14,300	18,715	381,414	11,888	13,831	36,400	38%	368,525
February	12,195	14,002	18,381	353,662	11,669	13,385	36,400	37%	338,395
March	11,516	13,532	15,423	356,995	10,962	12,948	36,400	36%	339,809
April	11,222	13,353	15,458	336,664	10,686	12,793	36,400	35%	320,589
May	11,831	14,204	15,493	366,762	11,530	13,255	36,400	36%	357,434
June	12,015	15,114	21,541	360,479	11,916	14,955	36,400	41%	357,488
July	13,990	16,410	24,097	433,713	13,757	16,326	36,400	44%	426,459
August	12,903	15,336	20,993	400,000	12,574	15,012	36,400	41%	389,796
September	12,000	14,455	23,895	359,987	11,680	13,923	36,400	38%	350,396
October	10,972	12,856	17,444	340,127	10,789	12,583	36,400	35%	334,461
November	10,726	11,594	17,055	321,794	10,568	11,338	36,400	31%	317,053
December	9,917	11,352	15,104	307,413	10,103	11,304	36,400	31%	313,187
TOTAL				4,319,010					4,213,592

BROCKVILLE WATER SYSTEMS HISTORICAL ANNUAL FLOW

<u>Year</u>	<u>TOTAL FLOW (m3)</u>
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
2007	5,189,831
2008	4,715,116
2009	4,332,102
2010	4,128,747
2011	4,291,115
2012	4,213,592

EILZIBETHTOWN-KITLEY WATER DISTRIBUTION ANNUAL FLOW REPORT

<u>Month</u>	<u>Avg Flow</u> (m3)	<u>Max Flow</u> (l/min)	<u>Total Flow</u> (m3)
January	187	2,170	5,807
February	181	1,937	5,235
March	185	2,177	5,723
April	201	2,064	6,018
May	232	1,541	7,214
June	235	1,528	7,060
July	286	1,816	8,888
August	229	3,023	7,103
September	208	1,107	6,245
October	193	1,287	5,982
November	181	1,865	5,425
December	182	2,909	5,671
TOTAL			76,372

ELIZABETHTOWN WATER DISTRIBUTION HISTORICAL ANNUAL FLOW

<u>Year</u>	<u>TOTAL FLOW</u> (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

*Total annual flow for Elizabethtown-Kitley indicated in this report is an estimated SCADA calculation.



2012 WATER LOSS REPORT

(m3)

Water Pumped from Water Treatment Plant	4,213,592
Accounted for Water	
Water sold to customers	
Residential	1,251,678
Industrial	1,899,301
Sales to Elizabethtown-Kitley (East of Brockville)	91,413
Sales to Elizabethtown-Kitley (West of Brockville) totalizer meter	73,176
Total Billed Water	3,315,568
Unaccounted for Water	
	898,024
Unmetered Water Used	
Industrial Fire flow testing	60,000
Chlorinator Flow	21,146
Watermain Breaks	79,929
Anti-Freeze Taps	14,587
Fire Fighting and Training	7,704
Hydrant Fire Flow testing and flushing	35,050
Water for Low Lift manual vacuum priming sysyem	189,000
Flushing Stations	129,165
Parks and Recreation Water Use	12,031
Total Unmetered Water Used	548,612
Total Lost Water	349,412
Percentage of Lost Water	
	8.29%

Steve Allen, C.E.T.
January 25, 2013



Township of Elizabethtown-Kitley

2012 WATER LOSS REPORT

	(m ³)
Flow Through Totalizer meter	73,176
TOTAL METERED WATER	73,176
Water sold to Residential Customers (west of totalizer)	49,816
Total Billed Water	49,816
Unaccounted for Water	23,360
Unmetered Water Used	
Watermain Breaks	0
Anti-Freeze Taps.	0
Fire Fighting and Training	0
Localized Flushing for Sampling and Complaints	0
Hydrant Fire Flow testing	0
Water flowed for lead testing	0
Flushing Stations	17,176
Parks and Recreation Water Use	0
Total Unmetered Water Used	17,176
Total Lost Water	6,184
Percentage of Lost Water	8.45%

Steve Allen, C.E.T.
January 25, 2013

12FEB2013

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 19, 2013

**2013-021-02
REQUEST FOR NO PARKING
EMMA STREET**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY, SUPERVISOR OF
TRANSPORTATION SERVICES**

RECOMMENDATION

THAT the no parking for restricted times zone on the south side of Emma from 9.0 metres east of Park Street to 58.7 metres easterly be removed; and

THAT a no parking for restricted times zone be created on the south side of Emma Street from Park Street to Ormond Street; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

PURPOSE/BACKGROUND

Operations Staff were contacted by the Clerk's Office regarding parking and driving issues on Emma Street during winter months. The current no parking for restricted times during the winter months is only for a small portion of the length of roadway. With snow banks in the winter months, on street parking makes the street very narrow and difficult to maneuver. The Clerk's office has asked to have winter parking restrictions the entire south side of the street.

ANALYSIS

After reviewing the site, the Transportation Services Division has made the following observations.

- Parking is prohibited on the North side of Emma Street from Park Street to Ormond Street.
- There are two no parking at any time zones on the south side of Emma to allow for space at the loading dock and the access to the entrance to BCI.
- There is a no parking for restricted times zone from 9.0 meters east of Park Street to 58.7 meters easterly. This zone is simply too short and should be extended to the entire length of the roadway.

- Driveways in this area are rather short.
- The area is very congested, being heavily used for parking related to the Brockville General Hospital and Brockville Collegiate Institute.
- Emma Street is a narrow street (6.2 m). Allowing a 2.5 meter wide parking lane, 3.7 meters remain for the driving lane. The standard width for a driving lane is 3.5 meters. During the winter months, snow removal becomes an issue. Because Emma Street is a low priority street for snow removal, it can be some time before this is cleared up. As the winter progresses and snow banks become larger, the width of the street gets increasingly narrow making it difficult to maintain a clear driving lane of sufficient width.

In 2010, when the issue was first approached, staff sent a letter to residents requesting feedback on the idea of creating a No Parking zone from November 1 to March 31st on the south side of Emma Street. Twenty (20) letters were sent out to the residents and we received 2 responses both of which agreed to the proposed changes and welcomed it.

The Transportation Services Division is recommending to make this area a no parking for restricted time zone from November 1st to March 31st. The problem that homeowners and other drivers face here is only compounded during winter months when snow begins to build up. By making this change, the problem would be greatly diminished.

POLICY IMPLICATIONS

An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2013 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs.

Report 2013-021-02
Request For No Parking
Emma Street

Page 3

CONCLUSION

It is recommended that a No Parking for Restricted Times zone be implemented from November 1st to March 31st at the above noted location.



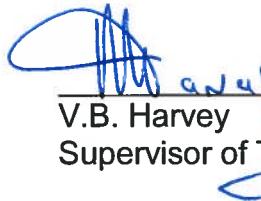
L. Ferguson
Acting Director of Finance



B. Casselman
City Manager



C.J. Cosgrove
Director of Operations



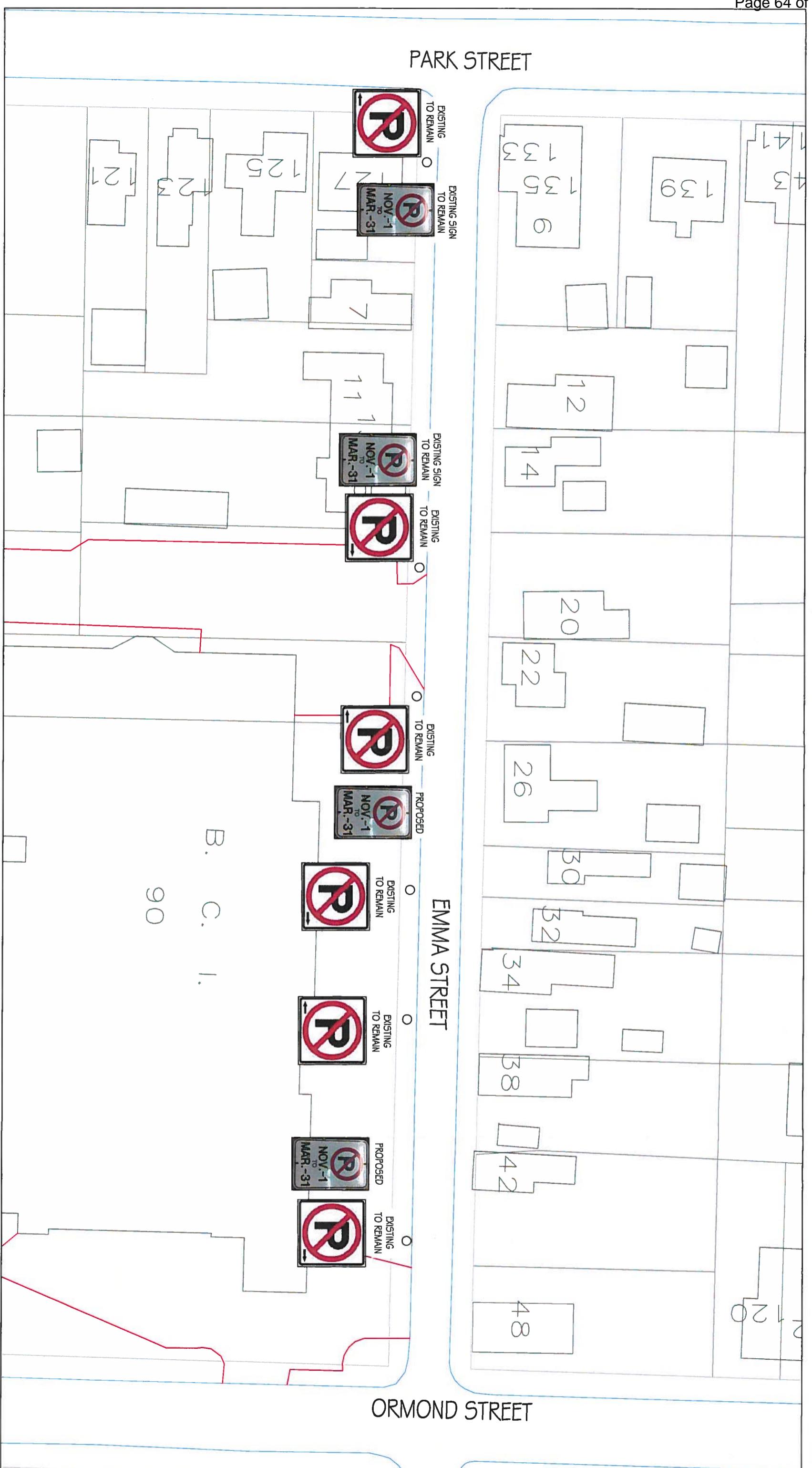
V.B. Harvey
Supervisor of Transportation Services

OPERATIONS COMMITTEE REPORT FEBRUARY 19, 2013

ATTACHMENT # 1

PROPOSED NO PARKING WITH TIME RESTRICTIONS

REQUEST FOR NO PARKING
WITH RESTRICTED TIMES ON
EMMA STREET



12FEB2013

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 19, 2013

**2013-022-02
REQUEST FOR NO PARKING
VANIER DRIVE**

**C.J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY, SUPERVISOR
TRANSPORTATION SERVICES**

RECOMMENDATION

THAT the no parking for restricted times zone be created on the west side of Vanier Drive from 119.0 metres south of Durham Street to 100.0 metres southerly; and

THAT a no parking for restricted times zone be created on the east side of Vanier Drive from 119.0 metres south of Durham Street to 100.0 metres southerly; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

PURPOSE/BACKGROUND

Operations Staff were contacted by the Student Transportation of Eastern Ontario (school board transportation consortium) regarding parking and driving issues at Vanier Public School on Vanier Drive.

During the morning and afternoon pick up times, the area becomes very congested with parents picking up and dropping off their children and with buses entering and exiting the parking lot. Buses are having a difficult time getting in and out of the parking lot when drivers are parked in the area of the two driveway entrances. At times, the buses are unable to move until the drivers return to their vehicles. This poses a safety concern for pedestrians and drivers as well as scheduling concerns for the Transportation Company.

ANALYSIS

After reviewing the site, the Transportation Services Division has made the following observations.

- There are currently no parking restrictions for the area.
- The width of Vanier Drive is 8.5 meters wide.
- The radius of the corner exiting the driveway is quite small making it difficult for a large bus to make the proper turn out of the driveway.

Report 2013-022-02
Request For No Parking
Vanier Drive

Page 2

- Putting the bussing issue aside, if there was a no parking zone, this would make it more safe for pedestrians/children leaving the school if the area was less congested with vehicles in a hurry to get home.
- If there was a no parking zone for restricted time, it would still allow residents to have on-street parking during the summer months and during the evenings/weekends when most people are at home or expecting visitors.

POLICY IMPLICATIONS

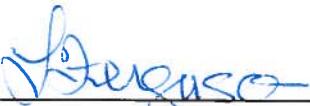
An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2013 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs.

CONCLUSION

It is recommended that a No Parking for Restricted Times zone be implemented from 9 a.m. to 4 p.m. from September 1st to June 30th at the above noted location.


L. Ferguson

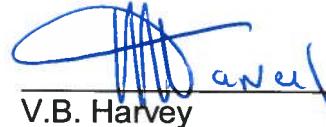
Acting Director of Finance


B. Casselman

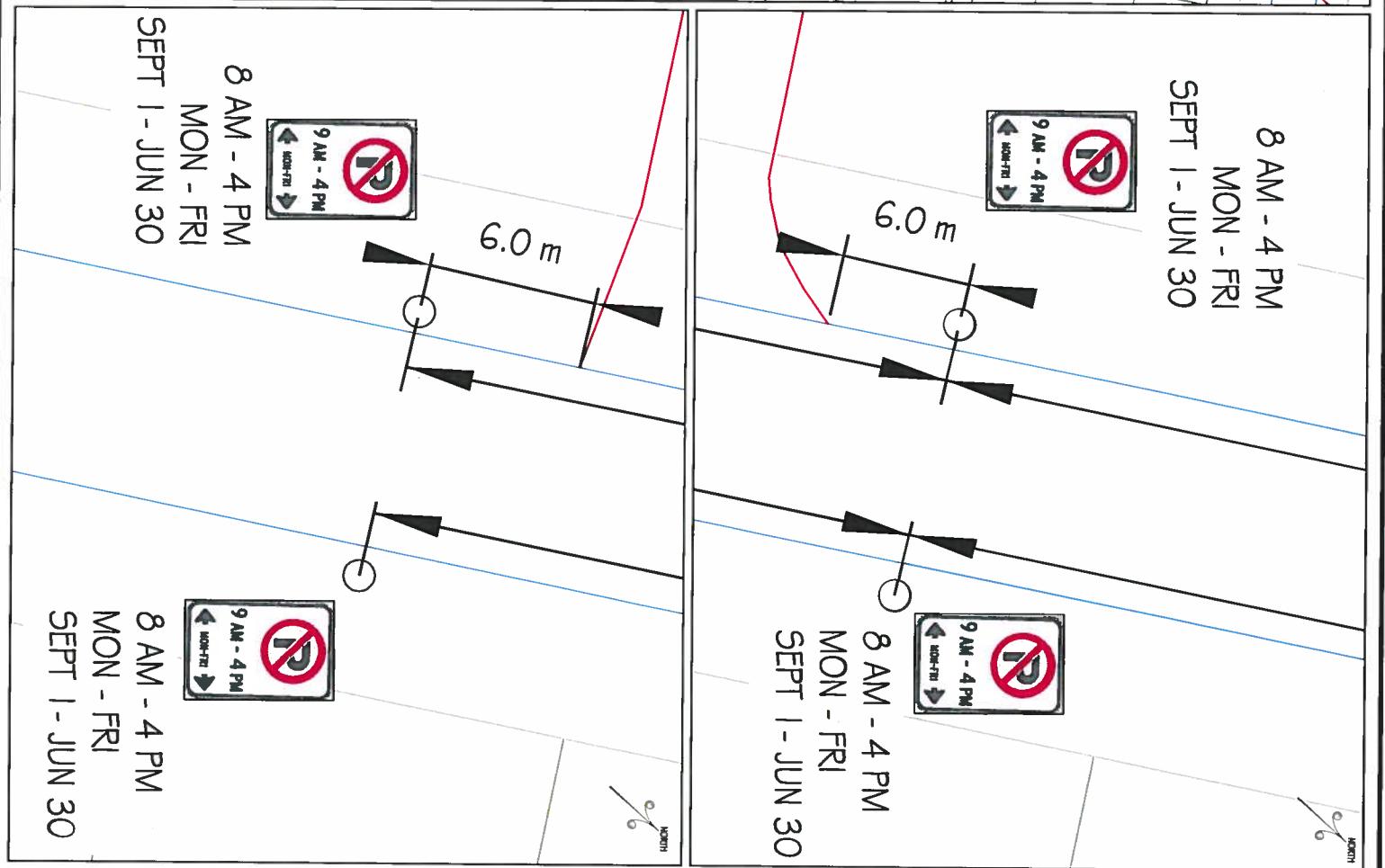
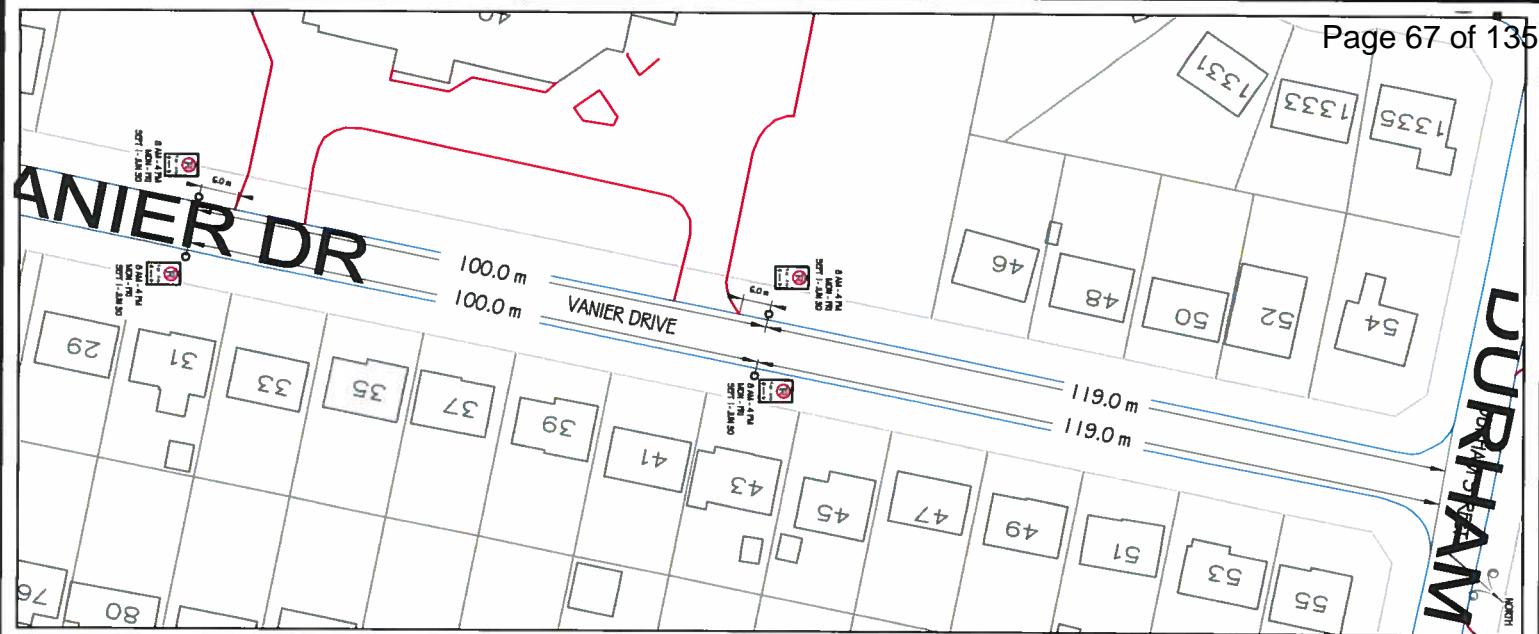
City Manager


C.J. Cosgrove

Director of Operations


V.B. Harvey

Supervisor of Transportation Services



OPERATIONS COMMITTEE
REPORT

FEBRUARY 19, 2013

ATTACHMENT #1

PROPOSED NO PARKING WITH
TIME RESTRICTIONS

REQUEST FOR NO
PARKING WITH
RESTRICTED
TIMES ON
VANIER DRIVE

12FEB2013

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEB. 19, 2013

2013-023-02

**REQUEST FOR NO PARKING
BARTHOLOMEW STREET**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
V.B. HARVEY, SUPERVISOR OF
TRANSPORTATION SERVICES**

RECOMMENDATION

THAT a no parking for restricted times zone be created on the east side of Bartholomew Street from Wellington Street to 28.0 metres south; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

PURPOSE/BACKGROUND

Operations Staff were contacted by the Environmental Services Department regarding parking and driving issues on Bartholomew Street. As part of the solid waste collection route, the collection vehicles are required to travel east on Wellington Street making a right hand turn onto Bartholomew Street continuing south. When vehicles are parked on Bartholomew Street, the collection vehicle has a difficult time maneuvering the corner and results in the vehicle having to make a several point turn before continuing. This poses a safety concern for pedestrians on the sidewalk/roadway as well as the parked cars this vehicle is trying to avoid.

Other routing has been considered however, this is the most efficient route available at this time. Cooperation of the tenant living at 41 Bartholomew Street to not park on the roadway on collection days has been asked. When the resident complies, other drivers fill the spot very quickly, resulting in the same problem.

ANALYSIS

After reviewing the site, the Transportation Services Division has made the following observations.

- Bartholomew Street is 7.2 meters wide. The optimum driving lane is 3.5 metres wide. If a car parks on one side of the roadway, this leaves 4.7 metres to negotiate the turn.
- There is currently no parking on the west side of Bartholomew from King Street East to Pearl Street East.

Report 2013-023-02
Request For No Parking
Bartholomew Street

Page 2

- Restricting parking on Thursday, the regular collection day, and Friday the alternate holiday collection day from 7:00 a.m. to 12:00 p.m. is not a great imposition for residents given the time of day. There are driveways for the homes on Bartholomew Street and this is not a peak time period for visitors.

POLICY IMPLICATIONS

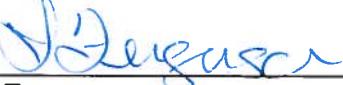
An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

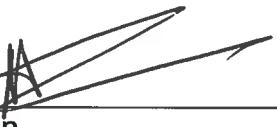
Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2013 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary signs.

CONCLUSION

It is recommended that a No Parking for Restricted Times zone be implemented on Thursday and Friday from 7:00 a.m. to 12:00 p.m. at the above noted location.


L. Ferguson

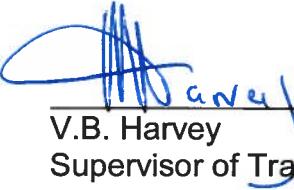
Acting Director of Finance


B. Casselman

City Manager

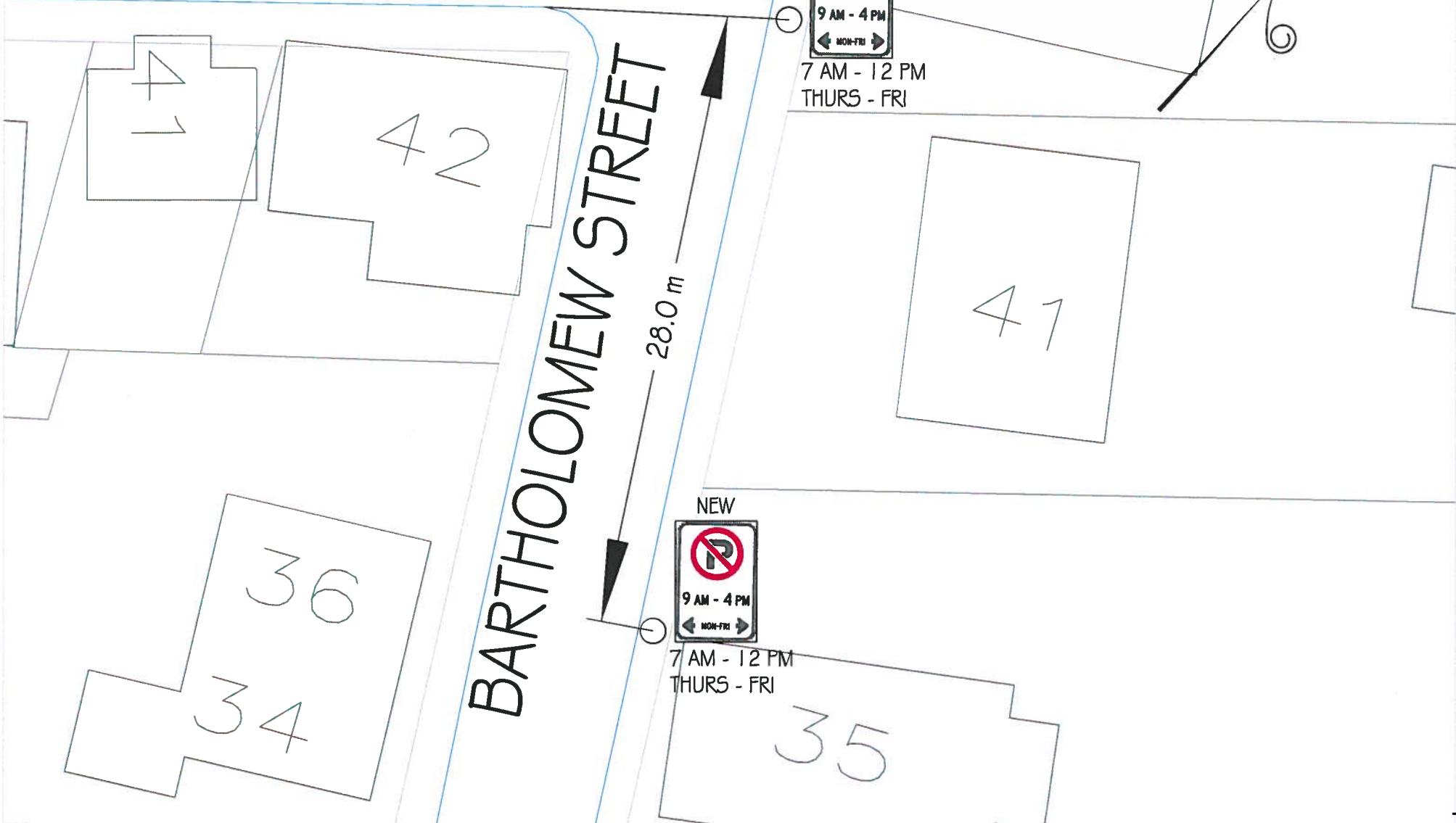

C.J. Cosgrove

Director of Operations


V.B. Harvey

Supervisor of Transportation Services

WELLINGTON STREET



OPERATIONS COMMITTEE REPORT
FEBRUARY 19, 2013

ATTACHMENT #1

PROPOSED NO PARKING WITH
TIME RESTRICTIONS

REQUEST FOR NO PARKING
WITH RESTRICTED TIMES ON
BARTHolemew STREET

FEBRUARY 14, 2013

REPORT TO FINANCE/ADMINISTRATION/OPERATIONS – FEBRUARY 19, 2013

2013-024-02

**2012 WORK PLAN
FOURTH QUARTER REPORT**

**BOB CASSELMAN
CITY MANAGER**

RECOMMENDATION

THAT report 2013-024-02 Work Plan Quarterly Report, be received for information purposes.

PURPOSE

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

BACKGROUND

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

Analysis/Options

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

1. Integrated Community Sustainability Plan (ICSP)

Public workshop completed in 2nd Quarter to obtain input prior to finalizing the ICSP. ICSP adopted by Council in 3rd Quarter.

2. 2013 Budget Preparation

- Budget Workshop held July 31, 2012
- Capital Budget presentation September 25, 2012
- Operating Budget presentation – October 30, November 13, 20, 27, 2012

3. Waste Management Master Plan

Significant staff preparation for the transfer to new service provider with November 5, 2012 implementation

4. Water Pollution Control Centre (WPCC)

The \$46 Million WPCC Secondary Treatment capital project remains within budget. The schedule for commissioning the works has been modified from end of first quarter to the end of third quarter. The City has requested an expansion to the scope of work to include upgrades to the main pumping station and the twinning of the trunk line from the main pumping station along King Street to the treatment facility. The scope of work decision was approved at the end of the 3rd Quarter. Environment assessment for new scope of work commenced.

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

The WPCC Secondary Treatment process was started in 07/12 with several deficiencies outstanding.

6. Organizational and Operational Service Delivery Review

The Western Management Group has completed the Organizational and Operational Service Delivery Review. Recommendations adopted by Council. Implementation plan adopted by Council. Search for Corporate Services Director underway. Corporate Prioritization meeting agenda/background prepared.

7. Community Improvement Plan

Comprehensive review of Brownfield and Downtown Community Improvement Plan completed with recommendation to extend the program to December 31, 2015 including various program modifications.

FINANCIAL IMPLICATIONS

None at this time.

CONCLUSION

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



B. Casselman, City Manager

2012 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
Corporate Objectives					
1. Oversee implementation of Strategic Plan initiatives to meet Corporate goals reporting annually on progress to date. Initiatives include: <ul style="list-style-type: none">• Develop Carbon Baseline & Reduction Plan• Building & Energy Audits	2011 annual reporting awaiting completion of year-end FIR	Draft annual report being reviewed by City Manager.	Annual report presented to Council/Public September 25, 2012.		
2. Corporate Reorganizational Study – development/implementation Phase 2 initiatives.	To be incorporated into External Service Review				
3. Oversight on Fiscal Management & Legislative Compliance of the Corporation Direct and oversee the preparation of: <ul style="list-style-type: none">• Annual operating budget• Annual capital budgets• Long term financial forecasts• Quarterly status reporting to Council of corporate work plans & activity.	2012 Budget completed Quarterly Work Plan Report – 1 st Quarter	Preparation of 2013 Budget Workshop has commenced. Quarterly Work Plan Report – 2 nd Quarter	2013 Budget Workshop completed July 24, 2012. Capital Budget presentation September 25, 2012. Quarterly Work Plan Report – 3 rd Quarter	2013 Operating Budget presentation October 30, November 13, 20, 27, 2012	
4. Service Delivery Reviews (Internal) Direct & oversee ongoing recommendations: <ul style="list-style-type: none">• Police/Fire Dispatch• Energy Management Action Plan including installation of solar project at GWMC• Development of water meter replacement strategy• Assist Council/Staff in completion of external Service Delivery Review	Energy Management Action Plan Report Completed Police/Fire Dispatch being reviewed by the Western Management Group External Review Consultants retained, project kick-off meeting completed, data collection, stakeholder consultation commenced	External Review Consultants briefing to Council of initial findings. Project completion anticipated early 3 rd Qtr.	External Review Completed. - adopted by Council - implementation strategy developed and adopted by Council	Implementation plan commenced: - Corporate Services Director's job description prepared, employment search commenced - Early Retirement Program provided - Corporate prioritization briefing prepared	

2012 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
			- external review implementation and public release		
5. Jointly administer inter-municipal Physician Recruitment Program.	Ongoing	Ongoing	Ongoing	Annual Report 1 st Quarter 2013	
6. Facilitate Maritime Discovery Centre project where possible to move forward.	Site Plan discussions ongoing. Tunnel Bay docking meeting with Transport Canada to facilitate necessary approvals	Site Plan Completed Transport Canada approval of Tunnel Bay docking are ongoing. Draft Marina Partnership Agreement completed. Negotiations commenced.	Broad Street Design/Housing completed. Transport Canada approval of Tunnel Bay docking are ongoing. Draft Marina Partnership Agreement completed. Negotiations commenced	Broad Street construction commenced. Partnership Agreement/Docking Redesign report presented to Committee. Further Stakeholder comments being sought	
7. Facilitate Brockville Landing Inc. project where possible and move forward.	Project on hold pending ownership resolution		Wayfare project launch Sales Office being constructed.		
8. Complete review of Non-Resident User Fees to ensure access to recreation facilities while recovering costs in a fair manner.	Draft report completed. Inter municipal consultation next step	No Action	No Action	No Action	Conflicting staff priorities
9. Assist Council in negotiating the Elizabethtown-Kitley boundary restructuring plan.	MMAH – Regional Director/Minister meeting. Liaison Committee meeting. Various staff meetings with UCLG/Elizabethtown-Kitley.	Inter-municipal meeting to be scheduled pending legal advice.	Inter-municipal meetings ongoing at staff level	Statement of Claim issued by Elizabethtown-Kitley	Attempting to schedule a Liaison Committee meeting.
10. Negotiate terms/conditions for acquisition of Brockville Small Craft Harbour.	3 Yr. lease extension	No Action	No Action	Peer review of environmental investigation completed	
11. Negotiate terms/conditions for the relocation of tenant of 45 Water Street.	No action	No Action	Stakeholder meetings ongoing	Beer Store relocation negotiations completed with no relocation alternative options being considered	Beer Store contact employment status ended beginning of 2 nd Quarter.

2012 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People <ul style="list-style-type: none"> Negotiate 3 Collective Agreements (Fire, CUPE Inside CUPE Outside) Complete re-organization as per adopted plan Develop Transition Plan for H.R. Department Recruit Senior Manager (Fire) Continue Professional Development of I.T. Staff Develop H & S Policies & Corporate Management Policies Address additional development needs for Succession Planning 	Fire to Conciliation CUPE to start in May Working with CUPE In discussions with Board Members No Action Training on GIS Working on Internet Policy to FAO Reviewing documentation	Fire to Arbitration CUPE schedule for August, 2012 Complete Position desc. & advertisement complete. Complete No Action Internet review Complete (video surveillance)	Arbitration in 2013 Complete 2012-2015 Hired/promoted Chief & Deputy Chief No Action Implemented Surveillance	Fire -Arbitration 2013 CUPE Complete HR Director to Police Services(retirement) HR Manager Hired Employee Relations to retire January 31,2013 Hire Corporate Services Director Surveillance notices posted Increased retirement activity expected in 2013 & 2014	Payroll Coordinator to become Human Resource and Payroll Coordinator January 31, 2013 To start February 2013
2. Economy <ul style="list-style-type: none"> Clothing Allowance Standardization Market Group Benefits with LAS Negotiate Cost Containment language for benefits Review and recovery WSIB NEER Surcharges 	No feasible – CUPE nego Complete Ongoing as part of negotiations Working on Consultant Report	Closed CUPE & Fire negotiation proposals. Consultant not done	CUPE 90% - 10% complete Recovered \$100,000	Request for \$250,000 from WSIB for claim recovery December	Payment to be provided in February 2013 per reconciliation with WSIB
3. Amenities <ul style="list-style-type: none"> Implement first phase of Corporate GIS Strategy Identification and timing of additional resources necessary for continued 	In progress In progress	In progress In progress	On Hold due to Reorg. On Hold due to Reorg.	On Hold due to Reorg. On Hold due to Reorg.	

2012 DEPARTMENT GOALS/OBJECTIVES					
HUMAN RESOURCES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
implementation • Input into technology concepts to reduce operating costs, i.e. pay direct, etc.	As requested	Implemented Council iPads with Clerk	On Hold due to Reorg.	On Hold due to Reorg	
4. 2013 Budget Preparation • 2012 Budget Monitoring	Budget on track	Budget on track	2013 Budget presented	Budget on track	Additional funding required for HR Manager role

2012 DEPARTMENT GOALS/OBJECTIVES					
FINANCE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. ECONOMY					
• Continued promotion & review of the Community Improvement Plan including Brownfield Tax Incentives for environmental remediation & the effectiveness for new development	• ongoing process with Planning department • working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs	• ongoing process with Planning department • working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs	• ongoing process with Planning department • working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs	• ongoing process with Planning department • working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs	• ongoing process with Planning department • working with Planning department and Manager of Strategic Initiatives on evaluation of success of CIP programs
• Continued involvement in local MUSH Sector Purchasing Group	• electronic communication between members on an as required basis	• electronic communication between members on an as required basis	• electronic communication between members on an as required basis	• electronic communication between members on an as required basis	
2. SUSTAINABILITY					
• Development, implementation, monitoring of annual city budget	• 2012 budget approved in principle by Council; formal approval in 2 nd quarter once receive final levy requests from SLL and JSC • established variance schedule for both internal review and presentations to Council	• 2012 budget approved after receipt of final levy requests for SLL and JSC • initial 2012 variance report presented to Council	• Variance report completed for August 2012 with a projected surplus of \$79,860	• Interim 2012 December variance completed and to go to the February FAO meeting. The anticipated surplus of \$255,000	
• Completion of annual year-end statements such as FIR & MPMP, or any other Annual Reports pursuant to legislated requirements	• Staff is working on 2011 year end requirements	• Staff continues to work on 2011 year end statements • Several annual reports already presented to Council – ie. 2011 Council Remuneration; Debt Capacity Limit	• FIR & MPMP completed and submitted by required deadline • 2011 Financial Statements completed	• Yearend guideline memo instructing staff of year end deadlines sent out in early December to prepare for yearend work • Some prep work done for year end analysis	

c:\documents and settings\brobinson\local settings\temporary internet files\content.outlook\83ygsu3u\finance department goals objectives 2012 third qtr.docx
2:55 PM

7/10/2012

2012 DEPARTMENT GOALS/OBJECTIVES					
FINANCE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
• Establish a water finance plan in compliance with the City's Municipal Drinking Water License legislated requirements	• approved by Council in February 2012				started
• The continuation & monitoring of the Ten Year Capital Plan which includes the information technology master plan	• on-going process	• on-going process	• on-going process	• On-going process	• more details on this plan will be presented to Council during 2013 budget process
• Commence implementation of water / wastewater meter replacement project	• in-house planning has commenced • actual implementation not anticipated until 4 th quarter	• in-house planning continues; staggered installation issues in regard to meter reading capabilities; discussions in place with Vadim in regard to this issue	• Planning continues to start installing new meters in the new year. • Vadim issues with reading should be resolved with November update.	• Planning continues for the installation of the new meters in January 2013. • Vadim issues with reading and system updates are being reviewed/tested.	
• Continued development & implementation of Corporate Strategy of new practices involved with PSAB requirements (tangible capital assets)	• will work with Project Managers on 2012 Capital projects once budget is approved formally • staff will work on updating of TCAs within financial system upon completion of 2011 year end	• working with Project Managers on 2012 Capital projects • staff will work on updating of TCAs within financial system upon completion of 2011 year end; may be deferred depending upon other job priorities; information for financial purposes is still able to be maintained through EXCEL	• working with Project Managers on 2012 Capital projects • Updating of TCAs within the financial system delayed due to competing priorities; information for financial purposes is still able to be maintained	• Updating within the financial system delayed due to competing priorities and limited staff. Information for financial purposes is still able to be maintained within Excel spreadsheets	

c:\documents and settings\lrobinson\local settings\temporary internet files\content.outlook\83ygsu3u\finance department goals objectives 2012 third qtr.docx
2:55 PM

7/10/2012

2012 DEPARTMENT GOALS/OBJECTIVES					
FINANCE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
<ul style="list-style-type: none"> • Complete implementation of new Financial System – specifically the Utilities Module & adjustments to Payroll Module – and monitor its effectiveness 	<ul style="list-style-type: none"> • Utility Module live in March; working with VADIM to resolve implementation issues • continue to have regular meetings with VADIM 	<ul style="list-style-type: none"> • Utility module – continue to resolve implementation issues and refining process and procedures 	<ul style="list-style-type: none"> • Utility module is fully implemented; there is ongoing refining of processes 	<ul style="list-style-type: none"> • Utility module is fully implemented; there is ongoing refining of processes 	
<ul style="list-style-type: none"> • Review Water / Wastewater Rate Structure 	<ul style="list-style-type: none"> • have reviewed some background information from previous Water Rate Committee 	<ul style="list-style-type: none"> • has been deferred due to other priorities 	<ul style="list-style-type: none"> • has been deferred due to other priorities 	<ul style="list-style-type: none"> • Has been deferred until the hiring of new Corporate Services Director 	

2012 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People					
• Immigration Initiatives	Strategy completed and formally presented in March to stakeholder groups with good reviews and positive media attention. Revised immigration portal about 50% complete and on target for full project completion by 3rd quarter. Completed forth grant application to continue the program to 2014 and currently under review. Two immigrant visa issues resolved for Russian and Dutch investors.			Portal project completed with funding objectives achieved and now operative as first immigration site for city and region. Currently submitting sustainable funding for continuation of programming to 2014	
• People Attraction Program	Terms of Reference for committee activities finally completed and presented to Council in March update. Proceeding with RFP for printer/coordinator for new People Attraction publication and website>			Publication launch in March 2013. New ambassadors secured and committed. Marketing plan under development/ New lifestyle web presence to be executed within month. Lifestyle signage for Spring erection.	Focus will be toward a 45 to 65 age bracket. Caution on language and branding not to specify a senior focus.
• Entrepreneurship Development/Economic Gardening	Continued corporate call program and small business startup consulting. Launch of new Business Success Program with 12 mentors established and current evaluation of 2 business			Completion of final report on metrics for release in March. Year end aligned to Province due to funding. Exceeded targets on small business contacts.	New Business Success launch was well received by stakeholder groups and funders.

2012 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	clients in new program.				
2. Economy					
• Investment Attraction-OEEDC Food Sector Program	Attendance at Food Fancy Show in US with three clients identified. Participation at SIAL Montreal event in May. Completed new and more complete Food Directory of firms in immediate region.			OEEDC completing assessment of marketing programming effectiveness with some changes and refinements to be announcement for 2013 marketing plan. Regional sector teams will remain primary instrument for investment attractions for all communities	Still utilization of grant funding leverage from Ontario Government for marketing outreach activities. Close cooperation with Burnbrae on programming. Need to provide more exposure to Abbott facility in 2013. Some initial work completed for this purpose.
• Water Street Realignment & Investor Sourcing	Draft terms of reference completed for RFI with Council approval secured. Site plans updated and new interest developers identified.			Third party assessment and reference validation to be provided this week. Four negotiation sessions completed with financial framework recommendation completed pending report. Market appraisal completed and three community advisory committee meetings hosted for input and recommendations	Presentation to Council on negotiations and assessment findings for late February 2013.
• China & Russian Mission Clients	China investment of \$27 million dollars for area winery and real estate closed May 4 th . Russian delegation and mission itinerary completed for May 13 to 16 th . Visa secured for one investor visiting on above dates.			Policy inputs needed on changes to visa and immigration categories . These actions being spearheaded by our federal and provincial members	China investors in Lansdowne winery investment have noted significant other investment opportunities for immediate region. Need for Brockville to build on this project. Two contacts with local Chinese investor. Abbott offerings translated and circulated.

2012 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
• Business Retention & Expansion/Aftercare-Corporate Calling	Ongoing with 4 visits/reviews completed. Awaiting approval of new EODF program for further grant applications. Assistance with 3M announcement and grant processing.			Completed 16 formal corporate calls to manufacturing industries. Labour and Energy forums are key issues under development	Labour forum with area stakeholders to be hosted on Feb 27 th on labour adjustment issues, underemployed and work shift options as executed by Calgary Alberta
• General Brock/1812 Festival Development & Grant Assistance	4 grant applications submitted between Ontario and Federal Governments. One application approved for Canada Day for \$6k. Tall Ships applications to be determined in 2 nd and 3 rd quarter for \$860K and Ontario Blockbuster grant with other 13 ports for \$1.3 million.			Four grants have been secured with one final grant for \$70K anticipated by mid March 2013. Tall ships presentation to F&A for March and formal PP presentation for Council thereafter	Committee of volunteer have committed to the task with activities on planning and fund raising commencing once grants are announced.
• Brockville Mental Health Centre	Awaiting release of report from Ontario Realty Corp. No action at this time			Enquire bimonthly on this file. To connect with Royal Ottawa and John Bradford this 1 st quarter 2013. Still politically driven. Councillor Earle our City connection	
• Community Improvement Plan	Inputs into draft CIP for presentation in May. Revised plan has three new elements.			New guidelines and offerings approved by Council. Refined communications and marketing of the program	
3. Amenities					
• Brock Trails & potential linkage with Tunnel proposal pending positive Engineer report	Completed grant application for legacy funds. Committee has all new site plans completed.			Discontinued involvement following Council directive on the Capital budget allocation. Reactionary	Gas tax not eligible and heritage grant not realistic based on the proposed elements of project.

2012 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	Meeting with CPR on property assembly for May 9 th . Communications with Heritage Canada on eligibility.			only once grant application is necessary	
• Waterfront enhancements & Tall Ship servicing capacities from 1812 grants including grant submissions & community fund raising	New bollards, cleats and electrical upgrades for implementation in 2 nd quarter by Parks. New site plans completed for positioning/docking of tall ships			Final cleats and modifications to be installed in Spring 2013. Electrical upgrades complete.	Site plan to be presented to Council in March 2013 during PP by Economic Development Office
• Buddhism Temple	Three site options prepared by Planning. To be presented during Russian delegation visit on May 13 th to 16 th .			Options presented during Russian mission in October. Action not likely till immigration visa secured.	Communications monthly with investor and community
4. Sustainability					
• Tomlinson Project/Central Avenue	Awaiting response from clients on covenants associated with the Agreement of Purchase and Sale prior to further actions.			Agreement on closure of property for June 2013 due to zoning requirements. All studies completed.	Three business units versus four now proposed due to environmental report. Asphalt plant not part of concept now.
• Tourism Delivery with Chamber/MDC/RT09	Report/presentation presented to Council in March. Inputs to consultants doing External Review on tourism organization and new options for consideration on program delivery			External Service Review approved Chamber continuing tourism contract and market programming. Completing a refresh of direction and strategic initiatives.	Presentation to Council provided on 2013 plan in December with KPI metrics.
• Workforce Development	No action. Minor survey reports on capacity and training needs identified			As noted in Corporate Retention initiative above, proceeding with a focused forum on this topic in March 2013	

2012 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People					
- Continue review of Noise By-law, giving consideration to input to be received from DBIA & other interested parties	Dialogue with Police on proposed amendments and enforcement implications to take place in May.	Dialogue with Police on proposed amendments delayed to Q3	Consultation with Police completed. Final Draft of proposed amendments to be brought forward in Q4	Report on revisions to Noise By-law finalized; to be sent to EDP and Council in Jan 2013	
- Fill vacancy in Inspection Officer position	Interviews conducted.	Position filled by Philip Wood June 12/12	Completed	Completed	
- Continue training of CBO & Inspection Officers to ensure full compliance with Ontario Building Code Act	No training opportunities available in Q1.	Registration for training sessions in Q3 underway	Focus on training required for new Inspection Officer	New Inspection Officer attended several training sessions	
- Renewal of Pound contract	Initial discussions held with Pound operator respecting renewal of contract.	Internal discussions on terms of contract renewal in progress	Meeting held with Pound Keeper. Report on renewal of contract to be brought forward in Nov	New Pound Contract endorsed by Council in Nov 2012	
2. Economy					
<i>Community Improvement Plans (Downtown & Brownfields)</i>					
- Complete assessment of existing Downtown & Brownfields CIP's, including stakeholder input	Planning working with Manager of Strategic Programs to complete assessment.	Report provided to FAO in May	Completed	Completed	
- Provide recommendations to Council respecting extension and/or modifications to programs	Report and recommendations to be presented in May	Approval in principle to revisions and extension to 2015 of existing CIP programs and elimination of Building Permit Fee Grant Program. New Façade Improvement and Residential/Office Conversion Programs proposed with program details to be developed.	Program details for Façade Improvement and RCCR Grant Programs presented to Council. Public meeting for public review of proposed CIP amendments scheduled for Oct. 2/12	Amendments to Downtown CIP to implement 2 new grant programs adopted by Council in Nov.	
- Continue administration of existing applications for current program assistance	Ongoing.	Ongoing administration of 27 existing files. New TIERR Grant application	Ongoing administration of 28 existing files.	Ongoing administration of 22 files. One new TIERR application received.	

2012 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
		received for proposed major renovations to 213-221 King St. W.			
<i>Planning & Building Review / Approvals (Ongoing & as needed)</i>					
- TSL/MDC	Inspections continue as construction progresses. Communication to neighbours respecting traffic/parking impacts from servicing and construction activity ongoing.	Inspections continue as construction progresses. Ongoing communication to neighbours on traffic and parking issues as needed.	Inspections continue as construction progresses. By-weekly meetings held with developer to discuss off-site impacts including Broad St. design considerations.	Inspections continue as construction progresses. Communication to neighbours impacted by Broad St. reconstruction required on an as needed basis.	
- Brockville Landings	Application for full building permit remains incomplete. New project manager being sought by owner.	New project management team introduced. New Site Plan application received and under review. Report to Council on transfer of 0.3 m reserve to facilitate location of proposed on-site sales trailer. Design details being finalized.	Site Plan Approval granted for sales office installation. Building permit issued for construction of sales office.	Inspections required during construction of sales office. Occupancy permitted.	
- Steacy Gardens Subdivision	Permits for 4 blocks of 4 townhouses issued in Q1. Construction underway on 3 blocks.	Construction inspection continuing. Occupancy delays due to improper installation of water main flushing equipment have been remedied.	Inspections ongoing as construction progresses.	Inspections ongoing as construction progresses.	
- Aspen Subdivision	No action by developer to complete conditions of draft plan approval in Q1.	No activity in Q2	No activity in Q3	No activity in Q4	
- 137 George Street/Trinity Church/Upper Canada Condominiums	No planning (Site Plan Control) or building applications filed by developer in Q1	No activity in Q2	No activity in Q3	No activity in Q4	
- Junic Lands	Environmental impact study being finalized by developer's agent in preparation for filing OP and Zoning Amendments	Applications for Official Plan and Zoning Amendments and approval of Plan of Subdivision being	Continuing pre-consultation on applications for Official Plan and Zoning Amendments and Plan of Subdivision	Applications for Official Plan and Zoning Amendments and for approval of Plan of Subdivision submitted.	

2012 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	and Subdivision approval applications expected in Q2	finalized.	Subdivision	Public meeting held Dec. 4/12	
- CPHC	Consultation with new project management team and architect hired to move Phase 1 forward. Significant revisions to design expected to increase functionality and reduce costs. Resubmission of Site Plan, building permit applications to be filed late spring for construction start early summer	New Site Plan application filed for approval of Ph. 1 only. Review completed and comments provided to project management team requiring second submission. Recommendations provided to Council on removal of holding zone symbols. Building permit application received.	Site Plan approval granted. Building permit issued.	Inspections proceeding as needed. Discussions held regarding co-ordination of traffic movements between CPHC and adjacent plaza lands	
- BGH	2012 renovations (orthopaedic clinic; mental health unit) discussed. Ortho clinic renovations under permit; mental health unit renovations anticipated for late summer. Preliminary planning for future expansion and consolidation underway by Stantec consultants.	Inspections of orthopaedic clinic completed on an as-needed basis. Continuing discussions held with architect respecting mental health unit renovations. Permit application anticipated in Q3.	Inspections completed respecting renovations for orthopaedic clinic. Discussions held with architect respecting renovations to 1 st , 2 nd and 3 rd floors for mental health unit. Permit application received; review commenced. Approvals granted for new on-site parking areas.	Permit applications for renovations put on hold due to internal restructuring at BGH. Demolition permits issued for 3 dwellings and ambulance station.	
- Ange Gabriel	Site Plan Control submission for expansion under review.	Site Plan submission approved. Building permit issued and inspections ongoing	Inspections ongoing as construction progresses	Inspections ongoing as construction nears completion	
-Other/New:	<u>Site Plan Submissions:</u> -Giant Tiger Retail Expansion (approved; permit pending) -Brockville Crossroads/Investors Group(approved; permit issued)	<u>Giant Tiger</u> retail expansion: Permit issued and inspections ongoing <u>Brockville Crossroads:</u> Inspections ongoing for Ph. 1 construction <u>Banquet Hall, Kent Blvd:</u> Resubmission for site	<u>Giant Tiger:</u> Inspections completed respecting retail expansion <u>Brockville Crossroads:</u> Inspections ongoing. Occupancy expected by end of Nov. <u>Banquet Hall, Kent Blvd:</u>	<u>Giant Tiger:</u> Completed <u>Brockville Crossroads:</u> Investors Group office completed and occupied. Permit applications received for Ph. 2 & 3 building. Revised building setback requires	

2012 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	<p>-Banquet Hall, Kent Blvd. -605 King W. townhomes (approved; permit pending filing of RSC)</p> <p>plan approval of larger building facilitated by transfer of temporary turnaround lands. Building permit application received.</p> <p>605 King W. Townhouses: -Council authorization for conditional permit agreement to facilitate commencement of construction; foundation permit issued.</p> <p>Smart Centres: -planning approval and permits issued for modifications to existing Future Shop building -inspections ongoing for new LCBO</p>	<p>Site Plan Approval granted following transfer of lands from City. Building permit issued and inspections underway as needed.</p> <p>605 King W Townhouses: Construction of foundations completed under Conditional Permit Agreement. Further construction on hold pending confirmation of RSC</p> <p>Smart Centres: Inspections ongoing for renovations to Future Shop and new LCBO</p> <p>APEX: 3 permits issued for renovations for Stanley/B & D occupancy (offices and warehousing) and relocation of DRP</p> <p>Canarm: Permit issued and inspections underway for small addition</p> <p>27 King St E: 4 unit hotel given Site Plan Approval. Building permit application pending</p>	<p>application for minor variance for consideration of Committee of Adjustment in Jan. 2013</p> <p>Banquet Hall, Kent Blvd: Inspections proceeding as needed.</p> <p>605 King W Townhouses: Construction on hold pending confirmation of RSC</p> <p>Smart Centres: LCBO construction complete and occupancy permitted</p> <p>APEX: Interior renovations complete</p> <p>Canarm: Addition complete</p> <p>27 King St E: Awaiting complete building permit application.</p> <p>36-46 King W.: Application for amendment to Zoning by-law to allow mini storage received. Public meeting scheduled for Jan 2013.</p> <p>35 Broad St: Application for rezoning for food truck received. Public meeting scheduled for Jan 2013</p>		
<p>Employment Lands - Assist in identification of potential future employment lands in Brockville or in association with Elizabethtown-Kitley</p>	<p>Sites under preliminary investigation. Information sharing underway with E'town-Kitley staff.</p>	<p>Further site investigation and information sharing on potential future employment lands in E'town-Kitley completed</p>	<p>Limited investigation in Q3</p>	<p>Limited investigation in Q4</p>	
<p>Establish the Ad Hoc Committee on Portable Signs & its Terms of Reference, & commence a review of existing regulations & objectives in order to report</p>	<p>Committee formed. Three meetings were held to identify issues and potential resolutions.</p>	<p>Recommendations presented to EDP Committee by Ad Hoc Committee. Staff review</p>	<p>Implementation of new portable sign regulations commenced following information sharing with</p>	<p>Implementation of new regulations ongoing</p>	

2012 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
to Council on potential amendments to the Sign By-law	Recommendations prepared for presentation to EDP in May	of recommendations completed. Amendments consistent with Ad Hoc Committee supported by EDP Committee and Council. Amending by-law adopted.	stakeholders		
Approval & implementation of 2012 budget, & preparation of 2013 budget	Budget completed. Public meeting held on proposed User Fees. Updated and new fees for 2012 implemented.	Summer student hired for dog tag canvassing per incremental 2012 budget item. Preliminary considerations given to 2013 Budget requirements.	Summer student's activities wrapped up. Preparation of 2013 Budget underway.	2013 Budget submitted for consideration of Council.	
Continue subdivision file closure & assumption	Several older subdivision files being readied for assumption.	Review of all files nearing completion. Awaiting confirmation from City Solicitor of path forward for registration of by-laws.	No activity in Q3	Registration of by-law to assume Butlers Creek subdivision completed.	
3. Amenities					
Improve response times to Property Standards complaints, & investigate further opportunities to integrate Animal Control with By-law Enforcement functions	Animal Control Officer to undertake training in Q2 respecting Property Standards By-law enforcement.	Training of Animal Control Officer completed in Q2. Response to PS complaints to be distributed amongst all officers to improve response time.	Continuing efforts to improve response times respecting PS complaints through busy season.	Response times improving with full staff compliment and allocation of files	
4. Sustainability					
<i>Official Plan</i>					
- Respond to Draft Decision from MMAH on the adopted Official Plan & provide any follow up needed to obtain approval	Notice of decision issued by MMAH Jan 19/12. Following appeal period, new Official Plan was approved as of Feb. 9/12	Official Plan now in full force and effect.	Completed	Completed	
- Defend the approved Official Plan at the OMB, if appealed	No appeals launched.	No appeals	No appeals	No appeals	
- Obtain direction from Council with respect to	Yet to be commenced	Report being prepared for			

2012 DEPARTMENT GOALS/OBJECTIVES

PLANNING DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
prioritization of actions to be undertaken within the life of the Official Plan as identified therein		consideration of Council			
- Update planning applications & procedures related thereto for consistency with new Official Plan	Commenced	Initial draft of updated applications completed		Review of applications underway	
<i>Integrated Community Sustainability Plan</i>					
- Coordinate next steps respecting the draft ICSP as identified by Council	Direction obtained from EDP to obtain stakeholder input on Nov 2011. Comments received were provided to MMM Group for incorporation into revised draft.	Proposed consultation program from MMM Group received by EDP and endorsed.	Consideration given to public input received at workshop and open house..	Final document prepared	
- Assist consultants with any modifications & public consultation	Further public consultation to be conducted in Q2	Draft Sustainability Plan dated May 2012 released for Council and public review. Open house and workshop held June 18 to obtain further insights.	Recommended Programs refined in final draft of Sustainability Plan	No action required	
- Provide document to Council for adoption	Awaiting further public consultation before finalization of document	Final draft expected early in Q3.	Document readied for Council adoption in Oct.	Council adoption of Sustainability Plan in Oct.2013	
- Assist City Manager & Manager of Strategic Initiatives to identify sustainability actions & programs to be implemented in the immediate to short term & commence implementation	To be commenced upon adoption of Sustainability Plan by Council	To be commenced upon adoption of Sustainability Plan	Ongoing or to be commenced	Ongoing and/or to be determined in consultation with Council	
<i>New Comprehensive Zoning By-law</i>					
- Develop Terms of Reference for updating the City's comprehensive Zoning By-law	Preliminary consideration to contents of T of R underway	Issues identification underway, including review of reasons for historic rezoning and minor variance requests	No action in Q3	Terms of Reference being prepared for consideration of EDP and Council early in 2013	
- Seek approval on consultant selection	No action in Q1	No action in Q2	No action in Q3	Consultant selection process to be commenced in 2013 Q1	
- Commence project	No action in Q1	No action in Q2	No action in Q3	Expected in 2013 Q2	

2012 DEPARTMENT GOALS/OBJECTIVES

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
1. People					
a. AODA Integrated Accessibility Standard – planning & implementation	Briefing report to FAO/Council in February; policies to be developed in Q2 & Q3	Policies under development	Awaiting further details from Accessibility Directorate of Ontario (October 2012)	Received details of IASR. In 2013 Workplan for 2014+ deadlines	
b. Improve public's access to documents via website	Working with boards & committees to have agendas and minutes available on website	Heritage Brockville agendas and minutes on website	BCAC, BRTC, YAC agenda and minutes; Museum has added to their website	On-going changes and (minor) modifications	
2. Economy					
a. Review & Update Corporate By-laws (Traffic; Care and Use of Streets & Sewers)				No Action	
b. Complete (Department) trial of iCompass Action Tracking module and introduce/train other departments on module	Inter-departmental trial underway; fine tuning and roll-out to other departments in Q3	Delayed pending staff hire	Delayed pending staff hire (next quarter)	Action tracking workflow mapped. Sent to iCompass for modifications of templates	
c. Corporate Policies – Communication and Alcohol	Draft Alcohol policy circulated for comment to departments; AGCO to clarify process	Delayed pending receipt of new O.Reg from AGCO in effect July 1/12	Circulate to AGCO for comment; need to address staff concerns for compliance and enforcement	To Committee and Council in 2013 1 st qtr.	
3. Amenities					
a. Effect of new AODA regulations will begin to take effect over the longer term	Briefing report to FAO/Council in February; policies to be developed in Q2 & Q3	Policies under development	Awaiting further details from Accessibility Directorate of Ontario (October 2012)	Received details of IASR. In 2013 Workplan for 2014+ deadlines	

2012 DEPARTMENT GOALS/OBJECTIVES

Clerk's Department	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Comments/Barriers
b. Implementation of Parking Master Plan initiatives (<i>after completion of Plan</i>)	Waiting on approval from Council (Transportation Master Plan)	Withdrawn from workplan			
c. Complete implementation of parking program initiatives from the departmental Service Delivery Review (new fines; on-line ticket payments; new meters in Court House area)	Waiting on new fine approvals from the Ministry of the Attorney General		New fines implemented July 9 th . New type of meter to be released to market; mtg with manufacturer 4 th qtr	Trial of new parking meters scheduled for early 2 nd qtr 2013.	
4. Sustainability					
a. Assist Governance Committee with procedural by-law review/automation of council procedures/activities	Review use of iPads to eliminate paper agendas	iPads rolled-out; email on iPads being considered for Q3 or Q4		Email added to iPads. Information forwarded to council for features and tips	
b. Development of Routine Disclosure Guidelines & delivery training to Corporation staff (MFIPPA)		Delayed pending staff hire	Delayed pending staff hire; delayed to 2013		
c. Prepare plan for centralize records management program (including electronic records)		Delayed pending staff hire	Delayed pending staff hire; delayed to 2013		
d. Implement TOMRMS (filing classification system)		Delayed pending staff hire	Delayed pending staff hire; delayed to 2013		
e. 2012 Budget monitoring	On-going	On-going	On-going		
f. 2013 Budget preparation		To commence in Q3	Budget drafted and presented to City Manager. To Council 4 th qtr	Council considering 2013 budget	

2012 DEPARTMENT GOALS/OBJECTIVES

OPERATIONS DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People a. In partnership with community groups, enhance existing & plan for new facilities to draw families & seniors, ie. Rotary Park, athletic field, Brock Trail, Railway Tunnel, kayaking, water taxi (link to amenities) b. Facilitate departmental support for festivals & events which benefit residents & draw visitors, ie. Ribfest, 1812 Bicentennial Celebrations, OFSSA Track & Field championships. Great Waterfront Trail Adventure (link to Economy) c. Complete review of Non-resident User Fee (with Manager of Strategic Initiatives)	a. Ongoing. Rotary Park construction to continue in the spring. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock approved. b. Ongoing	a. Ongoing. Rotary Park play structure complete; splash pad to be completed by end of July. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock installed. b. Ongoing.	a. Ongoing. Phase 1 of Rotary Park (play structure, splash pad, skate park) officially opened in August. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock complete. b. Complete for 2012 events.	a. Ongoing. Phase 1 of Rotary Park (play structure, splash pad, skate park) officially opened in August. Brock Trail and Railway Tunnel projects in the planning stage. Kayaking dock complete. b. Complete for 2012 events.	
2. Economy a. Facilitate/monitor brownfield remediation projects (TSL, Brockville Landings, Junic, etc.) & linkages with City amenities associated with or adjacent to these developments	a. Ongoing.	a. Ongoing	a. Ongoing	a. Ongoing	
3. Amenities a. Complete harbour sub-leases b. Participate in negotiation of harbour divestiture c. Relocation of Boardwalk docking to east wall d. Facilitate TSL/MDC related projects – docking, Broad Street e. 2012 Capital Projects – roads, bridges, fleet, parkland, facilities	a. Complete b. Ongoing c. Transport Canada approvals pending. d. Design for Brock Trail and Broad St. initiated. Transport Canada approval pending for docking. e. Projects initiated for spring/summer construction.	a. Complete b. Ongoing c. Transport Canada approvals pending. d. Design for Brock Trail and Broad St. initiated. Transport Canada approval pending for docking. e. Tenders awarded for spring/summer construction.	a. Complete b. Ongoing c. Approvals pending. d. Design for Brock Trail and Broad St. complete. Approval pending for TSL/Aquarium docking. e. Some facilities projects ongoing. Bridge construction scheduled for spring 2013. All other projects complete.	a. Complete b. Ongoing c. Approvals pending. d. Design for Brock Trail and Broad St. complete. Approval pending for TSL/Aquarium docking. e. Bridge construction and DeCarle house roof scheduled for spring 2013. All other projects complete.	

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

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
Corporate Objectives					
<p>1. WPCC Secondary Treatment</p> <ul style="list-style-type: none"> - Construction Project Management - Environmental Assessment of Main Pumping Station - Construction of Engineering wing Of new Operations Centre - Commissioning of secondary Treatment & ongoing monitoring of plants performance 	<p>On-going. Commissioning delayed from March to June. Federal decision on project scope pending.</p>	<p>On-going. Commissioning delayed from March to August.</p>	<p>On-going. The secondary treatment process was started on July 23 with great initial results. Contractor continues to work on deficiencies and incomplete work.</p>	<p>On-going. The plant continues to have great effluent results. WPCC staff moved into the new operations center in early December. The contractor continues to work on deficiencies and incomplete work. The Environmental Assessment on the main pumping station was started.</p>	
<p>2. Wastewater System Capacity Analysis</p> <ul style="list-style-type: none"> - Ongoing completion of corrective Actions as per Report 2007-144-08 	<p>Immediate Term Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.</p> <p>Short Term A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff will be conducting wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work is scheduled to</p>	<p>Immediate Term Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.</p> <p>Short Term A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work was completed</p>	<p>Immediate Term Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.</p> <p>Short Term A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work was completed</p>	<p>Immediate Term Staff looked at and continues to look at various options to reduce the amount of water being directed to the City's sanitary sewer system via water flushing stations.</p> <p>Short Term A study on the landfill leachate system determined that it would be cost prohibitive to build an on-site treatment system.</p> <p>Engineering staff completed wet weather camera inspections to identify sewers with high inflow/infiltration (I & I). This work was completed</p>	<p>The purpose of report 2007-144-08 was to put a plan in place to reduce the amount of wastewater being treated at the City's WPCC. The plant was at its capacity limit. Since 2007 there has steadily been a decline in influent at the plant. This can be mainly attributed to amount of annual rainfall over the past three or four years. In addition, through the City's capital plan, shared manholes are being removed; watermain breaks are being repaired. All contribute to a reduction of flows at the plant to where it is at 67% of its rated capacity. Staff will continue to work on reducing inflow and infiltration.</p>

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	<p>be completed in the 2nd quarter.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p>Long Term Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p> <p>Staff continues to monitor approved developments that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.</p>	<p>in the 2nd quarter. Staff will now review the results and prepare a plan to resolve the problems as well as establish a cost estimate to complete the required work.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p>Long Term Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p> <p>Staff continues to monitor approved developments that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.</p>	<p>in the 2nd quarter. Staff will now review the results and prepare a plan to resolve the problems as well as establish a cost estimate to complete the required work.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p>Long Term Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p> <p>Staff continues to monitor approved developments that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.</p>	<p>in the 2nd quarter. Staff will now review the results and prepare a plan to resolve the problems as well as establish a cost estimate to complete the required work.</p> <p>Discussions with larger industrial users have taken place with a number of them implementing water reduction programs. The down side has been a reduction in water consumption and revenue.</p> <p>Long Term Upon completion of the WPCC upgrades staff will review the possibility of increasing the plant's capacity.</p> <p>Staff continues to monitor approved developments that have been allocated capacity but have been inactive for a significant amount of time. It may be necessary to reallocate this capacity to a pending development.</p>	
3. Implementation/Improvement of City's Operational Plan (DWQMS)	Ongoing. The City's Operational Plan is a living document and continues to evolve. Staff recently completed the required 3 year risk assessment	Ongoing. The City's Operational Plan is a living document and continues to evolve. Staff recently completed the required 3 year risk assessment	On-going. The City's Operational Plan is a living document and continues to evolve.	On-going. The City's Operational Plan is a living document and continues to evolve. The Management Review Meeting was held in early December. The	

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	element of plan and revised the document accordingly. Early in 2012 the Ministry of Environment severed its relationship with the CGSB, the contracted accreditation body. It is expected that the MOE will announce a replacement for the CGSB within the next couple of months.	element of plan and revised the document accordingly. The annual Management Review meeting was held in late June. Early in 2012 the Ministry of Environment severed its relationship with the CGSB, the contracted accreditation body. The MOE recently announced that two accreditation bodies have been identified as replacements for the CGSB. The City has selected one of the firms and has been in contact with them to discuss the next steps in the process.		City will undergo an audit of its Operational Plan in early February 2013 by the new accreditation body.	
4. Water Systems Master Plan - Water Distribution System Hydraulic Modeling Review	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work. It is expected that this work will be completed by the end of the 3 rd quarter and that an RFP can be issued in the 4 th quarter.	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work. It is expected that this work will be completed by the end of the 3 rd quarter and that an RFP can be issued in the 4 th quarter.	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work. It is expected that this work will be completed by the end of the year and that an RFP can be issued early in 2013.	Ongoing. Work with a consultant has identified a number of items required to be completed prior to work being undertaken on a master plan. Staff continues to work with the consultant to complete this preliminary work. It is expected that this work will be completed by the end of the year and that an RFP can be issued early in 2013.	
5. Implementation of Long	City staff has continued to	The proposals submitted to	City staff has been working	The City's new solid waste	

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
Term Solid Waste Management Study - Secure long term contract with a Solid Waste Contractor - Work with new contractor in preparation of July 1 st start-up date	participate in meetings and discussions with the Counties regarding a county wide solid waste strategy. All is contingent on the City's participation. Discussions with various proponents are on-going with a decision expected to be made in the 2 nd quarter.	the Counties were not financially viable options for the City to participate on a regional solid waste strategy. As a result the City is moving forward independently. In June City Council approved staff to enter into a 10 year contract with GFL for solid waste and recycling services. It is anticipated that the new contract will take effect September 1, 2012.	with the new contractor, GFL, in preparation of the November 5, 2012 start date. Staff is in the process of creating newspaper ads, radio announcements, and an interim garbage and recycling calendar/guide for distribution to the public.	contractor began operation on November 5, 2012. The transition was quite smooth with only a few issues which were easily resolved.	
6. Completion of 2012 Environmental Services Department's Capital Projects	The tender for the reconstruction of James Street was opened in April. Work on the project is scheduled to start in early June. Wastewater projects are on hold until a decision is made by the Federal government as to whether or not the scope of work on the WPCC plant project can be expanded to include work at the main pumping station. With the exception of a few critical water projects (MCC upgrades, utility trailer), all other water projects have also been put on hold until a decision has been made by the	James Street reconstruction is well underway and expected to be completed by the end of August. Wastewater projects are on hold until a decision is made by the Federal government as to whether or not the scope of work on the WPCC plant project can be expanded to include work at the main pumping station. Water Systems projects are now being worked on. All are expected to be completed by the end of the year.	James Street reconstruction was completed by the end of August. The tender for the reconstruction of the Ormond Street watermain from Front to Sophia was awarded to Miller Excavating and started in August with a completion date of mid-November. Wastewater projects are on hold until a decision is made by the Federal government as to whether or not the scope of work on the WPCC plant project can be expanded to include work at the main pumping station.	James Street reconstruction was completed by the end of August. Ormond Street watermain reconstruction was completed by the end of November. The City received notice that the scope of work of the WPCC Upgrade was expanded to cover work at the main pumping station. As a result, funds from most of the 2012 wastewater projects were reallocated and only a couple was completed. Water Systems projects are either completed or be completed in early 2013.	

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
	Federal government.		Water Systems projects are now being worked on. All are expected to be completed by the end of the year.		
7. Ongoing Updating of City's Asset Inventory	On-going. Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system. This is being complemented by the work being done by engineering staff. By using a handheld GPS unit, staff are graphically locating infrastructure in the field in preparation of GIS.	On-going. Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system. This is being complemented by the work being done by engineering staff. By using a handheld GPS unit, staff are graphically locating infrastructure in the field in preparation of GIS.	On-going. Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system. This is being complemented by the work being done by engineering staff. By using a handheld GPS unit, staff are graphically locating infrastructure in the field in preparation of GIS.	On-going. Staff in the City's Water and Wastewater Divisions continues to inventory assets in their respective divisions. This inventory information is to be incorporated into the maintenance module of the City's new financial software system. Staff secured funding in the amount of \$24,000 to assist in the preparation of an asset management which is required to be completed by the end of 2013. In order to receive funding in the future for capital projects, municipalities will have to have an AMP in place.	
8. Complete Risk Assessment of Reynolds Park	On-going.	On-going.	Additional capital funding necessary to complete Risk Assessment.	Additional capital funding necessary to complete Risk Assessment.	
9. Continued Monitoring of Brownfields Remediation Projects (TSL, Junic, Brockville Landings, etc)	On-going. Environmental Services staff continues to assist other departments in remediation projects.	On-going. Environmental Services staff continues to assist other departments in remediation projects.	On-going. Environmental Services staff continues to assist other departments in remediation projects.	On-going. Environmental Services staff continues to assist other departments in remediation projects.	
10. City liaison with CRCA to assist	Ongoing. The local	Ongoing. The local	Ongoing. The local	Ongoing. The local	

2012 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
In the development & implementation of Source Water Protection Plan	Source Water Protection Committee posted its draft source water protection policies for public comment. Comments received by the public will be reviewed by the committee and possibly incorporated into the final report. The final report is to be submitted to the minister's office by the end of August 2012.	Source Water Protection Committee posted the final source water protection policies for public comment. Comments received by the public will be reviewed by the committee and attached to the Plan for review by the Minister's office. The final report is to be submitted to the Minister's office by the end of August 2012.	Source Water Protection Committee posted the final source water protection policies for public comment. Comments received by the public will be reviewed by the committee and attached to the Plan for review by the Minister's office. The final report was submitted to the Minister's office at the end of August 2012.	Source Water Protection Committee posted the final source water protection policies for public comment. Comments received by the public will be reviewed by the committee and attached to the Plan for review by the Minister's office. The final report was submitted to the Minister's office at the end of August 2012.	
Department Objectives					
1. Assist City Manager in completion/implementation of:					
- Implement Services Delivery Review recommendations	On-going.	On-going.	On-going.	On-going.	
- Performance Reviews on Supervisory Staff	On-going.	On-going.	On-going.	On-going.	
- Implementation/Monitoring 2012 Budget	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.	On-going. Supervisory staff responsible for completing capital projects continually monitors project budgets.	
- Preparation of 2013 Budget	To be started in 2 nd quarter.	Work on the 2013 budget has begun.	On-going. Meetings for the 2013 budget began in July.	On-going. Budget meeting continued through the end of November.	

2012 DEPARTMENT GOALS/OBJECTIVES

ENVIRONMENTAL SERVICES DEPARTMENT	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	COMMENTS/BARRIERS
- Implement next steps of Corporate Reorganization	On-going.	On-going.	On-going.	On-going.	

2012 DEPARTMENT GOALS/OBJECTIVES					
FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
1. People					
- Continue Home Inspection Program	Continuation of Home Inspection Program as of April 17, 2012.	On-going	Program stopped end of Oct. resume in new year	No action Nov. & Dec will resume spring of 2013	This is a seasonal program carried on from year to year.
- Continue involvement with the resurgence of the Safe Community Program	On-going	On-going	On going	On going	Committee is less active than in past years
- Continue to assist those with impairments & seniors to ensure that they have working smoke alarms in accordance with the Ontario Fire Code	On-going	On-going	Fire Prev div working with various community groups. On-going	Items of concern incl. In Building Code revisions early 2013.	Efforts saw concerns make it to the level of considerations for 2013 Building Code changes.
- Public Safety Awareness Campaigns – posters on buses, at bus stops & the new digital sign board at the Fire Station on Laurier Blvd.	Digital sign board functional & program on-going to work with community partners.	Few request from community partners – more promotion of availability req'd.	Digital sign being utilized more. Participating in many events with fire safety/prevention info.	Dept. using sign for info release – quite active during Holiday Season	Electronic sign being used effectively.
2. Economy					
- Continue to promote remote access to our computer aided dispatch program Crisys to fire departments across Leeds & Grenville & S.D. & G	S D & G interest in Crisys for reporting purposes.	Cost prohibitive for many L&G users. SD&G still showing interest.	All L & G user dropped out of use program.	Little interest – cost prohibitive compared to other programs	Must evaluate if worth pursuing any further.
- Provide dispatch services to South Dundas, South Stormont & South Glengary	Go live date of April 12 – system functioning as expected. Positive feedback from S D & G Chiefs.	Operational, minor concerns – info. input Some radio equip upgrades on their end of system	Few problems, operational issues addressed as req'd	Meeting held with S,D&G Chiefs, few problems, committee being struck with all users to review SOP's	All parties interested in working on standard procedures in 2013.
- Monitor the 2012 Budget & report variance concerns as required & as they occur	Continue to monitor 2012 budget.	Continue	Continue	Continue	
- Work with City Manager & Finance Department staff to develop 2013 budget	Will prepare for 2013 budget deliberations.	On-going	On-going	On-going	Work in progress.
3. Amenities					
- Support tourism by attending festivals & events that require Fire Department presence	On-going as required. The Department will continue to work with community groups as requested.	Duty crews active most weekends attending events. Extra shift at boat races Canada Day weekend	Continued attendance at events when requested.	Dept. attended broad range of functions throughout year.	Continue along same course of action.

2012 DEPARTMENT GOALS/OBJECTIVES

FIRE DEPARTMENT	1 ST QTR.	2 ND QTR.	3 RD QTR.	4 TH QTR.	COMMENTS/BARRIERS
- Maintain City's compliance with the Emergency Management & Civil Protection Act	A joint emergency exercise with City of Brockville and UCLG will be conducted on June 1 in order to remain compliant with EMCPA.	Majority of CCG represented at exercise. Compliancy achieved.	Worked with EMO staff, Compliance paperwork filed with province. Attended sector meeting in Oct.	All compliances achieved for 2012. Sector realignment now has L&G in with Frontenac	Continue to work with EMO staff to achieve compliance.
- Present new Fire Department Establishing & Regulating By-law to Council for adoption	Establishing and Regulating By-law will be presented to Council for adoption after the completion of the external delivery review.	Draft E&R By-law is waiting for SDR completion.	Same status	Status the same, intent to present E & R By-law in 2013	Must be done <u>soon</u> , existing by-law does not meet current standards.
- Maintain City's compliance with the Fire Protection & Prevention Act – Section 2(1)(a)	Compliance with FPPA will be completed prior to the end of the 3 rd quarter.	On-going	On-going	On-going	Annual mandatory.
- Complete telephone upgrade for Station #1 (Perth Street) to provide voice mail capabilities for Fire Prevention staff through the City Hall telephone switch	Completed	System operational, some problems encountered & addressed.	Operational issues addressed & rectified.	Project complete & fully operational.	Fully operational.

February 13, 2013

REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – February 19, 2013

2013-027-02

**CATARAQUI REGION CONSERVATION
AUTHORITY – STAFF TRAINING FOR
PROPERTY ENTRY AND RISK MANAGEMENT
OFFICIAL/INSPECTOR**

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

RECOMMENDED

THAT City Council endorse the participation of staff from the Cataraqui Region Conservation Authority in Property Entry and Risk Management Official/Inspector training courses offered by the Ontario Ministry of the Environment, as part of ongoing discussions about implementing the Cataraqui Source Protection Plan.

PURPOSE

The purpose of this report is to request that Council endorse the necessary resolution to permit CRCA staff to attend training courses in Property Entry and Risk Management Official/Inspector.

BACKGROUND

The Cataraqui Region Source Protection Plan was submitted to the Ministry of the Environment in August 2012. It is expected that there will be some small revisions to the plan before it is approved and implemented. The exact approval date is not known at this time but is anticipated to be later in 2013. Once the plan has been approved, the City may require staff that is trained as Risk Management Officials/Inspectors depending on how property owners choose to deal with the new policies. It is anticipated that there will not be many risk management plans to review and as a result are encouraging a regional approach whereas the CRCA have trained staff to review the plans on behalf of many local municipalities. City staff is in the process of preliminary discussions with the CRCA about providing the service.

ANALYSIS

The Ontario Ministry of the Environment will be offering training in 2013 for candidate Risk Management Officials and Inspectors under the Ontario Clean Water Act. The training is mandatory for the accreditation of such personnel. CRCA staff wishes to participate in the training but require municipal endorsement to register. Discussions between the City, CRCA and others about how to best implement the source protection plan policies under Part IV of the Act will continue into 2013. In the interim, it would be helpful for CRCA staff to complete the training so that they are prepared for either a leadership or supporting role.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL CONSIDERATIONS

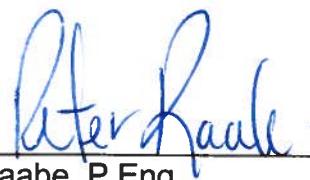
There are no financial impacts to the City.

CONCLUSION

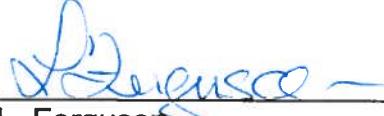
It is recommended that City Council support the CRCA and endorse the participation of their staff in provincial training courses.



B. Casselman
City Manager



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



L. Ferguson
Acting Director of Finance

February 5, 2013

**REPORT TO FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE
– FEBRUARY 19, 2013**

2013-026-02

**AMENDMENT TO REFRESHMENT CART BY-LAW 052-2011
ADDITIONAL LOCATION ROTARY PARK**

**SANDRA SEALE
CITY CLERK**

RECOMMENDED

THAT Council authorize the amendment to By-law 052-2011, a by-law to License and Regulate Refreshment Carts to add Rotary Park as a permitted property and to limit the number of carts permitted per property to one; and

THAT Island Ice Treats be granted a license to operate a refreshment cart for 2013 in accordance with the by-law.

PURPOSE

To respond to a request for the operation of a refreshment cart at Rotary Park (splash pad) by Island Ice Treats.

BACKGROUND

In May of 2011 Council passed By-law 052-2011 to put into place a means to license refreshment carts. This by-law permits the operation of refreshment carts at Centennial/Hardy Park, Centeen Park and on private properties, outside of the designated BIA area, which are zoned commercial. It also establishes the requirements for the operation of the carts (i.e. inspections, garbage, hours of operation, restrictions on signs, etc.) and the annual license fee.

In 2011 and 2012, only one license was applied for and granted (each year).

With the recent re-development of the Rotary Park Splash Pad, Island Ice Treats are requesting permission to operate a refreshment cart to offer packaged ice cream and Popsicle novelties.

ANALYSIS/OPTIONS

The request to amend the Refreshment Cart Bylaw was circulated to various departments and the DBIA for comment. All departments and the DBIA support the amendment. We have also received comments from the Rotary Park Committee who view this as "a positive addition to the new amenities in the park".

2013-026-02

Amendment to Refreshment Cart Bylaw 052-2011

Additional Location Rotary Park

Page 2

The limited number of properties where the operation of a refreshment cart is permitted under the by-law was to ensure that the refreshment carts were located in areas where they could compliment the surroundings (parks) but not create a nuisance or impede pedestrian traffic on narrow sidewalks in the downtown.

Additionally, while working with the by-law it was noted that there were no restrictions on the number of refreshment carts that were permitted at each location. Staff is recommending that each location be limited to one refreshment cart.

POLICY IMPLICATIONS

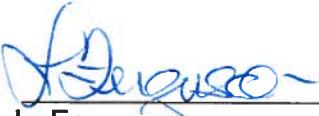
An amendment to the Refreshment Cart bylaw would be consistent with City policies and strategic plan in that it would add another component to a recently revitalized park, and provide additional employment in the downtown area.

FINANCIAL CONSIDERATIONS

The proposed license fees are \$500 per cart on city-owned property and \$200 per cart on private property. The fees will recuperate the costs of administration, inspection and enforcement of the refreshment carts.



S. Seale
City Clerk



L. Ferguson
Acting Director of Finance



B. Casselman
City Manager

February 14, 2013

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
February 19, 2013**

**2013-028-02
VARIANCE REPORT AT
DEC 31, 2012 (INTERIM)**

**L. FERGUSON, ACCOUNTING SUPERVISOR
D. GORDON, FINANCIAL ANALYST–GENERAL
C. WARD, TREASURY OFFICER-RESERVES&CAPITAL**

FILE: F05-43

RECOMMENDATION

THAT Council receives the Interim Variance Report as of December 31st, 2012 for information purposes.

PURPOSE

To report to Council the City of Brockville's financial position as of December 31st, 2012.

BACKGROUND

The City's Corporate Financial Controls which Council adopted on April 26th, 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted as of June 30th, September 30th and November 30th. An interim year end variance is to be prepared by January 31st. 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 Budgets – General, Water, Wastewater, and Capital which are provided for information purposes. Attachments #1, 2 and 3 are detailed variance analysis for each department.

Operating Budget

The current projection for the City is a surplus of \$253,388. This increases the previous surplus of \$124,964 by \$128,424. The main contributors to the change in the variance are as follows:

- ◆ A three year Assessment Review Board settlement resulted in an increase in the Current Taxes Written Off Expense of \$92,028 which was the major factor

in the reduction of surplus from \$101,200 to \$650 in the Corporate Finance area.

- ◆ An increase of \$80,900 in Police Criminal Record Checks was key in the Brockville Police Service bringing their previous deficit of \$52,900 to a surplus of \$48,500.
- ◆ Environmental Services found savings in Solid Waste Collection. The delay in the contract change from BFI to GFL as well as the later hiring of the Solid Waste Officer resulted in additional savings of \$65,376. Environmental Services new surplus is 85,961, up from their previous surplus was \$28,277.
- ◆ The Facilities Division of the Operations Department experienced an increase of their deficit by \$36,202. The main contributor of the increase was unanticipated repairs and upgrades required for the Memorial Centre. Fortunately, the high cost of repairs was tempered by increased revenues in fees and service charges for this facility. The total deficit for this Division is presently \$63,652.
- ◆ The deficit for the Transportation Services Division under Pedestrian and Vehicle Infrastructure was decreased by \$40,685 from a deficit of \$87,039 to \$46,354. Factors contributing to this decrease were:
 - Decrease in the deficit for traffic signal maintenance. There is no annual maintenance program; repairs are made as required (\$11,124)
 - Expenses less than anticipated for Crossing Guards due to decreased staff turnover (\$11,259)
 - Electrical power expense for street lighting less than budgeted (\$10,000)
- ◆ Changes in staffing in the Finance Department resulted in an increase to the surplus of \$26,207. The present surplus is \$33,887.
- ◆ A reduction of the deficit by \$16,654 occurred in the Human Resources Department. Personnel changes and retirement in Human Resources were not as costly as anticipated. A surplus was realized under In House Training and Professional Development. Human resources previous deficit of \$16,160 is now a surplus of \$494.
- ◆ Increased construction activity increasing Building Services Fee Revenue contributed to an increase of \$17,498 in the surplus of \$57,600 previously reported under the Planning Department.

Water Rate Administration Budget

The anticipated variance for Water Rate Administration is a deficit of \$101,907.

Report 2013-028-02
Variance Report at December 31, 2012

Page 3

Approved Capital projects that were not reflected in the Water Budget caused a deficit of \$385,000 which was assuaged by surpluses in Water Revenues of \$142,798, Debt Charges of \$54,000, and Water Systems of \$78,294.

Revenue Surpluses were the result of higher than anticipated water consumption for residential users. Surpluses in Environmental Services Water Systems were mainly due to wages and benefits (\$28,213), fewer main breaks (\$15,490), and a decrease in machine failure and breakdown at the Water Treatment Plant (\$12,970).

Wastewater Rate Administration Budget

The anticipated variance for wastewater rate administration is a surplus of \$164,777.

This surplus resulted from higher than average residential consumption (\$140,703), less equipment training (\$30,237), fewer open excavation repairs (\$49,934), and savings due to the late start-up of The Secondary Treatment process (\$60,000). These surpluses were decreased due to approved Capital Projects (\$160,000) not being reflected in the Wastewater Budget.

Capital Budget

This report illustrates all outstanding Capital projects. Please note that not all of the debentures associated with these projects have been issued but are included as part of the carry-forward balances from previous years.

CONCLUSION

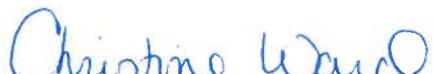
Staff has worked persistently to mitigate shortfalls and stay within approved budgets. Adjustments will continue to be made during the year end process as outstanding information is received.



D. Gordon, Financial Analyst-General



L. Ferguson, Acting Director of Finance



C. Ward, Treasury Officer –
Reserves and Capital



B. Casselman, City Manager



**City of Brockville
Treasurer's Report
Projected Year End Surplus (Deficit)
Operating Budget - Tax Rate
For the period ending December 31, 2012 (INTERIM)**

	EXPENDITURES	REVENUES	PROJECTED NET YEAR END SURPLUS (DEFICIT)
CITY MANAGEMENT & SERVICES			
Administration	20,025	0	20,025
Animal Control	11,110	2,232	13,342
Arts Centre	11,346	(39,368)	(28,022)
Clerk	25,129	(14,646)	10,483
Computer Services	(26,879)	0	(26,879)
Corporate Finance	(123,912)	124,562	650
Economic Development	(3,666)	1,416	(2,250)
Environmental Services	116,632	(30,671)	85,961
Facilities	(102,494)	38,842	(63,652)
Finance - Administration	25,373	8,514	33,887
Fire	(75,761)	56,797	(18,964)
Fleet	(57,451)	25,718	(31,733)
Human Resources	18,654	(18,160)	494
Mayor and Council	(2,596)	3,558	962
Operations Administration	4,024	0	4,024
Parking	16,279	(16,279)	0
Parks	(6,440)	(13,409)	(19,849)
Planning	15,894	59,204	75,098
Public Works	192,852	(8,498)	184,354
Tourism	675	0	675
Transportation Services	(41,844)	(4,510)	(46,354)
	16,950	175,302	192,252
CITY BOARDS & COMMISSIONS			
Airport	(16,674)	36,637	19,963
Cemetery	4,954	(4,954)	0
Committee of Adjustment	1,703	(6,482)	(4,779)
Heritage Brockville	6,698	0	6,698
Library			0
Museum	(2,560)	(6,686)	(9,246)
Police	(166,900)	215,400	48,500
	(172,779)	233,915	61,136
Outside Boards			
Conservation Authority			0
Downtown Board (DBIA)			0
Health Unit			0
St. Lawrence Lodge			0
			0
Joint Service Charges			
			0
Debt Charges			
			0
PROJECTED YEAR END SURPLUS/(DEFICIT)		(155,829)	409,217
			253,388

**GENERAL VARIANCE ANALYSIS
FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)**

Projected for December 31st

<u>Department/Board/Division</u>				<u>Impact on Budget</u>
	<u>EXPENSE Surplus</u>	<u>(Deficit)</u>	<u>REVENUE Surplus</u>	<u>(Deficit)</u>
ADMINISTRATION				
Payroll expense slightly higher than budget.		(803)		(803)
Mileage expense slightly higher than budget.		(1,813)		(1,813)
Office expenses lower than budget.	1,417			1,417
Public relations expenses less than buget.	1,224			1,224
Legal expenses less than anticipated.	20,000			20,000
TOTAL VARIANCE FOR ADMINISTRATION	22,641	(2,616)	0	20,025
ANIMAL CONTROL				
Fees and Service Charges				
Summer Student canvassing efforts fell short of target				
Fine revenues exceeded estimates			4,098	(1,866) 4,098
Wages and Benefits				
Less than anticipated	720			720
Human Resouce Management				
	453			453
Office Expense				
Printing of dog tag reminder cards not required due to sufficient existing inventory	1,949			1,949
Control Services				
Reduced need for contracted services (Animal Hospital); Fewer repairs need for Animal Control van	7,988			7,988
TOTAL VARIANCE FOR ANIMAL CONTROL	11,110	0	4,098	(1,866) 13,342
ARTS CENTRE				
Fees and Service Charges				
Lower ticket sales for SLC shows due to show selection. Loss of seat surcharge due to council fee waiver (Bless 'Em All)				(5,795) (5,795)
Wages and Benefits				
Not as much stage labour required for promoter shows as budgeted. Savings in box office part time wages due to good scheduling	2,946			2,946
Office Expense				
Credit card recovery - Not as many people utilizing credit cards for ticket purchases in 2012				
Additional maintenance costs for box office software				(5,073) (5,073)
Additional postage costs for mailouts to patrons requesting upcoming events list and flyer mail				
Building Burden				
Winter of 2012 not as cold. Better monitoring of the building temperature control. Better building insulation since Project Encore Renovation.	8,400			8,400
City Sponsored Movies				
Good movie selection and effective marketing			7,691	7,691
Canteens				
Increased bar sales			890	890
City Sponsored Shows				
Continuous problems with on-line sales. Lower ticket sales revenue due to increased competition from outside promoter shows. Less consumer discretionary spending due to economic conditions.				(11,664) (11,664)
Summer Theatre				
Majority of the regional tourist operators report soft sales due to economy. Increased competition from Shakespeare Festival & new Perth professional summer theatre program.				(25,417) (25,417)
TOTAL VARIANCE FOR ARTS CENTRE	11,346	0	8,581	(47,949) (28,022)

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)		REVENUE Surplus (Deficit)		
CLERK					
Fees and Service Charges					
Fees - Miscellaneous					
Bingo Licensing - less than anticipated (changes in prize boards by licensee)				(421)	(421)
Vital Statistics - less marriage licenses than budgeted (28)				(547)	(547)
General Licences - less licenses than anticipated (refreshment carts)				(3,935)	(3,935)
Nevada License - less than budgeted				(867)	(867)
Raffle licenses - less than budgeted				(8,567)	(8,567)
Clerk fees - miscellaneous - higher than budgeted	535			(309)	(309)
Wedding Ceremonies - more than anticipated	1,234				535
Wages and Benefits					
Wages & Benefits - surplus due to vacancy	9,692				9,692
Office Expense					
Printing, Postage and Stationary - reduced printing costs from implementation of iPads	1,800				1,800
Printing, Postage and Stationary - reduced spending to offset loss of revenues	3,200				3,200
General Advertising - reduced ads - more website notices	1,500				1,500
Miscellaneous reductions to offset (anticipated) reduced revenues	7,168				7,168
TOTAL VARIANCE FOR CLERK	25,129	0	0	(14,646)	10,483
COMPUTER SERVICES					
Wages and Benefits					
Wages and Benefits higher than expected due to personnel changes, communications installation, system updates in Finance, Theatre Manager upgrades, storage issues, viruses and additional demands for afterhours service		(18,058)			(18,058)
Human Resource Management					
safety shoe allowance not used in 2012	227				227
Office Expense					
Higher than expected increases in licensing and support costs for software applications. Planning software not installed on time - additional costs associated with purchasing license renewal of old software.		(5,850)			(5,850)
Telecommunications					
Additional contracted services required		(6,048)			(6,048)
Website					
Training and professional development	671				671
Inter Municipal Services					
Wages and benefits and contracted services in this area less than anticipated due to staffing changes	2,179				2,179
TOTAL VARIANCE FOR COMPUTER SERVICES	3,077	(29,956)	-	-	(26,879)
MAYOR/COUNCIL					
Mayor					
Recovery of expense from HST higher than budgeted as regulations increase recovery from 5% to 12%.					
Business travel expenses higher than budget due to trip to France.			877		877
Council					
Recovery of expense from HST higher than budgeted as regulations increase recovery from 5% to 12%.			(6,629)		(6,629)
Council training and professional development less than budget.	4,033		2,681		2,681
TOTAL VARIANCE FOR MAYOR AND COUNCIL	4,033	(6,629)	3,558	0	962

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division		EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
				Surplus (Deficit)	Surplus (Deficit)
CORPORATE FINANCE (MONEY MANAGEMENT)					
Recoveries and Adjustments					
Tax Sale Recoveries higher than estimated			540		540
Taxes Recovered on City Land		(484)		(821)	(821)
Taxes on City Owned Land - Victoria Hall		2,458			(484)
Taxes on City owned lands less than anticipated					2,458
Miscellaneous Revenue - Stale dated cheques reversed			6,300		6,300
Unanticipated revenue from LAS electricity rebate			3,734		3,734
Collection fees higher than anticipated			(932)		(932)
Service Delivery Review slightly over budget			(716)		(716)
Expense for payphone higher than anticipated			(112)		(112)
Youth Group Discounts higher than anticipated			(1,334)		(1,334)
Risk Management					
Surplus in insurance fees due		3,012			3,012
Municipal Tax					
Interest/Penalty on Overdue Taxes higher than anticipated due to economy, large tax sales			68,867		68,867
Supplementary taxes higher than estimated			81,580		81,580
Current taxes written off - 3 year ARB settlement		(107,583)			(107,583)
Vacancy Rebates - MPAC slow to return 2011 rebates		(35,168)			(35,168)
Charity Rebates		16,947			16,947
Projected deficit in Post Capping Adjustments due to property re-assessment				(26,617)	(26,617)
Tax Payments in Lieu					
Deficit for St. Lawrence College due to lower student forecast				(900)	(900)
Deficit for Jail			750		750
Surplus for Ontario Hydro due to calculation error on per acre			3,379		3,379
Deficit for Post Office / Armouries				(7,249)	(7,249)
Municipal Properties - Revenue in Lieu from Province (parking lots, pumping stations, etc)				(1,844)	(1,844)
Municipal Tax Assistance				(8,680)	(8,680)
Other Revenue					
Interest Revenue - higher bank balances and investment interest rates than estimated			38,890		38,890
Solar revenue reduced due to delays in Gord Watts Municipal Building project				(33,367)	(33,367)
TOTAL VARIANCE FOR CORPORATE FINANCE		22,417	(146,329)	204,040	(79,478)
ECONOMIC DEVELOPMENT					650
Wages and Benefits					
Wages and benefits higher than anticipated due to vacation carry-over.			(2,183)		(2,183)
Human Resource Management					
Business travel and subscriptions and memberships less than anticipated		248			248
Office Expense					
Reduced printing costs		832			832
Promotional					
Reduced advertising on regional ad placement		2,938			2,938
Fireworks					
Increased Federal Grant			1,416		1,416
Investment Attraction					
Hosting Russian Delegation in October			(2,741)		(2,741)
Special Projects					
Business travel higher than anticipated			(2,760)		(2,760)
TOTAL VARIANCE FOR ECONOMIC DEVELOPMENT		4,018	(7,684)	1,416	0
					(2,250)

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
			Surplus	Deficit
ENVIRONMENTAL SERVICES DEPARTMENT				
SOLID WASTE				
Waste Collection/Disposal				
1) Fees & Service Charges -The sale of these tags is dependent on: Resident awareness of and participation in diversion options such as recycling and composting, etc., Changes in consumer goods packaging (improved recyclability, packaging elimination etc.), enforcement. Garbage generation has declined over the last three years while recycling has increased, resulting in less need for the tags.			(30,671)	(30,671)
2) Collection - (a) Solid Waste Officer (SWO) budgeted for year, but hired in June. (b) Waste collection costs lower than anticipated with delay of change to November from BFI to GFL ((BFI rate for Garbage less than GLF)	76,976			76,976
Garbage-Landfill				
1) Human Resources - Professional development anticipated for whole year - SWO hired in June.	549			549
2) Office Expenses - Adjustments were made in November variance to correct printing, postage and phone charges.		(42)		(42)
3) Landfill Operations - (a) Cost for GAIA charged to this account. (b) Unanticipated fence repair costs(\$5,500) and brush clearing around fence (\$1,000) to be in compliance with C of A for landfill.		(65,088)		(65,088)
4) Monitoring - Leachate - Cost for GAIA charged to Landfill Operations.	56,304			56,304
Waste Diversion				
1) Leaf & Yard Composting - Wages & Benefits - SWO budgeted for full year, hired in June.	1,782			1,782
2) Hazard Waste Day - (a) Service Contract for Municipal Household Special Waste (MHSW) depot event lower than expected. (b) SWO budgeted for full year, hired in June.	9,741			9,741
3) WEEE Program - Cost for promotion of program lower than anticipated due to Stewardship program advertising.	2,345			2,345
Waste Management Recycling				
1) Ontario Specific Grants - Stewardship payments committed by Stewardship Ontario for 2012 are \$97,393. All payments have not been received yet. Last payment expected in March 2013 (Debbie Scott).	20,618			20,618
2) Wages and Benefits - SWO budgeted for full year, but hired in June.	13,550			13,550
3) Human Resource - SWO budgeted for year, but hired in June. Training and travel minimal in first six months.	2,791			2,791
4) Office Expenses - Promotion and printing costs lower than anticipated.	1,385			1,385
5) Collection - Waste collection costs higher than anticipated with delay of change to November from BFI to GFL (BFI are fro recycling higher than GFL by \$16 per tonne). Recycling up in 2012 by 200 tonnes from previously year.		(21,384)		(21,384)
TOTAL SOLID WASTE VARIANCE	186,041	(86,514)	0	(30,671)
				68,856

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
			Surplus	(Deficit)
ENGINEERING				
Administration				
1) Wages & Benefits - Increase in wages and benefits		(1,184)		(1,184)
2) Human Resource - Lower training and subscriptions	222			222
3) Office Expenses - (a) Increased printing. (b) Increased Marmak maintenance costs.		(2,201)		(2,201)
Design Engineering				
1) Wages & Benefits - Surplus due to increased capital project allocation.	9,047			9,047
2) Human Resources - Surplus due to increased capital project allocation.	960			960
3) Drafting - Survey equipment service not required.	1,994			1,994
Field Engineering				
1) Wages & Benefits - Surplus due to increased capital project allocation.	4,606			4,606
2) Human Resource - Less training costs than anticipated.	608			608
3) Office Expenses - Cost slightly higher than budget.		(49)		(49)
4) Surveys - Surplus due to increased capital allocation.	3,102			3,102
	TOTAL ENGINEERING VARIANCE	20,539	(3,434)	0
				17,105
	TOTAL VARIANCE FOR ENVIRONMENTAL SERVICES	206,580	(89,948)	0
			(30,671)	85,961
FACILITIES DIVISION				
Administration				
1) Wages and Benefits - Benefits lower than budgeted amount.	722			722
2) Human Resources - (a) Reduced the purchases of uniform and safety shoes. (b) Fees and subscription cost lower than anticipated.	860			860
3) Office Expenses - (a) Printing, postage and stationary cost higher than budget. (b) Reduced expense in other accounts to help offset deficit.		(151)		(151)
GWMC Building Maintenance				
1) Janitorial Services - lower than anticipated.	405			405
2) Heat , Light & Power - Deficit due to overall consumption and current energy costs.		(4,200)		(4,200)
3) Insurance cost slightly lower than budget.	71			71
4) Repairs - (a) Aging facility has resulted in numerous HVAC, plumbing, electrical and general maintenance repairs. (b) Engineering Division moved to GWMC.		(11,069)		(11,069)
Victoria Building Maintenance				
1) Wages & Benefits - (a) Less than expected staff time to attend City Hall meetings. (b) Less time allocated to general misc. work tasks.	6,449			6,449
2) Office Expense - Slightly higher than budgeted amount.		(240)		(240)
3) Janitorial Services less than anticipated.	1,460			1,460
4) Insurance lower than budget amount.	219			219
5) Repairs slightly higher than budget amount to maintain building.		(332)		(332)
Youth Arena				
1) Fees and Services - Deficit due to (a) August ice cancellations. (b) Returned hours from BMHA.			(12,610)	(12,610)
2) Wages and Benefits - (a) Due to re-organization of fulltime staff between facilities.(b) No major summer work project necessary during May- June.	83,420			83,420
3) Human Resources - Training and professional development cost down due to work load could not attend courses.	1,066			1,066
4) Office Expenses - (a) Telephone and Cellular charges higher than budget. (b) Reduced expense in other accounts to offset deficit.	428			428
5) Building Burden - Expenses higher than anticipated.		(715)		(715)

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	REVENUE Surplus	REVENUE (Deficit)		
FACILITIES (CONTINUED)					
6) Canteens - Revenues lower than anticipated.				(89)	(89)
7) Snow Removal less than expected services required during Feb. - March.	1,710	(1,018)			1,710
8) Arena Janitorial - Previous CINTAS five year contract has expired.					(1,018)
Memorial Centre					
1) Fees & Service Charges - (a) Revenue has overall exceeded budget projection for winter & Summer use. (b) Promotion and facility availability has generated positive results.			41,424		41,424
2) Wages and Benefits - (a) Re-organization of staff structure. (b) Additional staff time to cover operational hours. (c) Due to additional P/T operators to cover Full time for vacation and sick time. (d) Projected surplus from Youth Arena wages to offset deficit.		(94,399)			(94,399)
3) Human Resources - Surplus this year for personal and protective equipment not purchased.	1,598				1,598
4) Office Expenses - Home and Recreation show promotion/advertising cost not budget.		(3,320)			(3,320)
5) Building Burden - (a) Aging facility requiring additional repairs. (b) Unforeseen repairs and upgrade.(c) Engineering report for electrical and compressor room. (d) Hydro higher than budgeted amount.		(79,105)			(79,105)
6) Canteen - Revenues lower than anticipated.				(1,148)	(1,148)
7) Snow Removal less than expected services required during Feb. - March.	3,143				3,143
8) Community Hall - Revenue has exceed budget projections. Direct result of major facility upgrades and facility promotion.			11,265		11,265
9) Arena Janitorial - Expenses higher than anticipated.		(10,339)			(10,339)
Programs					
Old Fashioned Family Picnic expenses less than budgeted.	843				843
TOTAL FACILITIES DIVISION VARIANCE	102,394	(204,888)	52,689	(13,847)	(63,652)
FINANCE - ADMINISTRATION					
Fees and Service Charges				8,514	8,514
More revenue than expected from New Owner Fee					
Wages & Benefits					
Staffing changes resulted in surplus	33,112				33,112
Office Expense					
Postage expenses higher than anticipated		(7,739)			(7,739)
TOTAL VARIANCE FOR FINANCE	33,112	(7,739)	8,514	0	33,887
FIRE					
Wages and Benefits				(16,325)	(16,325)
Staffing changes and sick leave coverage resulted in deficit					
Administration					
Office Expenses - Telecommunications equipment upgrades required at Fire Station #1,					
Telephone		(6,745)			(6,745)
Crysis Report contracts cancelled				(6,000)	(6,000)
Building Burden					
Materials and Supplies higher than anticipated		(2,579)			(2,579)
Fire Prevention					
National Fire Protection Subscription more than anticipated			(718)		(718)
Public relations - Fire prevention kits, smoke alarms less than anticipated	461				461
Fire Fighting					
Confined Space Training and Equipment Rental Revenue higher than expected				2,563	2,563
HR Management - Materials and supplies less than anticipated	6,413				6,413
Vehicle maintenance higher than anticipated due to vehicle body repair		(11,702)			(11,702)
Less spending on Operational Equipment for budget control	15,001				15,001
Fire Fighting Communications					
Sick leave necessitated additional coverage in Communications		(41,732)			(41,732)
Contracted expense for dispatch maintenance higher than anticipated		(17,835)			(17,835)
Increased revenue from Dispatch Partners to cover expenses not billed in initial billing			60,234		60,234
TOTAL VARIANCE FOR FIRE	21,875	(97,636)	62,797	(6,000)	(18,964)

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	EXPENSE (Deficit)	REVENUE Surplus	REVENUE (Deficit)	
FLEET & LOGISTICS DIVISION					
1) Wages & Benefits - (a) Wages and benefits lower than anticipated. (b) Less part-time coverage required.(c) Surplus under Non-Standard Hours due to less after hour calls.	3,093				3,093
2) Human Resources - (a) Additional cost for Safe Driver Awards recognition due to number of qualifying employees. (b) Surplus being reported under training and professional development due to work load unable to attend training courses.(c) Reduced expenditures and purchases in other accounts resulting in a surplus.	1,146	(274)			872
3) Office Expenses - (a) Printing, postage and stationary cost higher than anticipated. (b) Reduced expenditures and purchases in other accounts to help offset deficit.	231				231
Inventory Control & Mgmt					
1) Wages & Benefits - (a) Surplus under non-standard hours due to less after hour calls. (b) Benefits lower than anticipated.(c) Less part-time coverage required.	3,447				3,447
2) Human Resources - (a) Did not attend training courses due to illness. (b) Reduced the purchases of books, magazines, uniform and safety shoes.	594				594
3) Inventory Control - (a) Additional sales of Parts & Accessories. (b) Parts and Accessories cost higher than anticipated.(c) Freight charges higher than budgeted amount. (d) Reduced purchases and expenditures under maintenance, stock room repairs, contract service and small equipment to help offset deficit. (d) Year end inventory count and write off's not completed, therefore on surplus anticipated under Stock Usage at this time.	(8,460)		5,092		(3,368)
4) Office Expenses - Reduced expenditures and purchases in accounts.	356				356
Fleet Maintenance					
1) (a) Service Maintenance Revenues from out side agents are higher due to increased costing of fuel prices and purchasing. (b) Small deficit being reported under service maintenance revenues for internal departments/divisions due to lower operational cost.(c) Revenues from recovery of expenses lower than anticipated.			22,953	(2,327)	20,626
2) Human Resources - Reduced the purchases of uniforms and safety shoes.	1,132				1,132
3) Office Expense - Printing/postage and stationary slightly higher than budget amount.		(363)			(363)
4) Indirect Vehicle Accounts - (a) Deficit due to maintaining and operating of second line vehicles. (b) Replacement of small tools cost higher than budget amount. (c) Wages and benefits less than anticipated. (d) Surplus under non-standard hours due to less after hour calls. (e) Surplus under training and professional development due to workload unable to attend courses. (f) Year end inventory count and write off's not completed, therefore no surplus anticipated under Stock Usage at this time.	8,163	(13,074)			(4,911)
3) Direct Vehicle Accounts - (a) Fuel prices higher than budgeted. (b) Contract services higher than budgeted amount to maintain City Fleet. (c) Wages and benefits higher due to delay of transfer of maintenance technician to Water Treatment Plant. (d) Reduced expenditures and purchases in other accounts to help offset deficit.	41,128	(94,570)			(53,442)
TOTAL FLEET & LOGISTICS DIVISION VARIANCE	50,830	(108,281)	28,045	(2,327)	(31,733)
HUMAN RESOURCES					
Wages and Benefits					
Wages and Benefits higher than anticipated due to retirement and changes and personnel		(4,664)			(4,664)
Human Resource Management					
Ontario Grant reduced					
In House training and professional development less than anticipated				(13,160)	(13,160)
Employee Recognition Surplus	18,031				18,031
	3,402				3,402
Recruiting					
Additional advertising required for positions (replacement/new)		(786)			(786)
Health and Safety					
Health and Safety reserve depleted - unable to withdraw for contribution					
Materials and supplies expense less than anticipated	1,608			(5,000)	(5,000)
Office Expense					
Printing, postage, and stationary less than anticipated	1,063				1,063
TOTAL VARIANCE FOR HUMAN RESOURCES	24,104	(5,450)	0	(18,160)	494

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division		EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Impact on Budget	
				Surplus (Deficit)	Surplus (Deficit)
OPERATIONS DEPARTMENT					
ADMINISTRATION DIVISION					
Operations Section					
Human Resources - Association Fees/memberships greater than expected		(400)			(400)
TOTAL OPERATIONS ADMINISTRATION SECTION					(400)
Parks Section					
1) Human Resource - Training, association fees/memberships less than expected.		424			424
2) Office Expense - a) Printing/postage/stationery and cellular costs less than expected.b) Professional Services budget not spent		4,000			4,000
TOTAL PARKS ADMINISTRATION SECTION					4,424
TOTAL OPERATIONS ADMINISTRATION VARIANCE		4,424	(400)	0	4,024
PARKING					
Fees and Service Charges					
Boat Ramp revenue higher than anticipated			3,565		3,565
Parking Permits - higher sales			11,311		11,311
Meters - Street - lower revenues				(13,733)	(13,733)
Parking Fines - less collected than anticipated				(17,422)	(17,422)
Office Expense					
Programming - paid by MIS budget		5,500			5,500
Signs - metered areas		710			710
Parking meter maintenance		1,447			1,447
Contribution to Parking Reserve		8,622			8,622
TOTAL VARIANCE FOR PARKING		16,279	0	14,876	(31,155)
PLANNING					
Planning Administration					
Fees and Service Charges					
Number of Planning applications exceeded expectations			3,718		3,718
Wages and Benefits					
Accrued Vacation carry-over		4,532			4,532
Human Resource Management					
Fewer off-site training and workshop opportunities available		1,465			1,465
Office Expense					
Printing needs reduced due to electronic communication		1,248			1,248
Building Services					
Fees and Service Charges					
Building Permit Fees - construction activity higher than anticipated			52,859		52,859
Plumbing Permit Fees - construction activity higher than anticipated			2,627		2,627
Wages and Benefits					
Commencement date for replacement Building Officer later than anticipated		10,141			10,141
Office Expense					
Expense associated with equipment for new inspection Officer			(1,492)		(1,492)
Human Resource Management					
Training opportunities through OBOA limited		1,412			1,412
TOTAL PLANNING VARIANCE		17,386	(1,492)	59,204	0
					75,098

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
PUBLIC WORKS/ PARKS DIVISION					
ROAD/STORM SEWER SECTION					
Roadside Maintenance					
1) Work & Customer Services - (a) Less work requested to be carried out than budgeted for. (b) No salt or mix sale to St. Lawrence Lodge.	2,313			(3,248)	(935)
2) Boulevards – Unable to undertake boulevard profile due to lack of available manpower and requests for men/equipment by other Department/Divisions.	8,262				8,262
3) DBIA Area - Unable to carry out painting of tree protectors due to lack of available manpower and requests for men/equipment by other Department/Divisions.	7,454				7,454
4) Special Events - Additional unbudgeted events (Isaac Brock Rededication, Gay Pride Parade, TISS Track Meet) resulted in over expenditure.		(4,147)			(4,147)
5) Litter Pickup - (a) Students commenced employment later and left earlier than budgeted for. (b) Temporary for Fall pickup terminated early.	5,714				5,714
6) Guard Rails/Fencing - Unable to carry out bridge post replacement on Abbott Street bridge due to lack of available manpower and requests for men/equipment by other Department/Divisions.	12,221				12,221
7) Railway Crossing Improve - No road closures/detours required by railways.	2,454				2,454
8) Internal Concrete Program - Unable to carry out local roadway and driveway entrance upgrades due to lack of available manpower and requests for men/equipment by other Department/Divisions.	17,229				17,229
9) Riverfest Activities - Riverfest festival cancelled for 2012.	3,844				3,844
Roadway Maintenance					
1) Hot Patch - Additional labour required to carry out sectional mill/repave program.		(3,055)			(3,055)
2) Cold Patch - Pothole repairs limited to those meeting Minimum Maintenance Standards (MMS) due to lack of available manpower and requests for men/equipment by other Department/Divisions.	8,891				8,891
3) Road Grading - Grading shoulders kept to minimum required as per MMS due to lack of available manpower and requests for men/equipment by other Department/Divisions.	7,855				7,855
4) Dust Control - No dust control required.	604				604
5) Road Cut Permits/Inspections - (a) Less permits taken out by utilities than budgeted for. (b) Percent benefit rate for employee less than budgeted.	786		(408)		378
6) Bridges & Culverts - Unable to carry out sidewalk replacement on North Augusta Road/ CNR overpass due to lack of available manpower and requests for men/equipment by other Department/Divisions.	7,669				7,669
7) Street Cleaning - (a) Students commenced employment later and left earlier than budgeted for. (b) Approximately 47 tonnes less than budgeted amount required for disposal of street cleaning waste.	10,904				10,904
Traffic Maintenance					
1) Zone Painting - (a) Additional labour required to complete spring painting of crosswalks/stop bars/arrows. (b) Centre line and lane line contract over budget amount.		(6,626)			(6,626)
2) Regulating Signs - Program reduced to replacement of damaged/stolen signs due to lack of available manpower and requests for men/equipment by other Department/Divisions.	10,549				10,549
3) Signs Street Name - Program reduced to replacement of damaged/stolen signs due to lack of available manpower and requests for men/equipment by other Department /Divisions.	3,615				3,615
Winter Control – Roads					
1) Wages - Standby - (a) Funds for 1 day of standby for 3 operators for 12 weekends between January 7 and March 25 was not included in budgeted funds. (b) Equipment standby increase of \$32.5/day from Nov. 5 to Dec. 31 not budgeted for.		(11,640)			(11,640)
2) Snow Plowing - Two snowfalls > 2 1/2 in December resulted in additional labour being expensed.		(5,163)			(5,163)
3) Snow Removal - Only 1 major snow removal operation (2 days) carried out in 2012 which resulted in a surplus.	97,145				97,145
4) Abrasive Application - Milder winter temperatures resulted in more thaw/freeze cycles which necessitated additional mix/salting operations.		(7,971)			(7,971)
Winter Controls – Sidewalks					
1) Wages Standby - Benefit percentage less than budgeted for.	228				228
2) Snow Plowing - Less snowfall resulted in less plowing operations.	3,778				3,778

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
PUBLIC WORKS (CONTINUED)					
3) Abrasive Application - Milder winter temperatures resulted in more thaw/freeze cycles which necessitated additional sidewalk sanding operations.		(25,602)			(25,602)
Administration					
1) Wages and Benefits - Less overtime incurred for winter maintenance activities.	1,019				1,019
2) Wages - Standby - (a) Staff on standby 4 weekends less than budgeted for. (b) Union on standby for more weekends and less full weeks which resulted in a surplus.	1,324				1,324
3) Human Resources - (a) Less replacement clothing required to be purchased. (b) No contract training carried out.	2,623				2,623
4) Office Expenses - (a) No new office equipment purchased. (b) No books/magazines purchased.	1,143				1,143
Public Works Garage Operating					
1) Wages and Benefits - (a) Additional short term sickness by Operators resulted in deficit. (b) Additional work requested by other departments with cost to be absorbed by Public Works. (no accounts supplied)		(40,156)			(40,156)
2) Human Resources - (a) Less replacement safety clothing required to be purchased. (b) Annual shirt/pant purchase less than budgeted amount.	5,152				5,152
3) Equipment Training - Additional contract services required for operators training on public works equipment.		(13,111)			(13,111)
4) Yard Maintenance - Contract services less than budgeted amount.	479				479
5) Vehicle Maintenance - (a) Insurance costs less than budgeted amount. (b) Less major repairs to equipment required.	72,990				72,990
6) Vehicle Maintenance - Work & Customer Services -Equipment not utilized by other department/divisions as much as anticipated.				(4,842)	(4,842)
Storm Water Maintenance					
1) Catch Basin Cleaning - Less labour than budgeted was required to clean the 1,083 catch basins identified in the program.	3,707				3,707
2) Storm Water System Maintenance - Additional labour and material required to relocate catchbasin on Parkdale at the new liquor store.		(6,058)			(6,058)
3) Storm Water Main Line Cleaning - Less labour than budgeted was required to clean the 8,500 lm of stormwater mainline identified in program.	5,884				5,884
4) Ditches and Culverts - Surplus labour as ditching project on North Augusts Road cancelled.	14,076				14,076
5) Creek Maintenance - Additional labour expended as mild November allowed additional creek clean in operations.		(3,531)			(3,531)
TOTAL PUBLIC WORKS VARIANCE	319,912	(127,060)	0	(8,498)	184,354
PARKS SECTION					
PARKS SECTION					
Administration					
1) Wages & Benefits - Actual salary charges for Supervisor (34%) slightly less than budgeted amount.	410				410
2) Human Resource Mgt - Less training carried out than budgeted.	2,254				2,254
3) Office Expenses - Telephone and computer lines costs slightly less than budgeted amount.	21				21
Garage Maintenance					
1) Wages & Benefits - Less casual sick days taken by operators than budgeted for.	1,347				1,347
2) Human Resource Mgt - (a) Less replacement safety clothing required to be purchased. (b) Annual shirt/pant purchase less than budgeted amount.	4,585				4,585
3) Equipment Training - Additional training required on Mule and new vehicles coming into Fleet.		(936)			(936)
4) Garage Maintenance - More repairs to equipment required.		(8,029)			(8,029)
5) Grass Cutting - Budget was based on contract price and 1.0176 HST cost to City. Advised that there is no HST cost for this item, therefore, a budget surplus resulted.	4,146				4,146

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
PARKS (CONTINUED)					
Green House					
1) Building Burden - Unbudgeted material purchase for Greenhouse repair.		(58)			(58)
2) Plants - Supply of tulip bulbs and bedding plants cost less than budgeted.	1,442				1,442
Priority Parks					
Grounds Maintenance - (1) Unbudgeted material purchased (a) water for splash pad, (b) J. L. Jordan Play Structure donation, (c) netting for Blockhouse play structure, resulting in over expenditure. (2) Unbudgeted light pole replacement for Hardy Park.		(6,732)			(6,732)
Community Parks - Operating					
1) Grounds Maintenance - (a) No fertilizer application or weed spraying carried out. (b) Unbudgeted revenue of \$3,000 from Hydro One to be carried over to 2014.	3,403				3,403
(2) Litter Pick-up - Additional fulltime labour was required to carry out program.		(3,951)			(3,951)
Athletic Fields - Operating					
1) Fees & Service Charges - (a) Budget based on \$7, 520 (40%) of Elizabethtown-Kitley payment. Only \$4,555 (24.6%) was credited to this account. (b) The remaining \$2,965 was credited to Facilities.				(1,398)	(1,398)
2) Building Burden - Electricity costs less than budget amount.	1,878				1,878
3) Ground Maintenance - Contract for fertilizer supply and application less than budgeted amount.	768				768
Community Rinks					
1) Outdoor Ice Maintenance - Mild winter resulted in late start and early termination of rink operations.	5,642				5,642
2) Snow Plowing - Mild winter resulted in less plowing operations being carried out.	1,997				1,997
St. Lawrence Park					
1) Fees & Service Charges - Revenue from divers slightly more than budgeted.			212		212
2) Building Burden - Electricity, water and janitorial supplies less than budgeted for.	3,016				3,016
3) Canteens - No contract service for plumbing/electrical problems required.	166				166
4) Grounds Maintenance - (a) Unbudgeted work required for kayak operation. (b) Unbudgeted removal and disposal of transformer from old Philips Cable Pump house.		(12,010)			(12,010)
Trees					
1) Tree Maintenance - (a) Freezing rain/heavy wet snow in January resulted in additional labour to clean up fallen limbs. (b) Additional contract services required for removal of large trees. (c) Relocate of trees from General Hospital to Memorial Park.		(18,285)			(18,285)
Islands					
1) Fees and Services - Hot dry summer resulted in increased island usage and subsequently increase revenue.			3,263		3,263
2) Grounds Maintenance - Additional labour to supplement regular 3-man crew not required for Spring set up and Fall teardowns.	14,511				14,511
Aquatics					
Required purchase of spring board resulted in deficit.		(63)			(63)
Recreational Programs					
1) Riverfest - Festival cancelled for 2012.	5,135				5,135
2) Special Events - Overtime costs reduced as temporary labour utilized for major events. ie. Ribfest.	526				526
Tunnel/Bay/Price Park					
1) Fees and Services Charges - (a) Boardwalk lease reduced by \$512. (b) Fuller marine service lease CPI increase not implemented.(c) Reduction in number of transient boaters using laundry facilities and buying ice.				(2,553)	(2,553)
2) Building Burden - Electricity costs less than budgeted amount.	1,885				1,885
3) Canteens - Contract renegotiated in March 2012 and reduced monthly rent by \$283/month for 5 months.		(1,351)			(1,351)
3) Grounds Maintenance - Additional labour required (a) for seaweed removal (b) docks relocations (c) overtime budget not sufficient to pay students/temp. overtime for Stat holidays.		(8,157)			(8,157)
4) Docking Facilities - (a) Transient docking revenue less than projected as fewer transient boaters requesting dockage. (b) Loss of 4 slips due to dock reallocation to seasonal.				(12,933)	(12,933)
TOTAL PARKS DIVISION VARIANCE	53,132	(59,572)	3,475	(16,884)	(19,849)
TOTAL PUBLIC WORKS/PARKS DIVISION VARIANCE	373,044	(186,632)	3,475	(25,382)	164,505

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	REVENUE Surplus	REVENUE (Deficit)		
TOURISM					
Electricity and Natural Gas lower than anticipated	675				675
TOTAL VARIANCE FOR TOURISM	675	0	0	0	675
TRANSPORTATION DIVISION					
Transit Section					
Transit Administration					
1) Fees and Service Charge - Trending away from individual tickets to monthly passes.					
2) Other Revenues - Surplus once provincial gas tax is transferred.					
3) Wages & Benefits - Expenses slightly lower than budgeted amount.	116				116
4) Human Resources - Annual Meeting to be held locally - no travel or hotel.	2,308				2,308
5) Office Expenses - Print updated transit maps for route change.		(1,662)			(1,662)
Transit Operating					
1) Wages & Benefits - Higher than budget amount due to numerous drivers on short term/long term sick leave.			(46,892)		(46,892)
2) Human Resource - Uniform replacements complete for the year.	753				753
3) Vehicle Maintenance - Fuel and maintenance more than budgeted.		(8,998)			(8,998)
4) Promotional - Based on actual ads in media.	247				247
5) Bus Stop Signs - No major vandalism to shelters this year.	1,913				1,913
6) Winter Control Bus Stop - December major snow storm.		(9,183)			(9,183)
Transit – Para					
1) Projected year end ridership down 1,404 over last year so fares down.					
2) (a) Surplus in training due to annual meeting held locally and no out-of town hotel. (b) Vehicle Maintenance and fuel less than budgeted. (b) Para contract surplus less than budgeted.	10,177				10,177
TOTAL TRANSIT VARIANCE	15,514	(66,735)	59	(4,569)	(55,731)
PEDESTRIAN & VEHICLE INFRASTRUCTURE					
PVI- Supervisory Administration					
1) Human Resource - Courses for staff electrician (traffic signals).		(1,506)			(1,506)
2) Office Expenses - Expenses less than budgeted.	919				919
Roadways					
1) Current Roads Reconstruction - Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account	6,251				6,251
2) Bridges & Culvert - Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account	3,944				3,944
PVI- Field Services					
1) Human Resource - Courses for staff electrician (traffic signals).		(850)			(850)
2) Field Services - Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account		(15,803)			(15,803)
3) Fleet Maintenance - Fuel and maintenance cost higher than budgeted amount.		(573)			(573)
Traffic Control					
1) Traffic Signals Maintenance - No annual maintenance program and repairs are done as needed.		(8,876)			(8,876)
2) Traffic & Transportation Survey- Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account	3,944				3,944
3) Traffic Counting- Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account	4,084				4,084
Crossing Guards					
1) Expenses less than budget based on total number of guards and costs for hiring.	8,501				8,501
2) Expenses related to staff hiring and turn over.	2,758				2,758

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
PVI (CONTINUED)		(7,466)			(7,466)
Street Lighting					
1) Street Lighting Maintenance- (a) Staff wages and benefits are split between all the accounts in PVI based on actual work completed so surplus in one PVI account is offset by a deficit in other PVI account (b) Bad debt written off.	4,050				4,050
2) Street Lighting Improvements - No new light installed.	10,000				10,000
3) Electrical Power - Lower than budgeted amount.					
TOTAL PEDESTRIAN & VEHICLE INFRASTRUCTURE	44,451	(35,074)	0	0	9,377
TOTAL TRANSPORTATION DIVISION VARIANCE	59,965	(101,809)	59	(4,569)	(46,354)
AIRPORT					
1) Fees & Service Charges - More fees collected than budgeted - based on usage.			2,222		2,222
2) Human Resource - Training less expenses than budgeted.	141				141
3) Office Expenses - Rebated on City Insurance policy.	1,218				1,218
4) Building Maintenance - Electricity and property taxes less than budgeted.	2,595				2,595
5) Management Contract - No additional contract expenses occurred.	822				822
6) Fuel - (a) Increased aviation fuel sales. (b) Increased aviation fuel purchases due to increased sales.		(21,252)	34,415		13,163
7) Field Maintenance -Less than budgeted.	1,093				1,093
8) Terminal & Hanger - Expenses more than budgeted.		(1,570)			(1,570)
9) Navigational Aids - Expenses less than budgeted.	286				286
10) Call Outs - Expense to offset revenue.		(7)			(7)
TOTAL AIRPORT VARIANCE	6,155	(22,829)	36,637	0	19,963
CEMETERY					
Revenue					
Interments			7,715		7,715
Columbarium sales				(7,019)	(7,019)
Grave plot sales			9,687		9,687
Foundations			5,712		5,712
Vaults & Niches				(3,700)	(3,700)
Miscellaneous			1,813		1,813
Donations			788		788
Contribution from Trust not required due to surpluses				(20,000)	(20,000)
Wages and Benefits					
Standby weekly increase not in budget; returning student at higher wage; increased overtime		(9,159)			(9,159)
Office Expense					
Less advertising and contracted service expense	3,722				3,722
Building Burden					
Repairs and Maintenance spending less resulting in surplus	2,964				2,964
Grounds and Chapel Maintenance					
Materials and Supplies for grounds maintenance less than anticipated	7,352				7,352
PET CEMETERY					
Pet Cemetery sales slightly higher			50		50
Slight surplus in Materials and Supplies	75				75
TOTAL CEMETERY VARIANCE	14,113	(9,159)	25,765	(30,719)	0

FOR THE MONTH ENDING DECEMBER 31, 2012 (INTERIM)

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			
COMMITTEE OF ADJUSTMENT				(6,482)	(6,482)
Fees and Service Charges Fewer applications filed than anticipated					
Variances/Severances Advertising reflects reduced application activity	1,703				1,703
TOTAL COMMITTEE OF ADJUSTMENT VARIANCE	1,703	0	0	(6,482)	(4,779)
HERITAGE BROCKVILLE					
Building Designation Personnel on leave of absence due to illness	6,698				6,698
TOTAL COMMITTEE OF ADJUSTMENT VARIANCE	6,698	0	0	0	6,698
MUSEUM					
Fees & Service Charges Shortfall in Bequests, pledges and donations				(983)	(983)
Wages & Benefits Accounting for time in lieu that will not be taken until 2013		(1,503)			(1,503)
Human Resource Management Restraint in training and travel for budget control	1,396				1,396
Building Burden Elevator repairs more than anticipated Plumbing and heating/air conditioning repairs required for Beecher House and Carriage Hall		(1,773) (680)			(1,773) (680)
Curatorial Contributions from Friends of the Museum higher than anticipated			1,352		1,352
Programs Programming bookings decreased due to teacher job action; increased travel expense to outlying areas				(7,055)	(7,055)
TOTAL VARIANCE FOR MUSEUM	1,396	(3,956)	1,352	(8,038)	(9,246)
BROCKVILLE POLICE SERVICE					
Administration Legal Fees - Police Service Act hearing		(79,000)			(79,000)
Bell Annual Maintenance Fees higher than expected		(6,600)			(6,600)
In Car Laptop		(4,800)			(4,800)
Building Maintenance - Carpet replacement (Health & Safety \$4,400) and other repairs (\$13,200)		(17,600)			(17,600)
Benefit Savings Reduction in Training	12,000 7,000				12,000 7,000
Criminal Record Checks Extraordinary increase in Criminal Record Checks			190,900		190,900
Court Services			2,100		2,100
Police Services Board Legal fees not as high as expected	12,000				12,000
Employee recognition less than projected	3,000				3,000
Community Safety		(4,800)			(4,800)
Enforcement YIPI Summer & After School Program Grant			17,000		17,000
Increase in fines & fees collected			5,400		5,400
Salary & Benefit savings (members on various leaves)	42,000				42,000
Savings for enforcement materials & supplies	3,800				3,800
Required Overtime		(151,000)			(151,000)
Required maintenance/fuel for vehicles		(4,300)			(4,300)
Investigation Costs		(5,000)			(5,000)
Ammunition and Tasers		(5,100)			(5,100)
Reduction in Training	36,000				36,000
Required uniforms		(5,600)			(5,600)
Special Units	1,100				1,100
TOTAL VARIANCE FOR POLICE	116,900	(283,800)	215,400	0	48,500
TOTAL VARIANCE	1,161,404	(1,317,233)	730,506	(321,289)	253,388

ATTACHMENT #2 TO REPORT # 2013-028-02

**City of Brockville
Treasurer's Report
Projected Year End Surplus (Deficit)
Water and Wastewater Budgets
For the period ending December 31, 2012 (INTERIM)**

	EXPENDITURES	REVENUES	PROJECTED NET YEAR END SURPLUS (DEFICIT)
<u>WATER</u>			
Finance - Revenue	-373,476	139,275	(234,201)
Water Rate Administration			
Environmental Services			
Administration	-3,120		(3,120)
Fleet & Inventory Control	6,095	-715	5,380
Engineering	9,476		9,476
Water Distribution	59,366	3,040	62,406
Water Treatment	4,152		4,152
Debt Charges	54,000		54,000
PROJECTED YEAR END SURPLUS/(DEFICIT)	(243,507)	141,600	(101,907)
<u>WASTEWATER</u>			
Finance - Revenue	(154,744)	140,586	(14,158)
Environmental Services			
Administration	(2,004)	0	(2,004)
Engineering	6,243	0	6,243
Wastewater Collection	89,046	4,381	93,427
Water Pollution Control	75,269	0	75,269
Debt Charges	6,000	0	6,000
PROJECTED YEAR END SURPLUS/(DEFICIT)	19,810	144,967	164,777

VARIANCE REPORT AS AT DECEMBER 31, 2012 (INTERIM)

WATER RATE ADMINISTRATION

Department/Board/Division	Projected to December 31st					Impact on Budget Surplus (Deficit)	
	EXPENSE		REVENUE		Surplus (Deficit)		
	Surplus	(Deficit)	Surplus	(Deficit)			
ENVIRONMENTAL SERVICES DEPARTMENT – WATER SYSTEMS							
ADMINISTRATION DIVISION							
1) Wages and Benefits - (a) Wages and Benefits higher than anticipated. (b) Surplus being reported under Non-Standard Hours due to less after hour calls.	100	(2,516)				(2,416)	
2) Human Resource - (a) Attended Ontario Water Works Association Conference. (b) Fee and subscription slightly higher than budget.(c) No purchases of uniforms and safety shoes.	88	(976)				(888)	
3) Office Expenses - (a) Cellular and modem charges slightly higher than budget. (b) Reduced the purchase of office supplies to help offset deficit.	273	(89)				184	
TOTAL ADMINISTRATION DIVISION VARIANCE	461	(3,581)	0	0	(3,120)		
FLEET INVENTORY CONTROL & MGMT DIVISION							
1) Wages and Benefits - (a) Benefits lower than anticipated. (b) Surplus being reported under Non-Standard Hours due to inventory count completed during working hours.(c) Less part time hours required than anticipated.	4,243					4,243	
2) Human Resources - (a) Surplus being reported under training and professional development due to illness unable to attend training courses. (b) Reduced the purchase of uniforms and safety shoes.	724					724	
3) Office Expenses - Reduced the purchase of office supplies, resulting in a surplus.	447					447	
4) (a) Deficit under Inventory Control due to less obsolete parts sold at auction/outside agents. (b) Repairs, maintenance and contract services slightly over budget due to electrical work required to water stock room. (c) Reduced the purchase of materials and supplies to help off set deficit. (d) Yearend inventory count and writ off's not completed, therefore no surplus anticipated.	975	(77)		(715)		183	
4) Fleet Maintenance - Fleet maintenance charges to maintain & operate second life water vehicles.		(217)				(217)	
TOTAL FLEET INVENTORY CONTROL & MGMT DIVISION VARIANCE	6,389	(294)	0	(715)	5,380		
ENGINEERING DIVISION							
1) Wages and Benefits - Benefits cost lower than anticipated.	718					718	
2) Human Resources - Lower travel and subscriptions.	2,026					2,026	
3) Office Expenses - Software costs were lower than anticipated.	1,104					1,104	
4) Vehicle Maintenance - Lower than anticipated.	1,954					1,954	
5) Utilities budgeted for sole occupation of WPC Admin building were not expensed as WPC Staff relocations were not made until end of 2012	3,674					3,674	
TOTAL ENGINEERING DIVISION VARIANCE	9,476	0	0	0	9,476		
WATER SYSTEMS DIVISION							
WATER DISTRIBUTION							
Administration							
1) Wages & Benefits (a) Portion of operator wages allocated to capital projects. (b) Operators not progressing to top of pay scale.(c) Less time required for operator cross training -not having two operators on call.	21,416					21,416	
2) Human Resources - Regulatory operator training completed under budget.	3,312					3,312	
3) Office Expenses - slightly lower than budget.	971					971	
4) Vehicle Maintenance - Increase fuel cost and operational cost of maintaining 2nd life vehicles.		(2,938)				(2,938)	
Main Repair/Replacement							
Utilizing City staff to complete excavations reducing contracted service expenditures.	11,220					11,220	
Service Repair/Replacement							
Fewer service repairs completed.	1,895					1,895	

VARIANCE REPORT AS AT DECEMBER 31, 2012 (INTERIM)

WATER RATE ADMINISTRATION

Department/Board/Division	Projected to December 31st					Impact on Budget Surplus (Deficit)	
	EXPENSE (Surplus (Deficit))		REVENUE (Surplus (Deficit))				
	Surplus	(Deficit)	Surplus	(Deficit)			
WATER DISTRIBUTION (CONTINUED)							
Cleaning/Disinfect		578				578	
Program cost lower than anticipated.							
Inspection/Leak Detect		993				993	
Program cost lower than anticipated.							
Water Quality/Sampling		1,219				1,219	
Few main breaks resulting in few water quality sampling.							
Hydrants/Water		3,641				3,641	
Utilizing City staff resulting in a reduction of contracted service expenditures.							
Works/Customer Service				3,040		3,040	
1) Increase in re-billable customer service work - construction projects, tapping watermains for other Municipalities.							
2) Less materials required for customer service work, material supplied by contractors.		1,569				1,569	
Surface Repair		15,490				15,490	
Fewer main breaks requiring less labour and materials required for surface repairs.							
TOTAL WATER DISTRIBUTION MAINTENANCE VARIANCE	62,304	(2,938)	3,040	0	62,406		
WATER TREATMENT PLANT							
Administration							
1) Wages & Benefits - Less time required for operator cross training - not having two operators on call.		4,252				4,252	
2) Human Resources - Mandatory operator training completed under budget.		3,401				3,401	
3) Office Expenses -(a) Projected deficit due to unexpected phone system upgrade and programming. (b) Unforeseen legal expenditure for Ministry of the Environment Appeal.			-10,245			-10,245	
4) Machine/Equipment - Decrease in failures and breakdowns.		12,970				12,970	
5) Vehicle Maintenance - Increase fuel cost and the cost of maintaining 2nd life vehicles higher than expected.			-6,226			-6,226	
TOTAL WATER TREATMENT PLANT VARIANCE	20,623	-16,471	0	0	4,152		
TOTAL WATER SYSTEMS DIVISION VARIANCE	82,927	-19,409	3,040	0	66,558		
FINANCE - WATER RATE ADMINISTRATION							
Water Revenue							
Consumption higher than anticipated							
Approved Capital project contribution not reflected in Water Budget							
Shortfall in interest revenue							
Office Expenses - Insurance and Taxes on City Lands reduced		3,931				3,931	
Surplus in Wages due to staffing changes		3,498				3,498	
Bad Debt expense less than anticipated		4,095				4,095	
TOTAL VARIANCE FOR TREASURY	11,524	(385,000)	142,798	(3,523)	(234,201)		
DEBT CHARGES							
Actual debt charges incurred in 2012 less than anticipated		54,000				54,000	
TOTAL VARIANCE FOR DEBT CHARGES	54,000	0	0	0	54,000		
TOTAL VARIANCE FOR WATER RATE ADMINISTRATION	164,777	(408,284)	145,838	(4,238)	(101,907)		

VARIANCE REPORT AS AT DECEMBER 31, 2012 (INTERIM)

WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division				Impact on Budget Surplus (Deficit)
	EXPENSE	REVENUE		
	Surplus	(Deficit)	Surplus	(Deficit)
OPERATIONS DEPARTMENT – WASTEWATER SYSTEMS				
ADMINISTRATION DIVISION				
1) Wages and Benefits - Benefits higher than anticipated.		(2,281)		(2,281)
2) Human Resource - (a) Attended Engineering Association Conference. (b) Fee and subscription lower than budget.(c) No purchases of uniforms and safety shoes.	388	(125)		263
3) Office Expenses -Slightly lower than budget.	14			14
TOTAL ADMINISTRATION VARIANCE	402	-2,406	0	-2,004
ENGINEERING				
1) Wages and Benefits - Benefit costs lower than anticipated.	1,816			1,816
2) Human Resource - Training costs lower than anticipated.	2,340			2,340
3) Office Expenses - Expenses due to moving and increase in cell phone cost.		(1,171)		(1,171)
4) Utilities budgeted for sole occupation of WPC Admin building were not expensed as WPC Staff relocations were not made until end of 2012	3,258			3,258
TOTAL ENGINEERING VARIANCE	7,414	(1,171)	0	6,243
Wastewater Collection System				
Wastewater Collection				
Administration				
1) Wages and Benefits - Costs lower than anticipated.	933			933
2) Human Resource - Uniform and safety shoes costs lower than anticipated.	463			463
Equipment Training				
(a) Training was provided for WPCC Staff. (b) No funds used for training of P.W. Staff.	30,237			30,237
Work & Customer Services				
Amount budgeted is based on previous years average and contingent on the number of calls we can bill the home owner for.		(3,974)	4,381	407
Surface Repair				
Program cost slightly lower than anticipated.	112			112
Wastewater Mainline Cleaning				
Surplus as a result of the contracted Mainline cleaning program requiring less use of City staff and equipment.	11,341			11,341
Wastewater Connection Maintenance				
surplus as a result of fewer open excavation repairs, less manpower and materials needed.	49,934			49,934
TOTAL WASTEWATER COLLECTION VARIANCE	93,020	(3,974)	4,381	0
				93,427

VARIANCE REPORT AS AT DECEMBER 31, 2012 (INTERIM)

WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division					Impact on Budget
	EXPENSE		REVENUE		
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
WATER POLLUTION CONTROL CENTRE					
Sewage Plant					
1) Wages and Benefits - (a) A deficit at the WPCC and a surplus at the Leachate. The Main and Pumping Stations as more time allocated due to the Upgrade Project. (b) Overtime charges are up as they have not yet been credited from the Upgrade project.		(103,386)			(103,386)
2) Human Resources - In-house training was provided as part of the Upgrade Project which reduced out of town training, transportation and lodging.	20,361				20,361
3) Office Expenses - Charges are down for contracted services for phones, photocopier, etc.	3,788				3,788
4) Plant Operations - (a) Surplus in chemicals and utilities and chemicals due to the late start-up of the Secondary Treatment Process. (b) December's utility bills have not yet to come out of this account.	60,000				60,000
Abatement					
Surplus materials and supplies as no equipment failures or breakdowns.	1,154				1,154
Main Pumping Station					
1) Wages and Benefits - Surplus in wages and benefits as more time was allocated to the WPCC due to Upgrade project.	20,634				20,634
2) Plant Operations - (a) Surplus in utilities due to a very dry summer and fall and fewer equipment malfunctions. (b) December's utility bills have yet to come out of this account.	6,000				6,000
Pump Stations					
1) Wages and Benefits - A surplus in wages and benefits as more time was allocated to the WPCC due to the Upgrade project.	34,488				34,488
Leachate Station					
1) Wages and Benefits - A surplus in wages and benefits as more time was allocated to the WPCC due to the Upgrade Project.	29,230				29,230
2) Plant Operations - (a) Surplus in utilities due to a very dry summer and fall and fewer equipment malfunctions. (b) December's utility bills have yet to come out of this account.	3,000				3,000
TOTAL WATER POLLUTION CONTROL CENTRE VARIANCE	178,655	(103,386)	0	0	75,269
TOTAL WASTEWATER SYSTEMS VARIANCE	271,675	(107,360)	4,381	0	168,696
FINANCE - WASTEWATER REVENUE					
Wastewater Revenue					
Consumption higher than anticipated					
Approved Capital Project not reflected in Wastewater Budget			140,703		140,703
Wages and Benefits					
Staffing changes resulted in surplus	3,906				3,906
Human Resource Management					
No training or travel in 2012	919				919
Office Expense					
No collection charges incurred					
Bank Service Charges higher than anticipated	2,601				2,601
Interest Revenue less than anticipated		(915)			(915)
Vehicle Maintenance					
Vehicle Maintenance higher than anticipated			(1,254)		(1,254)
TOTAL FINANCE VARIANCE	7,426	-162,170	140,703	-117	-14,158
DEBT CHARGES					
Actual Debt charges incurred in 2012 less than anticipated		6,000			6,000
TOTAL VARIANCE FOR DEBT CHARGES	6,000	0	0	0	6,000
TOTAL VARIANCE FOR WASTEWATER RATE ADMINISTRATION	292,917	(273,107)	145,084	(117)	164,777



Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
BMAAC	(4,927)	45,000	40,073		Projects are on-going.
Building Maintenance	(57,510)	163,300	173,283	23,833	Net surplus attributable to projects approved from 2010-2012. Surplus of \$359 from FGT projects. Remaining \$23,474 can be returned to the Building Maintenance Reserve Fund. Projects in the amount \$71,115.94 to be deferred to 2013.
Brockville History Book	(71,117)	0	(68,309)		Deficit to be offset by future book sales. Prices have been lowered to encourage sales.
Fleet	(314,873)	386,212	138,260	90,505	OILC financing of \$306,410 will be utilized for the sewer Vactor purchase approved in 2011 as unit has now been received. 1) Surplus of \$3,154.83 from 2011 deferred sewer Vactor and equipment to outfit the new unit. 2) Surplus of \$87,350.365 reported for 2012 will be distributed according to funding sources at year end.
GIS Engineering	(21,473)	-	(28,596)		Work is in progress. COMRIF-AMP funds of \$10,800 have been received. No funding source identified for current deficit of \$28,596.
GWMC Solar Project	458,315	-	11,610		Rooftop panels are generating power. Project will be closed during the year end process.
Corporate Systems Upgrade	171,807	274,500	266,963		Work is continuing on several projects including the ERP, Planning Dept. project and document storage project. The BAC telephone upgrade and the Police radio tower are complete. Police radio console project budget was increased to \$204,500 from \$160,000 via Council report # 2012-093-05. Project has commenced and is anticipated to be completed in April 2013. Police interview room video system is on-going and is estimated to be completed by March 2013.

Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
Computer Replacement Program	10,876	122,600	(7,523)		Project is on-going.
Land Sales & Acquisitions	-	-	(13,809)		Project is on-going.
Minor Capital (pre-2011)	20,973	-	20,973		Telecom redundancy, portable photo I.D, parking meter purchase and breathing apparatus projects remain open.
2011 Minor Capital	44,870	-	2,086	(5,226)	Projects are complete. Deficit is due to non-FGT eligible projects. It is anticipated that a funding source will be identified during the year-end process for this account.
2012 Minor Capital	-	112,775	22,053	8,194	Projects are on-going and anticipated to be completed within budget. 1) Airport line painting budget \$16,275 - completed with zero balance. 2) Street Light Poles budget \$10,000 - project complete - \$1,467 surplus. 3) Traffic controllers budget \$50,000 (from FGT), net expense \$43,273 - project is completed and reporting a surplus of \$6,727.
Aquarium	951,727	1,450,000	1,552,349		Project is on-going.
Protective and Security Measures	11,378	-	1,552		Funds to be used in 2012 for security related projects.
Brockville Memorial Centre Solar Project	(1,104,611)	-	128,729		Memorial Centre Solar originally budgeted for \$1,100,000 from FGT (\$800,000 in 2009 and \$300,000 in 2010). This project was awarded to Upper Canada for \$1,429,000. This project was approved for a FCM loan. The City will repay the loan from FGT. No variance anticipated.
Replace Portable & Mobile radios	17,542	24,000	7,292		Project is on-going. In 2011, the City received two grants totalling \$29,845.
Breathing Apparatus	232	36,700	3,430		Project is on-going.
Waste management study	28,421	-	28,421		Sufficient funds to cover carrying costs for several years. 2012 budget funded from previous years surplus.
Landfill Site Closure	(15,300)	-	(15,300)		Funds of \$46,498 were approved in late 2009 to fund a Waste Management Sustainability Study. Study has cost \$47,825. In addition, the 2010 Operating Budget included a contribution of \$147,000 from this project.
Asphalt/Concrete Program (includes Parking lot improvements)	3,392	532,862	49,871	49,871	2012. project complete. It has been requested in the 2013 Capital Budget that these funds be used in 2013 for the ACPM program.
Victoria Avenue parking lot expansion	-	17,110	(1,186)	(1,186)	Originally funded from Parking Reserve Fund. Deficit can be funded from other capital surpluses or from the Parking Reserve Fund if sufficient funds are available at year end.
North August Rd. overpass	(22,367)	-	(22,367)	(22,367)	Project can be closed once a funding source for the deficit is identified. It is anticipated that a funding source will be identified during the year end process.

Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward <i>(from previous years-UNAUDITED)</i>	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
Bridge Inspection Services	10,849	-	10,849		Project completed in November 2011, however funds will be retained for future bridge inspections.
Broad Street	275,000	-	275,000		
Brockville Transportation Planning Study	73,747	-	23,747	23,747	Funding of \$50,000 reallocated by Council resolution during the July 24, 2012 meeting. Project has been cancelled and remaining funds may be used to offset the deficit(s) in other capital projects.
Centre Street Reconstruction	(122,302)	125,000	(109,378)		Project is on-going.
CN Railway Crossing Improvements	(2,504)	-	(2,504)		Project can be closed once a funding source for deficit is identified.
Fencing - CN Railways	3,225	-	3,225		Used continuously to make repairs to fences from vandalism.
Front Ave. railway crossing	(41,378)	-	93	93	OILC debenture proceeds of \$41,544 received August 1, 2012. Project to be closed during year end process.
Grenville Court Reconstruction	(367,717)	-	1,172	1,172	Project has been completed. Debenture proceeds of \$370,000 received on August 1, 2012.
James Street Reconstruction	(3,626)	700,000	134,698		Project is completed. Follow-up camera inspection to be completed in 2013.
Kingston Bridge Repairs	27,000	-	23,469		Project to be completed in 2013.
Opticom Equipment - vehicular and traffic light	26,981	33,500	7,655		Project is on-going.
Ormond Street Bridge Repairs	-	540,000	517,587		Project to be completed in 2013.
Parking Meters	22,678	-	22,678		Project postponed due to delay in release of meter technology.
North Augusta Rd culvert repairs	170,000	-	165,718		Project to be completed in 2013.
Pre-Engineering Services	15,783	10,000	10,016		Annual project used for expenses related to future years projects.
Parkdale Avenue Realignment	107,084	-	107,084		Project is complete. Funds have been held to offset the future cost of traffic signals, if mandated, to install.
Parkview Blvd. Reconstruction	(335,170)	-	777	777	Project has been completed. Debenture proceeds of \$337,000 received August 1, 2012.

Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
Energy Efficient Street Light Conversion	(16,092)	-	(33,955)	(33,955)	Project was completed in April 2012 with a deficit of \$33,955. Project originally funded from FGT.
Traffic and Transportation Master Plan	75,000	-	75,000	75,000	Project has been deferred to a future date. Funds (FGT) can be reallocated to other eligible projects.
Central Ave. West Manhole/Sewer Rehabilitation	(7,891)	-	(21)	(21)	OILC debenture proceeds of \$12,221 received on August 1, 2012. Project is complete.
Dechlorination Station Equipment	50,283	-	50,283		On-going. Engineering staff researching for a suitable solution.
Ferguson Drive - Pressure Reducing Valve Installation	(12,240)	-	(12,240)	(12,240)	Project complete. May be closed once a funding source for the deficit is identified. Originally funded from the Water Fund.
George Street Sewer Separation	(58,288)	-	(103)	(103)	Project is complete. OILC debenture proceeds of \$58,288 received August 1, 2012.
Jessie Street Sewer Separation	(151,711)	-	(268)	(268)	Project is complete. OILC debenture proceeds of \$151,711 received August 1, 2012.
North Trunk Sanitary Sewer	110,000	-	110,000		Project is on-going.
Ormond Street Watermain	(225,920)	-	(639)	(639)	Project is complete. OILC debenture proceeds of \$225,920 received August 1, 2012.
Ormond Street Watermain (2012 phase)	-	180,000	25,273		Project is completed. Follow-up camera inspection to be completed in 2013.
Sewer Inflow/Infiltration Analysis	129,853	-	131,532		Project is on-going
Service Upgrades	14,280	-	14,280		Project is on-going.
Stewart Blvd	78,447	-	78,447		Project is on-going.
Water/Wastewater Meter replacement	-	140,000	97,909		The process of changing water meters will commence in January 2013. A public education campaign will also be deployed to help inform the residents of the meter changes.
Water Pollution Control Plant Equipment	430,000	275,000	367,782	2,585	Projects are on-going. Small deficit resulting from the completion of the Lighting Retrofit project. \$112,782 to be deferred to 2013, while \$255,000 will be transferred to the Water Pollution Control Centre upgrade.
Water Pollution Control Plant Secondary Treatment Upgrade	5,732,878	-	1,884,556		Project is on-going. Project has been approved for 50% Federal funding and 16.67% Provincial funding. As well, FCM financing has been secured. Temporary borrowing of \$8M not shown in totals. Approval of second phase was announced on Nov.2/12.
Water Systems Master Plan	48,422	-	46,844		Project is on-going.

Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward (<i>from previous years-UNAUDITED</i>)	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
Water Treatment Plant Work	46,281	435,000	234,272	32,505	Projects are on-going. 1) 2008/2009 deferred items - \$28,565 of projects to be deferred to 2013. 2) A surplus of \$1,143.96 is being reported for the High Lift #2 Pump and Motor Rebuilt, a surplus of \$141.59 in the contingency account. 3) A surplus of \$1,852.74 for the Maintenance Plant #1 Pump and Motor Refurb; a surplus of \$17,865.97 for the MCC Replacement/ Arcflash code Upgrade; a deficit \$3,152.47 for the Lighting Upgrades to the main Plant; a deficit of \$519.66 for SCADA connection for the low lift diesel engine automatic controls this project is on going and \$160,525.94 deferred projects to 2013. 4) There is an overall surplus being reported under Water Distribution projects of \$15,172.67.
Expansion of the Zone 3 pressure area	40,452	-	40,452		Project is on-going.
Dredging	(189,783)	90,000	(99,783)		
Project Encore - Including Theatre Manager Software and Fire Curtain	(25,518)	-	3,803		Grand Opening was October 3, 2009. OILC debenture proceeds of \$28,371 for the fire curtain installation received August 1, 2012.
Island Environmental Assessment	6,424	-	6,424	6,424	Project is complete and will be closed in 2012. Surplus can be used to offset deficits in other projects.
Pedestrian Pathway Linkage	10,831	-	10,831		Funds have been held for possible future phases.
Pedestrian Bridge Repairs	(17,407)	-	30	30	OILC debenture proceeds of \$17,467 received August 1, 2012. Project is complete.
Parkland Equipment Management Program	17,253	92,160	80,558	1,981	Surplus will be transferred back to the funding source - Parkland Equipment Reserve Fund at year end. Surplus is the result of the dock, ramp and picnic table replacements at various locations. Projects in the amount of \$81,394.58 to be deferred to 2013.
Power Pedestals - Centeen Park	45,000	-	45,000		No variance anticipated. Deferred \$45,000 pending result of obtaining grant money.
RinC - Memorial Centre	(22,645)	-	(22,645)		Project complete and will be closed in 2012. Low-E ceiling costs to be funded from FGT.
Skatepark	(53,193)	53,193	-		Project is complete and will be closed in 2012. Deficit to be funded from Finance Plan contribution.
Rotary Park Splash-Pad	95,559	-	6,631		City's contribution to community project was \$180,000. Project balance includes City's contribution, donations and expenses incurred to date. No variance anticipated. An additional contribution of \$50,000 approved by Council at the Council meeting held July 24, 2012.
St. Lawrence Park Design	16,951	-	16,951		Project is on-going.
Tunnel Bay Docking	(4,810)	50,000	4,425		Project is on-going.



Corporation of the City of Brockville
Capital Variance Report
Interim for the period ending December 31, 2012

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2012 Budget	Project Balance as at December 31, 2012	Projected Variance	Notes / Comments
Tunnel Tourism	176,628	-	121,809		Railway Tunnel committee has been re-established. Project is on-going.
Waterfront Public Use Study	5,459	-	5,459		Project is on-going in conjunction with the Official Plan and can be used towards any deficit incurred in that project.
Water Street Park Development (Reynolds Park)	21,446	-	21,446		To be completed in 2013.
Development Charge Background Study	20,000	-	20,000		Project on hold until Council decision on study is made.
Comprehensive Zoning By-law	79,746	68,254	148,000		Project has not yet commenced.
Bridlewood Subdivision	99,365	-	99,365		Funds received from developers.
Stormwater Management - Brockwoods	3,536	0	3,536		Funds received from developers.
Sidewalk contributions	49,859	-	45,615		Funds received from developers.
St. Lawrence Lodge Redevelopment Project	179,520	0	0		Final invoice has been paid and the project will be closed at year end.
	6,764,980	5,957,166	7,108,600	240,710	