



## Finance, Administration and Operations Committee

Tuesday, February 21, 2012, 4:15 p.m.  
City Hall - Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>
Councillor D. Beatty, Chair	Clerk's Office
Councillor J. Earle	Environmental Services
Councillor L. Fullarton	Finance Department
Councillor D. LeSueur	Fire Department
Councillor M. McFall	Human Resources Dept.
Mayor D. Henderson, Ex-Officio	Operations Department
	Airport Commission
	Arena Advisory Board
	Brockville Municipal
	Accessibility Advisory
	Committee (BMAAC)
	CRCA
	Cemetery
	Health Unit
	Joint Services Committee
	PLMG
	Police Services Board
	Safe Communities Coalition
	St. Lawrence Lodge Management
	Board
	Volunteer Awards
	All legal matters [excepting the purchase and sale of land]

## AGENDA

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### DISCLOSURE OF INTEREST

### DELEGATION(S) AND PRESENTATION(S)

4

1. Susan Szaraz  
Ms. Szaraz will address the Committee regarding the Canteens Contract (unsolicited proposal).

### REPORTS FROM BOARDS AND COMMITTEES

5-9

1. Brockville Cycling Advisory Committee  
Alan Medcalf, Chair

### STAFF REPORTS

10-12

1. 2012-037-02  
Brock Trail Committee  
Heritage Canada Grant Application

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**STAFF REPORTS**

- 13-15      2.    2012-003-01  
              Multi Functional Devises Lease - Request to Waive the Requirements of the Purchasing Policy
- 16-19      3.    2012-014-02  
              2011 Council Remuneration and Expenses
- 20-30      4.    2012-002-01  
              Water & Wastewater Systems Quarterly Report (Oct-Dec 2011)
- 31-62      5.    2012-016-02  
              2011 Annual Summary Report  
              Water Polution Control Centre
- 63-143     6.    2012-017-02  
              2011 Annual Water Quality Report  
              Brockville Drinking Water System
- 144-145    7.    2012-032-02  
              Landfill Site Gas Collection System
8.    2012-033-02  
              Request for Proposal Solid Waste Management Services
- This report will be distributed prior to or at the meeting.*
- 146-175    9.    2012-019-02  
              2011 Work Plan Fourth Quarter Report
- 176-182    10.   2012-021-02  
              Integrated Accessibility Standards
- 183-199    11.   2012-024-02  
              Communications Service Agreement
- 200-208    12.   2012-026-02  
              Extension of Canteens Contract

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**STAFF REPORTS**

- |         |   |
|---------|---|
| 209-210 | 13. 2012-027-02<br>Renewal of Agreement with the Commissionaires Inc.<br>Kingston & Region Division for Parking Enforcement |
| 211-212 | 14. 2012-028-02<br>Paddling Dock - St. Lawrence Park  |
| 213-225 | 15. 2012-034-02<br>Auditor's Communication Letter Prior to Completion of 2011 Audit   |
| 226-240 | 16. 2012-035-02<br>Water Financial Plan #152-301  |
| 241-275 | 17. 2012-036-02<br>Variance Reports at December 31, 2011 Interim  |

**FAO - CONSENT AGENDA**

**MOTION TO MOVE INTO CLOSED SESSION**

Pursuant to Section 239(e) of the Municipal Act (litigation or potential litigation).

**REPORT OF THE STANDING COMMITTEE OF THE WHOLE IN CAMERA**

**ADJOURNMENT**

To The City of Brockville

I am interested in bidding on The Block House Island Concession stands including the arenas. The concession stands will have the regular staple menu of hamburger, hotdogs, chilli dogs, milk shakes, sundaes, frenchfries, poutine, coffee and teas selection, smoothies, handmade Canadian fudge and candies, homemade soup, rolled up taffy from Gibson Farm

I would like be more involved in the image of Brockville. I would like block House Island a destination for tourist and locals to flock for outdoor movies, entertainment from our local Lions Music Festival, high school drama involvement. I have 5 teenagers training in clown school . I will have my employees rollerblading to deliver food to the boats. I have 2 major franchises looking to come on board with me that are Canadian based. I have a website designed to take food orders from their phones . I own blockhouseisalnd.com and could make block house island more know as I am a web designer. I am very excited and ready to take on this adventure with The City. I will also have a student dressed in Edwardian clothes giving live documentaries to the tourist and walking tours to bring the tourist up to downtown Brockville. I have a horse and buggy on board for tours. I have a kite club to teach children how to fly a kite.

In the winter I will draw in customers by having a skating rink and toboggan hill. The winter will be a winter wonderland down at block house. I would like to see a speed skating competition on the river.

I am experience in Ottawa;s Winter Lude and have great connection to ice sculptors and dog sled racer etc,

I am looking forward to your response and idea. I would love to work with the city to make this all family oriented.

The arenas will have the same foods with clowns and magicians to entertain the children waiting for their sibling to finish skating. I would also like to see a toboggan hill at the Memorial Centre and an arts and craft room .

Please call with any questions

Susan Szaraz 613-341203

## Brockville Cycling Advisory Committee Report to Council for 2011

Around the world, across North America and closer to home, encouraging more people to use bicycles more often is proving to be a critical component in boosting urban liveability. City landscapes are starting to change rapidly. Assumptions of automobile centricity are shifting to a multi-modal approach in which pedestrians, cyclists and public transit become the new focus.

Greater uptake of active transportation is proven to generate many benefits. They include reduced traffic congestion, reduced spending on road maintenance and growth, improved air and sound quality, improved work productivity, reductions in policing and emergency response costs, and reductions in health care costs. This all adds up to improved liveability of urban centres.

From an economic perspective, cities that promote and support active transportation and active lifestyles are more attractive to visitors and prospective new businesses and residents. And, cycle tourism delivers the benefit of visitors who are well educated, enjoy higher disposable income and have a propensity to stay longer, spend more and seek arts, culture and heritage attractions.

The Brockville Cycling Advisory Committee (BCAC) aims to see Brockville harvest these multi-faceted benefits of being a bicycle friendly community.

The BCAC started work as a committee of Council early in 2011. The members are community volunteers with a broad diversity of skills and experiences. The first few meetings were spent discussing a vision for a “bicycle friendly” Brockville, views on the City’s strengths, weaknesses, opportunities and threats, a “Bicycle Friendly Community” evaluation, and an initial list of potential projects.

By early fall, the BCAC settled on a short list of active projects selected for impact, visibility, achievability and alignment with members’ interests. The projects are supplemented with ongoing and ad-hoc efforts as opportunities arise. The full record of discussions, including workshop outcomes, is publicly available on the City’s website, filed as minutes to committee meetings.

Networking locally and further afield on matters of common interest is key to BCAC’s success, and includes the following (where ✓ denotes linked membership/participation):

- |   |   |
|---|---|
| • Brockville tourism advisory committee ✓   | • Upper Canada District School Board        |
| • Brockville Brock Trail committee ✓        | • Ribfest                                   |
| • Brockville heritage committee             | • Brockville Bike Ministry ✓                |
| • Brockville tunnel committee               | • LG&L District Health Unit ✓               |
| • Brockville youth advisory committee       | • LG&L Healthy Communities Partnership ✓    |
| • Brockville and Area Chamber of Commerce   | • Frontenac Arch Biosphere Network ✓        |
| • Downtown Business Improvement Area (DBIA) | • Frontenac Arch Biosphere Trails Council ✓ |
| • Brockville Tourism                        | • Ontario Trails Council ✓                  |
| • Brockville Museum ✓                       | • The Great Waterway (RTO9) ✓               |
| • Brockville Police Services                | • Ontario Share the Road Coalition ✓        |
| • United Counties of Leeds & Grenville ✓    | • Transportation Options (Toronto)          |
| • Transition Brockville ✓                   | • Welcome Cyclists Network ✓                |
| • Citizens Brockville ✓                     | • Ontario Cycle Tourism Alliance            |
| • Safe Communities Coalition                | • Ontario Waterfront Regeneration Trust     |
| • Leeds & Grenville Volunteer Bureau        | • Great Waterfront Trail Adventure          |
| • Communities Alive                         | • Local bike clubs / groups ✓               |

The following provides a summary and current status of each of the various projects and activities underway:

### **Realignment of the Ontario Waterfront Trail**

This past fall the BCAC reported on the current state of the Ontario Waterfront Trail (OWT) route through Brockville and recommended a number of changes to the route to reduce risk and improve the experience for the thousands of cycle tourists following the route through town each summer.

A proposal was created that would see the OWT routed through quiet residential streets where possible, consistent with the Waterfront Trail through similar communities, and separated from the pedestrian-heavy waterfront segments of the Brock Trail.

The report was accepted by the Finance, Administration and Operations Standing Committee (FAO) and subsequently adopted by Council. As part of this process, the report was reviewed and accepted by the Ontario Waterfront Regeneration Trust (stewards of the Waterfront Trail) and a trail audit was carried out by OWT staff with the assistance of the BCAC in late October.

The City's operations department and OWT staff are collaborating on signage, and the plan is to have the new route signed before the start of the 2012 cycle touring season.

### **Tunnel and Brock Trail**

The BCAC was approached by the Brock Trail committee to collaborate on the renovation, completion and expansion of the Brock Trail network throughout the City as a linear park or multi-use recreational trail. Similarly, the Tunnel Committee and BCAC are linked, looking forward to the day when the tunnel reopens and becomes part of the Brock Trail network.

### **Active and Safe Routes to School**

A key project still in formation stage is a partnership with multiple stakeholders to launch an "active and safe routes to school" pilot. The outcome would be a model for the school boards to replicate across the City, providing encouragement, education, training and other supports for children walking and cycling to school.

Over 90% of kids ride bikes, yet less than 5% ride them to school. The BCAC is out to remedy this, in collaboration with the school boards, Communities Alive, Police Services and the District Health Unit school team.

Support will include consideration for routes, street crossings, school site access design, bike parking, bicycle skills training for children and education for parents, children, school staff and the motoring public. This is a complex project with many stakeholders and is moving slowly towards gaining traction.

One initial project piece will inventory each school's practical accessibility by walking and cycling for input to the Comprehensive Transportation Plan's active transportation component.

### **Bicycle Parking**

This project aims to see bicycle parking become as convenient and accessible as car parking. The BCAC met with the Downtown Business Improvement Area's executive director and made a proposal to the DBIA board, resulting in a joint working group. A draft plan for placement of racks, rings and a pilot on-street bike parking corral has been done. The plan is under discussion in the DBIA currently, and will go to FAO committee and Council for adoption, to be implemented in the spring.

Another piece of this project will address bike parking corrals at all City-supported events and festivals, for which last summer's Ribfest was a pilot. Through a small grant obtained in support of the Vélo

## **Brockville Cycling Advisory Committee: 2011 Report to City Council**

Québec hosting last summer, Brockville Tourism obtained several large bike racks for the City to use in these events.

After downtown bike parking is addressed, BCAC will also address work places, retail areas, parks and other key destinations. The Rotary Club has agreed to include bicycle parking in the redevelopment of the Rotary Park on King St West at Buell's Creek, and the year before last Brockville General Hospital agreed to place a large bike rack outside the main entrance, where it's used frequently by employees, visitors and others. As plans for the Maritime Discovery Centre and adjacent streetscape develop, the BCAC will seek an opportunity to consult on bicycle parking for residents and visitors.

### **Bike to Work Week**

Another key project still in its start-up stage is the launch of an annual "bike to work" promotion, starting with a "bike to work week", an anchor company/institution, education and promotion. Currently, the partnership is being formed with BCAC, District Health Unit workplace team, Police Services and one or two key companies still to be identified. Brockville's first Bike to Work Week will occur early in the summer. The BCAC encourages City Hall to be one of the designated Bike to Work workplaces.

### **Comprehensive Transportation Plan**

In December, the City issued a request for proposals to undertake a thorough review and update of the City's transportation infrastructure, facilities and services, under the banner of a "Comprehensive Transportation Plan".

This planning effort will be comprehensive in that it will follow through on Council's intentions, documented in the Strategic and Official Plans, to incorporate active transportation into the modal mix. When the last transportation plan was done in 1991, cycling was considered to be strictly a recreational activity and the plan recommended including provision for cycle commuting only in longer range plans.

This time around, planning efforts can draw on plans completed in many communities large and small across the country, as well as many plans well into implementation. Transportation plans are trending towards a "complete streets" approach that puts pedestrians first, then cyclists, then motorized traffic.

The BCAC is participating in the technical steering of this project and anticipates being engaged in assisting with public workshops, information sessions or open houses as the project progresses.

### **Bike Rodeo for Children**

Working in partnership, the BCAC, Brockville Police Services and the District Health Unit are planning a bike rodeo for children in early June. Early plans for the rodeo include a BBQ, education for parents on sharing the road, education and bike skills training for children, helmet fit checks and bicycle safety/mechanical checks.

### **Miscellaneous Items**

Following are some additional items of note on the local cycling front over the past year:

1. Two BCAC members are co-organizers of the Eastern Ontario Schools Mountain Bike Championships, which drew approximately 100 children and youth to the 7<sup>th</sup> annual event, held at Limerick Forest in May.
2. Last spring, a Welcome Cyclists Network workshop was run in Brockville, with additional workshops run across the region in Picton, Napanee, Kingston, Gananoque, Kemptville and Cornwall. In total over 200 attended, resulting in great exposure and about 200 new listings on the Welcome Cyclists website.

## Brockville Cycling Advisory Committee: 2011 Report to City Council

3. The annual Great Waterfront Trail Adventure (GWTA) and the Friends for Life Bike Rally came through Brockville and reported successful events. The BCAC congratulates Mayor Dave Henderson, honorary tour director of the 2011 GWTA event, who completed the tour end-to-end. Mayor Henderson provided his perspectives on the experience at a fall meeting in Brockville hosted by Marlaine Koehler, executive director of the Ontario Waterfront Trust, to review the feedback from the 2011 event and outline plans for 2012.
4. Vélo Québec's "Grand Tour Desjardins" in August was a resounding success. For the first time, this tour was run outside La Belle Province. Close to 2,000 cyclists and a large support crew started and ended their week-long trek in Brockville, and enjoyed good weather, good routes and good times. 100% of participants responding to a rider survey said that Eastern Ontario is a good or very good place for cycle touring. 82% expressed desire and intent to return and explore more. Based on this success, Vélo Québec has added a one-week tour for smaller groups, mirroring Le Grand Tour itinerary, to their annual touring calendar.
5. In total, nearly 5,000 cyclists in about a dozen organized groups passed through this area last summer, with likely an additional few thousand cycling in self-supported mode.
6. Collaboration with the Brockville Museum yielded a "Cyclists Guide to Historic Brockville" pamphlet which is available at the Museum.
7. Collaboration with Henderson Printing and the Frontenac Arch Biosphere Network yielded an advertising-funded "Cycling the Arch and the 1000 Islands" tourism brochure. Approximately 10,000 copies were distributed across the region and in Toronto, Ottawa, Montréal and further afield. The brochure is also a teaser to attract people to the ExploreTheArch.ca website.
8. A presentation on the BCAC was given to the youth advisory committee in the fall.
9. "Cycle Tourism: A Growing Opportunity" was presented at the Brockville Tourism Summit in September.

### **Looking Ahead**

2012 will see a continuation of current activities and projects as outlined above, with emphasis on:

- Brockville's Comprehensive Transportation Plan, per the City's schedule.
- "Active and Safe Routes to School", working towards a pilot launch in the fall.
- "Bike to Work" week in early summer.
- "Bicycle Parking", with emphasis initially on the downtown and events.
- A Bike Rodeo for children in early summer.
- Completing the signage for the Ontario Waterfront Trail route re-alignment.
- Promoting cycle tourism, through linkage and participation in regional and provincial efforts.
- Creation of an "Always Room" proposal for camping at St. Lawrence Park for self-supported ("fully loaded") cycle tourists.
- Continued networking near and far with agencies and groups with common goals.

### **External Engagements**

BCAC members will be involved in the following activities coming up soon that are outside the direct scope of the BCAC's mandate, yet contributing to the bicycle friendliness of Brockville and surrounding area:

- Rebecca & Peter Meier – co-organizing the 8th Annual Eastern Ontario Schools Mountain Bike Championships at Limerick Forest on May 18.

## Brockville Cycling Advisory Committee: 2011 Report to City Council

- Eric Montgomery – through the charitable (pending) non-profit group Brockville Bike Ministry, organizing a March Bike Blast (March 12-16) in which two dozen youth will spend time assembling their own bikes using components salvaged from donated bikes.
- Alan Medcalf
  - Member of project steering team for a cycle tourism product development project at The Great Waterway
  - Moderating a panel discussion at Trailhead Ontario, Ontario Trails Council's annual conference in June, on the Ministry of Transportation's emerging plans for a provincial cycling network
  - Continued development of cycling routes information in the Biosphere's "Explore the Arch" website.

### **Support from Council and Staff**

Achieving the lifestyle, environmental and economic benefits of being a more bicycle friendly City is a lengthy journey. It entails change on the social, infrastructure and policy fronts; it starts with and is sustained by political will and shaped through enthusiastic, informed debate and participation by all.

On behalf of the members of Brockville's Cycling Advisory Committee as well as City residents and visitors, I would like to thank members of City Council and staff for their support over the past year. Special thanks go to Mayor Dave Henderson for his enthusiastic participation as a cyclist, Councillor LeSueur as our 2011 Council representative, Councillor Earle as our current Council representative, and Conal Cosgrove, Sandra Seale and Daphne Livingstone for their active support.

Respectfully submitted,



Alan Medcalf, Chair, Brockville Cycling Committee

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –  
February 21, 2012**

**2012-037-02  
Brock Trail Committee  
Heritage Canada Grant Application**

**DAVID C. PAUL  
DIRECTOR  
ECONOMIC DEVELOPMENT**

**RECOMMENDATION**

That Council endorse the Brock Trail expansion and revitalization project as the City of Brockville's capital submission to the Department of Canadian Heritage, War of 1812, Legacy funding program.

**PURPOSE**

That Council endorse the Brock Trail expansion and revitalization project as the City of Brockville's capital submission to the Department of Canadian Heritage, War of 1812, Legacy funding program.

**BACKGROUND**

In April 2011, City Council passed the following resolution:

*"That Council endorse the involvement of the Brock Trail Committee for the purpose of leading and coordinating a community based expansion and revitalization of the Brock Trail."*

The Committee identified its primary goal, *"To coordinate a community fund raising campaign for the purpose of undertaking a Brock Trail expansion and redevelopment project, consistent with the visions articulated in the City's Official Plan."*

As an update, during the past several months, representation from the Brockville Cycling Advisory Committee and former Mayor, Ben Tekamp have been enlisted to serve as members on the committee. Landscape Architect, Joe Mcfarlane of Riverview Landscaping has been brought on board to assist with project design and costing. Mr. Mcfarlane is well known for his previous work on the Brockville waterfront. The committee continues to meet regularly with City staff, including Conal Cosgrove and Dave Paul. Site meetings have been held with key partner, Cataraqui Conservation Authority, as much of the path system is located within their local flood plain jurisdiction.

A meeting with representatives from CP Railway and Mayor Henderson is being arranged to address a number of critical property access issues with the rail lines.

Committee member Doug Grant has been instrumental in the development of a project information brochure, which is nearing its final draft and will be available in conjunction with our planned summer fundraising initiative.

The project itself will consist of the construction and restoration of some 6700 metres of fully accessible pathway including a 3 metre asphalt surface capable of serving pedestrians, cyclists and those with disabilities. Appealing to both residents and tourists alike, and in keeping with the Brock Trail historic theme, the project will incorporate interpretive elements and signage, offering short vignettes into the life and times of the trails namesake Major General Sir Isaac Brock.

Recent discussions with our office recommended this capital funding opportunity up to \$500,000 that may be available for the project as part of the upcoming War of 1812 Bicentennial celebrations.

Subsequently, the Brock Trail Committee is requesting that Council endorse the Brock Trail expansion and revitalization project as the City submission to the Department of Canadian Heritage, War of 1812 Legacy funding program.

## **FINANCIAL CONSIDERATIONS**

While the overall project scope and cost estimates remain preliminary, in order to maximize the Legacy grant available at this time, it is proposed that the grant application be made based on completing a major portion of the overall project at a cost of \$1,500,000.

This would involve a commitment of \$500,000 from the City, \$500,000 from community fundraising and \$500,000 from the Legacy grant.

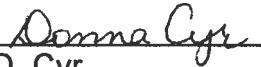
The City's Capital Plan identifies funds totaling \$1,075,000 earmarked for the expansion and revitalization of the Brock Trail for the period 2012-2016.

Grant approval will not be confirmed until August of 2012. The construction will commence this year and completion in 2014. This will allow sufficient time for the public fundraising campaign, planned for this summer, and for the City to allocate capital funds accordingly from the 2013 Capital Budget.

Successfully securing the subject grant will provide the opportunity to reduce the current city allocation towards the project from what is currently included in the capital budget at \$800,000, and further, accelerate the completion time of the Brock Trail while incorporating additional quality enhancements and heritage interpretation.



D. Paul  
Director of Economic Development



D. Cyr  
Director of Finance

B. Casselman  
City Manager

January 30, 2012

**REPORT TO FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE –  
FEBRUARY 21, 2012**

**2012-03-01**

**REQUEST TO WAIVE THE REQUIREMENTS  
OF THE PURCHASING POLICY FOR THE  
LEASE OF MULTI-FUNCTIONAL DEVICES**

**J. PETERS  
M.I.S. SUPERVISOR  
L. WHITE  
MANAGER OF  
STRATEGIC INITIATIVES**

**RECOMMENDATION**

THAT the requirements of the City's Purchasing Policy be waived for the leasing of new Multi-Functional Devices; and

THAT the City of Brockville enter into a four-year lease agreement for 19 Multi-Functional Devices (MFD) with Xerox Canada; and

THAT Staff explore contracting Xerox for "managed print services" based on cost effectiveness.

**PURPOSE**

To request Council waive the provisions of the Purchasing By-law with respect to issuing a Request for Proposals for MFD's as the City is able to access pricing under the Province of Ontario's contract with Xerox Canada (Compugen Inc.) or Ricoh Canada Inc.

To request Council authorization to enter into a four-year lease with Xerox Canada that includes monthly rental plus a cost-per-copy for a yearly cost of approximately \$58,000 per year.

**BACKGROUND**

The City of Brockville issued an RFP in October 2006 to procure the supply and maintenance of Multifunctional Devices – a photocopier that can fax and scan documents. Proposals were received from seven (7) firms. Xerox Canada Ltd. was the successful proponent for the period of April 1, 2007 to March 31, 2010. The agreement was extended to March 31, 2012.

In 2011, representatives from both Xerox and Ricoh, notified City staff that the Province of Ontario had issued a Request for Proposal for Print Imaging Technologies and Services and both Xerox and Ricoh were awarded "Vendor of Record" (VOR) for the term of February 2, 2010 to January 31, 2013. VOR Arrangements assist in streamlining the procurement process for common goods and services and help ensure

value for money to Ontario Public Service and Broader Public Service agencies. The pricing of the VOR Arrangement is available to the City under the "Broader Public Sector" terms of the contract.

The City's Purchasing Policy Item 25 states:

The City may participate with other government agencies or public authorities in co-operative purchasing when it is in the best interest to do so; and

If the government agency or authority is of a senior level, then the purchasing policies of that body would come into place under this particular circumstance;

## **ANALYSIS**

Staff have requested and received comparative pricing from both Xerox and Ricoh. Xerox pricing was approximately \$58,038 and Ricoh was \$57,667 based on the same requirements and an estimated number of copies - a difference of \$370.

Given that the City has leased Xerox products for many years and, overall, staff are more than pleased with the Xerox MFD product performance, quality and service, Staff is recommending that the City enter into a four-year lease with Xerox. Although Ricoh offers a savings of \$370 per year (\$1,480 over four years), it is anticipated that the cost of M.I.S. staff time to reconfigure network settings and troubleshoot settings in order to accommodate Ricoh products would be equal to or more than the savings.

To be completely transparent with respect to the purchasing policy, staff is requesting Council's permission to enter into that agreement.

There is also an opportunity for the City to contract either company to provide "managed print services" for all of its printers. Currently, most staff utilize the multi-functional devices as their main printer as they are more cost effective than stand alone printers. There are however approximately 25 printers throughout the City of Brockville locations that provide:

- colour printing when a colour MFD is not available (there are currently two MFD's that provide colour located (one in the Clerk's office and the Police Services building).
- backup printing services when the MFD is not available due to large print jobs or maintenance issues
- a printer for staff in areas without access to a MFD

## **POLICY**

The City's 2009 Community Strategic Plan states that the City shall "seek out cost sharing or service delivery partnerships to reduce costs and improve services".

Although the City is not partnering with another organization directly, staff are utilizing a service provided by the Province of Ontario that benefits other public service organizations by leading the procurement process that will save time and money.

## FINANCIAL CONSIDERATIONS

The expense for MFDs and consumables related to printers is budgeted in the yearly operating budgets for each department. Costs incurred for MFD's in 2011 was approximately \$55,000 corporate-wide. Our current lease is based on a monthly lease amount plus a cost per copy. The cost of this lease was budgeted departmentally within the 2012 budget and will be included future budgets.

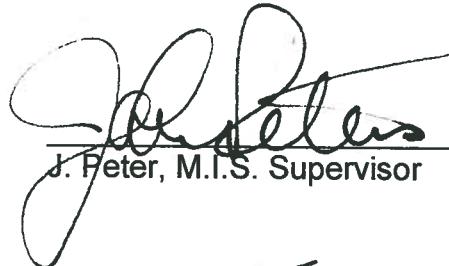
## CONCLUSION

It appears to be an excellent opportunity to enter into a MFD lease agreement under the Provincial Government umbrella. Given that both Xerox and Ricoh have already been awarded the Provincial Government contract, Members of Council can be assured that the pricing is competitive and their service is superior to others.

Accessing the Vendor of Record pricing through the Province of Ontario's RFP process is an effective and efficient process that may be resourced for other purchases in the future.



L. White, Manager of Strategic Initiatives



J. Peter, M.I.S. Supervisor

  
\_\_\_\_\_  
D. Cyr, Director of Finance  
\_\_\_\_\_  
B. Casselman, City Manager

**February 8, 2012**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – FEBRUARY 21, 2012**

**2012-014-02**

**2011 COUNCIL REMUNERATION & EXPENSES  
FILE: F09-03**

**D. CYR  
DIRECTOR OF FINANCE  
L. WHITE  
MANAGER OF STRATEGIC INITIATIVES**

**• RECOMMENDED**

THAT Council receive the Treasurer's Report on 2011 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2012-014-03].

**PURPOSE**

To identify the 2011 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

**BACKGROUND/POLICY IMPLICATIONS**

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

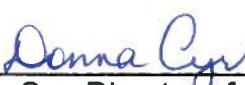
Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

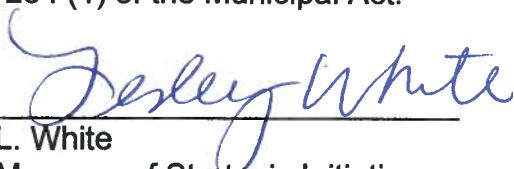
**FINANCIAL IMPLICATIONS**

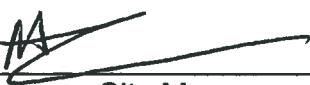
There are no financial implications associated with this report.

**CONCLUSION**

This report fulfills the City's requirement under Section 284 (1) of the Municipal Act.

  
**D. Cyr, Director of Finance**

  
**L. White  
Manager of Strategic Initiatives**

  
**B. Casselman, City Manager**

**MEMBERS OF COUNCIL  
CITY OF BROCKVILLE  
STATEMENT OF REMUNERATION & EXPENSES PAID  
AS AT DECEMBER 31, 2011**

	<b>HONORARIUMS PAID</b>	<b>EXPENSES PAID</b>	<b>TOTAL PAID</b>	<b>CREDITS</b>	<b>TOTAL</b>
<b>MAYOR HENDERSON</b>	<b>37,001.04</b>	<b>8,984.24</b>	<b>45,985.28</b>		<b>45,985.28</b>
<b>COUNCILLOR BAKER</b>	<b>16,322.04</b>	<b>-</b>	<b>16,322.04</b>		<b>16,322.04</b>
<b>COUNCILLOR BEATTY</b>	<b>16,322.04</b>	<b>-</b>	<b>16,322.04</b>	<b>808.92 **</b>	<b>15,513.12</b>
<b>COUNCILLOR BURSEY</b>	<b>16,322.04</b>	<b>378.76</b>	<b>16,700.80</b>		<b>16,700.80</b>
<b>COUNCILLOR EARLE</b>	<b>16,322.04</b>	<b>-</b>	<b>16,322.04</b>		<b>16,322.04</b>
<b>COUNCILLOR FULLARTON</b>	<b>16,322.04</b>	<b>-</b>	<b>16,322.04</b>		<b>16,322.04</b>
<b>COUNCILLOR JOURNAL</b>	<b>14,281.78</b>	<b>25.00</b>	<b>14,306.78</b>		<b>14,306.78</b>
<b>COUNCILLOR KALIVAS</b>	<b>16,322.04</b>	<b>-</b>	<b>16,322.04</b>		<b>16,322.04</b>
<b>COUNCILLOR LESUER</b>	<b>16,322.04</b>	<b>356.16</b>	<b>16,678.20</b>		<b>16,678.20</b>
<b>COUNCILLOR MCFALL</b>	<b>16,322.04</b>	<b>356.16</b>	<b>16,678.20</b>		<b>16,678.20</b>
	<b><u>181,859.14</u></b>	<b><u>10,100.32</u></b>	<b><u>191,959.46</u></b>		<b><u>191,150.54</u></b>

\* These were paid directly to the City by the Health Unit for meetings attended by Councillor Beatty.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID  
FOR THE YEAR ENDED DECEMBER 31, 2011**

<b>COUNCIL MEMBER</b>	<b>EXPLANATION</b>	<b>HONORARIUM RECEIVED</b>	<b>EXPENSES PAID</b>	<b>TOTAL RECEIVED</b>
MAYOR HENDERSON	City Council AMO Conference - London Ontario Good Roads Association Conference Chinese Gala Celebration - Toronto Chamber of Commerce Annual Awards Gala Chamber of Commerce Fall Networking Boat Cruise Chamber of Commerce Spring Networking Boat Cruise Chamber of Commerce MPP Breakfast Chamber of Commerce Annual event Chamber of Commerce Christmas gathering Meal Plan - Waterfront Trail Accomodation/expenses for Bike Tour John Bradford Retirement Celebration Brockville Rifles Officer's Mess Prescott Chamber of Commerce AGM Ontario East Economic Conference Brockville District Hospital Foundation Annual Event Steve Clark event Special Olympics Fundraiser Bonvoyage Celebration for Larry Journal United Way - Doc's and Diamonds Gala Spencerville Mill Foundation Fundraiser St. Lawrence College Fundraiser Brockville Community Care & Share Fundraiser Mileage Business Lunches	37,001.04  1,990.78 1,663.53 133.77 244.22 25.44 25.44 25.44 25.44 208.61 22.60 128.81 759.06 100.00 80.00 80.00 54.52 245.00 150.00 35.00 100.00 25.00 75.00 175.00 100.00 1,891.23 645.79		37,001.04  1,990.78 1,663.53 133.77 244.22 25.44 25.44 25.44 25.44 208.61 22.60 128.81 759.06 100.00 80.00 80.00 54.52 245.00 150.00 35.00 100.00 25.00 75.00 175.00 100.00 1,891.23 645.79
				8,984.24
COUNCILLOR BAKER	City Council	16,322.04		16,322.04
COUNCILLOR BURSEY	City Council Chamber of Commerce Christmas gathering AMO New Councillor Training	16,322.04  22.60 356.16		16,700.80
COUNCILLOR BEATTY	City Council	16,322.04		16,322.04
COUNCILLOR EARLE	City Council	16,322.04		16,322.04
COUNCILLOR FULLARTON	City Council	16,322.04		16,322.04
COUNCILLOR JOURNAL	City Council Mayor's Outlook luncheon	14,281.78  25.00		14,306.78
COUNCILLOR KALIVAS	City Council	16,322.04		16,322.04
COUNCILLOR LESUEUR	City Council AMO New Councillor Training	16,322.04  356.16		16,678.20
COUNCILLOR MCFALL	City Council AMO New Councillor Training	16,322.04  356.16		16,678.20
		<u>181,859.14</u>	<u>10,100.32</u>	<u>191,959.46</u>

**AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS**

<b>CITIZEN</b>	<b>BOARD</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Tom Blanchard	Police Services	Honorarium	1,510.00
King Yee Jr.	Police Services	Honorarium	1,510.00
Wendy Cuthbert	Police Services	Honorarium	377.50
Winston Rogers	Committee of Adjustment	Honorarium	495.00
Hugh A. Bates	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
Dan Chevrier	Committee of Adjustment	Honorarium	495.00
John Bonser	C.R.C.A.	Per diem to attend Sorce Water Protection meetings and mileage.	1,503.20
Colin Boag	C.R.C.A.	Per diem to attend Sorce Water Protection meetings and mileage.	256.00

**January 6, 2012**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –  
JANUARY 17, 2012**

**2012-02-01**

**WATER & WASTEWATER SYSTEMS  
QUARTERLY REPORT  
(OCT. – DEC. 2011)**

**PETER RAABE, P. ENG.  
DIRECTOR OF ENVIRONMENTAL SERVICES  
ED MALCOMSON  
WASTEWATER SYSTEMS SUPERVISOR  
DON RICHARDS  
WATER SYSTEMS SUPERVISOR**

**RECOMMENDED**

THAT Report 2012-02-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2011) be received for information purposes.

**PURPOSE**

This report covers the months of October, November and December 2011. The intent of the report is to keep the Committee, Council, and the public current with performance and major operational aspects of the Water Treatment Plant, Water Distribution System, Water Pollution Control Centre (wastewater treatment system), and Wastewater Collection System, including any notable highlights, MOE inspections and adverse conditions.

**BACKGROUND**

This report is submitted quarterly, and represents the fourth quarter of 2011.

**ANALYSIS/OPTIONS**

**A. WATER TREATMENT PLANT AND WATER DISTRIBUTION SYSTEM**

The City continues to be in compliance with the Water Treatment Plant's Municipal Drinking Water Licence and Drinking Water Works Permit, in addition to the Ontario Safe Drinking Water Act and Regulations. Please refer to Attachment #1 – Brockville Drinking Water System Performance Assessment Report to review the treatment and bacteriological sampling results.

**Adverse Water Quality Incidents:**

AWQI 104180 November 10, 2011 – bacti sample results overgrown which resulted in an adverse test result from the sample taken at Goliger's Travel on Parkedale Avenue. Sample was taken as a precaution due to main break repair November 9, 2011. Water mains flushed and re-sampled.

AWQI 104394 December 2, 2011 – 16" transmission main ruptured causing plant effluent flows to exceed rated capacity. The treatment plant was unable to meet CT disinfection requirements during high flows. The water main was isolated, repaired and placed back in service.

AWQI 104579 December 21, 2011 – bacti sample (1) Total Coliform, sample taken after water main break on Hillcrest Drive. The water main was flushed and re-sampled.

Spill Ref#0645-8Q2QHK – On December 30, 2011 while backwashing filter #1 at the Water Treatment Plant, the drain mud valve in the filter wastewater conduit to the wastewater holding tank failed in the closed position. The backwash was immediately shutdown as there was no means of transferring the backwash water to the holding tank. In order to gain access to the mud valve and to make the necessary repairs, the wastewater conduit was drained. Due to the design of the treatment plant, the only method of draining the wastewater conduit was to open a drain valve to the river. A report was filed with SAC and the valve was repaired.

**Items of Note:**

**1. Main Treatment Plant**

- Zebra mussel control system was drained and isolated for the season.
- UV Disinfection system is in operation for the season.
- Problem with transfer pumps, foot valve on suction piping repaired.
- SCADA communication problems for Low Lift VFD pump controls, ISI Controls re-programmed PLC.

**2. Booster Stations & Parkedale Reservoir:**

- Parkedale - Zone 1 diesel pump refurbishment completed (2011 Contingency Capital)
- Station flooring in Zones #1 & #2 repainted.
- Waste water drain line replaced in Parkedale Reservoir Zone 1.

**3. Filters:**

- GAC samples taken from Filter #1 & #2 for analysis.

**4. Overhead Tank:**

- No items to report.

**5. Low Lift Pump Station:**

- Low Lift pump #1 replacement underway.
- Low lift electric motor #3 failure – motor taken to Hewitt Brockville for repairs and placed back in service.

**6. Drinking Water Quality Management System:**

- Brockville DWQMS - Internal audit conducted on elements 4, 5, 6, 10, 11, 12, 13, 15, 16, 17, 18, 21.
  - (2) Major non-conformances
  - (2) Minor non-conformances
  - All non-conformances have been addressed
- Elizabethtown-Kitley DWQMS Management/Infrastructure Review Meeting was held on November 9, 2011.
- Elizabethtown DWQMS Internal Audit conducted on all 21 elements.
  - (1) Major non-conformance
  - (2) Minor non-conformances
  - All non-conformances have been addressed
- CGSB site Audit for Brockville was conducted on November 21, 2011, waiting on final report.
- New DWQMS Representative appointed for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System Operational Plans. The Supervisor of Water Systems is the new DWQMS Representative.
- City of Brockville DWQMS Management/Infrastructure Review Meeting held on December 13, 2011 (See Attachment #3 Meeting Minutes).

**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.

**9. Trunk Water Distribution:**

- 16" transmission main on Perth Street north of the CN rail tracks ruptured.
- Leak detection conducted on the trunk feeder main from the main plant on Rivers Avenue to Church and Perth Street. Possible leak found on Church Street near Beecher Street – further investigation will be conducted in the spring.

**10. Elizabethtown-Kitley Distribution:**

- Water meters were removed from seasonal residence at Butternut Bay.
- New Municipal Drinking Water Licence issued for the Elizabethtown-Kitley distribution systems. Licence No. 257-101, Issue No. 2 was amended to incorporate regulatory relief from lead sampling requirements.

**11. Local Water Distribution:**

- Water Main Breaks:
  - Nov 2011
    - Church Street 150 mm cast iron shear.
    - Parkedale Avenue 250 mm cast iron main break. Split in pipe caused by increased flow from Shell Canada fire flow test.
  - Dec 2011
    - Front Avenue 150 mm cast iron hydrant lead.
    - Hillcrest Drive 150 mm cast iron shear.
    - Front Avenue 150 mm cast iron hydrant lead.
    - Parkedale Avenue 300 mm cast iron 2 metre split.
- Flushing Program:
  - Annual flushing program and hydrant fire flow testing completed.
- Service Repairs / Replacement:
  - Removal of all bulk water fill stations completed.
  - Repairs to curb stop boxes and valves as required.
- Valve / Hydrant Inspection:
  - Installation of hydrant flags for winter.
  - Non-draining hydrants pumped out for winter.
  - Valve chambers pumped out for winter.
- Capital Projects WD:
  - Centre Street water main installation commenced Sept 12, 2011. Installation completed November 8, 2011. The water main was disinfected, flushed, sampled and placed in service.

**B. WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM**

Please refer to Attachment #2 – Brockville WPCC Sewage Plant Performance Assessment Report for all Operational Data for the quarter. In regards to compliance of Carbonaceous 5-day Biochemical Oxygen Demand (CBOD<sub>5</sub>), as of the end of December the 12 month revolving average effluent characteristics (concentration and loading) for CBOD<sub>5</sub> are 61.20 mg/L and 1072.84 kg/day respectively and remain out of compliance with the Certificate of Approval limits of 35.00 mg/L and 763 kg/day.

**Items of Note:****1. Main Plant:**

- Primary Clarifiers #1 and #2 are still being upgraded as part of the Secondary Treatment Upgrade.
- New centrifuge has been installed but is not commissioned.
- New Boiler #505 has been installed but is not commissioned.
- Digester #2 upgrades and pressure test have been completed and the digester will be put in service in January 2012.
- 2011 Land Application program was completed. The draft 2011 Organic Soil Conditioning Report has been prepared and is ready for review.

**2. Main Pumping Station:**

- Wet well was cleaned
- Bypasses: no bypasses to report.

**3. Pumping Stations:**

- WPCC staff responded to five (5) mechanical pump calls. No issues to report.
- Upgrades have now been completed at all pumping stations, with the exception of Oxford Avenue, but they have not been commissioned.

**4. Power Outages:**

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

**5. Wastewater Collection System:**

- 55 blocked sewer/camera inspections.
- 2 blocked main responses.

## POLICY IMPLICATIONS

No policy implications at this time.

## FINANCIAL CONSIDERATIONS

No financial considerations at this time.

## CONCLUSION

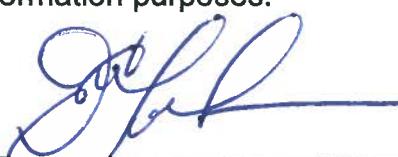
It is recommended that Council receive the report for information purposes.



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



D. Richards  
Water Systems Supervisor



E. Malcomson  
Wastewater Systems Supervisor



D. Cyr  
Director of Finance



B. Casselman  
City Manager

**BROCKVILLE DRINKING WATER SYSTEM  
PERFORMANCE ASSESSMENT REPORT**

CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY				BACTERIOLOGICAL SAMPLING			
Month	Total Volume	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	BROCKVILLE WDS				
	Treated (ML)						EC	TC	HPC		
OCT	345.44	11.14	0.50	1.09	5.87	0.19	36	36	16		
NOV	339.79	11.33	0.53	1.07	5.68	0.19	36 out of 36 safe	36 out of 36 safe	16 out of 16 safe		
DEC	346.63	11.18	0.48	1.06	5.47	0.18	45 out of 45 safe	45 out of 45 safe	20 out of 20 safe		
							36	36	16		
							36 out of 36 safe	36 out of 36 safe	16 out of 16 safe		

FCR - Free Chlorine Residual  
 WDS - Water Distribution System  
 EC - E. coli

TC - Total Coliform  
 HPC - Heterotrophic Plate Count  
 ML - Million Litres

**ATTACHMENT #2**

**BROCKVILLE WATER POLLUTION CONTROL CENTRE**

MUNICIPALITY:  
BROCKVILLE  
PROJECT:  
PROJECT NUM.:  
WORKS NUM.:  
120000122

DESCRIPTION:  
A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS  
TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING FERRIC CHLORIDE FOR PHOSPHORUS REMOVAL  
AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.

YEAR:	2011
WATER COURSE:	ST. LAWRENCE RIVER
DESIGN CAPACITY:	21,800 X 1000 m <sup>3</sup> /d

DESIGN CAPACITY:  
54,500 X 1000 m<sup>3</sup>/d

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS			PHOSPHORUS			
	TOTAL FLOW 1000m <sup>3</sup>	Avg DAY FLOW 1000m <sup>3</sup>	MAX DAY FLOW 1000m <sup>3</sup>	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
DEC 11	620,177	20,006	25,459	135.80	54,60	1032.33	137.13	35.50	710.21	2.68	0.71	14.20	73.5
NOV 11	469,265	15,642	25,844	195.13	74.67	1167.99	217.90	44.75	699.98	79.5	0.98	15.33	75.4
OCT 11	462,633	14,924	21,605	207.11	78.89	1177.35	191.80	46.70	696.95	75.7	0.94	14.03	74.0
SEP 11	420,621	14,021	16,419	183.22	90.11	1263.43	173.56	49.67	696.42	71.4	3.37	1.02	14.30
AUG 11	482,822	15,575	25,178	149.09	66.00	1027.95	168.58	40.00	623.00	76.3	3.12	12.62	74.0
JUL 11	474,377	15,302	18,874	151.27	61.36	938.93	175.36	40.73	623.25	76.8	3.03	0.82	12.35
JUN 11	545,656	18,188	22,736	164.42	65.58	1192.77	185.58	45.00	818.46	75.8	3.19	0.89	16.19
MAY 11	806,833	26,027	41,137	106.73	38.40	989.44	115.00	27.00	702.73	76.5	1.97	0.57	14.84
APR 11	761.79	25,393	43,915	92.00	36.00	914.15	103.50	22.58	573.32	78.2	1.91	0.51	12.05
MAR 11	864,40	27,884	47,378	95.25	33.67	938.85	95.14	24.07	671.17	74.7	1.88	0.49	13.66
FEB 11	460,18	16,435	27,914	149.55	64.64	1062.36	156.50	38.53	634.06	76.3	3.04	0.92	15.12
JAN 11	483,33	15,591	16,876	163.00	70.46	1098.54	157.50	40.42	630.19	74.3	3.23	1.08	16.84
AVG			18,749			148.38	61.20	1072.84	156.46	37.92	673.32	75.71	2.92
MAX						207.11	90.11	217.90	49.67	79.46	3.98	1.08	14.39
CRITERIA						35.00	783.00	45.00	981.00	74.7	1.00	22.00	72.1

COMPLIANCE	YES	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES
<b>STATISTICS FOR THE MONTH OF DECEMBER:</b>												
2010	605,17	19,522	31,548	123.50	51.75	1010.26	116.75	29.38	573.56	74.8	2.66	0.65
2009	628,37	20,270	32,364	107.29	43.43	880.33	129.75	24.50	496.62	81.1	2.56	0.61
2008	716,62	23,117	37,739	72.50	33.75	780.20	98.11	25.44	588.10	74.1	2.08	0.58

MONTH	Total Loadings			Comments:		
	Total Raw BOD (kg/day)	Total Raw SS (kg/day)	Total Raw P (kg/day)			
DEC 11	2,717	2,743	54			
NOV 11	3,052	3,408	62			
OCT 11	3,091	2,862	54			
SEP 11	2,569	2,433	47			
AUG 11	2,322	2,626	49			
JUL 11	2,315	2,683	46			
JUN 11	2,990	3,375	58			
MAY 11	2,778	2,993	51			
APR 11	2,336	2,628	49			
MAR 11	2,656	2,653	52			
FEB 11	2,458	2,572	50			
JAN 11	2,541	2,456	50			
Avg	2,652	2,766	52			
Max	3,091	3,408	62			

**Minutes  
DWQMS Management / Infrastructure Review Meeting  
Brockville Drinking Water System  
December 13, 2011**

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**Present:** *Bob Casselman, City Manager  
Dave Henderson, Mayor  
Peter Raabe, Director of Environmental Services  
Don Richards, Supervisor Water Systems  
Jill Buckland, Abatement/Lab Technician*

**Location:** *Boardroom City Hall*

- Meeting commenced at 13:30 hrs.
- Roll call: D. Richards questioned if Larry Journal's position on the DWQMS Management Review Committee would be replaced. B. Casselman stated it would be up for discussion at the next council meeting.
- May 9, 2011 Management Review Meeting Minutes: minutes reviewed and approved.
- Old Business: Management Review Committee requested 2 meetings per year – this meeting satisfies this request.
- New Business:
  - P. Raabe provided a brief overview of the Brockville Drinking Water System Operational Plan and advised top management that the DWQMS Representative responsibilities have been appointed to the Supervisor of Water Systems.
  - D. Richards provided an overview of the Element 20 Management Review requirements in the Brockville Drinking Water System Operational Plan and presented the Management Review Summary report (see attached).
  - Outcome from Summary Report Presentation:
    - D. Richards provided a detailed report regarding deviations from critical control points – December 2, 2011 transmission feeder main break. (see attached report to MOE) D. Henderson questioned how the MOH determines if a boil water advisory is to be issued. D. Richards indicated that during any Adverse Water Quality Incident there is communication between operations staff (Water Systems ORO or Supervisor) and the Medical Officer of Health. During the transmission main failure the MOH requested operational parameters of the plant process, system pressures and chlorine residuals to determine if a boil water order would be issued. D. Richards expressed concern if the main break was not isolated in time and the tower supply was depleted a boil water advisory would have been issued and the City's Emergency Management plan would have been implemented.

- D. Richards provided the Annual Risk Assessment Review Report (see attached). All risks identified in the annual review have been addressed or are currently under review. D. Richards stated that the review is conducted annually by the Supervisor of Water Systems and a more comprehensive review is conducted every three years – 2012 is scheduled for the comprehensive review. D. Henderson questioned whether the risks identified in the Source Water Protection Report are the same as the ones in the Operational Plan. P. Raabe provided an overview of the Source Water Protection Plan for Brockville's source water and indicated the risks identified in the report are managed by the Planning Department when approving development in the source water protection zone areas and approvals are required for development. The MOH will manage inspections relating to septic systems in the intake protection zone.
- J. Buckland provided an overview of the CGSB initial audit report results (see attached). CGSB site audit was conducted on November 21, 2011 for the Brockville Drinking Water System Operational Plan and we are still waiting on these results.
- D. Richards stated that the Water Systems Emergency Plans are currently under review and in-house training on emergency response is provided to Operations Staff. Water systems Standard Operational Procedures are also currently under review.
- D. Richards provided information regarding the upcoming amendments to the Safe Drinking Water Act – Section 14 Agreements with Accredited Operating Authorities (Elizabethtown-Kitley agreement) and Section 19 Standard of Care, Municipal Drinking Water Systems. B. Casselman expressed the need to review the agreement in more detail to ensure proper cost recovery for operating system. P. Raabe indicated a meeting was held with the Director of Finance and staff to review the agreement and to ensure proper allocation of expenses for cost recovery. D. Richards indicated that there are additional agreements with Elizabethtown regarding the operation of the system and with the upcoming regulatory changes to the Safe Drinking Water Act the City may want to consider a legal opinion before amending the original agreement. D. Richards provided MOE information sheet on the Standard of Care Course.
- D. Richards provided feedback from consumers. Water systems division needs to provide better communications for consumer water inquiries/complaints. Consumers are calling GWM C, WPCC and City Hall for water related matters and the calls need to be redirected to the water plant. When the calls are redirected to the plant, if plant staff are available the call will be handled. The recommendation is to have a centralized phone system with administrative help to manage calls and direct to the appropriate staff. P. Raabe recommended updates to the City website to providing additional direction when consumers trying to contact department.
- D. Richards provided an overview of the resources required to maintain the DWQMS system for both Brockville and Elizabethtown-Kitley's Operational Plans.

- D. Richards stated that the 2011 Capital projects have been completed within budget with the exception of the Low Lift pump installation and Main Plant Pump #2 refurb which will be carried over to 2012. Variance report on 2011 capital projects was submitted to the finance department.
  - D. Richards reviewed the 10 Year Capital Plan for Water Treatment and Water Distribution. The Draft 2012 Capital Budgets were also presented for review.
  - Operational Plan Currency: D. Richards stated that once the results of the CGSB audit are received both Operational Plans will be revised - projected date is January 2012. D. Henderson requested hard copies of the Operational Plan not electronic.
  - D. Richards provided a brief overview of the Elizabethtown-Kitley Operational Plan and presented the minutes of the Elizabethtown-Kitley Management/Infrastructure review meeting held on November 9, 2011. A new Municipal Drinking Water Licence has been issued to Elizabethtown-Kitley, amendments include regulatory relief from lead sampling.
  - Staff Suggestion: D. Richards recommended scheduling a Standard of Care Course offered by the Walkerton Training Centre for Senior Management and Council. Information on the course was provided. D. Henderson requested we extend the invitation to Elizabethtown-Kitley and possibly the Counties. D. Richards will arrange invitations when the course date has been confirmed.
  - D. Richards provided an overview of the Drinking Water Licence/Permits and Accreditation Process. The only outstanding item to be addressed is the submission of the financial plan to the MOE in order to receive accreditation. B. Casselman stated the financial plan is currently being developed and will be submitted in February 2012.
- Meeting adjourned at 15:15 hrs.

Prepared by: D. Richards, Water Systems Supervisor

*NOTICE: Should there be any significant errors, inaccuracies or omissions please notify the author in writing and this will be passed along to all other meeting attendees.*

**FEBRUARY 1, 2012  
REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –  
FEBRUARY 21, 2012**

**2012-016-02  
2011 ANNUAL SUMMARY REPORT  
WATER POLLUTION CONTROL CENTRE**

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

**RECOMMENDATION**

THAT the 2011 Annual Summary Report on the City of Brockville's Water Pollution Control Centre, Attachment 1 to Report 2012-016-02 be received; and

THAT the Director of Environmental Services be designated to sign the 2011 Annual Summary Report on the City of Brockville's Water Pollution Control Centre; and

THAT the 2011 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, 2011 through December 31, 2011, and is a requirement under our Certificate of Approval 5526-7SGL3D, Section 10 (6).

**ANALYSIS**

We are pleased to present The 2011 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**

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### **2011 ANNUAL SUMMARY REPORT FOR COUNCIL**

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Ed Malcomson, Supervisor – Wastewater Systems Division

**DATE:** January 30, 2012  
**FILE:** E03-04

2011 ANNUAL SUMMARY REPORT FOR COUNCIL  
CITY OF BROCKVILLE – WPCC

## EXECUTIVE SUMMARY

The enclosed 2011 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). 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 2011 the annual plant effluent average for CBOD<sub>5</sub> (concentration and loading) did not comply during the reporting period. In 2011 there were two bypasses at the Main Pumping Station which were all reported and followed up with the required documentation.

Each year, the City of Brockville focuses on Capital and Operational targets to improve the quality of the wastewater treatment system. In 2011 these improvements included:

- **WPCC Secondary Treatment Project** – On January 14<sup>th</sup>, 2010 Council awarded the contract to J.C. Sulpher Construction Ltd. Work on the project started in February 2010 and is progressing well. For a summary of works completed in 2011 and progress to date see **Appendix J: 2011 Secondary Treatment Plant Upgrade Progress Report**.
- **Screen & Degrit** – Two new grit bins were purchased to replace the existing ones. Two new Variable Frequency Drive (VFD) units were purchased and installed to replace the existing units that had completed their life cycle.
- **Digesters** – Digester #2 four header valves, sample valves, and associated piping were replaced. New sludge feed grinders for both digesters were purchased and installed.
- **Main Pumping Station** – New pump, motor and VFD control panel for Pump #1 were installed. Proposals were received late in 2010 for an Environmental Assessment on the Main Pumping Station and forcemain. Acceptance is still contingent on securing financing.
- **Pumping Stations** – During 2011 there were eleven mechanical pump calls. All grating and access ladders were replaced in the wet well at Central Avenue Pumping Station. Both 4" pumps at the Leachate Pumping Station were removed and rebuilt. Standby diesel generator for West End Pumping Station was sourced in 2011 to be received and put in service in 2012.

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Peter Raabe, P. Eng.  
Director of Environmental Services

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Ed Malcomson  
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## 1. INTRODUCTION

We are pleased to present the 2011 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 1<sup>st</sup> to December 31<sup>st</sup>, 2011, 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 31<sup>st</sup>, 2012.

## 2. FACILITY DESCRIPTION

Brockville's wastewater treatment facility is a chemically enhanced (for phosphorus removal) primary treatment plant with a capacity of 21,800 cubic metres per day and a peak design of 54,500 cubic metres per day. It is classified as a physical/chemical process inclusive of screening, grit removal, primary clarification, sodium hypochlorite 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 and an aerial photograph appears on the cover of this report.

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 a new Certificate of Approval (C of A) NUMBER 5526-7SGL3D issued to the facility on June 26<sup>th</sup>, 2009 in order to proceed with the upgrade to secondary treatment. The Facility is a Class III 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 (CBOD<sub>5</sub>), Total Suspended Solids (TSS) and Total Phosphorus (TP). The limits are based on annual 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: 2011 WPCC PARS Report**.

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 m<sup>3</sup>/day and the peak flow rating is 54,500 m<sup>3</sup>/day.

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### 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 Malcommson, 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

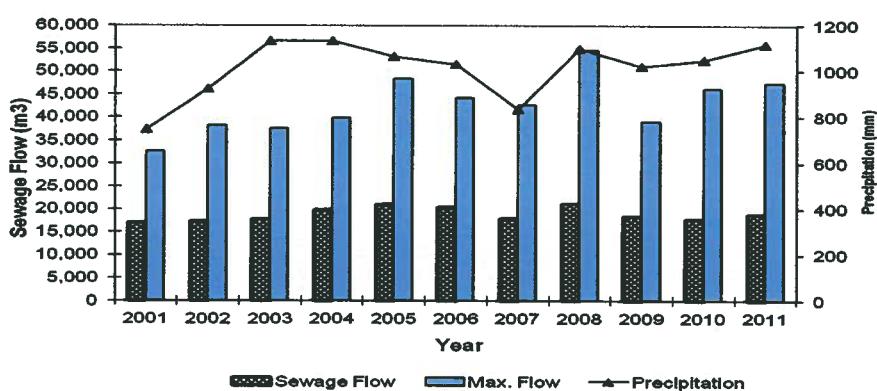
The wastewater flow during the reporting period is outlined in **Appendix B: 2011 WPCC PARS Report**. The total flow received during the 2011 reporting period was 6,852,013 m<sup>3</sup> with an annual ADF of 18,773 m<sup>3</sup> or 86% of the plant's current rated capacity. The Maximum Daily Flow of 47,378 m<sup>3</sup> occurred on March 11<sup>th</sup>, and the minimum daily flow of 11,781 m<sup>3</sup> occurred on October 10<sup>th</sup>. The ADF at the WPCC for 2011 compared to 2010 showed an increase of 5.45%. **Figure 1** shows the precipitation and flow graphically.

### 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 two bypass events at the Main Pumping Station in 2011. See **Appendix C: 2011 Bypass Summary Report**.

**Figure 1: Brockville WPCC Average Annual Daily Flow vs Precipitation 2000 - 2011**



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Chemical Usage

The consumption of chemicals that aid in achieving effluent criteria are tracked by the treatment facility, and are outlined in **Appendix D: 2011 WPCC Annual Chemical Summary**.

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

The sodium hypochlorite dosage averaged 4.00 mg/L resulting in a total of 24,814 kg applied in 2011.

Ferric Chloride ( $\text{FeCl}_3$ ) is used to aid in phosphorus (P) removal and enhance the coagulation and removal of total suspended solids (TSS) and carbonaceous biochemical oxygen demand ( $\text{CBOD}_5$ ). An average dosage of 106.31 mg/L of ferric chloride (product as received) resulted in 713,710 kg of ferric chloride applied throughout 2011.

## 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 raw sludge, digested sludge and other process samples. The frequency of sampling and the testing performed met or exceeded the minimum requirement in the Certificate of Approval.

### 5.3 Abatement Program

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

In addition to regular laboratory and abatement work, our Land Application Program for Digested Sludge also utilized abatement staff for the sampling component as per the Certificate of Approval. This program includes digested sludge analysis, as well as surface water monitoring.

Abatement staff continued to monitor and work with local industry in 2011 as they implemented capital work projects to address high strength BOD and high pH issues.

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

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#### 5.4 Effluent Quality Performance – Compliance Limits

The analysis results of the routine sampling at the WPCC are shown by month in **Appendix E: 2011 WPCC Operational Data** for both the raw influent and final effluent samples. Compliance was achieved in both TP and TSS (concentration and loading) however, CBOD<sub>5</sub> continues to be non-compliant for concentration and loading.

Quarterly reports were submitted to City Council and monthly reports were submitted to the MOE outlining the treatment plant's performance for each month respecting flows and sampling results for CBOD<sub>5</sub>, Total Suspended Solids and Total Phosphorus concentrations and loadings. The PARS Report contains the concentration and loading values as an average for the month (**Appendix B: 2011 WPCC PARS Report**).

### 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 F: 2011 WPCC & Pumping Stations Operational Highlights**.

#### 6.2 Maintenance Programs

Preventative Maintenance (PM) routines are performed at a minimum of once a year or 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 that is found to be malfunctioning is repaired or replaced immediately.

#### 6.3 Biosolids Management, Land Application and Disposal

The 2011 Land Application Program covered the period of July 28<sup>th</sup> – October 21<sup>st</sup>, 2011. The material land applied was from the routine operation of Digester #1 and the clean-out material from Digester #2. No incidents of non-compliance to report.

**Appendix G: 2011 WPCC Centrifuge Sludge Feed and Cake Disposal Summary.** From January to July and October to December our cake was hauled to Lafleche Environmental's landfill facility for disposal. Lafleche Environmental has a C of A to receive this material. A separate 2011 Organic Soil Conditioning Report has been filed with the MOE for the Biosolids Land Application Program, confirming that 4,672.92 m<sup>3</sup> of digested sludge was removed from our digesters in 2011. This report was filed ahead of the March 1<sup>st</sup>, 2012 deadline, and is also available for review.

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#### **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 H: 2011 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 I: 2011 Capital Project Manager's Sheet** contains the 2011 Capital Projects for the WPCC and Pumping Stations. We allocated \$290,500 in Capital to replace various pieces of equipment at the WPCC and pumping stations as they had completed their life cycle. 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:

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

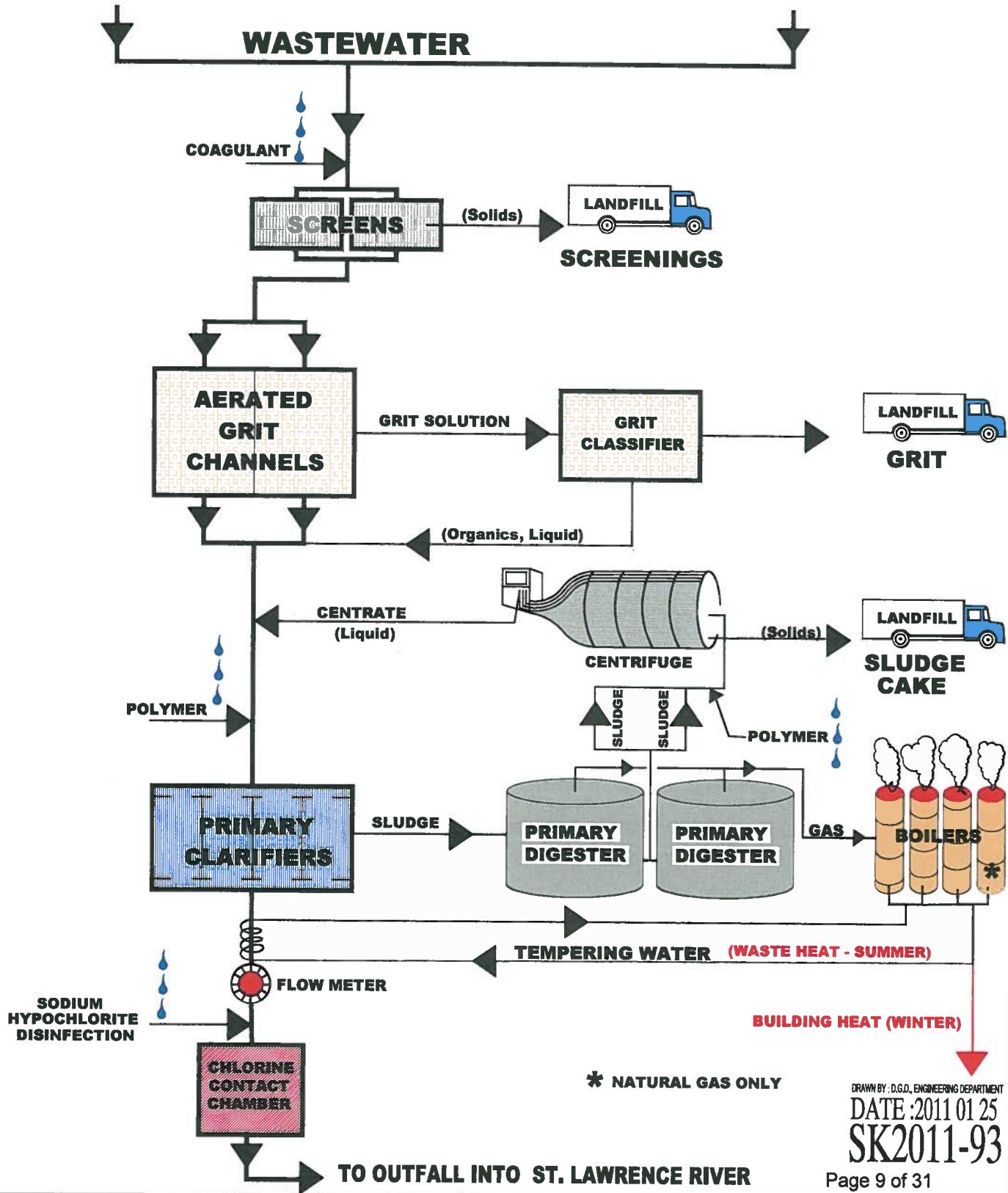
[www.ene.gov.on.ca](http://www.ene.gov.on.ca)  
[www.owwco.ca](http://www.owwco.ca)  
[www.wef.org](http://www.wef.org)  
[www.weao.org](http://www.weao.org)  
[www.gov.on.ca/omafra](http://www.gov.on.ca/omafra)

# WATER POLLUTION CONTROL CENTRE PROCESS FLOW DIAGRAM

APPENDIX A

**BROCKVILLE  
SEWERS**

**ELIZABETHTOWN- KITLEY  
SEWERS**



## APPENDIX B

### BROCKVILLE WATER POLLUTION CONTROL CENTRE SEWAGE PLANT PERFORMANCE ASSESSMENT REPORT

MUNICIPALITY:  
**BROCKVILLE**  
PROJECT:  
PROJECT NUM.:  
**1200001022**  
WORKS NUM.:

YEAR:  
**2011**  
WATER COURSE:  
**ST. LAWRENCE RIVER**  
DESIGN CAPACITY:  
**21,800 X 1000 m<sup>3</sup>/d**  
PEAK DESIGN CAPACITY:  
**54,500 X 1000 m<sup>3</sup>/d**

DESCRIPTION:  
**A PRIMARY TREATMENT FACILITY, COMPLETE WITH TWO PRIMARY ANAEROBIC DIGESTERS  
TWO CENTRIFUGES FOR SLUDGE THICKENING AND UTILIZING FERRIC CHLORIDE FOR PHOSPHORUS REMOVAL  
AND SODIUM HYPOCHLORITE FOR EFFLUENT DISINFECTION.**

MONTH	FLOWS				BOD/CBOD				SUSPENDED SOLIDS				PHOSPHORUS				
	TOTAL FLOW 1000m <sup>3</sup>	AVG DAY FLOW 1000m <sup>3</sup>	MAX DAY FLOW 1000m <sup>3</sup>	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 SS (kg/day)	Percent Removal	Avg Raw Phos. (mg/L)	Avg Eff Phos. (mg/L)	Total Loading Eff. Phos. (kg/day)	Percent Removal			
DEC 11	620,17	20,006	25,459	135.80	54.60	1092.33	137.13	35.50	710.21	74.1	2.68	0.71	14.20	73.5			
NOV 11	469,25	15,642	25,844	195.13	74.67	1,167.99	217.90	44.75	699.98	79.5	3.98	0.98	15.33	75.4			
OCT 11	462,63	14,924	21,605	207.11	78.89	1,177.35	191.80	46.70	696.95	75.7	3.62	0.94	14.03	74.0			
SEP 11	420,62	14,021	16,419	183.22	90.11	1,263.43	173.56	49.67	696.42	71.4	3.37	1.02	14.30	69.7			
AUG 11	482,82	15,575	25,118	149.09	66.00	1,027.95	168.58	40.00	623.00	76.3	3.12	0.81	12.62	74.0			
JUL 11	474,37	15,302	18,874	151.27	61.36	928.93	175.36	40.73	623.25	76.8	3.03	0.82	12.55	72.9			
JUN 11	545,65	18,188	22,796	164.42	65.58	1,192.77	185.58	45.00	818.46	75.8	3.19	0.89	16.19	72.1			
MAY 11	806,83	26,027	41,137	106.73	38.40	999.44	115.00	27.00	702.73	76.5	1.97	0.57	14.84	71.1			
APR 11	761,79	25,393	43,915	92.00	36.00	914.15	103.50	22.58	573.37	78.2	1.91	0.51	12.95	73.3			
MAR 11	864,40	27,884	47,378	95.25	33.67	938.85	95.14	24.07	671.17	74.7	1.88	0.49	13.66	73.9			
FEB 11	460,18	16,425	27,914	149.55	64.64	1,062.36	156.50	38.58	634.06	75.3	3.04	0.92	15.12	69.7			
JAN 11	483,33	15,591	16,876	163.00	70.46	1,098.54	157.50	40.42	630.19	74.3	3.23	1.08	16.84	66.6			
AVG			18,749	149.38	61.20	1,072.84	156.46	37.92	673.32	75.71	2.92	0.81	14.39	72.19			
MAX				47.378	207.11	90.11	217.90	49.67		79.46	3.98	1.08					
Criteria			21,800			35,000	763.00		45,000	981.00		1.00	22.00				

COMPLIANCE	YES	NO	NO	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
<b>STATISTICS FOR THE MONTH OF DECEMBER:</b>																
2010	605,17	19,522	31,548	123.50	51.75	1,010.26	116.75	29.38	573.56	74.8	2.66	0.65	12.69	75.6		
2009	628,37	20,270	32,364	107.29	43.43	980.33	129.75	24.50	496.62	81.1	2.56	0.61	12.36	76.2		
2008	716,62	23,117	31,739	72.50	33.75	780.20	98.11	25.44	588.10	74.1	2.08	0.58	13.41	72.1		

MONTH	Total Loadings		
	Total Raw BOD (kg/day)	Total Raw SS (kg/day)	Total P (kg/day)
DEC 11	2,717	2,743	54
NOV 11	3,052	3,408	62
OCT 11	3,091	2,862	54
SEP 11	2,569	2,433	47
AUG 11	2,322	2,626	49
JUL 11	2,315	2,683	46
JUN 11	2,990	3,375	58
MAY 11	2,778	2,993	51
APR 11	2,336	2,628	49
MAR 11	2,656	2,653	52
FEB 11	2,458	2,572	50
JAN 11	2,541	2,456	50
AVG	2,652	2,786	52
MAX	3,091	3,408	62

COMMENTS:

## APPENDIX C

Facility Name: Brockville Water Pollution Control Centre

Report Year: 2011

## 2.0 Pumping Station and Plant Bypass Monthly Summary:

Month	Primary Bypass			Secondary Bypass		
	No. of Days (days)	Duration (hours)	Volume (1,000 m³)	No. of Days (days)	Duration (hours)	Volume (1,000 m³)
January						
February						
March	2	9.75	41.726			
April						
May						
June						
July						
August						
September						
October						
November						
December						
TOTAL	2	9.75	41.726			
Volume of Bypass as % of * Average Daily Flow (ADF)		0.61	%			%

ADF = 18,773 (1,000 m³/d)

\* % = Volume of Bypass ÷ ADF ÷ 365 × 100

## Comments Area - Pumping Stations and Plant Bypasses

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## APPENDIX D

### 2011 Brockville WPCC Annual Chemical Summary

011 Chemicals	
D1 Sodium hypochlorite use (kg)	67.985
D2 Sodium hypochlorite use (L)	580.164
D3 Sodium hypochlorite dose (mg/L)	3.998
D4 Sodium hypochlorite residual dose (mg/L)	0.696
D5 Ferric chloride use (kg)	1,955.370
D7 Ferric chloride dose (mg/L)	0.03
<b>Totals</b>	<b>106.277</b>
<b>Average</b> (*+**Minimum****)	<b>6.6</b>
<b>Maximum</b>	<b>175.82</b>
<b>Count</b>	<b>365</b>
<b>Total</b>	<b>24814.36</b>
D1 Sodium hypochlorite use (kg)	211760
D2 Sodium hypochlorite use (L)	211760
D3 Sodium hypochlorite dose (mg/L)	365
D4 Sodium hypochlorite residual dose (mg/L)	365
D5 Ferric chloride use (kg)	365
D7 Ferric chloride dose (mg/L)	365
<b>Totals</b>	<b>713709.96</b>

## APPENDIX E

### 2011 WPCC Operational Data

	01 Raw Influent		011 Chemicals		02 Final Effluent			
	Total Suspended Solids mg/L	Total Phosphorus mg/L	Sodium Residual mg/L	Total Suspended Solids mg/L	Total Phosphorus mg/L	mg/L	mg/L	mg/L
January, 2011			0.77					
1			0.77					
2			1.1					
3			0.89					
4	147.00	2.80	154.00	0.65	29.00	0.69	52.00	7.0
5	138.00	3.00	124.00	0.715	29.00	0.69	53.00	NT
6				0.65				
7				0.72				
8				1.75				
9				1.055				
10	155.00	3.38	148.00	0.45	32.00	0.81	63.00	6.8
11	150.00	3.40	162.00	0.32	37.00	1.45	63.00	NT
12	157.00	3.13	160.00	0.50	47.00	1.45	72.00	NT
13				0.33				
14				0.44				
15				0.94				
16				0.67				
17	172.00	3.60	186.00	0.57	44.00	1.02	80.00	7.2
18	164.00	3.08	201.00	0.19	49.00	1.26	90.00	9.4
19	182.00	3.15	185.00	0.41	52.00	1.05	92.00	
20				0.25				
21				0.43				
22				0.25				
23				1.1				
24	162.00	3.88	164.00	0.62	61.00	1.40	78.00	7.2
25	145.00	3.23	164.00	0.47	38.00	1.00	80.00	7.9
26	156.00	3.00	145.00	0.81	38.00	0.96	62.00	
27				0.71				
28				0.74				
29				0.97				
30	162.00	3.13	NT	1.17				
31				1.24				
Average	157.90	3.232	163.000	19.000	0.705	40.417	1.077	70.455
Minimum	138	2.8	124	19	0.19	29	0.69	52
Maximum	182	3.88	201	19	1.24	52	1.45	92
Count	12	12	0	11	1	31	12	11
Total							5	5
\$5 Percentile Exceedences	0	0	0	0	0	0	4	7
							11	11
							0	0
							0	0
							0	0

## APPENDIX E

**2011 WPCC Operational Data**

February, 2011	01 Raw Influent			02 Final Effluent			Duty Bow (Cumulative)
	22 Total Suspended Solids mg/L	23 Total Phosphorus mg/L	25 COD mg/L	26 Total Suspended Solids mg/L	27 Temperature - grad C	28 COD mg/L	
1	138.00	3.53	143.00	1.08	45.00	1.00	14,986.65
2	151.00	3.40	162.00	0.87	50.00	1.16	14,819.38
3				0.56			14,762.52
4				0.69			14,647.40
5				0.58			13,947.04
6				0.88			14,311.70
7	243.00	3.35	150.00	0.92	43.00	0.98	15,798.38
8	145.00	3.40	142.00	0.62	44.00	1.10	15,208.70
9	154.00	3.50	167.00	0.63	39.00	1.10	15,092.17
10				0.67			14,976.96
11				0.86			14,473.09
12				1.28			13,646.91
13				1.28			14,160.63
14	197.00	3.30	168.00	1.20	34.00	0.81	16,851.80
15	153.00	2.85	151.00	0.94	40.00	0.96	14,938.66
16	156.00	3.13	170.00	0.795	27.00	0.94	NT
17				0.67			14,612.86
18				0.925			16,472.06
19				1.095			24,288.30
20				0.635			20,236.17
21	111.00	2.75	127.00	0.63	23.00	0.59	7.1
22	131.00	2.68	134.00	0.65	37.00	0.70	NT
23	148.00	2.58	131.00	0.67	36.00	0.81	NT
24				0.51			17,815.46
25				0.39			17,200.11
26				1.0			17,104.55
27				0.83			15,690.59
28	171.00	2.05	NT	1.0	45.00	0.91	16,018.87
							27,913.76
Average	156.500	3.043	149.545	0.813	38.583	0.921	15,400.16,434.858
Minimum	111	2.05	127	0.39	23	0.59	15.4
Maximum	243	3.53	170	1.28	50	1.15	15.4
Count	12	12	0	11	28	12	28
Total						4	1
\$5 Percentile Exceedances	0	0	0	0	0	0	460176

**APPENDIX E**

**2011 WPCC Operational Data**

	01 Raw Influent			01 Chemicals			02 Final Effluent		
	22 Total Suspended Solids (mg/L)	23 Total Phosphorus (mg/L)	24 Sodium Hydroxide residual (mg/L)	25 COD (mg/L)	26 Dissolved Oxygen (mg/L)	27 Total Suspended Solids (mg/L)	28 Total Phosphorus (mg/L)	29 COD (mg/L)	30 pH - grab (degrees C)
March, 2011	1 107.00 2 101.00 3 101.00	2.00 2.58	NT NT	0.58 0.515 0.35	23.00 27.00	0.43 0.54	NT NT	NT NT	19,207.61 18,233.44 17,474.70
4	4			0.51					17,204.00
5	5			0.785	1.96		NT	NT	41,045.50
6	6			1.215	23.00	0.40	42.00	7.9	7.1
7	7	1.58	86.00	1.005	18.00	0.34	32.00	7.0	8.8
8	8	1.50	105.00	0.92	23.00	0.44	29.00	NT	6,10 30,110.86
9	9	1.63	96.00	0.69					25,372.01
10	10			1.78					23,640.38
11				1.22					46,650.77
12	12			1.14					47,378.27
13	13			0.85	22.00	0.44	40.00	7.14	9.0
14	14	1.90	78.00	1.14	18.00	0.34	28.00	NT	29,306.26
15	15	1.58	78.00	1.345	18.00	0.37	22.00	NT	28,513.77
16	16	1.40	109.00	1.375				NT	30,476.39
17	17			1.535				NT	35,358.61
18	18			1.095				NT	36,786.25
19	19			1.09				NT	30,668.33
20	20			1.1	24.00	0.50	32.00	7.2	8.1
21	21	1.60	93.00	0.87	20.00	0.43	28.00	NT	27,249.42
22	22	1.63	84.00	0.73	21.00	0.41	32.00	NT	31,059.74
23	23	1.50	89.00						27,802.62
24	24			0.64					26,268.44
25	25			0.72					23,809.67
26	26			0.62					22,050.17
27	27			0.60					21,012.17
28	28	2.15	109.00	0.70	36.00	0.68	40.00	7.3	8.6
29	29	121.00	101.00	1.17	29.00	0.71	37.00		20,927.87
30	30	127.00	115.00	1.01	35.00	0.83	42.00		20,566.90
31	31			0.79					19,797.58
									19,414.93
Average	95.143	1,879	95.250	0.988	24,071	0.490	33,667	7.308	8,320
Minimum	78	1.4	78	0.35	18	0.34	22	7	7.1
Maximum	127	2.73	115	1.96	36	0.83	42	7.9	6.1
Count	14	14	0	12	31	14	12	5	1
Total								5	31
95 Percentile Exceedences	0	0	0	0	0	0	0	0	864395.7

## APPENDIX E

**2011 WPCC Operational Data**

Date	01 Raw Influent		01 Chemicals		02 Final Effluent		02 Final Effluent	
	Total suspended solids mg/L	Total phosphorus mg/L	TSS mg/L	Nitrate Nitrogen mg/L	TDS mg/L	Total suspended solids mg/L	TSS mg/L	TDS mg/L
April 1, 2011	1	0.83	0.83	18,640.49	18,640.49	18,640.49	18,640.49	18,640.49
	2	0.72	0.72	18,184.84	18,184.84	18,184.84	18,184.84	18,184.84
	3	0.57	0.57	18,477.47	18,477.47	18,477.47	18,477.47	18,477.47
	4	139.00	2.23	118.00	0.91	25.00	0.53	38.00
	5	121.00	2.10	113.00	1.0	25.00	0.51	32.00
	6	98.00	2.25	95.00	0.70	15.00	0.63	36.00
	7							
	8							
	9							
	10							
	11	2.03	NR	0.45	NR	7.2	12.1	12.1
	12	1.80	NR	0.96	NR			
	13	1.85	NR	0.95	NR			
	14			0.89	NR			
	15			0.75	NR			
	16			0.91	NR			
	17			0.97	NR			
	18	1.38	51.00	1.37	NR			
	19	69.00	1.80	50.00	1.32	22.00	7.4	10.6
	20	70.00	1.43	NT	1.18	21.00	0.44	28.00
	21				1.63	23.00	0.49	NT
	22				1.26			
	23				0.94			
	24				0.98			
	25	99.00	2.05	85.00	0.75	0.57	46.00	7.4
	26	149.00	2.40	95.00	0.79	25.00	42.00	11.4
	27	81.00	1.63	95.00	1.02	30.00	0.61	23,819.16
	28				0.765	24.00	0.53	27,152.83
	29				0.945	46.00	NT	27,445.85
	30				1.53	NT	NT	26,576.08
					1.03	NT	NT	24,005.79
						NT	NT	22,271.83

Average	103,500	1,913	92,000	17,300	0.941	22,583	0.511	36,000	7,325	11,225	10,400	25,392,943
Minimum	68	1.38	51	17.3	0.4	15	0.44	22	7.2	10.6	10.4	18,184.84
Maximum	149	2.4	118	17.3	1.63	30	0.63	45	7.4	12.1	10.4	43915.11
Count	12	12	0	8	1	30	12	12	8	4	1	30
Total												761,788.3
95 Percentile Exceedences	0	0	0	0	0	0	0	5	0	0	0	0

**APPENDIX E**

**2011 WPCC Operational Data**

Date, 2011	01 Raw Influent				01 Chemicals				02 Final Effluent			
	22 Total suspended solids mg/L	23 Total phosphorus mg/L	24 Suspended residue mg/L	25 Chloride mg/L	26 Sodium mg/L	27 Total suspended solids mg/L	28 Total phosphorus mg/L	29 Chloride mg/L	30 Dissolved oxygen mg/L	31 Temperature - gpm degrees C	32 Ammonia (total, as N) mg/L	33 Dissolved oxygen mg/L
1	124.00	2.28	114.00	0.385	0.85	27.00	0.65	37.00	7.2	12.0	21,560.73	
2	150.00	2.03	105.00	1.01	1.01	28.00	0.51	32.00	NT	NT	21,825.46	
3	100.00	1.75	115.00	0.99	0.99	27.00	0.57	60.00	NT	NT	26,184.09	
4											25,200.25	
5											24,464.61	
6											23,239.80	
7											21,636.55	
8											21,007.18	
9	138.00	2.50	121.00	0.61	34.00	0.74	64.00	7.3	12.9	21,110.66		
10	133.00	2.13	118.00	0.34	34.00	0.72	44.00	NT	NT	20,308.47		
11	141.00	2.25	116.00	0.48	29.00	0.61	34.00	NT	NT	20,609.60		
12											19,775.97	
13											18,522.0	
14											29,964.28	
15											41,136.53	
16	66.00	1.13	56.00	0.57	28.00	0.63	35.00	7.3	13.5	40,193.89		
17	83.00	1.60	73.00	0.68	25.00	0.54	42.00	NT	NT	32,641.27		
18	101.00	1.78	105.00	0.68	21.00	0.42	29.00			30,031.44		
19											35,820.16	
20											31,748.63	
21											27,097.11	
22											26,602.81	
23	96.00	1.80	96.00	1.43	17.00	0.32	27.00	7.4	15.4	25,486.51		
24	133.00	2.38	155.00	1.59	NT	NT	NT	NT	NT	NT	25,153.21	
25											23,701.54	
26											25,243.98	
27											28,946.54	
28											26,068.11	
29											24,804.23	
30											23,874.65	
31											22,862.64	
Average	115.000	1.966	106.227	0.775	27.000	0.571	38.400	7.260	13.740	12,300,26,026,610		
Minimum	66	1.13	56	0.22	17	0.32	27	7.1	12	12.3	18,522	
Maximum	150	2.5	155	1.59	34	0.74	54	7.4	15.4	12.3	41,136.53	
Count	11	11	0	11	0	31	10	10	5	5	1	31
Total												80,682,49
95 Percentile Exceedances	0	0	0	0	0	0	0	0	0	0	0	0

## APPENDIX E

**2011 WPCC Operational Data**

	01 Raw Influent			01 Chemicals			02 Final Effluent		
	Total Suspended Solids mg/L	Total Phosphorus mg/L	TN mg/L	Sodium Residual mg/L	Total Phosphorus mg/L	TDS mg/L	mg/L	mg/L	mg/L
June, 2011	138.00	2.45	132.00	0.45	37.00	0.70	66.00	22.795.71	22,115.17
1	138.00	2.45	132.00	0.51	37.00	0.70	66.00	22.795.71	22,115.17
2				1.24				20,560.79	
3				0.77				19,052.77	
4				0.83				19,107.07	
5	174.00	2.90	124.00	0.52	41.00	0.77	34.00	12.9	19,468.43
6	200.00	3.23	127.00	0.50	44.00	0.77	38.00	19,767.37	
7	205.00	3.48	159.00	0.37	59.00	1.36	70.00	20,791.20	
8				0.56				19,549.71	
9				0.06				18,231.73	
10				0.30				17,849.21	
11				1.0				17,666.37	
12				0.54	42.00	0.79	51.00	7.0	20,242.09
13	216.00	3.05	193.00	0.31	47.00	0.86	79.00	18.6	18,045.35
14	176.00	2.80	171.00	0.48	42.00	0.92	64.00		17,567.28
15	192.00	3.60	164.00	0.60					17,903.06
16				0.60					17,315.44
17				0.32					16,177.71
18				0.73					15,939.93
19				1.74					17,846.64
20	207.00	3.63	187.00	0.87	41.00	0.81	82.00	6.9	17,002.42
21	207.00	3.48	179.00	0.80	50.00	1.00	88.00		17,675.75
22	170.00	3.35	201.00	1.10	48.00	0.96	76.00		16,897.75
23				0.22					17,478.46
24				0.30					16,131.91
25				0.77					16,559.89
26				0.87					17,804.02
27	167.00	3.00	161.00	1.11	42.00	0.77	67.00	7.3	16,788.52
28	175.00	3.30	175.00	0.27	49.00	0.92	82.00		15,613.21
29				0.17					15,704.20
30				0.42					
Average	185.583	3.189	164.417	0.624	45.000	0.885	65.583	7.175	12,900.16,188.312
Minimum	138	2.45	124	0.06	37	0.7	34	6.9	12.9
Maximum	216	3.63	201	1.74	59	1.35	88	7.5	12.9
Count	12	12	0	12	30	12	12	4	30
Total									54564.94
95 Percentile Exceedences	0	0	0	0	0	5	1	11	0
								0	0

## APPENDIX E

**2011 WPCC Operational Data**

	01 Raw Influent			01 Chemicals			02 Final Effluent		
	02 Total suspended solids (mg/L)	03 Total phosphorus (mg/L)	04 Dissolved oxygen (mg/L)	05 Chloride residue (mg/L)	06 Sodium hypochlorite residue (mg/L)	07 Temperature - grbt (degrees C)	08 pH - grbt	09 TSS (mg/L)	10 Ammonia (Total, as N) (mg/L)
July, 2011				0.18	0.36	14,209.72	14.3	17,149.17	
1	2	3	4	0.65	1.2	15,288.75			
5	6	7	8	0.29	0.40	15,853.98			
10	11	12	13	0.525	0.89	16,492.23			
14	15	16	17	0.37	0.89	17,306.20			
18	19	20	21	0.045	0.045	15,872.13			
22	23	24	25	0.045	0.045	14,846.45			
28	29	30	31	0.045	0.045	13,875.13			
31				0.045	0.045	14,056.39			
				0.045	0.045	15,676.09			
				0.045	0.045	18,873.86			
				0.045	0.045	16,647.22			
				0.045	0.045	14,799.01			
				0.045	0.045	14,177.07			
				0.045	0.045	13,473.60			
				0.045	0.045	16,235.47			
				0.045	0.045	17,724.44			
				0.045	0.045	15,371.82			
				0.045	0.045	15,143.8			
				0.045	0.045	15,395.47			
				0.045	0.045	14,652.0			
				0.045	0.045	14,111.42			
				0.045	0.045	14,460.29			
				0.045	0.045	######_			
				0.045	0.045	14,878.19			
				0.045	0.045	14,808.63			
				0.045	0.045	14,449.31			
				0.045	0.045	15,514.93			
				0.045	0.045	13,863.81			
				0.045	0.045	13,591.48			

Average	175,364	3,030	151,273	21,500	0.510	40,727	0.824	61,364	7,150	21,075	14,30015,302,114
Minimum	127	2,2	102	21,5	0.045	26	0.54	37	6,9	20,4	14,3 13,473.6
Maximum	281	3,45	194	21,5	1.44	61	1.1	109	7,3	22,3	14,3 18,873.86
Count	11	11	0	11	1	31	11	11	4	4	1 31
Total	0	0	0	0	0	0	0	0	0	0	474365,5
96 Percentile Exceedances	0	0	0	0	0	0	0	0	0	0	0

## APPENDIX E

### 2011 WPCC Operational Data

	01 Raw Influent				02 Final Effluent			
	11 Total Suspended Solids mg/L	12 Total Phosphorus mg/L	13 TKN mg/L	14 Dissolved Nitrogen mg/L	15 BOD mg/L	16 COD mg/L	17 Temperature - gmt degrees C	18 pH - gmt
1	171.00	3.43	145.00	0.37	31.00	0.76	62.00	7.3
2	163.00	2.78	148.00	0.62	41.00	0.85	62.00	NT
3				0.60				NT
4				0.18				NT
5				0.045				NT
6				0.325				NT
7				0.40				NT
8	194.00	3.98	162.00	1.12				7.0
9	156.00	2.93	120.00	0.06	43.00	0.87	66.00	NT
10	154.00	2.60	133.00	1.51	34.00	0.70	33.00	NT
11				0.35				
12				0.35				
13				0.22				
14				0.27				
15	209.00	3.68	NT	0.41	46.00	0.89	92.00	6.9
16	NT	NT	NT	0.23	36.00	0.85	63.00	22.9
17	NT	NT	NT	0.44	43.00	0.91	76.00	NT
18				0.06				
19				0.045				
20				0.68				
21				1.1				
22	127.00	2.38	129.00	1.7	31.00	0.63	61.00	7.1
23	130.00	2.73	136.00	0.29	36.00	0.69	68.00	22.8
24	153.00	3.05	132.00	0.11	40.00	0.62	62.00	NT
25				0.49				
26				0.04				
27				0.66				
28				0.64				
29	169.00	3.20	171.00	1.14	47.00	0.93	79.00	7.0
30	151.00	3.40	182.00	0.06	47.00	0.91	78.00	22.0
31	166.00	3.23	182.00	0.04	45.00	0.92	87.00	NT
<b>Average</b>								
<b>Minimum</b>	168.583	3.116	149.091	0.499	40.000	0.810	66.000	7.060
<b>Maximum</b>	127	2.38	120	0.04	31	0.62	33	6.9
<b>Count</b>	209	3.98	182	1.7	47	0.93	92	22
<b>Total</b>	12	12	0	0	31	13	13	16.4
<b>95 Percentile Exceedences</b>	0	0	0	0	0	3	0	0

## APPENDIX E

### 2011 WPCC Operational Data

Date	01 Raw Influent		01 Chemicals		02 Final Effluent		Duty Hour (either Day or Night, as N)
	Total Suspended Solids mg/L	Total Phosphorus mg/L	TDS mg/L	Sodium Residue mg/L	TDS mg/L	Total Phosphorus mg/L	
September 7, 2011							
1	0.10	0.06	0.06	0.04	15,137.15	14,871.52	
2	0.10	0.06	0.06	0.04	14,871.52	14,871.52	
3	0.35	0.35	0.35	0.09	14,103.98	15,637.83	
4	0.71	0.71	0.71	0.04	16,418.86	16,104.29	
5	0.97	0.97	0.97	0.04	15,516.23	15,266.06	
6	0.35	0.35	0.35	0.04	14,761.23	13,478.93	
7	0.09	0.09	0.09	0.04	13,824.05	13,824.05	
8	0.03	0.03	0.03	0.04	14,727.02	14,727.02	
9	0.04	0.04	0.04	0.04	16.3	14,246.67	
10	0.10	0.10	0.10	0.04	NT	NT	
11	0.05	0.05	0.05	0.04	NT	NT	
12	0.83	0.83	0.83	0.07	NT	NT	
13	0.07	0.07	0.07	0.93	NT	NT	
14	0.04	0.04	0.04	86.00	NT	NT	
15	0.8	0.8	0.8	100.00	NT	NT	
16	0.35	0.35	0.35	NT	NT	NT	
17	1.11	1.11	1.11	NT	NT	NT	
18	1.755	1.755	1.755	NT	NT	NT	
19	1.025	1.025	1.025	NT	NT	NT	
20	0.045	0.045	0.045	NT	NT	NT	
21	0.94	0.94	0.94	NT	NT	NT	
22	0.18	0.18	0.18	NT	NT	NT	
23	50.00	50.00	50.00	NT	NT	NT	
24	0.66	0.66	0.66	NT	NT	NT	
25	0.43	0.43	0.43	NT	NT	NT	
26	0.90	0.90	0.90	NT	NT	NT	
27	1.26	1.26	1.26	NT	NT	NT	
28	1.13	1.13	1.13	NT	NT	NT	
29	0.03	0.03	0.03	NT	NT	NT	
30	0.03	0.03	0.03	NT	NT	NT	
Average	173.556	3.366	183.222	0.466	49,667	1,018	6,950
Minimum	12.9	2.95	13.9	0.03	44	0.84	6.7
Maximum	218	3.9	233	1.755	66	1.3	20.7
Count	9	9	0	30	9	9	16.3
Total						4	11885.9
95 Percentile						4	16418.86
Exceedences	0	0	0	0	0	1	420616.9
						0	0
						0	0
						0	0

**APPENDIX E**

**2011 WPCC Operational Data**

	01 Raw Influent			02 Final Effluent		
	12 Total Suspended Solids (mg/L)	13 Total Phosphorus (mg/L)	14 Dissolved Residue (mg/L)	15 BOD <sub>5</sub> (mg/L)	16 COD <sub>5</sub> (mg/L)	17 Temperature (°F - °C)
October, 2011						
1	210.00	3.95	260.00	28.5	0.80	12,939.15
2	173.00	3.68	200.00	0.08	0.80	13,821.54
3	189.00	3.53	242.00	0.08	0.42	16,571.62
4					50.00	13,710.95
5					46.00	13,476.21
6					44.00	13,194.94
7					0.96	12,508.72
8					0.97	12,292.78
9					82.00	11,836.39
10	194.00	3.83	218.00	0.50	0.50	11,781.20
11					58.00	12,649.30
12					1.16	100.00
13					6.5	19.8
14					NT	NT
15					0.10	14,237.69
16					0.22	14,092.92
17	167.00	3.28	189.00	0.95	1.14	19,646.12
18	212.00	3.63	209.00	0.99	0.94	15,808.02
19	196.00	3.33	200.00	0.23	79.00	15,526.91
20				0.49	1.06	14,575.71
21				38.00	81.00	16,552.53
22				0.22	59.00	21,605.20
23				1.22	NT	NT
24	183.00	3.50	140.00	1.635	NT	17,907.31
25	162.00	2.98	206.00	1.23	NT	16,056.04
26				0.49	NT	15,633.02
27				0.63	NT	16,651.83
28				0.16	NT	16,043.65
29				0.29	NT	15,461.13
30	233.00	4.50	NT	0.54	NT	15,062.60
31				0.74	NT	14,085.87
				0.92	56.00	14,145.08
					1.10	14,786.93
					NT	17.2
					6.8	17.2
					0	0
					0	0
					0	0

## APPENDIX E

### 2011 WPCC Operational Data

	01 Raw Influent			01 Chemicals			02 Final Effluent		
	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	TN (mg/L)	Sodium Residual mg/L	Total Suspended Solids mg/L	Total Phosphorus mg/L	pH - gph	DO mg/L	Ammonia (total, as N) mg/L
November , 2011	216.00	3.98	189.00	0.26	54.00	1.04	75.00		14,940.7
1	216.00	3.98	189.00	0.76					14,798.39
2				1.13					15,033.35
3				0.05					14,091.31
4				0.68					13,451.40
5				0.62					13,907.38
6				0.57	47.00	0.95	81.00	7.1	16.3
7	289.00	5.40	257.00	0.26	48.00	1.01	88.00		14,826.12
8	292.00	5.08	267.00	0.18					14,912.81
9				0.06					14,902.86
10				0.18					15,376.29
11				0.62					14,324.01
12				0.62					14,550.19
13				0.87					14,837.42
14	217.00	3.78	186.00	1.28	48.00	1.06	74.00	6.8	17.2
15	209.00	3.90	174.00	0.96	48.00	1.13	84.00		16,998.45
16				0.17					15,890.55
17				0.17					15,103.3
18				0.60					14,793.21
19				0.59					14,037.32
20				0.585					13,509.38
21	224.00	4.48	NR	0.80					13,724.8
22				0.59	62.00	1.26	NIR	6.8	14.6
23	211.00	4.08	NR	0.13					20.5
24				0.48	43.00	0.93	NIR	NT	14,846.02
25				0.66					15,512.44
26				0.875					16,117.34
27				0.95					16,159.10
28	248.00	4.50	254.00	1.84					14,817.14
29	182.00	2.80	132.00	1.37					15,313.55
30	91.00	1.80	102.00	0.65					16,482.95
				1.50	18.00	0.49	46.00	6.7	25,323.74
									25,843.92
Average	217.90	3.980	195.125	0.704	44.750	0.983	74.667	6.850	20,500.15,641.773
Minimum	91	1.8	102	0.05	18	0.49	46	6.7	14.6
Maximum	292	5.4	267	1.84	54	1.25	88	7.1	20.5
Count	10	10	0	0	30	8	6	4	13451.4
Total									25843.92
95 Percentile Exceedences	0	0	0	0	0	0	6	5	469253.2
								0	0

## APPENDIX E

2011 WPCC Operational Data

	01 Raw Influent				02 Final Effluent			
	011 Chemicals	012 Sodium Hypochlorite	013 Total Suspended Solids	014 Total Phosphorus	021 Chemicals	022 Sodium Hypochlorite	023 Total Suspended Solids	024 Total Phosphorus
December, 2011								
1		1.92						21.813.69
2		1.26						20.281.92
3		0.46						18.167.05
4		0.52						17.747.78
5	132.00	2.28	138.00	0.91	38.00	0.70	64.00	10.0
6	86.00	1.73	94.00	1.02	23.00	0.46	40.00	25.458.60
7	96.00	2.08	109.00	0.9	26.00	0.48	38.00	22.796.94
8								21.154.40
9								20.350.08
10								19.081.71
11								18.751.50
12	159.00	3.20	157.00	0.63	38.00	0.76	59.00	6.7
13								18.995.09
14	159.00	2.80	181.00	0.18	41.00	0.79	71.00	19.413.88
15								22.124.07
16								20.380.09
17								19.571.83
18								19.033.25
19	151.00	3.18	NT	0.80	41.00	0.84	NT	6.6
20	153.00	3.13	NT	0.54	41.00	0.91	NT	12.9
21								19.801.31
22								19.135.52
23								20.847.68
24								19.584.76
25								19.469.44
26								18.317.61
27	161.00	3.05	NT	0.93	36.00	0.75	NT	6.9
28								16.862.44
29								17.220.4
30								22.651.26
31								21.217.86
								19.911.16
								18.884.07
								18.448.75
								0
								0
								0
								0

## **BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**

### **1<sup>st</sup> Quarter (January, February, March)**

#### **1. Main Plant:**

- MCC #3 and grit screw, including pump and piping, replaced as part of the secondary treatment upgrade.
- New cyclone installed in the grit system.

#### **2. Main Pumping Station:**

- New pump, motor and control panel for Pump #1 installed and in service.
- Ongoing work with heaters and actuators for ventilation equipment.
- **Bypasses:**
  - On March 5-6, 2011 there was a bypass at the Main Pumping Station due to heavy rain and snow melt. Approximate volume of the bypass was 30,966 m<sup>3</sup>. MOE was notified of the event. Chlorination was established and samples taken.
  - On March 11, 2011 there was a bypass at the Main Pumping Station due to heavy rain and snow melt. Approximate volume of the bypass was 10,760 m<sup>3</sup>. MOE was notified of the event. Chlorination was established and samples taken.

#### **3. Pumping Stations:**

- WPCC staff responded to two (2) mechanical pump calls. The necessary repairs were made and both pumps put back in service.
- Thomas Street Pumping Station Pump #2 back in service.
- Upgrades completed at Thomas Street Pumping Station, West End Pumping Station and Broome Pumping Station. These stations were turned back over to the City but have not been commissioned.

#### **4. Primary Clarifiers:**

- No new updates.

#### **5. Disinfection:**

- Sodium pump #2 was repaired and put back in service.

#### **6. Digesters:**

- Changed out sludge recirculating pump #1 with rebuilt unit.
- Testing of new mixing system complete.

#### **7. Dewatering:**

- No new updates.

#### **8. Power Outages:**

- Two power outages at the WPCC/Pumping Stations. No issues to report.

#### **9. Collection System Responses:**

- 32 blocked sewers/maintenance/smell of sewer gas.
- 2 blocked mains.
- 0 sewer lateral service repairs

## **BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**

### **2<sup>nd</sup> Quarter (April, May, June)**

#### **1. Main Plant:**

- The scum pump was removed and replaced with a spare unit.
- Primary Clarifiers #1 and #2 were drained, cleaned, inspected and put back in service.
- The new digester flare stack was installed and commissioned.
- Existing dry polymer mixing systems were removed and replaced with new liquid emulsion systems as part of the Secondary Treatment Upgrade.
- Shop drawings were approved and the new centrifuge ordered. Expected delivery date September 2011.

#### **2. Main Pumping Station:**

- Pump #2 Variable Frequency Drive cooling fan failed and was replaced.
- Bypasses: No bypasses to report.

#### **3. Pumping Stations:**

- WPCC staff responded to two (2) mechanical pump calls. The necessary repairs were made and both pumps were put back in service.
- Upgrades completed at Thomas Street Pumping Station, West End Pumping Station and Broome Pumping Station. These stations have been turned back over to the City but have not been commissioned.
- Upgrades started on Bayview and Leachate Pumping Stations.
- Leachate Pumping Station forcemains cleaned as part of spring maintenance.
- WPCC Staff started weekly inspections of the landfill site and gas system.

#### **4. Power Outages:**

- Two power outages at the WPCC/Pumping Stations. No issues to report.

#### **5. Wastewater Collection System:**

- 32 blocked sewer/maintenance/smell of sewer gas responses.
- 2 blocked main responses.
- 2 sewer lateral service repairs.
- 2011 Mainline Cleaning Contract completed.

### **3<sup>rd</sup> Quarter (July, August, September)**

#### **1. Main Plant:**

- Annual regulatory flow meter calibrations completed.
- Primary Clarifiers #3 and #4 back in service.
- Primary Clarifiers #1 and #2 were drained, cleaned and turned over to the contractor for upgrades.
- New centrifuge delivered and is being installed.
- Boiler #502 removed and new boiler being installed.
- Heat exchanger replaced with a new one.
- New grits bins purchased and are in service.
- New digester header valves installed on Digester #2
- New sampling sink valves installed in digester basement.

## **BROCKVILLE WPCC & PUMPING STATIONS OPERATIONAL HIGHLIGHTS**

### **2. Main Pumping Station:**

- New water pump installed on diesel generator
- Pump #1 universal joint removed, rebuilt and put back in service
- Bypasses: no bypasses to report.

### **3. Pumping Stations:**

- WPCC staff responded to two (2) mechanical pump calls. The necessary repairs were made and both pumps were put back in service.
- Upgrades completed at the following stations: Thomas Street, West End, Broome, Leachate, Bayview Street, Elizabeth Street, Riverview Drive and Georgina Street. These stations were turned back over to the City but have not been commissioned.

### **4. Power Outages:**

- One power outage at the WPCC/Pumping Stations. No issues to report.

### **5. Wastewater Collection System:**

- 44 blocked sewer/camera inspections.
- 2 blocked main responses.
- 2 sewer lateral service repairs.
- Investigated odour issues in the areas of Ford and Murray Streets and followed up on several complaints.

## **4<sup>th</sup> Quarter (October, November, December)**

### **1. Main Plant:**

- Primary Clarifiers #1 and #2 still being upgraded as part of the Secondary Treatment Upgrade.
- New centrifuge installed but not commissioned.
- New Boiler #505 installed but not commissioned.
- Digester #2 upgrades and pressure test completed. The digester will be put in service in January 2012.
- 2011 Land Application program was completed. The draft 2011 Organic Soil Conditioning Report has been prepared and is ready for review.

### **2. Main Pumping Station:**

- Wet well cleaned.
- Bypasses: no bypasses to report.

### **3. Pumping Stations:**

- WPCC staff responded to five (5) mechanical pump calls. No issues to report.
- Upgrades completed at all pumping stations, with the exception of Oxford Avenue, but they have not been commissioned.

### **4. Power Outages:**

- Three power outages at the WPCC/Pumping Stations. No issues to report.

### **5. Wastewater Collection System:**

- 55 blocked sewer/camera inspections.
- 2 blocked main responses.

## APPENDIX G

### 2011 WPCC Centrifuge Sludge Feed and Cake Disposal Summary

		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		
Totals																
Average		1.761	52.707	73.348		36.002	2.105	49.613	59.564		36.928		11,390.833			
(****Minimum****)		1.14	45.95	15		32.84	1.72	46.62	20.9		33.73		7480			
Maximum		3.84	62.97	157.25		39.8	2.83	57.63	140.02		39.94		24780			
Count		29	29	186		22	13	12	94		13		0	72		
Total				13642.73					5599.03				820140			



## APPENDIX H

127 Zion Road.  
Frankford, ON  
K0K 2C0

Tel: (613) 398-0296  
Fax: (613) 398-0294  
cell (416) 779-1456

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

September 5 2011

Attention: Barry Fox

**Re: 2011 Annual Waste Water Flow Meter Calibrations**

Flowmetrix thanks you for the opportunity to provide our flow meter calibration services. Mr. Curtis King attended your Brockville PCP facility on August 5<sup>th</sup> and August 10<sup>th</sup> 2011 to verify the calibrations of your flow meters as directed. Please accept the letter as a summary of the flow meters verified, corresponding results and a brief description of the verification procedures used.

**Electromagnetic Flow meters**

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

**Level Instruments, Milltronics & Greyline**

The calibration of ultrasonic level meters is typically verified using a solid level plate and measure ruler. In situations where safety or continuous operations limit direct access to the existing level sensor, the 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	Milltronics Final Effluent	Sec. Transducer	Pass	Recommend Dye Test to verify primary device.
2	E&H Alum & Ferric	Primary Simulator	Pass	None
3	FIT 511 Raw Sludge #3	Primary Simulator	Pass	none
4	FIT 512 Raw Sludge #4	Primary Simulator	Pass	none
5	FIT 368 Raw Sludge Transfer	Primary Simulator	Pass	none
6	Raw Sludge #1	Primary Simulator	Pass	none
7	Raw Sludge #2	Primary Simulator	Pass	none
8	FIT 473 Chlorine Feed	Primary Simulator	Pass	none
9	FIT 461 Boiler Effluent	Primary Simulator	Pass	none
10	Main Pump Station Effluent	Primary Pressure	Pass	Had to return due to zero drift, please watch.

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

Kind Regards

Curtis King C.E.T.

## APPENDIX I

### 2011 CAPITAL PROGRAM

<u>PROJECT NAME:</u>	Water Pollution Control Centre Equipment Replacement Program	<u>YEAR PROPOSED:</u> <u>ITEM NO:</u>	2011 6.2
<u>LOCATION:</u>	Sewage Treatment Plant and Pumping Stations		
<u>HISTORY:</u>	LENGTH OF PROJECT: YEAR FIRST INTRODUCED:	Ongoing - through Sewer Rate Reserve 1997	
<u>SCOPE:</u>	Replacement of Capital Equipment for the Water Pollution Control Centre and associated structures and pumping stations. This is to be accomplished from the Sewer Rate Reserve Fund.		
	<b>WPCC BUILDINGS AND PROPERTY:</b> ARC Flash Assessment (CSA Regulatory) Lighting Retrofit		15,000 68,000
	<b>WPCC OUTFALL PIPE:</b> Anchor System Maintenance / Replacement		70,000
	<b>SCREENING AND DEGRIT:</b> Grit Bins Repairs to both. VFD'S for both Blowers ( Replace )		5,000 20,000
	<b>DIGESTER OPERATIONS:</b> Digested Sludge Header Valves ( 4 per Digester ) Sample Sink Valves		7,500 3,000
	<b>PUMPING STATIONS:</b> Pump STN's Ladders and Platforms Leachate PS - Referb. (2) 4" Pumps West End P.S.- Replace Stand-By Generator		10,000 12,000 65,000
C4060-WPCE-CONT	CONTINGENCY:		<u>15,000</u> <u>290,500</u>
<u>WHY REQUIRED:</u> Advantages & Benefits	See the attached 10 Year Plan - Water Pollution Control Centre Capital Needs Routing such purchases through the WPCC Sewer Rate Reserve Fund provides the opportunity to account for all Capital Costs associated with the Water Pollution Control Centre in one place and to finance such work through the Sewer Use Rate User Fee. As well it allows the expenditure to take place while keeping the tax rate smooth.		

PREPARED BY (PROJECT MANAGER):  
DATE:

Ed Malcomnson  
Jan. 20, 2011

## **2011 Secondary Treatment Plant Upgrade Progress Report**

### **New Works:**

- Work is completed on all three secondary clarifiers but they are not in operation.
- 3 aeration tanks, complete with diffuser systems and associated equipment, installed but not in operation.
- Splitter boxes and all associated gates are installed but not in operation.
- The tunnel to tie into the Operations Centre is complete.
- The Operations Centre has been constructed with work ongoing to complete the interior.
- The U.V. Building has been constructed and work is ongoing to complete equipment installation and electrical/ PLC work.
- The RAS/WAS Building has been constructed and work is ongoing to complete equipment installation and electrical/ PLC work.
- Electrical work is ongoing to connect equipment to MCC's.
- SCADA and PLC work is ongoing.
- The Alum tanks and associated pumping equipment have been installed but are not in operation.
- The old centrifuge was removed and the new one installed but it is not yet in service.

### **Existing Site Works:**

- Primary Clarifiers: Two of the four primary clarifiers have been refitted with new chain and drive systems, along with repairs to the existing concrete. The remaining two primary clarifiers are nearing completion and are to be put back into service January 2012.
- Digester #1 and #2: The old gas gun system was removed and the new draft tube mixing system installed. Rebrickling of the entire exterior completed. Insulation, roof membrane and all flashing was replaced.
- Screen & Degrit: A new air scrubber system has been installed and upgrades to the existing ventilation system have been completed. Both screens along with all associated conveyor systems have been replaced. Both grit screws, pumps and associated piping have been replaced. A new grit Cyclone has been installed.
- MCC's 300 and 400 have both been replaced.
- Gas Systems: New flare stack, base and controls have been installed. Both gas compressor systems and piping have been removed. Boilers 501 and 502 have been removed and Boiler 505 installed.
- Remote Pumping Stations: All electrical upgrades, including control panels, transfer switches, level sensing devices, alarm systems and HVAC replaced, with the exception of Oxford Pumping Station and the Main Pumping Station which are to be completed early in 2012.

**FEBRUARY 1, 2012  
REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE –  
FEBRUARY 21, 2012**

**2012-017-02**

**2011 ANNUAL WATER QUALITY REPORT  
BROCKVILLE DRINKING WATER SYSTEM**

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

**RECOMMENDATION**

THAT the 2011 Annual Water Quality Report on the Brockville Drinking Water System, Attachment 1 to Report 2012-017-02, be received; and

THAT the Director of Environmental Services be designated to sign the 2011 Annual Water Quality Report on the Brockville Drinking Water System.

**ORIGIN**

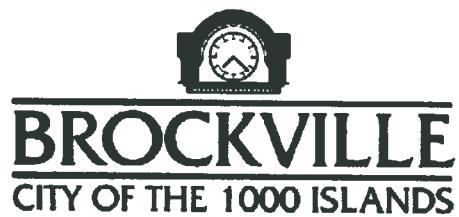
The Safe Water Drinking Water Act, 2002 - Ontario Regulation 170, Schedule 22 requires that members of Council shall be given the annual water quality report for the preceding calendar year for their approval no later than March 31<sup>st</sup>. This report covers the period from January 1, 2011 through December 31, 2011.

**ANALYSIS**

Provided is a complete annual water quality Report summarizing the plant description and design, flow data and water quality parameters. The 2011 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**

### **2011 ANNUAL WATER QUALITY REPORT**

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

*DATE: February 9, 2012*



## **EXECUTIVE SUMMARY**

The City of Brockville's Water Systems Division is pleased to provide the 2011 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 10<sup>th</sup>, 2011 for the Brockville Drinking Water System – inspection found one finding of non-compliance with regulatory requirements and achieved an inspection rating of 97%.
  - Non Compliance: Records did not confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was not operated so that at all times and all locations in the distribution system the chlorine residual was never below 0.05 mg/L free or 0.25 mg/L combined.
  - Action(s) Required: No actions are required as the cause of the low secondary disinfection residual was resolved and required corrective actions completed.
- No MOE inspection scheduled in 2011 for the Elizabethtown-Kitley Water Distribution System.

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.

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Peter Raabe, P. Eng.  
Director of Environmental Services

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Don Richards  
Supervisor – Water Systems

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## **List of Acronyms & Definitions**

AWQI	Adverse Water Quality Incidents
	Examples of adverse water results:
	<ul style="list-style-type: none"><li>▪ An analytical result that exceeds a health-based water quality standards</li><li>▪ Any evidence that disinfection may not have been effective</li><li>▪ Low chlorine residuals</li></ul>
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 <sup>3</sup> /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 1<sup>st</sup> to December 31<sup>st</sup>, 2011 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 on the City of Brockville's website: <http://city.brockville.on.ca/> or by calling the City of Brockville's Water Systems Division at 613-342-7819 ext 221.

Users of this drinking water system have been notified that this annual report is available by placing a notice on the website. The 2011 Annual Water Quality Report is also available at the following locations:

- City of Brockville's website - <http://city.brockville.on.ca/>
- City of Brockville – Public Library
- City of Brockville – Water Billing Notice and hard copy at the Revenue Office, City Hall
- City of Brockville – Water Treatment Plant, 20 Rivers Ave.

## 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 31<sup>st</sup> 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.
<b>WATER OPPORTUNITIES ACT</b>	
> Water Opportunities Act, 2010	
<b>CLEAN WATER ACT, 2006</b>	
> Source Protection Areas and Regions	O. Reg. 284/10
> Source Protection Committees	O. Reg. 288/10
> Terms of Reference	O. Reg. 287/07
<b>SAFE DRINKING WATER ACT, 2002</b>	
> 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
<b>ONTARIO WATER RESOURCES ACT</b>	
> 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 469/00	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
<b>ENVIRONMENTAL PROTECTION ACT</b>	
> Certificate of Approval Exemptions - Air	O. Reg. 524/98
<b>ENVIRONMENTAL BILL OF RIGHTS ACT</b>	
> Prescribing the Safe Drinking Water Act, 2002	O. Reg. 257/03

### 3. ANNUAL WATER QUALITY SUMMARY FOR 2011

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 2011 (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	0.000	4.994
Turbidity – Filter 1 (NTU)	Continuous monitoring	0.025	0.228
Turbidity – Filter 2 (NTU)	Continuous monitoring	0.017	0.144
Turbidity – Treated (NTU)	Continuous monitoring	0.014	1.000
Chlorine – Pre Filter (mg/l)	Continuous monitoring	0.00	1.71
Chlorine – Reservoir (Main Plant) (mg/l)	Continuous monitoring	1.14	1.95
Chlorine – Plant Effluent (mg/l)	Continuous monitoring	0.42	1.94
Chlorine – Distribution System Parkedale Reservoir (mg/l)	Continuous monitoring	0.37	2.5
Chlorine – Elizabethtown-Kitley Distribution System (mg/l)	52	0.61	1.21
Fluoride – Plant Effluent (mg/l)	Continuous monitoring	0.00	2.00
UV Dosage (mJ/sq. cm.)	Continuous monitoring	0	3277
UV Intensity (microW/sq cm)	Continuous monitoring	0	34
UV Transmittance (%)	365	95	95

#### Additional Testing as Required by the Municipal Drinking Water Licence, Order or Other Legal Instrument for 2011:

TYPE OF LEGAL INSTRUMENT:	PARAMETER
Municipal Drinking Water Licence 152-101 Section 1.5	TSS Residue – Monthly
Residue Management – Composite Sample	5 mg/L (annual average)

**Microbiological Testing:**

**Microbiological testing done 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	6	1160	52	<10	>2000
Treated	52	0	0	0	0	52	<10	240
Distribution	478	0	0	0	0	225	<10	140

**Chemical Testing:**

The following Tables are a summary of the chemical testing completed in 2011 (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. 4/11	0.0001	mg/l	No	No
Arsenic	Jan. 4/11	0.0009	mg/l	No	No
Barium	Jan. 4/11	0.0230	mg/l	No	No
Boron	Jan. 4/11	0.0150	mg/l	No	No
Cadmium	Jan. 4/11	<0.00002	mg/l	No	No
Chromium	Jan. 4/11	<0.002	mg/l	No	No
Mercury	Jan. 4/11	<0.00002	mg/l	No	No
Selenium	Jan. 4/11	<0.001	mg/l	No	No
Sodium	Jan. – Dec. (2 samples)	13.75*	mg/l	No	n/a
Uranium	Jan. 4/11	0.0030	mg/l	No	No
Nitrite	Quarterly (4 samples)	0.01*	mg/l	No	No
Nitrate	Quarterly (4 samples)	0.33*	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. 4/11	<0.3	ug/l	No	No
Aldicarb	Jan. 4/11	<3	ug/l	No	No
Aldrin + Dieldrin	Jan. 4/11	<0.02	ug/l	No	No
Atrazine + N-dealkylated metabolites	Jan. 4/11	<0.5	ug/l	No	No
Azinphos-methyl	Jan. 4/11	<1	ug/l	No	No
Bendiocarb	Jan. 4/11	<3	ug/l	No	No
Benzene	Jan. 4/11	<0.5	ug/l	No	No
Benzo(a)pyrene	Jan. 4/11	<0.005	ug/l	No	No
Bromoxynil	Jan. 4/11	<0.3	ug/l	No	No
Carbaryl	Jan. 4/11	<3	ug/l	No	No
Carbofuran	Jan. 4/11	<1	ug/l	No	No
Carbon Tetrachloride	Jan. 4/11	<0.2	ug/l	No	No
Chlordane (Total)	Jan. 4/11	<0.04	ug/l	No	No
Chlorpyrifos	Jan. 4/11	<0.5	ug/l	No	No
Cyanazine	Jan. 4/11	<0.5	ug/l	No	No
Diazinon	Jan. 4/11	<1	ug/l	No	No
Dicamba	Jan. 4/11	<5	ug/l	No	No
1,2-Dichlorobenzene	Jan. 4/11	<0.1	ug/l	No	No
1,4-Dichlorobenzene	Jan. 4/11	<0.2	ug/l	No	No
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan. 4/11	<0.1	ug/l	No	No
1,2-Dichloroethane	Jan. 4/11	<0.1	ug/l	No	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 4/11	<0.1	ug/l	No	No
Dichloromethane	Jan. 4/11	<0.3	ug/l	No	No
2,4-Dichlorophenol	Jan. 4/11	<0.1	ug/l	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 4/11	<5	ug/l	No	No
Diclofop-methyl	Jan. 4/11	<0.5	ug/l	No	No
Dimethoate	Jan. 4/11	<1	ug/l	No	No
Dinoseb	Jan. 4/11	<0.5	ug/l	No	No
Diquat	Jan. 4/11	<5	ug/l	No	No
Diuron	Jan. 4/11	<5	ug/l	No	No
Glyphosate	Jan. 4/11	<25	ug/l	No	No
Heptachlor + Heptachlor Epoxide	Jan. 4/11	<0.1	ug/l	No	No
Lindane (Total)	Jan. 4/11	<0.1	ug/l	No	No
Malathion	Jan. 4/11	<5	ug/l	No	No
Methoxychlor	Jan. 4/11	<0.1	ug/l	No	No
Metolachlor	Jan. 4/11	<3	ug/l	No	No
Metribuzin	Jan. 4/11	<3	ug/l	No	No
Monochlorobenzene	Jan. 4/11	<0.2	ug/l	No	No
Paraquat	Jan. 4/11	<1	ug/l	No	No
Parathion	Jan. 4/11	<3	ug/l	No	No
Pentachlorophenol	Jan. 4/11	<0.1	ug/l	No	No
Phorate	Jan. 4/11	<0.3	ug/l	No	No
Picloram	Jan. 4/11	<5	ug/l	No	No
Polychlorinated Biphenyls(PCB)	Jan. 4/11	<0.05	ug/l	No	No
Prometryne	Jan. 4/11	<0.1	ug/l	No	No
Simazine	Jan. 4/11	<0.5	ug/l	No	No
THM (NOTE: shows latest annual average)	Quarterly (min) (6 samples)	44.0	ug/l	No	No
Temephos	Jan. 4/11	<10	ug/l	No	No
Terbufos	Jan. 4/11	<0.3	ug/l	No	No
Tetrachloroethylene	Jan. 4/11	<0.2	ug/l	No	No
2,3,4,6-Tetrachlorophenol	Jan. 4/11	<0.1	ug/l	No	No
Triallate	Jan. 4/11	<10	ug/l	No	No
Trichloroethylene	Jan. 4/11	<0.1	ug/l	No	No
2,4,6-Trichlorophenol	Jan. 4/11	<0.1	ug/l	No	No
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan. 4/11	<10	ug/l	No	No
Trifluralin	Jan. 4/11	<0.5	ug/l	No	No
Vinyl Chloride	Jan. 4/11	<0.2	ug/l	No	No

## LEAD SAMPLING:

Based on the 2009 results, Section 15 of O. Reg. 170/03, the Lead sampling program qualifies for the reduced lead sampling schedule therefore no lead sampling was required to be conducted in 2011. Lead sampling program will commence 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 I
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	Parkdale Reservoir (Secondary Disinfection)	Brenntag Canada

#### 4.1.3 Water Distribution System – Trunk and Local Systems

The City of Brockville's Distribution system composes 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.

- Parkdale Avenue Reservoir

The Parkdale 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 m<sup>3</sup> 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 m<sup>3</sup> 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 2011 Flow Summary

In 2011, the maximum or peak daily raw water flow was 26,486 L/min which occurred on Dec. 2<sup>nd</sup>, 2011 due to a 400mm transmission watermain failure and was above the permitted maximum amount of 25,278 L/min, or 4.8% above the Permit as indicated in the table below. In addition, the annual average daily raw water flow to the WTP was 12,079,000 L/day or 33% 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 <sup>3</sup> /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 <sup>3</sup> /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 2011 calendar year is provided in **Appendix D**, and includes 2011 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 2011 is 3.9% more than the total annual plant effluent flow from 2010. 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 2011 there were a total of six (6) reports filed with SAC as summarized below.

AWQI Incident Date	Parameter	Result	Corrective Action	Corrective Action Date
January 24, 2011 AWQI 99761	Chlorine analyzer failure	N/A	Replaced USP for chlorine analyzers.	January 25, 2011
May 14, 2011 AWQI 100875	Fluoride Exceedance	2.0 mg/L	Chemical feed pump isolated flushed feedermain – sampled distribution.	May 14, 2011
August 4, 2011 AWQI 102479	Total Coliform	(1)	Flushed, re-sampled.	August 4, 2011
August 10, 2011 AWQI 102646	Total Coliform	(1)	Flushed, re-sampled.	August 10, 2011
November 10, 2011 AWQI 104180	Background Overgrown	N/A	Flushed, re-sampled.	November 11, 2011
December 2, 2011 AWQI 104394	Operational CT Disinfection high plant effluent flows during transmission feeder line break	N/A	Isolated watermain, flushed re-sampled, repaired main	December 2, 2011
December 21, 2011 AWQI 104579	Total Coliform	(1)	Flushed, re-sampled.	December 23, 2011

#### **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 2011 can be found in **Appendix B**, and the 2011 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.

#### **4.6 Municipal Drinking Water Licensing and Accreditation Program**

The Ontario Government implemented the Municipal Drinking Water Licensing Program as recommended by Justice O'Connor in the Part II Report of the Walkerton Inquiry. Justice O'Connor recommended a new approvals framework for municipal drinking water systems, which requires owners to obtain a licence to operate their systems as well as incorporate the concept of quality management into their operations.

In order to meet these recommendations, the Ministry of the Environment (MOE) has developed the Municipal Drinking Water Licensing Program, implemented under the Safe Drinking Water Act, 2002 (SDWA). The Licensing Program has replaced the existing approvals program for Municipal residential drinking water systems.

#### **Owners and Operators Responsibilities'**

The MOE's Licensing program ensures that the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System will have;

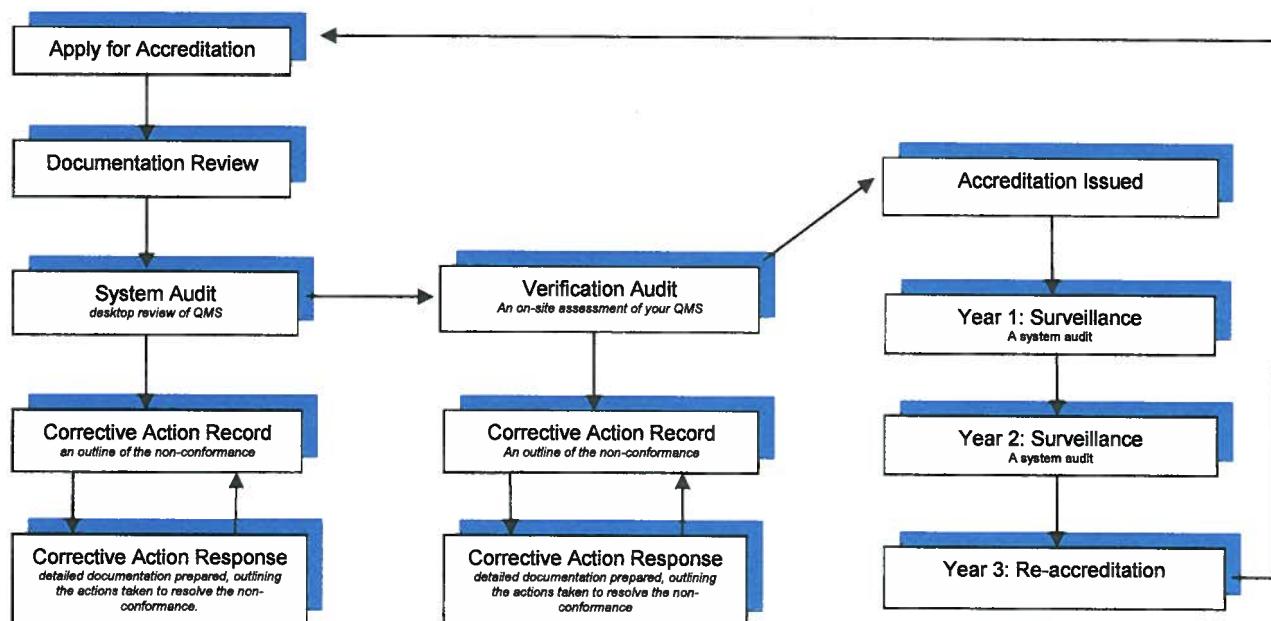
- An accredited operating authority for the drinking water system
- A developed and implemented quality management system;
- An operational plan with documented policies and procedures;
- A Council approved financial plan; and
- A commitment to continual review and improve quality management practices.

### Owners and Operators requirements

- Provide drinking water that meets all prescribed drinking water quality standards;
- Operate in accordance with the safe drinking water act and its regulations;
- Ensure the system is kept in good state of repair;
- Ensure appropriate staffing levels and supervision by qualified persons;
- Comply with all sampling testing and monitoring requirements; and
- Meet all reporting requirement.

In addition to the Municipal Licensing requirements, the Safe Drinking Water Act requires that an accredited Operating Authority is in charge of your municipal drinking water system at all times. This accreditation recognizes that the Quality Management System (QMS) for your drinking water system meets the requirement of the DWQMS.

### **General Overview of the Accreditation Process: Full Scope Accreditation**



**The following provides an overview of the licensing and accreditation progress for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System.**

Milestone	Date
✓ Development of the Brockville Drinking Water System DWQMS Operational Plan	February to July 2009
✓ Designation of DWQMS Rep and Council endorsement of the Brockville Drinking Water System Operational Plan	August 2009
✓ Brockville Drinking Water System DWQMS Operational Plan Submission to MOE	September 2009
✓ Revision of Brockville Drinking Water System DWQMS Operational Plan to reflect organizational restructuring and internal auditing results. New DWQMS Rep appointed and Operational Plan endorsed by council.	February 2011
✓ Development of the Elizabethtown-Kitley DWQMS Operational Plan	April 2011
✓ Application to Canadian General Standards Board (CGSB) for full scope accreditation for Brockville Drinking Water System and Elizabethtown-Kitley Distribution System DWQMS Operational Plans	May 2011
✓ CGSB system desktop audit – Brockville Drinking Water System and Elizabethtown-Kitley Distribution Operational Plans	June 2011
✓ Revision of Brockville Drinking Water System & Elizabethtown-Kitley DWQMS Operational Plans to address Corrective Action Requests from CGSB audit.	July 2011

✓ Municipal Drinking Water Licence and Drinking Water Works Permit issue to the City of Brockville and the Township of Elizabethtown-Kitley	August 2011
✓ Revision of Elizabethtown-Kitley Operational Plan	October 2011
✓ CGSB site audit Brockville Drinking Water System Operational Plan	November 2011
✓ New DWQMS Rep appointed – Brockville Drinking Water System and the Elizabethtown-Kitley Distribution Systems Operational Plans revised.	December 2011
✓ CGSB site audit results Brockville Drinking Water System – no non conformances identified during audit. Accreditation designation issued.	January 2012
✓ Brockville Drinking Water System financial plan submission to MOE.	February 2012

## 5. TOWNSHIP OF ELIZABETHTOWN-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 a 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

There was no adverse water quality incidents reported to SAC in 2011 for the Elizabethtown-Kitley WDS.

### 5.3 Historical Flow Results

The following flow data gives the historical total annual flow for the Township of Elizabethtown-Kitley from 2004. A summary of the volume of water taken daily and the flows of the water supplied during the 2011 calendar year is provided in **Appendix D**.

**Elizabethtown-Kitley Historical Flow Data**

YEAR	TOTAL FLOW (m <sup>3</sup> )
2004	81,913
2005	101,402
2006	99,254
2007	113,068
2008	128,460
2009	98,782
2010	95,876
2011	74,052

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

### 5.4 Lead Sampling

Based on the 2009 results, Section 15 of Ontario Regulation 170/03, the Lead sampling program qualifies for the reduced lead sampling schedule therefore no lead sampling was required to be conducted in 2011. In September 2011 Operating Authority applied for relief from regulatory lead sampling. The following period for relief from lead sampling was granted.

- December 15, 2011 to April 15, 2012
- June 15, 2012 to October 15, 2012
- December 15, 2012 to April 15, 2013
- June 15, 2013 to October 15, 2013
- December 15, 2013 to April 15, 2014
- June 15, 2014 to October 15, 2014
- December 15, 2014 to April 15, 2015
- June 15, 2015 to October 15, 2015
- December 15, 2015 to April 15, 2016
- June 15, 2016 to October 15, 2016

## 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 1<sup>st</sup> to December 31<sup>st</sup> 2011. As required under this same regulation, the report is prepared prior to March 31<sup>st</sup> and is filed for review by municipal council through the Operations Committee and then to the whole of Council. Copies of the report are also on hand at the Public Library, at the Revenue Office at City Hall, and at the Water Treatment Plant at 20 Rivers Avenue, Brockville.

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 2011. 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

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## APPENDIX A

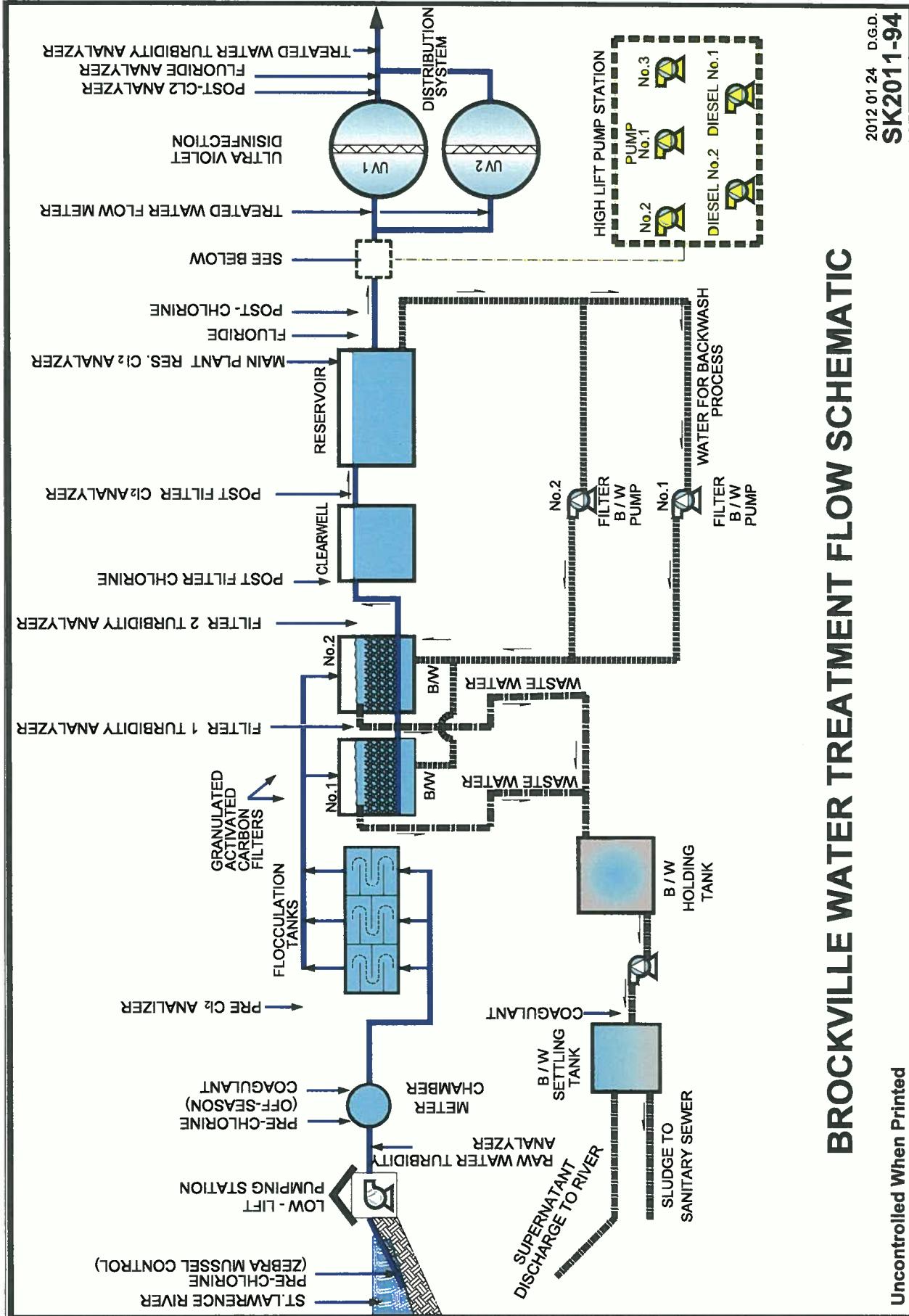


FIGURE 6.1 - DRINKING WATER SYSTEM PROCESS DIAGRAM  
City of Brockville Drinking Water Operational Plan  
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## BROCKVILLE WATER TREATMENT FLOW SCHEMATIC

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## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

#### **1<sup>st</sup> Quarter (January, February, March)**

1. **Main Treatment Plant**
    - Inspection of filter influent sluiceway, influent gates and drain gates.
    - Annual servicing completed on chlorinator injectors.
    - Pre-chlorinator repaired and back in service.
  2. **Booster Stations & Parkedale Reservoir:**
    - Parkedale Reservoir - problem with emergency power disconnect switch, unit replaced and back in service.
    - Parkedale Reservoir - PLC output card failed causing problem with Zone 2 pump 1 operation. ISI Controls replaced output card. Pump placed back in service.
    - New ethernet modems installed at First Avenue booster station.
    - New pressure relief valves installed on reservoir feeder main.
    - Chlorine residual analyzer failed, new analyzer installed.
    - Data line communication failure at Sunset Booster station, Bell Canada line.
  3. **Filters:**
    - No items to report.
  4. **Overhead Tank:**
    - No items to report.
  5. **Low Lift Pump Station:**
    - Electrical connection for standby generator heater core and battery charger installed.
    - 2010 Capital Project - 1958 Allis Chalmers low lift pump #2 removed from service and a new pump/base installed and commissioned.
    - Electrical preventative maintenance completed - Infrared and ultrasonic thermography on the electrical distribution system. Problem with incoming electrical power line coming into low lift MCC - repairs to line connection completed.
  6. **Drinking Water Quality Management System:**
    - Standard Operational Procedures and Emergency Procedure Manual updated to conform to DWQMS Operational Plan.
    - Operational Plan amended and approved by Senior Management.
    - DWQMS Audit completed for elements 1,2,3,4,5,6,9,10,12,17.  
**Audit Summary:**  
The internal audit team reviewed the previous audit results, CAR's and follow-up documentation to confirm the follow up and closure of all concerns and non-conformances. There is currently one item which remains outstanding and is a repeat major non-conformance. It is identified in the body of this report.
- Results of the internal audits were classified as concerns, minor non-conformances and major non-conformances. Upon the completion of the internal audit process for the City of Brockville 9 concerns were identified, along with 6 minor non-conformances and 1 major non-conformance.
- There is clear evidence that hard work and commitment has been put towards the development of a quality management system. There is an acknowledgement that there is a quality management system that has been put into place by a dedicated team. However, there is a need for improved communications and document control as one of the steps towards implementation of a sustainable system.

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

#### **Major Non-Conformance** \*\* Repeat from Previous Audit

*Requirement:* ELEMENT 3 Commitment and Endorsement DO a), b), c) and d). An important part in proving Top Management commitment and endorsement is their participation in Management Reviews.

*Major Non-Conformance* – No management review committee meetings have taken place.

*Evidence:* No documentation to confirm a management review meeting has taken place following the completion of any Internal Audits.

#### **7. MOE Inspections:**

- MOE inspection on January 10<sup>th</sup>, 2011 for the Brockville Drinking Water System – inspection found one finding of non-compliance with regulatory requirements and achieved an inspection rating of 97%.
  - Non-Compliance: Records did not confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was not operated so that all times and all locations in the distribution system the chlorine residual was never below 0.05 mg/L free or 0.25 mg/L combined.
  - Action(s) Required: No actions are required as the cause of the low secondary disinfection residual was resolved and required corrective actions completed.

#### **8. Regulatory Sampling**

- A review of all regulatory bacteriological sampling conducted. The review of current sampling practice determined that a reduction in the number of weekly bacteriological samples will result in an approximate annual saving of \$2,500.00 in laboratory contracted services. Standard operating procedures amended to reflect reduced sampling; new sampling program implemented meeting all MOE regulatory sampling requirements.
- 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.

#### **9. Trunk Water Distribution:**

- No items to report.

#### **10. Elizabethtown-Kitley Distribution:**

- Water main break – Gilbert Road 2" HDPE connection failure.

#### **11. Local Water Distribution:**

- **Water Main Breaks:**
  - January 2011
    - North Augusta Road & Byng Avenue 4" CI (Shear)
    - Perth Street & Front Avenue 8" CI (Shear)
    - Park Street 8" HDPE/PVC (Connection failure)
    - Park & Water Street 4" CI (Contractor damaged main)
  - February 2011
    - Park Street 8" HDPE/PVC (Connection failure)
    - Cochrane Drive 6" CI (Shear)

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

- March 2011
  - Water Street 4" CI (Shear)
  - Water Street 6" valve failure
- Flushing Program:
  - No flushing conducted during this quarter.
- Service Repairs / Replacement:
  - Thawed numerous frozen services.
  - 36 Byng Avenue service repaired.
  - 794 Tupper Street, repaired curb stop.
  - Service relocated for 6 Park Street due to Hydro One pole installation.
  - 1355 Linden Crescent service line repaired.
- Valve / Hydrant Inspection:
  - No valve/hydrant inspections during this quarter.  
Fire hydrant inspections under review with Director of Environmental Services, Fire Chief and City Manager.
- Capital Projects:
  - No capital projects during this quarter.

#### **2<sup>nd</sup> Quarter (April, May, June)**

##### **1. Main Treatment Plant**

- New PLC gateway for Low Lift installed and commissioned (2011 Capital).
- Vibration analysis completed on all pumps and motors.
- Long Watch security system installed and commissioned (2011 Capital).
- Spill containment for coagulant chemical PAX-XL 1900 ordered and installed (2011 Capital).
- TSSA fuel system upgrade completed on diesel fuel tanks (2011 Capital).
- Chief Operator created fillable PDF documents for timesheets, purchase orders, SCADA trending pages, and hydrant rebuild and inspection forms.

##### **2. Booster Stations & Parkedale Reservoir:**

- Parkedale Reservoir drained, cleaned, inspected and disinfected. Mixer installed and connected to SCADA - trial run conducted. Mixer will be placed in service once approval from MOE is received.
- Portable standby generator on site at Parkedale Reservoir to operate Zone 2 pumps in the event of a power failure.
- Vibration analysis completed on all pumps and motors. Problem with lower bearing on Zone 1 diesel pump - recommendation immediate repair. Problem developing with outboard bearing pump 2 – Zone 2. Repairs will be made using funds from 2011 Capital contingency account.
- TSSA fuel system upgrade completed on diesel fuel tank (2011 Capital).
- Zone 2, pump 1, rebuild completed (2011 Capital)

##### **3. Filters:**

- New control panels for filters #1 & #2 fabricated and installed (2011 Capital).
- Filters #1 & #2 inspected and GAC samples taken and sent to Calgon for analysis.
- Annual servicing of filter agitators completed.

##### **4. Overhead Tank:**

- All safety upgrades completed (2011 Capital).

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

5. **Low Lift Pump Station:**

- Low Lift pump and motor #3 refurb work completed (2011 Capital).
- Zebra mussel control system in service.
- Low Lift intake pipe annual inspection completed.
- Problem with Low Lift transformer – continues to blow fuses. Transformer undersized for current electrical load for station. New transformer ordered and installed, project funded from the 2011 Capital contingency account.

6. **Drinking Water Quality Management System:**

- Standard Operational Procedures and Emergency Procedure Manual updated to conform to DWQMS Operational Plan.
- Operational Plan amended and approved by Senior Management.
- As per Element 20 of the Operational Plan an annual meeting was held with the following Management Review Committee members:
  - Peter Raabe
  - Wendy Gillan
  - Jill Buckland
  - Don Richards
  - Mayor Henderson
  - Bob Casselman
  - Councillor Journal

**DWQMS Internal Audit:**

- DWQMS Internal Audit was conducted on June 8<sup>th</sup>, 2011 covering elements 5,7,8,11,13,14,19, and 20.

Audit team consisted of three members:

Lead Auditor: Don Richards, Supervisor Water Systems Division  
Mike Hanley, Instrumentation Technician Water System Operator  
Wendy Gillan, Administrative Coordinator Environmental Services Department

City staff contacted during the audit process included:

Peter Raabe, Director of Environmental Services – DWQMS Representative  
Jason Barlow, Chief Operator Water System  
Andrew Christophersen, Water Systems Operator  
Dwayne Mallory, Water Systems Operator  
Doug Jensen, Water Systems Operator

#### **AUDIT SUMMARY**

The second 2011 internal audit for the City of Brockville identified 2 concerns along with 3 minor non-conformances and 0 major non-conformances.

#### **ELEMENT 5: Documentation and Records Control**

**Concerns:**

- Operational procedures and emergency plans not readily available at the Parkedale Reservoir Booster Station.

**Minor Non-Conformance:**

- DWQMS alternate delegate not properly identified.
- DWQMS documents not on City of Brockville website.

**BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS****ELEMENT 7 & 8: Risk Assessment and Outcomes****Concerns:**

- After reviewing the risk assessment annual review report, which identified AWQI incidents resulting from hydrant inspections conducted by the Brockville Fire Department - it is the audit team's recommendation to bring the risk forward to the DWQMS Committee and Top Management for a formal risk assessment. It was noted that the hydrant inspections currently conducted by the Fire Department have ceased until further direction from Top Management.
- Organizational structure, roles, responsibilities and authorities shall include the Brockville Fire Department if applicable for hydrant inspections within the Brockville Drinking Water System.

**ELEMENT 19: Internal Auditing****Minor Non-Conformance:**

- 2011 Audit schedule did not identify who the lead auditors are. Appendix H Internal Audit Procedure, conducting the Audit 5.5 "The DWQMS Rep shall determine a Lead Auditor from the assigned Audit Team members".

**CONCLUSION:**

As a result of the internal audit, no Corrective Action Request (CAR) has been generated and presented to the City of Brockville. However, there are two concerns and three minor non-conformances which will need to be addressed in a timely manner. An evaluation of the effectiveness of the corrective action taken will be verified by the audit team. Once the effectiveness of the corrective action has been verified by the Audit Team, the audit will be considered closed.

It was evident that all Water Systems staff has been diligent in conforming to the City of Brockville's Drinking Water Quality Management System Operational Plan.

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.

9. **Trunk Water Distribution:**

- No items to report.

10. **Elizabethtown-Kitley Distribution:**

- Flush hydrant on Ackerman Road repaired.
- Seasonal installation of water meters for Butternut Bay residence completed.
- Pressure transmitter failure Country Club meter chamber – new transmitter purchased and installed.

11. **Local Water Distribution:**

- **Water Main Breaks:**
  - June 2011 - Abbott St & Dales Ave – 4" CI repaired.
- **Flushing Program:**
  - Annual flushing program and hydrant fire flow testing conducted.

## APPENDIX B

### BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS

- Service Repairs / Replacement:
  - Fulford Place service line replaced.
  - 6" tap completed for new WPCC plant service line.
  - 7 bulk water service connections installed.
  - Water service disconnects for non-payment of accounts completed.
  - Service repaired on Development Drive.
- Valve / Hydrant Inspection:
  - Valve inspections in Zone 1 & Zone 2.
  - Air release valves installed on PRV's at First Ave and Ferguson Drive.
  - Hydrant colour coding.
  - Private hydrant inspections completed.
  - 10 year hydrant rebuild program:
    - April 2011 – 5 completed
    - May 2011 – 23 completed
    - June 2011 – 16 completed
- Capital Projects WD:
  - Grenville Court and Parkview full re-construction, isolation valves installed for the backfeed system installation. Full water/sewer restoration project is expected to commence in early August.
- Water Innovations Program:
  - Water Innovations application submitted to the MOE to replace existing continuous flushing stations with automated flushing stations and thereby reducing the amount of water flushed, the amount of water being treated at the WPCC and a reduction in operating costs.

The program will focus on a limited number of projects that communities throughout Ontario and abroad can learn from and be inspired by.

The program complements Ontario's water strategy and the [Water Opportunities Act](#) by fostering innovation, creating opportunities for economic development and protecting water resources for present and future generations.

Under the Showcasing Water Innovation program, the province will fund projects that:

- take an integrated and sustainable approach to solve water management challenges.
- use new and innovative approaches and technologies.
- produce results that can be easily used by other communities.
- create partnerships that highlight the benefits of collaboration.

The program is open to Ontario municipalities, municipal corporations, local services boards, Aboriginal communities, public institutions, conservation authorities and non-profit organizations. Small and remote communities are encouraged to apply.

Communities are eligible to receive up to 50 per cent of their project costs to a maximum of \$1,000,000.

A total of \$17 million is available over three years and is part of the \$30 million announcement in Ontario's budget for community demonstration programs, municipal water sustainability planning, and education and public awareness of water conservation.

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

#### **3<sup>rd</sup> Quarter (July, August, September)**

##### **1. Main Treatment Plant**

- Annual regulatory flow meter calibrations completed.
- Annual regulatory backflow preventer inspections completed.
- Spill containment for coagulant chemical PAX-XL 1900 ordered and installed. Concrete PAC coagulant bulk storage tank lined with fiberglass to provide secondary spill containment – new PVC chemical resistant liner installed – new fiberglass tank cover fabricated and installed (2011 Capital).
- Main Plant suction pipe leak - fluoride application connection flange corroded causing leak. New 750mm blind flange ordered and installed.
- Noise survey conducted by WESA at the following locations: Main Plant, Low Lift, Filter Building, Parkedale Reservoir and First Avenue Booster Station.
- Main Plant Pump #2 refurbishment completed (2011 Capital).

##### **2. Booster Stations & Parkedale Reservoir:**

- Repairs completed on sodium hypochlorite disinfection system.

##### **3. Filters:**

- Filter #1 & #2 drain and influent gate valves were rebuilt. New valve actuators installed and commissioned (2011 Capital).

##### **4. Overhead Tank:**

- Security motion sensor damaged by vandals – new sensor ordered and installed. Security system required new control panel – panel ordered and installed.
- Interior paint touch-up completed, tank cleaned and disinfected.

##### **5. Low Lift Pump Station:**

- Low Lift vacuum priming pump failed. New unit purchased and installed (2011 Capital Contingency).
- Diesel engine exhaust leak, exhaust pipe repaired.

##### **6. Drinking Water Quality Management System:**

- Drinking Water Works Permit and Municipal Drinking Water Licence received for the Brockville Drinking Water System.
- Standard Operational Procedures and Emergency Procedure Manual updated to conform to DWQMS Operational Plan.
- Annual risk assessment review completed.
- Operational Plan amended and approved by Senior Management.
- As per element 20 of the Operational Plan annual meeting held with the following Management Review Committee members:
  - Peter Raabe
  - Wendy Gillan
  - Jill Buckland
  - Don Richards
  - Dave Henderson
  - Bob Casselman
  - Larry Journal

##### **DWQMS CGSB Audit:**

- DWQMS Canadian General Standards Board (CGSB) Initial Accreditation Audit was conducted. During the assessment the following non-conformances were identified.
  - 2 major non-conformances
  - 5 minor non-conformances.

All non-conformances have been resolved to the satisfaction of the CGSB.

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

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.
9. **Trunk Water Distribution:**
  - No items to report.
10. **Elizabethtown-Kitley Distribution:**
  - Drinking Water Works Permit and Municipal Drinking Water Licence received for the Elizabethtown-Kitley Water Distribution System.
  - Pressure transmitter failure at Lily Bay Booster Station – new transmitter purchased and installed.
  - Booster Station and Meter Chamber entry hatches repaired.
11. **Local Water Distribution:**
  - **Water Main Breaks:**
    - July 2011
      - Sherwood Street 200mm diameter cast iron pipe damaged from excavation work around main.
      - Centre Street, 150mm diameter cast iron pipe shear.
    - Aug 2011
      - Brock & William Streets 100mm diameter cast iron pipe split at bell. Replaced main with new 200mm diameter.
      - Ormond Street & Edgewood Avenue 100mm diameter cast iron pipe hole.
    - Sept 2011
      - Water Street and St. Andrew Street 100mm diameter cast iron pipe split.
  - **Flushing Program:**
    - Annual flushing program and hydrant fire flow testing conducted.
  - **Service Repairs / Replacement:**
    - Service line replaced at 54 Schofield Avenue.
    - New service installed at 40 Delhi Street.
  - **Valve / Hydrant Inspection:**
    - Hydrant #4 Centre Street valve repaired.
    - Hydrant on Delhi Street re-located for CN.
    - Hydrant on Schofield Avenue replaced.
    - Hydrant colour coding.
    - 10 year hydrant rebuild program completed on the following hydrants:
      - July 2011 – 32 hydrant re-builds completed.
      - Aug 2011 – 11 hydrant re-builds completed.
      - Sept 2011 - 2011 Hydrant rebuild program completed – 10% of the hydrants rebuilt.

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

- Capital Projects WD:
  - Grenville Court and Parkview Boulevard full re-construction, isolation valves installed for the backfeed system installation. Full water/sewer restoration project commenced August 8<sup>th</sup>, 2011, water/sewer mains placed in service September 30<sup>th</sup>, 2011.
  - Centre Street water main installation commenced September 12<sup>th</sup>, 2011.
  - Bridlewood Subdivision water main 150mm diameter PVC extension, commenced August 16<sup>th</sup>, 2011 with installation completed September 15<sup>th</sup>, 2011.

#### **4<sup>th</sup> Quarter (October, November, December)**

1. Main Treatment Plant
  - Zebra mussel control system was drained and isolated for the season.
  - UV Disinfection system is in operation for the season.
  - Problem with transfer pumps, foot valve on suction piping repaired.
  - SCADA communication problems for Low Lift VFD pump controls, ISI Controls re-programmed PLC.
2. Booster Stations & Parkedale Reservoir:
  - Parkedale - Zone 1 diesel pump refurbishment completed (2011 Contingency Capital)
  - Station flooring in Zones #1 & #2 repainted.
  - Waste water drain line replaced in Parkedale Reservoir Zone 1.
3. Filters:
  - GAC samples taken from Filter #1 & #2 for analysis.
4. Overhead Tank:
  - No items to report.
5. Low Lift Pump Station:
  - Low Lift pump #1 replacement underway.
  - Low lift electric motor #3 failure – motor taken to Hewitt Brockville for repairs and placed back in service.
6. Drinking Water Quality Management System:
  - Brockville DWQMS - Internal audit conducted on elements 4, 5, 6, 10, 11, 12, 13, 15, 16, 17, 18, 21.
    - (2) Major non-conformances
    - (2) Minor non-conformances
    - All non-conformances have been addressed
  - Elizabethtown-Kitley DWQMS Management/Infrastructure Review Meeting was held on November 9, 2011.
  - Elizabethtown DWQMS Internal Audit conducted on all 21 elements.
    - (1) Major non-conformance
    - (2) Minor non-conformances
    - All non-conformances have been addressed
  - CGSB site Audit for Brockville was conducted on November 21, 2011, waiting on final report.
  - New DWQMS Representative appointed for the Brockville Drinking Water System and the Elizabethtown-Kitley Distribution System Operational Plans. The Supervisor of Water Systems is the new DWQMS Representative.

## APPENDIX B

### **BROCKVILLE DRINKING WATER SYSTEM OPERATIONAL HIGHLIGHTS**

- City of Brockville DWQMS Management/Infrastructure Review Meeting held on December 13, 2011.
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.
9. **Trunk Water Distribution:**
- 16" transmission main on Perth Street north of the CN rail tracks ruptured.
  - Leak detection conducted on the trunk feeder main from the main plant on Rivers Avenue to Church and Perth Street. Possible leak found on Church Street near Beecher Street – further investigation will be conducted in the spring.
10. **Elizabethtown-Kitley Distribution:**
- Water meters were removed from seasonal residence at Butternut Bay.
  - New Municipal Drinking Water Licence issued for the Elizabethtown-Kitley distribution systems. Licence No. 257-101, Issue No. 2 was amended to incorporate regulatory relief from lead sampling requirements.
11. **Local Water Distribution:**
- **Water Main Breaks:**
    - Nov 2011
      - Church Street 150 mm cast iron shear.
      - Parkedale Avenue 250 mm cast iron main break.
    - Dec 2011
      - Front Avenue 150 mm cast iron hydrant lead.
      - Hillcrest Drive 150 mm cast iron shear.
      - Front Avenue 150 mm cast iron hydrant lead.
      - Parkedale Avenue 300 mm cast iron 2 metre split.
  - **Flushing Program:**
    - Annual flushing program and hydrant fire flow testing completed.
  - **Service Repairs / Replacement:**
    - Removal of all bulk water fill stations completed.
    - Repairs to curb stop boxes and valves as required.
  - **Valve / Hydrant Inspection:**
    - Installation of hydrant flags for winter.
    - Non-draining hydrants pumped out for winter.
    - Valve chambers pumped out for winter.
  - **Capital Projects WD:**
    - Centre Street water main installation commenced Sept 12, 2011. Installation completed November 8, 2011. The water main was disinfected, flushed, sampled and placed in service.

## APPENDIX C

**BROCKVILLE DRINKING WATER SYSTEM 2011 CAPITAL PROJECT HIGHLIGHTS**

The 2011 Capital projects of the Brockville Drinking Water System are summarized as follows:

- 2011 Capital Projects Water Treatment:
  - Security System: Longwatch security camera system replaced.
  - Filter #1 & #2: Control panels replaced, new PLC gateway installed for Low Lift communications.
  - Coagulant Chemicals: Spill containment purchased for PAX XL 1900 coagulant chemical and new PVC liner installed with spill containment in bulk PAC coagulant chemical storage tank.
  - Diesel Fuel Tanks: Diesel fuel storage tanks and fuel supply lines upgraded to comply with TSSA standards.
  - High Lift Pump #2: Rebuild completed on pump & motor.
  - Filter #1 & #2 Influent & Drain Gates: Filter influent and drain gate rebuild completed, new gate valve actuators installed.
  - Low Lift Pump #1: Pump #1 replaced - new pump replaces original 1958 Allis Chalmers pump.
  - Low Lift Pump #3: Rebuild completed on pump & motor.
  - Parkedale Zone 2 Pump #1: Rebuild completed on pump.
  - Overhead Tank: Operational and Ministry of Labour safety upgrades completed.
  - Capital contingency fund is used for unpredictable equipment failures and capital project overruns.

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

PROJECTS:	Approximate Expenditures
Security System Main Plant	\$13,600
Control Systems	\$29,050
Chemical Storage	\$36,500
Diesel Fuel Systems	\$13,800
High Lift Pump #2	\$15,000
Filter #1 & #2 Gates/Actuators	\$57,025
Low Lift Pump #1 Replacement	\$84,590
Low Lift Pump #3 Rebuild	\$15,285
Parkedale Zone 2 Pump #1 Rebuild	\$3,500
Overhead Tank Upgrades	\$24,575
Contingency	\$35,000
<b>TOTAL EXPENDITURES:</b>	<b>\$327,925</b>

APPENDIX C

**BROCKVILLE DRINKING WATER SYSTEM 2011 CAPITAL PROJECT HIGHLIGHTS**

- 2011 Capital Projects Water Distribution:
  - Grenville Blvd.: Water main from North Augusta Road to Cochrane Street replaced – “1958” 150mm cast iron water main was replaced with 150mm PVC pipe.
  - Parkview Blvd.: Water main from North August Road to Cochrane Street replaced – “1958” 150mm cast iron water main was replaced with 150mm PVC pipe.
  - Centre Street: Water main was replaced from King Street to Baxter Drive – “1961” 150mm cast iron water main was replaced with 300mm PVC pipe.

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

PROJECTS:	Approximate Expenditures
Grenville Court	\$113,584
Parkview Blvd.	\$98,772
Centre Street	\$84,866
<b>TOTAL EXPENDITURES:</b>	<b>\$297,222</b>

**APPENDIX D**  
**2011 FLOW REPORT**

**BROCKVILLE WATER SYSTEMS ANNUAL FLOW REPORT 2011**

<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>WTPTreated Total Flow (m3)</u>
January	11,196	13,835	20,020	347,045	11,097	13,539	343,994
February	11,738	13,725	18,330	328,657	11,557	13,419	323,609
March	11,461	13,807	21,680	355,270	11,246	12,960	348,618
April	11,422	17,157	20,090	342,670	11,161	16,226	334,815
May	12,062	14,886	27,760	373,928	11,762	14,390	364,616
June	13,139	15,152	22,290	394,159	12,858	14,867	385,728
July	12,993	14,618	22,490	402,781	12,597	14,233	390,506
August	13,353	15,546	22,220	420,140	13,022	14,956	403,684
September	12,585	15,432	22,250	377,538	12,123	14,700	363,684
October	11,416	14,610	21,820	353,885	11,143	14,194	345,443
November	11,805	14,830	22,260	354,147	11,326	14,273	339,790
December	11,572	14,359	38,140	358,743	11,182	13,598	346,628
TOTAL				4,409,001			4,291,115

**BROCKVILLE WATER SYSTEMS HISTORICAL PUMPAGE REPORT**

<u>Pumpage</u>	<u>Imperial Gallons</u>	<u>Litres</u>
<u>Year</u>		
1963	1,202,844,000	5,468,128,824
1964	1,274,210,000	5,792,558,660
1965	1,545,555,000	7,026,093,030
1966	1,463,269,000	6,652,020,874
1967	1,436,808,000	6,531,729,168
1968	1,386,472,000	6,302,901,712
1969	1,358,121,000	6,174,018,066
1970	1,418,385,000	6,447,978,210
1971	1,373,982,000	6,246,122,172
1972	1,292,760,000	5,876,886,960
1973	1,359,383,000	6,179,755,118
1974	1,441,401,000	6,552,608,946
1975	1,550,775,000	7,049,823,150
1976	1,354,462,000	6,157,384,252
1977	1,289,516,000	5,862,139,736
1978	1,382,185,000	6,283,413,010
1979	1,394,657,000	6,340,110,722
1980	1,519,137,000	6,905,996,802
1981	1,391,333,000	6,324,999,818
1982	1,250,769,000	5,685,995,874
1983	1,346,238,000	6,119,997,948
1984	1,296,744,000	5,894,998,224
1985	1,199,296,000	5,451,999,616
1986	1,271,667,000	5,780,998,182
1987	1,213,374,000	5,515,998,204
1988	1,170,259,000	5,319,997,414
1989	1,327,421,000	6,034,455,866
1990	1,114,116,000	5,064,771,336
1991	1,165,221,000	5,297,094,666

## APPENDIX D

## 2011 FLOW REPORT

1992	1,108,227,000	5,037,999,942
1993	1,102,732,000	5,013,019,672
1994	1,220,470,000	5,548,256,620
1995	1,202,596,000	5,467,001,416
1996	1,132,499,000	5,148,340,454
1997	1,253,514,000	5,698,474,644
1998	1,214,069,000	5,519,157,674
1999	1,238,721,000	5,631,225,666
2000	1,224,331,000	5,565,808,726
2001	1,259,659,041	5,726,410,000
2002	1,107,017,100	5,032,500,000
2003	1,125,767,700	5,117,740,000
2004	1,152,263,500	5,238,190,000
2005	1,237,542,657	5,625,869,000
2006	1,167,795,848	5,308,800,000
2007	1,141,625,800	5,189,831,000
2008	1,037,200,800	4,715,116,000
2009	952,948,086	4,332,102,000
2010	908,215,350	4,128,747,000
2011	943,932,020	4,291,115,000

EILZIBETHTOWN-KITLEY WATER DISTRIBUTION ANNUAL FLOW REPORT 2011Month

<u>Month</u>	<u>Avg Flow</u> (m <sup>3</sup> )	<u>Max Flow</u> (l/min)	<u>Total Flow</u> (m <sup>3</sup> )
January	197	1,380	6,129
February	195	932	5,453
March	182	892	5,627
April	188	1,874	5,627
May	208	1,100	6,441
June	233	1,042	6,989
July	243	3,033	7,536
August	232	3,031	7,180
September	202	1,033	6,061
October	189	2,498	5,868
November	189	1,824	5,675
December	176	1,729	5,466
TOTAL			74,052

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

**APPENDIX D**  
**2011 FLOW REPORT**

	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
January, 2011								
1	9.583	10.02	17.65	10.37	16.35	9.58	693	0.186
2	9.57	9.73	12.18	10.26	16.71	9.817	496	0.194
3	10.368	10.82	12.27	10.97	16.42	10.152	618	0.174
4	10.859	11.11	17.39	11.21	16.23	10.64	1,380	0.28
5	10.903	11.17	20.02	11.39	14.99	10.718	343	0.16
6	10.421	10.63	16.68	10.95	17.04	10.497	393	0.161
7	10.124	10.23	14.64	10.89	12.5	10.489	564	0.181
8	10.186	10.49	12.23	11.05	16.03	10.454	341	0.177
9	10.179	10.54	16.62	10.88	16.7	10.257	636	0.191
10	10.513	10.78	15.91	10.33	15.98	10.629	288	0.172
11	12.853	13.08	18.95	13.12	17.99	12.603	1,021	0.256687
12	11.465	11.75	17.9	11.84	17.16	11.292	345	0.158313
13	11.143	11.55	16.13	11.82	12.37	11.05	344	0.166
14	11.138	11.08	17.22	11.27	12.05	11.011	371	0.162
15	10.739	11.06	15.73	11.29	16.51	10.592	615.06	0.169
16	10.159	10.72	18.77	10.97	14.09	10.164	393.7	0.185
17	13.532	13.92	19.01	11.31	17.94	13.47	308.85	0.165
18	12.274	12.51	18.59	12.3	17.49	11.773	958	0.286
19	10.606	10.86	15.85	11.14	16.34	10.596	546	0.161
20	11.194	11.57	15.49	11.79	12.51	10.977	516	0.159
21	11.512	11.81	18.67	11.74	16.65	11.087	793.56	0.156
22	11.389	11.66	18.79	11.67	12.38	11.236	364.92	0.182
23	11.788	11.84	19.02	11.77	11.93	11.454	324	0.193
24	9.66	10.08	17.78	9.96	16.81	10.346	518	0.16
25	11.837	12.19	17.39	12.18	17.24	11.612	963	0.565
26	13.835	14.27	19.07	14.3	18.08	13.539	594	0.268
27	12.216	12.47	17.32	12.39	17.36	11.774	324	0.166
28	11.767	11.98	19.18	11.84	12.34	11.383	305	0.154
29	11.598	11.89	19.49	11.96	12.4	11.279	360	0.185
30	12.257	12.63	17.76	13.18	17.99	12.422	409.55	0.196
31	11.407	11.87	17.26	8.27	12.46	11.101	406.91	0.16

Average	11.196	11.494	17.128	11.433	15.453	11.097	533.340	0.197710
Minimum	9.57	9.73	12.18	8.27	11.93	9.58	288	0.154
Maximum	13.835	14.27	20.02	14.3	18.08	13.539	1380	0.565
Count	31	31	31	31	31	31	31	31
Total	347.075	356.31	530.96	354.41	479.04	343.994	16533.55	6.129
95 Percentile	0	0	0	0	0	0	0	0
Exceedences								

**APPENDIX D**  
**2011 FLOW REPORT**

	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
February, 2011								
1	11.236	11.45	16.01	11.68	12.45	11.31	474	0.173
2	13.66	14.03	17.27	14.15	17.85	13.381	345	0.168
3	11.152	11.51	15.86	11.81	12.4	11.097	387	0.159
4	11.5	11.7	16.37	11.84	12.46	11.28	446	0.164
5	11.075	11.49	15.73	11.78	12.39	11.118	365	0.187
6	13.725	14	17.44	14	17.94	13.419	315.02	0.2
7	11.061	11.43	18.33	11.4	17.42	11.01	416	0.165
8	11.327	11.6	17.1	11.94	17.54	11.338	887.21	0.263
9	11.593	11.87	17.5	11.88	17.34	11.41	383	0.168
10	11.862	12.2	16.96	12.31	17.25	11.636	383	0.168
11	11.947	11.93	16.64	12.24	17.33	11.88	307	0.343
12	10.93	11.31	15.69	11.7	12.48	11.013	291	0.292
13	10.862	11.35	16.05	11.87	16.68	10.957	483.83	0.188068
14	11.971	12.33	17.3	9.44	17.17	11.614	532.85	0.168932
15	11.834	12.13	17.11	12.21	17.35	11.62	932	0.302
16	11.667	12.03	16.4	12.16	17.34	11.323	546.65	0.172
17	11.704	11.94	16.67	12.16	17.28	11.9	450.65	0.176
18	11.755	12.07	16.96	11.93	17.42	11.345	479.42	0.172
19	13.077	13.44	17.19	13.93	17.9	13.222	410.14	0.201
20	11.657	11.91	17.16	11.81	12.33	11.306	364	0.203
21	11.755	12.03	16.43	12.03	17.41	11.567	460	0.201
22	11.115	11.5	17.72	11.14	17.41	10.335	635	0.209
23	13.699	14.08	17.51	14.06	18.02	13.321	441	0.162
24	12.172	12.41	17.5	12.17	17.2	11.661	652	0.162
25	11.812	11.9	17.35	11.73	11.83	11.441	404	0.161
26	11.04	11.39	17.73	11.41	12.38	10.865	420	0.173
27	9.945	10.47	16.88	10.87	15.59	9.987	475	0.188
28	11.524	11.84	16.79	10.11	16.03	11.253	422	0.164

Average	11.738	12.048	16.916	11.991	15.864	11.557	468.135	0.194750
Minimum	9.945	10.47	15.69	9.44	11.83	9.987	291	0.159
Maximum	13.725	14.08	18.33	14.15	18.02	13.419	932	0.343
Count	28	28	28	28	28	28	28	28
Total	328.657	337.34	473.65	335.76	444.19	323.609	13107.77	5.453
95 Percentile Exceedences	0	0	0	0	0	0	0	0

APPENDIX D  
2011 FLOW REPORT

March, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL flow (MLD)	11 Raw H2O AVG flow (MLD)	11 Raw H2O PEAK flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	11.45	11.67	16.04	11.79	12.26	11.415	892	0.237
2	12.022	12.19	17.28	12.25	18.35	11.838	443	0.165
3	10.542	10.89	15.61	11.15	12.61	10.609	379	0.158
4	11.619	11.99	15.19	12.06	18.2	11.476	335	0.149
5	10.082	10.26	12.91	10.83	16.63	10.318	346	0.181
6	12.38	12.7	17.25	12.83	18	12.209	363	0.19
7	12.218	12.56	18.29	11.77	18	12.172	430	0.171
8	11.252	11.63	18.74	11.48	12.47	10.899	599	0.276
9	11.498	11.7	17.39	11.79	17.62	11.29	551	0.162
10	11.716	12.19	18.65	12.11	17.28	11.349	495	0.164
11	11.566	11.84	18.86	11.92	12.41	11.24	335	0.152
12	9.681	10.07	18.5	10.27	16.36	9.594	613	0.173
13	11.534	12	18.36	12.17	18.07	11.434	405	0.181
14	11.077	11.44	18.99	11.43	16.85	10.766	287	0.161
15	10.501	10.79	18.92	10.93	16.57	10.252	671.43	0.221
16	11.575	11.92	18.97	12.19	17.78	11.603	614	0.169
17	11.525	11.74	16.93	11.79	12.51	11.255	423.64	0.159
18	10.769	11.12	18.02	11.35	16.85	10.662	624	0.165
19	11.445	11.58	17.86	11.8	12.32	11.458	437	0.184
20	11.323	11.62	17.61	11.86	12.01	11.321	825	0.192
21	11.741	12.21	17.74	11.71	11.87	11.47	481	0.16
22	12.038	12.22	18.57	12.26	17.32	11.685	775	0.253
23	13.807	14.16	17.8	14.09	18.04	12.96	457	0.172
24	11.841	12.19	18.59	12.04	17.41	11.816	416	0.17
25	11.186	11.24	16.27	11.18	16.48	10.814	399	0.161
26	10.82	11.1	15.45	11.25	17.14	10.702	483	0.182
27	10.789	11.32	16.09	11.17	16.6	10.439	474	0.197
28	11.521	11.82	15.23	11.66	16.68	10.959	449	0.169
29	11.032	11.44	16.56	8.32	17.76	10.638	888	0.209
30	12.999	13.31	21.68	13.16	17.96	12.671	460	0.167
31	11.729	11.96	17.79	11.81	12.41	11.304	518	0.177

Average	11.461	11.770	17.488	11.691	15.897	11.246	511.873	0.182
Minimum	9.681	10.07	12.91	8.32	11.87	9.594	287	0.149
Maximum	13.807	14.16	21.68	14.09	18.35	12.96	892	0.276
Count	31	31	31	31	31	31	31	31
Total	355.278	364.87	542.14	362.42	492.82	348.618	15868.07	5.627
95 Percentile								
Exceedences	0	0	0	0	0	0	0	0

APPENDIX D  
2011 FLOW REPORT

April, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	11.655	11.83	17.83	11.67	12.37	11.262	517	0.16
2	10.719	11.17	14.2	11.29	16.83	10.613	595	0.201
3	12.799	13.03	18.39	13.1	17.92	12.494	539	0.2
4	10.131	10.5	17.5	10.46	17.5	9.733	857	0.165
5	9.546	9.88	15.49	10.39	15.93	9.687	945	0.249
6	10.076	10.15	18.99	10.15	15.49	9.848	691.68	0.1011
7	10.381	10.81	18.65	11.09	17.71	10.365	590.69	0.2329
8	8.263	8.39	17.07	9.11	16.95	8.738	632	0.16
9	11.04	11.02	18.17	11.39	17.29	10.887	612	0.193
10	10.8	11.44	19.12	11.5	17.18	10.573	465	0.188
11	17.157	17.57	18.95	14.65	22.42	16.203	721	0.183
12	16.892	17.33	19.14	17.14	18.08	16.266	849	0.28
13	11.765	12.06	18.95	12.14	17.6	11.527	583	0.163
14	11.734	11.99	18.97	12.31	19.84	11.695	528.67	0.162
15	11	11.34	19.24	11.34	19.71	10.693	457	0.163
16	10.597	10.9	17.96	11.02	16.41	10.378	611.53	0.181
17	10.491	10.72	18.95	10.89	16.89	10.286	332	0.2
18	10.523	10.88	19.05	10.21	17.36	10.372	381	0.165
19	12.41	12.73	19.19	12.15	17.55	11.699	816	0.247
20	12.278	12.65	18.81	12.33	19.57	11.637	395	0.162
21	11.826	12.18	19.27	11.87	22.26	11.263	420	0.16
22	10.934	11.33	19.09	10.99	13.05	10.343	378	0.187
23	9.976	10.25	18.98	10.28	12.38	9.677	362	0.187
24	10.551	10.74	18.81	10.75	12.37	10.287	494	0.212
25	11.562	11.9	19.17	11.82	17.43	11.145	1,874	0.186
26	12.276	11.38	20.09	11.38	21.22	11.88	918	0.204
27	12.25	12.74	18.3	12.68	21.26	11.823	685.81	0.196
28	12.475	12.79	18.32	12.9	17.86	12.239	548	0.168
29	10.08	10.1	19.05	11.01	17.24	10.589	583.35	0.166
30	10.483	10.78	18.38	11.16	17.24	10.613	325	0.205

Average	11.422	11.686	18.469	11.639	17.430	11.161	623.558	0.1876
Minimum	8.263	8.39	14.2	9.11	12.37	8.738	325	0.1011
Maximum	17.157	17.57	20.09	17.14	22.42	16.266	1874	0.28
Count	30	30	30	30	30	30	30	30
Total	342.67	350.58	554.08	349.17	522.91	334.815	18706.73	5.627
95 Percentile	0	0	0	0	0	0	0	0
Exceedences								

## APPENDIX D

## 2011 FLOW REPORT

	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
May, 2011								
1	13.352	14.06	18.44	13.92	17.96	12.19	423	0.21
2	10.61	10.55	17.21	10.55	17.24	11.05	329	0.157
3	11.311	11.56	18.37	11.49	13.1	11.044	841	0.217
4	12.897	13.22	18.4	13.11	17.99	12.473	366	0.166
5	11.605	11.94	17.85	11.86	17.35	11.258	364.04	0.176
6	10.82	10.96	17.94	11.03	12.32	10.673	349.36	0.165
7	11.708	11.9	17.74	11.76	12.29	11.268	359	0.195
8	11.349	11.88	17.2	11.73	12.31	11.646	365.81	0.213
9	14.213	14.65	18.57	2.95	12.22	12.99	328	0.203
10	11.876	12.2	18.21	11.81	17.43	11.632	886	0.281
11	12.299	12.5	18.42	15.52	17.74	12.024	323	0.215
12	12.214	12.6	18.21	12.7	17.52	11.946	402.5	0.232
13	11.994	12.27	18.51	12.43	17.45	11.748	370	0.217
14	11.09	11.47	18.47	11.86	12.38	10.963	326.46	0.196
15	11.599	11.87	18.65	11.68	12.21	11.207	329	0.198
16	11.232	11.48	18.47	11.83	12.33	11.217	301	0.184
17	10.83	11.1	18.43	9.02	12.05	10.587	1,100	0.297
18	13.435	13.86	18.45	14.03	17.93	13.228	399	0.172
19	11.244	11.47	18.97	11.56	17.32	11.079	614	0.182
20	13.606	14	18.63	13.93	17.98	13.082	362	0.19
21	11.075	11.27	27.76	11.35	16.88	10.826	539	0.23
22	11.508	11.69	18.43	11.88	17.96	11.522	400	0.247
23	10.469	10.09	18.62	11.17	16.88	10.335	407.68	0.237
24	11.997	12.33	18.74	12.32	17.33	11.628	955	0.242
25	12.298	12.62	18.88	12.81	17.29	12.05	381	0.216
26	11.879	12.7	18.77	12.35	17.59	11.606	330	0.196
27	14.177	14.39	20.09	14.18	17.99	13.52	399.57	0.171
28	11.658	11.92	18.8	11.92	12.48	11.285	335	0.189
29	11.459	11.82	19.82	11.8	12.32	11.103	329	0.211
30	13.238	13.94	22.83	13.81	17.92	13.046	342	0.215
31	14.886	15.21	22.13	15.12	17.9	14.39	1,015	0.221

Average	12.062	12.372	19.033	12.048	15.731	11.762	470.046	0.208
Minimum	10.469	10.09	17.2	2.95	12.05	10.335	301	0.157
Maximum	14.886	15.21	27.76	15.52	17.99	14.39	1100	0.297
Count	31	31	31	31	31	31	31	31
Total	373.928	383.52	590.01	373.48	487.66	364.616	14571.42	6.441
95 Percentile	0	0	0	0	0	0	0	0
Exceedences								

**APPENDIX D**  
**2011 FLOW REPORT**

June, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	12.614	13.01	21.54	12.89	17.44	12.155	538.14	0.327
2	12.386	12.77	21.95	12.61	17.31	12.059	368	0.194
3	12.733	12.44	22.29	12.43	17.38	11.88	329	0.21
4	11.175	11.85	21.97	11.74	12.39	11.359	370	0.211
5	13.313	13.8	21.01	13.9	18.04	13.03	343	0.246
6	14.829	15.34	18.67	11.9	17.99	14.36	344	0.22
7	12.705	12.97	18.81	13.01	17.45	12.419	597	0.263
8	12.938	13.27	18.51	13.63	17.8	12.891	433.33	0.199
9	15.152	15.68	18.56	15.86	18.15	14.867	365	0.202
10	13.083	13.3	18.41	13.14	18	12.59	446	0.206
11	11.005	11.33	18.29	11.76	12.16	11.1	341	0.206
12	11.046	11.4	18.53	11.78	12.28	11.124	450.36	0.207
13	13.833	14.24	19.27	14.58	18.01	13.779	347	0.175
14	12.517	12.7	18.53	13.05	17.81	12.547	669.08	0.328
15	12.797	13.2	18.22	2.57	17.11	12.784	460	0.218
16	13.616	14.04	18.57	14.08	17.93	13.311	587	0.205
17	12.301	12.39	18.88	12.78	17.55	12.176	365	0.215
18	13.242	13.49	16.42	13.83	18.01	13.217	478	0.248
19	13.522	14.25	18.25	14.38	18.06	13.396	492.63	0.269
20	14.878	15.06	18.87	14.93	18.28	14.417	386	0.25
21	14.59	15.2	18.48	15.12	18.12	14.139	1,042.52	0.344
22	12.266	12.59	18.37	12.85	17.95	12.169	392	0.191
23	12.729	13.07	18.74	12.58	17.71	12.033	366	0.195
24	14.46	14.41	19.61	14.34	18.02	13.88	481	0.206
25	13.449	13.68	18.75	13.68	18.12	12.842	327	0.205
26	11.032	11.68	18.95	11.61	11.95	10.564	733.08	0.23
27	14.389	14.82	18.42	14.78	18.16	14.031	459.16	0.242
28	13.889	14.28	18.33	14.31	18.08	13.534	944.16	0.348
29	13.416	13.59	18.32	13.71	17.79	13.175	641	0.218
30	14.254	14.51	18.63	14.5	17.31	13.9	558	0.211

<b>Average</b>	13.139	13.479	19.072	13.078	17.079	12.858	488.449	0.233
<b>Minimum</b>	11.005	11.33	16.42	2.57	11.95	10.564	327	0.175
<b>Maximum</b>	15.152	15.68	22.29	15.86	18.28	14.867	1042.52	0.348
<b>Count</b>	30	30	30	30	30	30	30	30
<b>Total</b>	394.159	404.36	572.15	392.33	512.36	385.728	14653.46	6.989
<b>95 Percentile</b>								
<b>Exceedences</b>	0	0	0	0	0	0	0	0

APPENDIX D  
2011 FLOW REPORT

July, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	11.406	11.6	18.48	11.85	17.15	11.326	368	0.235
2	11.679	11.98	18.55	12.35	17.3	11.793	559	0.246
3	12.792	13.22	18.25	13.38	17.94	12.628	536	0.242
4	13.796	14.32	18.95	14.39	17.97	13.528	496	0.243
5	14.171	14.54	18.47	14.6	18.1	13.824	1,060.72	0.34
6	14.003	14.36	18.66	14.29	17.83	13.532	NR	0.242
7	14.068	14.47	18.41	12.94	17.87	13.697	NR	0.24
8	12.003	12.41	18.51	12.24	17.65	11.616	NR	0.24
9	11.494	11.84	18.53	11.83	12.37	11.039	NR	0.23
10	14.618	14.98	19.02	14.96	18.03	14.233	NR	0.23
11	14.485	14.66	18.77	14.61	17.95	13.989	3,033	0.191
12	14.031	14.66	20.85	14.53	17.97	13.545	936	0.28
13	14.12	14.65	19.86	13.55	17.54	13.668	1,663	0.211
14	13.754	14.28	18.55	14.19	18.02	13.347	843	0.251
15	11.61	11.96	18.56	11.68	17.83	11.126	672	0.231
16	13.981	14.15	18.39	14.02	18	13.503	632	0.254
17	11.482	11.87	18.56	12.2	17.9	11.428	586.29	0.254
18	11.047	11.32	22.29	11.1	16.96	10.472	548	0.187
19	13.692	14.18	22.3	14.06	17.89	13.183	709	0.24
20	13.414	13.67	22.49	13.24	17.87	12.542	519	0.19
21	13.979	14.33	18.63	14.11	17.94	13.418	557.52	0.219
22	11.615	11.92	18.33	11.69	17	11.193	2,700.97	0.375
23	12.033	12.08	16.98	12.22	17.2	12.698	462	0.277
24	13.126	13.78	18.68	13.82	17.62	11.912	521	0.256
25	12.805	13.07	18.07	13.12	17.69	12.567	2,104	0.249
26	11.563	11.82	17.25	10.57	17.36	11.594	1,096	0.345
27	14.342	14.74	19.94	14.54	17.93	13.829	419.24	0.21
28	14.375	14.84	22.31	14.55	17.91	13.82	469	0.21
29	11.845	11.88	21.28	11.69	16.95	11.288	546.36	0.188
30	14.078	14.27	19.74	14.04	18	13.552	464.16	0.213
31	11.374	11.96	22.15	11.81	16.81	10.616	556	0.217

Average	12.993	13.349	19.349	13.167	17.502	12.597	886.818	0.243
Minimum	11.047	11.32	16.98	10.57	12.37	10.472	368	0.187
Maximum	14.618	14.98	22.49	14.96	18.1	14.233	3033	0.375
Count	31	31	31	31	31	31	26	31
Total	402.781	413.81	599.81	408.17	542.55	390.506	23057.26	7.536
95 Percentile Exceedences	0	0	0	0	0	0	0	0

## APPENDIX D

## 2011 FLOW REPORT

	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
August, 2011								
1	12.106	12.5	22.22	12.43	17.53	11.568	3,031	0.251
2	14.833	15.18	21.33	15	17.79	14.346	1,133	0.342
3	14.406	14.87	18.75	14.72	17.9	13.908	423	0.214
4	14.865	15.21	18.26	13.8	17.91	14.366	459	0.234
5	15.276	15.71	18.7	15.59	17.8	14.785	482	0.239
6	13.679	14.1	18.84	13.87	17.84	13.102	461	0.235
7	14.009	14.38	18.59	14.32	17.72	13.608	576	0.264
8	15.021	15.22	18.8	15.2	17.83	14.525	687.57	0.246
9	13.699	14.35	18.35	14.23	17.86	13.339	931	0.269
10	14.156	14.58	20.13	12.34	18.01	13.614	679	0.193
11	14.18	14.54	19.06	14.35	17.96	13.614	434	0.195
12	12.141	12.37	19.54	12.13	17.2	11.506	553	0.215
13	11.551	11.84	21.91	11.7	12.26	10.978	490	0.225
14	13.565	14.11	19.39	13.94	17.8	12.992	609.48	0.21
15	12.28	12.36	20.06	12.14	17.21	11.748	337.62	0.183
16	14.366	14.97	18.35	14.92	17.77	13.916	1,290.59	0.325
17	13.946	14.14	18.42	14.07	19.84	13.458	751.57	0.201
18	14.894	15.21	20.72	15.06	17.9	14.43	482.05	0.204
19	15.546	15.59	18.52	15.4	18.01	14.956	556.34	0.232
20	13.138	13.76	18.18	13.82	17.73	12.852	654.1	0.197
21	10.917	11.53	20.25	11.64	12.23	10.62	436.85	0.202
22	13.236	13.57	18.67	13.42	17.8	12.738	453	0.196
23	14.665	15.11	22.2	14.69	17.66	13.83	1,037	0.352
24	13.036	13.3	22.2	12.83	17.73	12.226	417.18	0.197
25	12.797	13.01	21.98	12.58	17.51	12.152	434	0.2047
26	12.048	12.3	20.23	12.12	17.15	11.499	309.14	0.1893
27	13.709	13.92	16.97	14.03	17.57	13.361	1,193.82	0.209
28	11.559	12.13	19.96	12.02	17.02	11.054	320.28	0.192
29	12.145	12.36	22.04	12.13	17.45	11.509	450	0.19
30	14.295	14.65	19.05	14.55	17.99	13.637	1,126.77	0.371
31	14.076	14.44	17.87	14.14	17.87	13.447	360	0.203

Average	13.553	13.913	19.663	13.651	17.415	13.022	695.463	0.2316
Minimum	10.917	11.53	16.97	11.64	12.23	10.62	309.14	0.183
Maximum	15.546	15.71	22.22	15.59	19.84	14.956	3031	0.371
Count	31	31	31	31	31	31	31	31
Total	420.14	431.31	609.54	423.18	539.85	403.684	21559.36	7.18
95 Percentile								
Exceedences	0	0	0	0	0	0	0	0

**APPENDIX D**  
**2011 FLOW REPORT**

September, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	13.848	14.28	18.35	11.52	17.83	13.354	541	0.195
2	11.629	11.91	18.25	11.77	16.93	11.113	341.73	0.2
3	13.363	13.69	18.31	13.55	17.85	12.888	476	0.209
4	11.46	11.77	18.32	11.62	12.18	10.924	479	0.193
5	9.875	10.18	18.44	10.52	16.36	9.887	577	0.201
6	14.475	15.04	18.5	14.96	17.75	14.027	1,033	0.29
7	11.703	12.04	19.04	11.98	17.1	11.397	364	0.182
8	12.336	12.65	21.41	12.31	17.18	11.63	663	0.176
9	12.891	13.08	21.9	12.78	17.44	12.283	345	0.172
10	13.096	13.45	20.25	13.16	17.72	12.521	611	0.194
11	13.269	13.75	19.13	13.64	17.71	12.787	467	0.199
12	11.944	12.27	18.3	12.07	17.23	11.456	472	0.2
13	13.429	13.84	18.7	13.81	17.68	12.961	980	0.335
14	14.254	14.62	18.62	11.33	17.83	13.764	504	0.186
15	11.001	11.23	22.25	10.87	17.45	10.43	384.01	0.173
16	11.834	12.06	18.46	12.03	16.96	11.443	503	0.165
17	11.285	11.43	18.43	11.55	12.08	10.975	416	0.186
18	10.879	11.78	18.98	11.79	17.49	10.585	751.87	0.193
19	13.507	13.35	18.6	13.15	18.39	13.042	445	0.19
20	15.432	15.9	18.75	15.51	21.6	14.7	981	0.336
21	13.445	13.68	19.42	13.77	19.35	13.082	426	0.183
22	14.682	15.1	21.61	14.82	20.42	14.039	468	0.172
23	11.157	11.44	20.72	11.12	15.8	10.495	359	0.175
24	11.308	11.59	20.06	11.55	12.48	10.875	518	0.19
25	11.573	12.85	20.37	12.88	18.33	12.222	570	0.209
26	13.444	12.73	17.8	12.69	17.97	12.043	428	0.175
27	11.823	12.1	17.52	12.14	12.67	11.55	830	0.289
28	13.4	13.64	17.68	14.08	18.16	13.419	360.23	0.165
29	12.802	13.25	22.01	12.66	18.01	11.913	310.61	0.159
30	12.394	12.65	19.98	12.5	17.79	11.879	497.04	0.169

Average	12.585	12.912	19.339	12.604	17.125	12.123	536.716	0.202
Minimum	9.875	10.18	17.52	10.52	12.08	9.887	310.61	0.159
Maximum	15.432	15.9	22.25	15.51	21.6	14.7	1033	0.336
Count	30	30	30	30	30	30	30	30
Total	377.538	387.35	580.16	378.13	513.74	363.684	16101.49	6.061
95 Percentile	Exceedences			0	0	0	0	0

APPENDIX D  
2011 FLOW REPORT

October, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O Total Flow (MLD)	11 Raw H2O Avg Flow (MLD)	11 Raw H2O Peak Flow (MLD)	05 Treated H2O Avg flow (MLD)	05 Treated H2O Peak flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	12.092	12.35	20.02	12.22	12.3	11.538	364.92	0.186
2	10.203	10.35	21.42	10.55	16.5	10.034	451.83	0.198
3	11.952	12.32	18.91	12.32	12.31	11.448	425	0.167
4	11.861	12.2	18.59	12.17	17.39	11.465	1,140	0.311
5	11.644	11.88	18.46	11.74	12.66	11.299	545	0.171
6	12.259	12.67	18.25	12.57	17.81	11.844	442	0.177
7	10.981	11.18	18.33	11.48	12.71	10.916	403	0.166
8	11.025	11.34	18.2	11.48	17.4	10.882	588	0.191
9	11.431	11.82	18.36	11.8	16.42	11.151	583	0.206
10	8.964	9.31	13.26	9.97	12.73	9.3	480	0.211
11	11.034	11.29	18.3	11.34	17.27	10.883	1,196	0.309
12	14.61	14.92	18.33	14.92	18.29	14.194	462.69	0.169
13	9.851	10.09	17.9	10.41	17.4	9.952	478.54	0.164
14	11.278	11.63	17.96	11.61	17.29	10.996	539.02	0.158
15	11.809	12.18	18.21	12.01	12.66	11.435	433	0.182
16	12.287	12.7	18.34	13.03	18.26	12.173	493.22	0.181
17	10.598	10.9	19.84	10.97	17.8	10.397	410.43	0.16
18	11.531	11.67	20.26	11.68	17.32	11.097	1,015.8	0.301
19	11.841	12.06	21.82	11.92	21.05	11.38	495	0.155
20	10.452	10.68	18.52	10.55	16.71	10.062	500.85	0.157
21	11.617	11.85	19.47	11.69	17.63	11.211	608	0.159
22	12.197	12.25	19.43	12.13	12.71	11.78	664.97	0.175
23	10.553	11.1	19.67	10.94	16.54	10.205	459	0.188
24	11.422	11.76	15.94	11.59	12.69	10.926	470	0.158
25	13.115	13.49	19	13.64	18.29	12.86	1,264	0.3
26	11.468	11.77	19.67	11.6	17.82	10.99	2,498	0.152
27	10.935	11.14	20.67	11.07	17.8	10.502	749	0.158
28	11.094	11.34	18.65	11.45	17.69	10.93	604	0.151
29	10.855	11.18	18.39	11.24	17.65	10.718	733.67	0.166
30	9.747	10.02	18.07	10.49	17.36	9.893	481	0.179
31	13.179	13.46	18.35	13.5	18.41	12.982	612.42	0.162

Average	11.416	11.706	18.729	11.745	16.351	11.143	664.237	0.189
Minimum	8.964	9.31	13.26	9.97	12.3	9.3	364.92	0.151
Maximum	14.61	14.92	21.82	14.92	21.05	14.194	2498	0.311
Count	31	31	31	31	31	31	31	31
Total	353.885	362.9	580.59	364.08	506.87	345.443	20591.36	5.868
95 Percentile	0	0	0	0	0	0	0	0
Exceedences								

**APPENDIX D**  
**2011 FLOW REPORT**

November, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	11.537	11.82	20.24	10.28	12.7	11.12	1,015	0.302
2	11.95	12.32	21.98	12.14	12.45	11.469	416	0.154
3	12.872	13.23	19.49	13.07	17.96	12.343	625	0.158
4	11.544	11.9	22.26	11.11	17.02	10.476	599	0.162
5	11.937	11.84	19.32	11.73	12.6	11.398	766	0.177
6	12.547	12.95	18.14	12.73	18.3	12.073	573	0.18
7	11.772	11.97	19.76	11.82	17.56	11.321	1,724	0.166
8	11.916	12.33	19.42	12.23	12.45	11.335	1,409	0.3
9	12.349	12.71	20.01	12.37	17.67	11.767	344.67	0.159
10	11.798	12.15	21.98	11.9	12.68	11.282	435	0.16
11	11.439	11.77	19.7	11.45	16.19	10.896	1,191.36	0.158
12	11.331	11.5	21.99	11.35	17.2	10.934	846.99	0.171
13	10.784	11.28	19.32	11.15	12.66	10.364	1,824.62	0.181
14	12.976	13.24	19.88	12.64	18.4	12.545	461	0.167
15	11.597	11.94	19.3	11.51	18.4	11.082	998.77	0.364
16	10.98	11.26	19.61	11.11	12.44	10.596	513.48	0.159
17	11.105	11.21	17.96	11.32	17.25	10.954	405	0.156
18	10.513	11.53	22.22	11.41	16.17	10.844	626	0.155
19	12.661	12.28	19.83	12.13	12.72	11.573	437.73	0.177
20	11.944	12.37	19.77	12.05	12.64	11.465	401.92	0.178
21	13.153	13.57	19.86	13.01	18.33	12.73	1,241.56	0.157
22	10.604	10.71	21.37	10.61	17.87	10.208	958.26	0.222
23	11.652	11.97	19.98	11.7	17.56	11.072	1,035	0.148
24	11.867	12.31	19.9	12.06	12.66	11.265	404.85	0.152
25	12.145	12.3	20.21	11.97	12.47	11.573	1,502.27	0.153
26	11.021	11.3	19.83	11.28	12.68	10.604	476.49	0.171
27	11.148	11.48	10.12	11.33	17.21	10.74	379	0.185
28	11.574	11.88	20.02	11.66	17.59	11.126	979.69	0.176
29	14.83	15.24	20.53	14.26	18.27	14.273	1,072	0.370
30	10.601	10.9	18.23	10.94	17.76	10.362	392	0.157

Average	11.805	12.109	19.741	11.811	15.595	11.326	801.822	0.189
Minimum	10.513	10.71	10.12	10.28	12.44	10.208	344.67	0.148
Maximum	14.83	15.24	22.26	14.26	18.4	14.273	1824.62	0.37
Count	30	30	30	30	30	30	30	30
Total	354.147	363.26	592.23	354.32	467.86	339.79	24054.66	5.675
95 Percentile								
Exceedences	0	0	0	0	0	0	0	0

**APPENDIX D**  
**2011 FLOW REPORT**

December, 2011	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	05 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
1	11.123	11.41	18.36	11.44	14.75	10.852	435.38	0.158
2	14.359	14.6	38.14	14.05	40	13.598	1,128	0.157
3	12.924	13.57	18.94	13.31	15.48	12.349	668	0.174
4	12.476	12.86	18.89	12.65	16.22	11.911	636	0.195
5	12.284	12.59	22.08	12.67	15.48	11.964	885	0.164
6	12.024	12.29	18.72	12	16.01	11.316	1,193	0.149
7	12.251	12.63	18.81	12.41	15.31	11.693	651	0.155827
8	13.008	13.19	19.61	13.06	18.43	12.64	474.43	0.164173
9	11.158	11.2	19.76	11.09	17.44	10.824	1,147	0.165
10	11.092	11.12	19.8	11.22	17.57	10.596	595	0.169
11	10.488	11.16	20.07	10.98	12.76	10.101	420.71	0.174
12	13.693	14.01	18.69	11.05	18.6	13.182	381	0.155
13	12.138	12.54	18.08	12.47	18.55	11.758	966.48	0.287
14	10.671	10.9	20.9	10.81	17.86	10.364	815.28	0.158
15	10.906	11.17	18.92	11.05	17.89	10.496	425.4	0.158
16	12.422	12.63	22.04	12.36	17.83	11.827	1,267	0.152
17	11.084	11.31	20.09	11.19	17.44	10.623	716	0.173
18	11.036	11.42	20.04	11.27	12.63	10.488	438.03	0.179
19	13.835	14.09	19.5	13.88	18.42	13.229	1,077.45	0.17
20	13.555	13.92	21.51	11.39	18.4	13.104	893	0.268
21	10.833	11.09	21.04	11.01	17.54	10.519	533.73	0.167
22	11.035	11.47	20	11.47	17.62	10.732	820	0.161
23	10.077	11	19.97	11.09	12.67	10.473	1,662.56	0.161
24	10.85	10.53	21.21	10.73	18	10.078	1,729.21	0.188
25	8.573	8.87	21.13	9.28	16.84	8.752	363	0.167
26	9.601	9.86	20.84	10.05	12.85	9.545	403	0.181
27	10.264	10.45	21.1	10.48	17.31	10.016	887.21	0.166
28	11.575	11.7	20.17	11.64	17.78	11.204	1,097	0.265
29	11.691	12.1	21.11	11.98	18.07	11.303	499	0.158
30	10.483	10.95	19.74	10.97	17.27	10.211	1,364	0.152
31	11.234	11.58	19.81	11.49	14.1	10.88	867	0.175

Average	11.572	11.878	20.615	11.630	17.326	11.182	820.609	0.176323
Minimum	8.573	8.87	18.08	9.28	12.63	8.752	363	0.149
Maximum	14.359	14.6	38.14	14.05	40	13.598	1729.21	0.287
Count	31	31	31	31	31	31	31	31
Total	358.743	368.21	639.07	360.54	537.12	346.628	25438.87	5.466
95 Percentile	0	0	0	0	0	0	0	0
Exceedences								

APPENDIX D  
2011 FLOW REPORT

	01 SW 1 Raw Water Main Intake			10 TW 1 Treated Water Discharge			Elizabethtown-Kitley Meter Chamber	
Totals	10 Raw H2O TOTAL Flow (MLD)	11 Raw H2O AVG Flow (MLD)	11 Raw H2O PEAK Flow (MLD)	05 Treated H2O AVG flow (MLD)	06 Treated H2O PEAK flow (MLD)	05 Treated H2O Total flow (MLD)	Max Flow (L/min)	Total Daily Flow (MLD)
Average	12.079	12.394	18.807	12.208	16.567	11.756	622.900	0.202882
(****Minimum****)	8.263	8.39	10.12	2.57	11.83	8.738	287	0.1011
Maximum	17.157	17.57	38.14	17.14	40	16.266	3033	0.565
Count	365	365	365	365	365	365	360	365
Total	4409.001	4523.82	6864.39	4455.99	6046.97	4291.115	224244	74.052
95 Percentile Exceedences	0	0	0	0	0	0	0	0

## APPENDIX E

**2011 WATER LOSS REPORT**(m<sup>3</sup>)

Water Pumped from Water Treatment Plant	4,291,115
<b>Accounted for Water</b>	
Water sold to customers	
Residential	1,236,178
Industrial	1,974,002
Sales to Elizabethtown System (East)	90,470
Elizabethtown-Kitley West as per Totalizer	69,259
Total Billed Water	3,369,909
<b>Unaccounted for Water</b> <span style="float: right;">921,206</span>	
<b>Unmetered Accounted for Water</b>	
Industrial Fire flow testing	20,000
Chlorinator Flow	20,794
Watermain Breaks	62,132
Anti-Freeze Taps.	15,102
Fire Fighting and Training	8,031
Hydrant Fire Flow testing and flushing	34,550
Water for Low Lift manual vacuum priming sysyem	24,000
Flushing Stations	203,973
Parks and Recreation Water Use	8,081
<b>Total Unmetered accounted for water</b>	<b>396,663</b>
<b>Total Lost Water</b>	<b>524,543</b>
<b>Percentage of Lost Water</b> <span style="float: right;">12.22%</span>	

Steve Allen, C.E.T.  
 January 19, 2012



*Township of Elizabethtown-Kitley*

**2011 WATER LOSS REPORT**

	(m3)
Flow Through Totalizer meter	69,529
Calculated SCADA Total Flow - 74,052 m3	
<b>Accounted for Water</b>	
Water sold to customers	
Residential (west)	46,589
Total Billed Water	46,589
<b>Unaccounted for Water</b>	<b>22,940</b>
<b>Unmetered Accounted for Water</b>	
Watermain Breaks	4,742
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	14,634
Parks and Recreation Water Use	0
<b>Total Unmetered accounted for water</b>	<b>19,376</b>
<b>Total Lost Water</b>	<b>3,564</b>
<b>Percentage of Lost Water</b>	<b>5.13%</b>

Steve Allen, C.E.T.  
January 19, 2012



## MUNICIPAL DRINKING WATER LICENCE

**Licence Number: 152-101  
Issue Number: 01**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this municipal drinking water licence is issued under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

**The Corporation of the City of Brockville**

**1 King St. W.,  
P.O. Box 5000, Brockville K6V 7A5 ON**

For the following municipal residential drinking water system:

**Brockville Drinking Water System**

This municipal drinking water licence includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Information
Schedule B	General Conditions
Schedule C	System-Specific Conditions
Schedule D	Conditions for Relief from Regulatory Requirements

DATED at TORONTO this 4th day of August, 2011

Signature

Indra R. Prashad, P.Eng.  
Director  
Part V, *Safe Drinking Water Act, 2002*

## Schedule A: Drinking Water System Information

System Owner	The Corporation of the City of Brockville
Licence Number	152-101
Drinking Water System Name	Brockville Drinking Water System
Schedule A Issue Date	August 4th, 2011

The following information is applicable to the above drinking water system and forms part of this licence:

### Licence

First Licence Issue Date	August 4, 2011
Licence Expiry Date	August 2, 2016
Application for Licence Renewal Date	February 1, 2016

### Drinking Water Works Permit

Drinking Water System Name	Permit Number	Issue Date
Brockville Drinking Water System	152-201	August 4, 2011

### Permits to Take Water

Water Taking Location	Permit Number	Issue Date
St. Lawrence River	8577-5ZCP45	June 10, 2004

### Financial Plans

The Financial Plan Number for the Financial Plan required to be developed for this drinking water system in accordance with O. Reg. 453/07 shall be:	152-301
Alternately, if one Financial Plan is developed for all drinking water systems owned by the owner, the Financial Plan Number shall be:	152-301A

### Accredited Operating Authority

Drinking Water System or Operational Subsystems	Accredited Operating Authority	Operational Plan Number
Brockville Drinking Water System	City of Brockville	152-401

## Schedule B: General Conditions

System Owner	The Corporation of the City of Brockville
Licence Number	152-101
Drinking Water System Name	Brockville Drinking Water System
Schedule B Issue Date	August 4th, 2011

### 1.0 Definitions

**1.1** Words and phrases not defined in this licence and the associated drinking water works permit shall be given the same meaning as those set out in the SDWA and any regulations made in accordance with that act, unless the context requires otherwise.

**1.2** In this licence and the associated drinking water works permit:

**"adverse effect"**, **"contaminant"** and **"natural environment"** shall have the same meanings as in the EPA;

**"alteration"** may include the following in respect of this drinking water system:

- (a) An addition to the system,
- (b) A modification of the system,
- (c) A replacement of part of the system, and
- (d) An extension of the system;

**"compound of concern"** means a contaminant that, based on generally available information, may be emitted from a component of the drinking water system to the atmosphere in a quantity that is significant either in comparison to the relevant point of impingement limit or if a point of impingement limit is not available for the compound, then based on generally available toxicological information, the compound has the potential to cause an adverse effect as defined by the EPA at a point of impingement;

**"Director"** means a Director appointed pursuant to section 6 of the SDWA for the purposes of Part V of the SDWA;

**"drinking water works permit"** means the drinking water works permit for the drinking water system as identified in Schedule A of this licence;

**"emission summary table"** means the table that was prepared by a Professional Engineer in accordance with O. Reg. 419/05 and the procedure document listing the appropriate point of impingement concentrations of each compound of concern emitted from a component of the drinking water system and providing comparison to the corresponding point of impingement limit;

**"EPA"** means the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

**"financial plan"** means the financial plan required by O. Reg. 453/07 and the conditions of this licence;

## APPENDIX G

152-101

### Schedule B

August 4th, 2011

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**"licence"** means this municipal drinking water licence for the municipal drinking water system identified in Schedule A of this licence;

**"operational plan"** means an operational plan developed in accordance with the Director's Directions – Minimum Requirements for Operational Plans made under the authority of subsection 15(1) of the SDWA;

**"owner"** means the owner of the drinking water system as identified in Schedule A of this licence;

**"point of impingement"** means any point in the natural environment that is not on the same property as the source of the contaminant and as defined by section 2 of O. Reg. 419/05;

**"point of impingement limit"** means the appropriate standard from Schedule 1, 2 or 3 of O. Reg. 419/05 and if a standard is not provided for a compound of concern, the appropriate criteria listed in the Ministry of the Environment publication titled "Summary of Standards and Guidelines to support Ontario Regulation 419: Air Pollution – Local Air Quality (including Schedule 6 of O. Reg. 419 on Upper Risk Thresholds)", dated February 2008, as amended;

**"procedure document"** means the Ministry of the Environment procedure titled "Procedure for Preparing an Emission Summary and Dispersion Modelling Report" dated July 2005, as amended;

**"Professional Engineer"** means a Professional Engineer who has been licenced to practice in the Province of Ontario;

**"provincial officer"** means a provincial officer appointed pursuant to section 8 of the SDWA;

**"publication NPC-205"** means the Ministry of the Environment publication titled "Sound Level Limits for Stationary Sources in Class 1 & 2 Areas (Urban)" dated October 1995, as amended;

**"publication NPC-207"** means the Ministry of the Environment draft technical publication titled "Impulse Vibration in Residential Buildings" dated November 1983, supplementing the Ministry of the Environment "Model Municipal Noise Control By-law, Final Report" dated August 1978;

**"publication NPC-232"** means the Ministry of the Environment publication titled "Sound Level Limits for Stationary Sources in Class 3 Areas (Rural)" dated October 1995, as amended;

**"SDWA"** means the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32;

**"sensitive populations"** means any one or a combination of the following locations where the health effects of nitrogen oxides emissions from emergency generator(s) shall be considered using the point of impingement limit instead of the Ministry of the Environment screening level for emergency generator(s):

- (a) health care units (e.g., hospitals and nursing homes),
- (b) primary/junior public schools,
- (c) day-care facilities, and
- (d) playgrounds;

## **2.0 Applicability**

- 2.1 In addition to any other requirements, the drinking water system identified above shall be established, altered and operated in accordance with the conditions of the drinking water works permit and this licence.

## **3.0 Licence Expiry**

- 3.1 This licence expires on the date identified as the licence expiry date in Schedule A of this licence.

## **4.0 Licence Renewal**

- 4.1 Any application to renew this licence shall be made on or before the date identified as the application for licence renewal date set out in Schedule A of this licence.

## **5.0 Compliance**

- 5.1 The owner and operating authority shall ensure that any person authorized to carry out work on or to operate any aspect of the drinking water system has been informed of the SDWA, all applicable regulations made in accordance with that act, the drinking water works permit and this licence and shall take all reasonable measures to ensure any such person complies with the same.

## **6.0 Licence and Drinking Water Works Permit Availability**

- 6.1 At least one copy of this licence and the drinking water works permit shall be stored in such a manner that they are readily viewable by all persons involved in the operation of the drinking water system.

## **7.0 Permits to Take Water**

- 7.1 A permit to take water identified in Schedule A of this licence is associated with the taking of water for purposes of the operation of the drinking water system and is the applicable permit on the date identified as the Schedule A Issue Date.

**8.0 Financial Plan**

- 8.1** The owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, shall prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3 of O. Reg. 453/07.
- 8.2** The owner of the drinking water system shall ensure that every financial plan prepared in accordance with subsections 2 (1) and 3 (1) of O. Reg. 453/07 contains on the front page of the financial plan, the appropriate financial plan number as set out in Schedule A of this licence.

**9.0 Interpretation**

- 9.1** Where there is a conflict between the provisions of this licence and any other document, the following hierarchy shall be used to determine the provision that takes precedence:
  - 9.1.1 The SDWA;
  - 9.1.2 A condition imposed in this licence that explicitly overrides a prescribed regulatory requirement;
  - 9.1.3 A condition imposed in the drinking water works permit that explicitly overrides a prescribed regulatory requirement;
  - 9.1.4 Any regulation made under the SDWA;
  - 9.1.5 Any provision of this licence that does not explicitly override a prescribed regulatory requirement;
  - 9.1.6 Any provision of the drinking water works permit that does not explicitly override a prescribed regulatory requirement;
  - 9.1.7 Any application documents listed in this licence, or the drinking water works permit from the most recent to the earliest; and
  - 9.1.8 All other documents listed in this licence, or the drinking water works permit from the most recent to the earliest.
- 9.2** If any requirement of this licence or the drinking water works permit is found to be invalid by a court of competent jurisdiction, the remaining requirements of this licence and the drinking water works permit shall continue to apply.
- 9.3** The issuance of and compliance with the conditions of this licence and the drinking water works permit does not:
  - 9.3.1 Relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement, including the *Environmental Assessment Act*, R.S.O. 1990, c. E.18; and

- 9.3.2 Limit in any way the authority of the appointed Directors and provincial officers of the Ministry of the Environment to require certain steps be taken or to require the owner to furnish any further information related to compliance with the conditions of this licence or the drinking water works permit.
- 9.4 For greater certainty, nothing in this licence or the drinking water works permit shall be read to provide relief from regulatory requirements in accordance with section 46 of the SDWA, except as expressly provided in the licence or the drinking water works permit.

## **10.0 Adverse Effects**

- 10.1 Nothing in this licence or the drinking water works permit shall be read as to permit:
- 10.1.1 The discharge of a contaminant into the natural environment that causes or is likely to cause an adverse effect; or
  - 10.1.2 The discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters.
- 10.2 All reasonable steps shall be taken to minimize and ameliorate any adverse effect on the natural environment or impairment of the quality of water of any waters resulting from the operation of the drinking water system including such accelerated or additional monitoring as may be necessary to determine the nature and extent of the effect or impairment.
- 10.3 Fulfillment of one or more conditions imposed by this licence or the drinking water works permit does not eliminate the requirement to fulfill any other condition of this licence or the drinking water works permit.

## **11.0 Change of Owner or Operating Authority**

- 11.1 This licence is not transferable without the prior written consent of the Director.
- 11.2 The owner shall notify the Director in writing of a change of any operating authority identified in Schedule A of this licence.

## **12.0 Information to be Provided**

- 12.1 Any information requested by a Director or a provincial officer concerning the drinking water system and its operation, including but not limited to any records required to be kept by this licence or the drinking water works permit, shall be provided upon request.

## **13.0 Records Retention**

- 13.1 Except as otherwise required in this licence or the drinking water works permit, any records required by or created in accordance with this licence or the drinking water works permit, other than the records specifically referenced in section 12 of O. Reg. 170/03, shall be retained for at least 5 years and made available for inspection by a provincial officer, upon request.

**14.0 Chemicals and Materials**

- 14.1 All chemicals and materials used in the alteration or operation of the drinking water system that come into contact with water within the system shall meet 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.
- 14.2 The most current chemical and material product registration documentation from a testing institution accredited by either the Standards Council of Canada or by the American National Standards Institution ("ANSI") shall be available at all times for each chemical and material used in the operation of the drinking water system that comes into contact with water within the system.
- 14.3 Conditions 14.1 and 14.2 do not apply in the case of the following:
  - 14.3.1 Water pipe and pipe fittings meeting AWWA specifications made from ductile iron, cast iron, PVC, fibre and/or steel wire reinforced cement pipe or high density polyethylene (HDPE);
  - 14.3.2 Articles made from stainless steel, glass, HDPE or Teflon®;
  - 14.3.3 Cement mortar for watermain lining and for water contacting surfaces of concrete structures made from washed aggregates and Portland cement;
  - 14.3.4 Food grade oils and lubricants; or
  - 14.3.5 Any particular chemical or material where the owner has written documentation signed by the Director that indicates that the Ministry of the Environment is satisfied that the chemical or material is acceptable for use within the drinking water system and the chemical or material is only used as permitted by the documentation.

**15.0 Drawings**

- 15.1 All drawings and diagrams in the possession of the owner that show any treatment subsystem as constructed shall be retained by the owner unless the drawings and diagrams are replaced by a revised or updated version showing the subsystem as constructed subsequent to the alteration.
- 15.2 Any alteration to any treatment subsystem shall be incorporated into process flow diagrams, process and instrumentation diagrams, and record drawings and diagrams within one year of the substantial completion of the alteration.
- 15.3 Process flow diagrams and process and instrumentation diagrams for any treatment subsystem shall be kept in a place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system.

**16.0 Operations and Maintenance Manual**

- 16.1** An up-to-date operations and maintenance manual or manuals shall be maintained and applicable parts of the manual or manuals shall be made available for reference by all persons responsible for all or part of the operation or maintenance of the drinking water system.
- 16.2** The operations and maintenance manual or manuals, shall include at a minimum:
  - 16.2.1** The requirements of this licence and associated procedures;
  - 16.2.2** The requirements of the drinking water works permit for the drinking water system;
  - 16.2.3** Procedures for monitoring and recording the in-process parameters necessary for the control of any treatment subsystem and for assessing the performance of the drinking water system;
  - 16.2.4** Procedures for the operation and maintenance of monitoring equipment;
  - 16.2.5** Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;
  - 16.2.6** Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;
- 16.3** Procedures necessary for the operation and maintenance of any alterations to the drinking water system shall be incorporated into the operations and maintenance manual or manuals prior to those alterations coming into operation.

## Schedule C: System-Specific Conditions

System Owner	The Corporation of the City of Brockville
Licence Number	152-101
Drinking Water System Name	Brockville Drinking Water System
Schedule C Issue Date	August 4th, 2011

### 1.0 Performance Limits

#### Rated Capacity

- 1.1 For each treatment subsystem listed in column 1 of Table 1, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the value identified as the rated capacity in column 2 of the same row.

**Table 1: Rated Capacity**

Column 1 Treatment Subsystem Name	Column 2 Rated Capacity (m <sup>3</sup> /day)
Brockville Water Treatment Plant	36,400

- 1.2 Despite condition 1.1, a treatment subsystem may be operated temporarily at a daily volume above the value set out in column 2 of Table 1 for the purposes of fighting a large fire or for the maintenance of the drinking water system.
- 1.3 Condition 1.2 does not authorize the discharge into the distribution system of any water that does not otherwise meet all of the requirements of this licence and all other regulatory requirements, including compliance with the Ontario Drinking Water Quality Standards.

#### Maximum Flow Rates

- 1.4 For each treatment subsystem listed in column 1 of Table 2, the maximum flow rate of water that flows into a treatment subsystem component listed in column 2 shall not exceed the value listed in column 3 of the same row.

**Table 2: Maximum Flow Rates**

Column 1 Treatment Subsystem Name	Column 2 Treatment Subsystem Component	Column 3 Maximum Flow Rate (L/s)
Not Applicable	Not Applicable	Not Applicable

**Residue Management**

- 1.5 In respect of an effluent discharged into the natural environment from a treatment subsystem or treatment subsystem component listed in column 1 of Table 3:
- 1.5.1 The annual average concentration of a test parameter identified in column 2 shall not exceed the value in column 3 of the same row; and
  - 1.5.2 The maximum concentration of a test parameter identified in column 2 shall not exceed the value in column 4 of the same row.

<b>Table 3: Residue Management</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Annual Average Concentration (mg/L)</b>	<b>Column 4 Maximum Concentration (mg/L)</b>
Brockville Water Treatment Plant	Total Suspended Solids	25	Not Applicable

**UV Disinfection Equipment Performance**

- 1.6 For each treatment subsystem or treatment subsystem component listed in column 1 of Table 4, the UV disinfection equipment shall be operated such that a continuous pass-through UV dose is maintained throughout the life time of the UV lamp(s) that is at least the minimum continuous pass-through UV dose set out in column 2 of the same row.

<b>Table 4: UV Disinfection Equipment Performance</b>	
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Minimum Continuous Pass-Through UV Dose (mJ/cm<sup>2</sup>)</b>
Brockville Water Treatment Plant	20

**2.0 Flow Measurement and Recording Requirements**

- 2.1 For each treatment subsystem identified in column 1 of Table 1 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for:
- 2.1.1 The flow rate and daily volume of treated water that flows from the treatment subsystem to the distribution system.
  - 2.1.2 The flow rate and daily volume of water that flows into the treatment subsystem.
- 2.2 For each treatment subsystem component identified in column 2 of Table 2 and in addition to any other flow measurement and recording that may be required, continuous flow measurement and recording shall be undertaken for the flow rate and daily volume of water that flows into the treatment subsystem component.

- 2.3** Where a rated capacity from Table 1 or a maximum flow rate from Table 2 is exceeded, the following shall be recorded:
- 2.3.1** The difference between the measured amount and the applicable rated capacity or maximum flow rate specified in Table 1 or Table 2;
  - 2.3.2** The time and date of the measurement;
  - 2.3.3** The reason for the exceedance; and
  - 2.3.4** The duration of time that lapses between the applicable rated capacity or maximum flow rate first being exceeded and the next measurement where the applicable rated capacity or maximum flow rate is no longer exceeded.

### **3.0 Calibration of Flow Measuring Devices**

- 3.1** All flow measuring devices must be checked and calibrated in accordance with the manufacturer's instructions.
- 3.2** If the manufacturer's instructions do not indicate how often to check and calibrate a flow measuring device, the equipment must be checked and calibrated at least once every year during which the drinking water system is in operation.

### **4.0 Additional Sampling, Testing and Monitoring**

#### **Drinking Water Health and Non-Health Related Parameters**

- 4.1** For each treatment subsystem or treatment subsystem component identified in column 1 of Tables 5 and 6 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 at the sampling frequency listed in column 3 and at the monitoring location listed in column 4 of the same row.

<b>Table 5: Drinking Water Health Related Parameters</b>			
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Test Parameter</b>	<b>Column 3 Sampling Frequency</b>	<b>Column 4 Monitoring Location</b>
Not Applicable	Not Applicable	Not Applicable	Not Applicable

**Table 6: Drinking Water Non-Health Related Parameters**

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sampling Frequency	Column 4 Monitoring Location
Not Applicable	Not Applicable	Not Applicable	Not Applicable

**Environmental Discharge Parameters**

- 4.2 For each treatment subsystem or treatment subsystem component identified in column 1 of Table 7 and in addition to any other sampling, testing and monitoring that may be required, sampling, testing and monitoring shall be undertaken for a test parameter listed in column 2 using the sample type identified in column 3 at the sampling frequency listed in column 4 and at the monitoring location listed in column 5 of the same row.
- 4.3 For the purposes of Table 7:
- 4.3.1 Manual Composite means the mean of at least three grab samples taken during a discharge event, with one sample being taken immediately following the commencement of the discharge event, one sample being taken approximately at the mid-point of the discharge event and one sample being taken immediately before the end of the discharge event; and
  - 4.3.2 Automated Composite means samples must be taken during a discharge event by an automated sampler at a minimum sampling frequency of once per hour.
- 4.4 Any sampling, testing and monitoring for the test parameter Total Suspended Solids shall be performed in accordance with the requirements set out in the publication "Standard Methods for the Examination of Water and Wastewater", 21<sup>st</sup> Edition, 2005, or as amended from time to time by more recently published editions.

**Table 7: Environmental Discharge Parameters**

Column 1 Treatment Subsystem or Treatment Subsystem Component Name	Column 2 Test Parameter	Column 3 Sample Type	Column 4 Sampling Frequency	Column 5 Monitoring Location
Brockville Water Treatment Plant	Total Suspended Solids	Manual Composite	Monthly	Point of discharge

**UV Disinfection Equipment**

- 4.5** For each treatment subsystem or treatment subsystem component listed in column 1 of Table 8 and in addition to any other sampling, analysis and recording that may be required, continuous monitoring and recording with a minimum testing/reading and recording frequency of every four (4) hours shall be carried out for the test parameters set out in column 3 of the same row.

<b>Table 8: UV Disinfection Equipment</b>		
<b>Column 1 Treatment Subsystem or Treatment Subsystem Component Name</b>	<b>Column 2 Control Strategy</b>	<b>Column 3 Test Parameter</b>
Brockville Water Treatment Plant	UVT and UV Intensity Set Point	Flow Rate
		UV Intensity
		UV Transmittance*
		UV Lamp Status

(\*) UVT to be monitored and recorded once daily using a portable device

**5.0 Studies Required**

- 5.1** Not applicable

## **Schedule D: Conditions for Relief from Regulatory Requirements**

System Owner	The Corporation of the City of Brockville
Licence Number	152-101
Drinking Water System Name	Brockville Drinking Water System
Schedule D Issue Date	August 4th, 2011

### **1.0 Lead Regulatory Relief**

- 1.1 Any relief from regulatory requirements previously authorized by the Director in respect of the drinking water system under section 38 of the SDWA in relation to the sampling, testing or monitoring requirements contained in Schedule 15.1 of O. Reg. 170/03 shall remain in force until such time as Schedule 15.1 of O. Reg. 170/03 is amended after June 1, 2009.
- 1.2 In addition to condition 1.1, for a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 1 and notwithstanding the provisions of Schedule 15.1 of O. Reg. 170/03, the owner is not required to comply with the sampling requirements of columns 3, 4 and 5 of the same row.

**Table 1: Number of Sampling Points Required for Compliance with Schedule 15.1 of O. Reg. 170/03**

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 DWS Number	Column 3 Number of Sampling Points in Plumbing that Serves Private Residences	Column 4 Number of Sampling Points in Plumbing that Does Not Serve Private Residences	Column 5 Number of Sampling Points In Distribution System
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

- 1.3 For a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 2 and in exchange for any relief from regulatory requirements granted in condition 1.2 and subject to any other applicable conditions of this licence and drinking water works permit, the owner is required to comply with the sampling requirements of columns 3, 4 and 5 of the same row.

**Table 2: Number of Sampling Points Required for Relief from Regulatory Requirements**

Column 1 Drinking Water System or Drinking Water Subsystem Name	Column 2 DWS Number	Column 3 Number of Sampling Points in Plumbing that Serves Private Residences	Column 4 Number of Sampling Points in Plumbing that Does Not Serve Private Residences	Column 5 Number of Sampling Points In Distribution System
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

## APPENDIX G

152-101

**Schedule D**

August 4th, 2011

- 1.4** For a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 3, the relief from regulatory requirements granted in condition 1.2 is in effect for the sampling period identified in column 3 of the same row.

**Table 3: Sampling Periods**

<b>Column 1 Drinking Water System or Drinking Water Subsystem Name</b>	<b>Column 2 DWS Number</b>	<b>Column 3 Sampling Period</b>
Not Applicable	Not Applicable	Not Applicable

- 1.5** For a drinking water system or drinking water subsystem identified by columns 1 and 2 of Table 4 and notwithstanding condition 1.4, the relief from regulatory requirements granted in condition 1.2 is also in effect for the sampling periods identified in column 3 of the same row.

**Table 4: Sampling Periods**

<b>Column 1 Drinking Water System or Drinking Water Subsystem Name</b>	<b>Column 2 DWS Number</b>	<b>Column 3 Sampling Period</b>
Not Applicable	Not Applicable	Not Applicable

- 1.6** The relief from regulatory requirements granted in condition 1.2 is conditional upon the owner submitting to the Director the following documentation prior to the end of each sampling period:

- 1.6.1** A copy of the documents sent to each residential and non-residential building within the area of service of the drinking water system or drinking water subsystem, requesting volunteers to provide sampling locations as required under Schedule 15.1 of O. Reg. 170/03;
- 1.6.2** A copy of newspaper or other media advertisements requesting volunteers;
- 1.6.3** Logs of direct contacts made with occupants of residential and non-residential buildings requesting volunteers, including phone calls or home visits. For greater certainty, this clause does not impose a requirement to contact each private residence within the area of service, but the owner should make reasonable efforts to directly contact private residences to request volunteers;
- 1.6.4** Documentation of any other steps taken to secure volunteers to provide sampling locations as required under Schedule 15.1 of O. Reg. 170/03;
- 1.6.5** A statement from the owner confirming that reasonable efforts were made to contact occupants of all residential and non-residential buildings within the service area to secure volunteers; and

- 1.6.6 A statement from the owner confirming the number of volunteers for both residential and non-residential locations.
- 1.7 The relief from regulatory requirements granted in accordance with condition 1.2 will not apply to a sampling periods identified in Table 4 if the owner does not comply with condition 1.6.
- 1.8 In the event that the owner secures a larger number of volunteers for sampling in any one sampling period than is required in Table 2, the owner shall increase the number of samples collected during any sampling period identified in Tables 3 and 4 to include the additional volunteers, up to the minimum required under Schedule 15.1 of O. Reg. 170/03. Regardless of the number of additional samples collected during that sampling period, the relief granted in accordance with condition 1.2 will remain in effect for the other sampling periods listed in Table 4.
- 1.9 In the event O. Reg. 170/03 is amended to require fewer sampling locations than specified under the relief granted in accordance with condition 1.2, then the regulation shall prevail.
- 1.10 Subsection 15.1 – 5 (Reduced Sampling) of O. Reg. 170/03 does not apply to the drinking water system or drinking water subsystems identified in this licence as long as the relief from regulatory requirements granted in accordance with condition 1.2 remains in effect.

## **2.0 Other Regulatory Relief**

- 2.1 Not applicable



## DRINKING WATER WORKS PERMIT

**Permit Number: 152-201**  
**Issue Number: 01**

Pursuant to the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32, and the regulations made thereunder and subject to the limitations thereof, this drinking water works permit is issued under Part V of the *Safe Drinking Water Act, 2002*, S.O. 2002, c. 32 to:

**The Corporation of the City of Brockville**

**1 King St. W.  
P.O. Box 5000, Brockville ON K6V 7A5**

For the following municipal residential drinking water system:

**Brockville Drinking Water System**

This drinking water works permit includes the following:

<b>Schedule</b>	<b>Description</b>
Schedule A	Drinking Water System Description
Schedule B	General
Schedule C	All documents issued as Schedule C to this drinking water works permit which authorize alterations to the drinking water system

DATED at TORONTO this 4th day of August, 2011

Signature

Aziz Ahmed, P.Eng.  
Director  
Part V, *Safe Drinking Water Act, 2002*

## **Schedule A: Drinking Water System Description**

System Owner	The Corporation of the City of Brockville
Permit Number	152-201
Drinking Water System Name	Brockville Drinking Water System
Schedule A Issue Date	August 4th, 2011

### **1.0 System Description**

- 1.1 The following is a summary description of the works comprising the above drinking water system:

#### **Overview**

The **Brockville Drinking Water System** consists of one (1) drinking water treatment plant, one (1) storage reservoir/pumping station, one (1) elevated storage tank and approximately 130 kilometers of distribution watermains.

#### **Brockville Water Supply Plant**

##### **Drinking Water Supply Plant**

- Brockville Water Treatment Plant

##### **Pumping Station**

- First Avenue Pumping Station
- Sunset Boulevard Pumping Station

##### **Storage Reservoir**

- Parkedale Avenue Reservoir/Pumping Station/Rechlorination Facility

##### **Elevated Storage**

- Perth Street Elevated Tank

#### **Brockville Distribution**

## Brockville Water Supply Plant

### Location and System Type

Street Address	20 Rivers Avenue, Brockville
UTM Coordinates	NAD 27, Zone 18, 444500.00 E, 4936150.00 N
System Type	Surface water supply and treatment
Notes	

### Surface Water Supply

#### Intake Facility

Description	Raw water intake system extending into St. Lawrence River
Equipment	900 mm diameter intake pipe and intake crib fitted with chlorine diffusers for zebra mussel control, located approximately 294 m offshore and connected to the wet well at low lift pumping station
Notes	

### Low Lift Works

#### Low Lift Pumping Station

Description	Low lift pumping station for delivering raw water
Equipment	<p>Screen chamber</p> <p>Wet well equipped with three (3) raw water pumps:</p> <ul style="list-style-type: none"> <li>- One (1) pump at 18,200 m<sup>3</sup>/day at 23.2 m TDH;</li> <li>- One (1) pump at 18,200 m<sup>3</sup>/day at 23.2 m TDH equipped with dual electric/diesel engine drive;</li> <li>- One (1) pump at 22,700 m<sup>3</sup>/day at 23.2 m TDH</li> </ul>
Discharge to	Water treatment plant
Notes	

### Meter Chamber

Description	An underground chamber for metering, coagulant dosage, chlorine injection and hydraulic mixing
Discharge to	Flocculation tanks
Notes	

**Flocculation/Filtration****Flocculation**

Description	Three (3) two-cells spiral up-flow flocculation tanks (in series) equipped with baffles and a common overflow collection channel
Dimensions	Each cell 4.0 m x 4.0 m x 6.0 m deep
Notes	

**Filtration**

Description	Two (2) dual media filter units (in parallel) each with 600 mm layer of granular activated carbon and 300 mm layer of silica sand, complete with underdrains and a backwash system
Dimensions	Each filter 8.25 m x 5.5 m with capacity of 19,600 m <sup>3</sup> /day
Equipment	Two (2) backwash pumps (duty and standby) each rated 45,000 m <sup>3</sup> /day
Notes	

**Ultraviolet (UV) Disinfection System****UV Disinfection Units**

Description	UV system for disinfection
Equipment	Two (2) UV reactors (duty and standby) each at 36,400 m <sup>3</sup> /day
Notes	Used as a backup for disinfection with chlorination. The system to provide a minimum 20 mJ/cm <sup>2</sup> at design flow rate installed with UV intensity sensor, automatic cleaning system, alarms and controls

**Chemical Addition****Coagulant**

Description	Coagulation feed system
Feed Points	Metering chamber
	Waste residual settling tank
Equipment	Two (2) metering pumps (duty and standby) each capable of 80 L/hr.
	One (1) metering pump capable of 7 L/hr.
	One (1) bulk storage tank and two (2) day tanks with spill containment
Notes	

## APPENDIX H

152-201

**Schedule A**

August 4th, 2011

**Chlorine**

Description	Gaseous chlorine addition for disinfection
Feed Points	Intake crib (zebra mussel control)
	Metering chamber
	Clearwell
	Suction side of high lift pump
Equipment	Two (2) chlorine gas dosage units each with one (1) vacuum regulator and up to six (6) chlorine gas cylinders
Notes	

**Fluoride**

Description	Hydrofluosilic acid solution for fluoridation
Feed Points	Suction side of high lift pump
Equipment	One (1) metering pump capable of 20 L/hr. with chemical storage drums
Notes	

**Waste Residual Management System****Backwash Water Holding Tank**

Description	One (1) backwash wastewater holding tank
Dimensions	400 m <sup>3</sup>
Equipment	Two (2) transfer pumps discharge to settling tank
Notes	

**Backwash Water Settling Tank**

Description	One (1) backwash wastewater settling tank
Dimensions	84 m <sup>3</sup>
Equipment	One (1) sludge transfer pump discharge to sanitary system
Notes	Supernatant overflow to St. Lawrence River

**On-Site Storage****Chlorine Contact Clearwells**

Description	One (1) chlorine contact clearwell complete with overflow structure
Dimensions	300 m <sup>3</sup>
Discharge to	Reservoir
Notes	

**Reservoirs**

Description	One (1) in-ground reservoir complete with inlet baffle walls
Dimensions	3,500 m <sup>3</sup>
Discharge to	High lift pumping station
Notes	

**High Lift Works****High Lift Pumping Station**

Description	A high lift pumping station equipped with five (5) high lift pump
Equipment	One (1) high lift pump at 6,800 m <sup>3</sup> /day at 54.9 m TDH
	One (1) high lift pump at 11,350 m <sup>3</sup> /day at 54.9 m TDH
	One (1) high lift pump at 15,900 m <sup>3</sup> /day at 54.9 m TDH
	Two (2) diesel driven high lift pumps, each at 18,200 m <sup>3</sup> /day at 70 m
Discharge to	Distribution system
Notes	

**Instrumentation and Control****SCADA System**

Description	Process control and monitoring equipment
Notes	System control with data acquisition including various on-line analyzers and monitors

**Emergency Power****Backup Power Supply**

Description	One (1) standby diesel generator rated 100 kW
Notes	

**Brockville Water Distribution System****Pumping Stations****First Avenue Pumping Station**

Location	First Avenue, Brockville
UTM Coordinates	NAD 83, UTM Zone 18: 446631 m E., 4938852 m N
Description	Pumping station for distribution system
Equipment	Two (2) centrifugal pumps each at 56.8 L/s at 27.4 m TDH
Notes	

**Sunset Boulevard Pumping Station**

Location	Sunset Boulevard, Brockville
UTM Coordinates	NAD 83, UTM Zone 18: 446219 m E., 4939774 m N
Description	Pumping station for distribution system
Equipment	Two (2) centrifugal pumps each at 22.7 L/s at 10.1 m TDH
Notes	

**Storage Reservoirs****Parkdale Avenue Reservoir/Pumping Station/Rechlorination Facility**

Location	Parkdale Avenue, Brockville
UTM Coordinates	NAD 83, UTM Zone 18: 445055 m E., 4939922 m N
Description	An at-grade storage tank with one (1) submersible mixing unit, pumping station and rechlorination facility
Dimensions	Total volume 7,600 m <sup>3</sup>
Equipment	<p>One (1) constant speed centrifugal pump at 8,200 m<sup>3</sup>/d at 45.7 m TDH (for pressure zone 1)</p> <p>One (1) constant speed centrifugal pump at 16,000 m<sup>3</sup>/d at 45.7 m TDH (for pressure zone 1)</p> <p>One (1) variable speed diesel driven centrifugal pump at 22,700 m<sup>3</sup>/d at 45.7 m TDH (for pressure zone 1)</p> <p>One (1) variable speed centrifugal pump at 8,200 m<sup>3</sup>/d at 22.5 m TDH (for pressure zone 2)</p> <p>One (1) constant speed centrifugal pump at 14,300 m<sup>3</sup>/d at 22.5 m TDH (pressure zone 2)</p> <p>One (1) variable speed diesel driven centrifugal pump at 22,700 m<sup>3</sup>/d at 22.5 m TDH (pressure zone 2)</p> <p>One (1) constant speed centrifugal pump at 3,300 m<sup>3</sup>/d at 28 m TDH (pressure zone 2)</p> <p>One (1) sodium hypochlorite metering pump capable of 20 L/hr. and one (1) chemical day tank (for pressure zone 1)</p> <p>One (1) standby diesel generator rated 200 kW with fuel supply system</p>
Notes	

**Elevated Storage Tanks****Perth Street Elevated Storage Tank**

Location	Perth Street, Brockville
UTM Coordinates	NAD 83, UTM Zone 18: 444762 m E., 4938111 m N
Description	Elevated storage tank
Dimensions	Total volume 1,900 m <sup>3</sup>
Notes	

**Watermains**

**1.2** Watermains within the distribution system comprise:

**1.2.1** Watermains that have been set out in each document or file identified in column 1 of Table 1.

<b>Table 1: Watermains</b>	
<b>Column 1 Document or File Name</b>	<b>Column 2 Date</b>
2010 AUGUST WATERMAIN KEY PLAN.pdf	Aug. 18, 2010

**1.2.2** Watermains that have been added, modified, replaced or extended further to the provisions of Schedule C of this drinking water works permit on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

**1.2.3** Watermains that have been added, modified, replaced or extended further to an authorization by the Director on or after the date identified in column 2 of Table 1 for each document or file identified in column 1.

## Schedule B: General

System Owner	The Corporation of the City of Brockville
Permit Number	152-201
Drinking Water System Name	Brockville Drinking Water System
Schedule B Issue Date	August 4th, 2011

### 1.0 Applicability

- 1.1 In addition to any other requirements, the drinking water system identified above shall be altered and operated in accordance with the conditions of this drinking water works permit and the licence.
- 1.2 The definitions and conditions of the licence shall also apply to this drinking water works permit.

### 2.0 Alterations to the Drinking Water System

- 2.1 Any document issued by the Director as a Schedule C to this drinking water works permit shall provide authority to alter the drinking water system in accordance, where applicable, with the conditions of this drinking water works permit and the licence.
- 2.2 All Schedule C documents issued by the Director for the drinking water system shall form part of this drinking water works permit.
- 2.3 All parts of the drinking water system in contact with drinking water which are:
  - 2.3.1 Added, modified, replaced, extended; or
  - 2.3.2 Taken out of service for inspection, repair or other activities that may lead to contamination,
 shall be disinfected before being put into service in accordance with the provisions of the AWWA C651 – Standard for Disinfecting Water Mains; AWWA C652 – Standard for Disinfection of Water-Storage Facilities; AWWA C653 – Standard for Disinfection of Water Treatment Plants; or AWWA C654 – Standard for Disinfection of Wells; or an equivalent procedure.
- 2.4 The owner shall notify the Director within thirty (30) days of the placing into service or the completion of any addition, modification, replacement or extension of the drinking water system which had been authorized through:
  - 2.4.1 Schedule B to this drinking water works permit which would require an alteration of the description of a drinking water system component described in Schedule A of this drinking water works permit;
  - 2.4.2 Any Schedule C to this drinking water works permit respecting works other than watermains; or

- 2.4.3 Any approval issued prior to the issue date of the first drinking water works permit respecting works other than watermains which were not in service at the time of the issuance of the first drinking water works permit.
- 2.5** For greater certainty, the notification requirements set out in condition 2.4 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 2.5.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03;
  - 2.5.2 Constitutes maintenance or repair of the drinking water system; or
  - 2.5.3 Is a watermain authorized by condition 3.1 of Schedule B of this drinking water works permit.
- 2.6** The owner shall notify the legal owner of any part of the drinking water system that is prescribed as a municipal drinking water system by section 2 of O. Reg. 172/03 of the requirements of the licence and this drinking water works permit as applicable to the prescribed system.
- 2.7** For greater certainty, any alteration to the drinking water system made in accordance with this drinking water works permit may only be carried out after other legal obligations have been complied with including those arising from the *Environmental Assessment Act*, *Niagara Escarpment Planning and Development Act*, *Oak Ridges Moraine Conservation Act*, 2001 and *Greenbelt Act*, 2005.

### **3.0 Watermain Additions, Modifications, Replacements and Extensions**

- 3.1** The drinking water system may be altered by adding, modifying, replacing or extending a watermain within the distribution system subject to the following conditions:
- 3.1.1 The design of the watermain addition, modification, replacement or extension:
    - a) Has been prepared by a Professional Engineer;
    - b) Has been designed only to transmit water and has not been designed to treat water;
    - c) Satisfies the design criteria set out in the Ministry of the Environment publication "Watermain Design Criteria for Future Alterations Authorized under a Drinking Water Works Permit – March 2009", as amended from time to time; and
    - d) Is consistent with or otherwise addresses, the design objectives contained within the Ministry of the Environment publication "Design Guidelines for Drinking Water Systems, 2008", as amended from time to time.
  - 3.1.2 The maximum demand for water exerted by consumers who are serviced by the addition, modification, replacement or extension of the watermain will not result in an exceedance of the rated capacity of a treatment subsystem or the maximum flow rate for a treatment subsystem component as specified in the licence, or the creation of adverse conditions within the drinking water system.

- 3.1.3 The watermain addition, modification, replacement or extension will not adversely affect the distribution system's ability to maintain a minimum pressure of 140 kPa at ground level at all points in the distribution system under maximum day demand plus fire flow conditions.
  - 3.1.4 Secondary disinfection will be provided to water within the added, modified, replaced or extended watermain to meet the requirements of O. Reg. 170/03.
  - 3.1.5 The watermain addition, modification, replacement or extension is wholly located within the municipal boundary over which the owner has jurisdiction.
  - 3.1.6 The owner of the drinking water system consents to the watermain addition, modification, replacement or extension.
  - 3.1.7 A Professional Engineer has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of condition 3.1.1.
  - 3.1.8 The owner of the drinking water system has verified in writing that the watermain addition, modification, replacement or extension meets the requirements of conditions 3.1.2 to 3.1.6.
- 3.2 The authorization for the addition, modification, replacement or extension of a watermain provided for in condition 3.1 does not include the addition, modification, replacement or extension of a watermain that:
- 3.2.1 Passes under or through a body of surface water, unless trenchless construction methods are used;
  - 3.2.2 Has a nominal diameter greater than 900 mm;
  - 3.2.3 Connects to another drinking water system; or
  - 3.2.4 Results in the fragmentation of the drinking water system.
- 3.3 The verifications required in conditions 3.1.7 and 3.1.8 shall be:
- 3.3.1 Recorded on "Form 1 – Record of Watermains Authorized as a Future Alteration" as published by the Ministry of the Environment; and
  - 3.3.2 Retained for a period of ten (10) years by the owner.
- 3.4 For greater certainty, the verification requirements set out in condition 3.3 do not apply to any addition, modification, replacement or extension in respect of the drinking water system which:
- 3.4.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 3.4.2 Constitutes maintenance or repair of the drinking water system.

- 3.5 The document or file referenced in Column 1 of Table 1 of Schedule A of this drinking water works permit that sets out watermains shall be retained by the owner and shall be updated to include watermain additions, modifications, replacements and extensions within 12 months of the addition, modification, replacement or extension.
- 3.6 The updates required by condition 3.5 shall include watermain location relative to named streets or easements and watermain diameter.

#### **4.0 Minor Modifications to the Drinking Water System**

- 4.1 The drinking water system may be altered by modifying or replacing the following components:
  - 4.1.1 Raw water, treatment process or treated water pumps;
  - 4.1.2 Chemical metering or chemical handling pumps;
  - 4.1.3 Valves;
  - 4.1.4 Instrumentation and controls;
  - 4.1.5 Cathodic corrosion protection; or
  - 4.1.6 Spill containment works.
- 4.2 The drinking water system may be altered by replacing the following:
  - 4.2.1 Raw water, treatment process or treated water piping within the treatment subsystem.
- 4.3 The modification or replacement of a drinking water system component set out in condition 4.1 or the replacement of a drinking water system component set out in condition 4.2 must not result in:
  - 4.3.1 An exceedance of a treatment subsystem rated capacity or a treatment subsystem component maximum flow rate as specified in the licence;
  - 4.3.2 The bypassing of any unit process within a treatment subsystem;
  - 4.3.3 A deterioration in the quality of drinking water provided to consumers;
  - 4.3.4 A reduction in the reliability or redundancy of any component of the drinking water system;
  - 4.3.5 A negative impact on the ability to undertake compliance and other monitoring; or
  - 4.3.6 An adverse effect on the environment.
- 4.4 The owner shall verify in writing that the modification or replacement of drinking water system components in accordance with conditions 4.1 and 4.2 has met the requirements of the conditions listed in condition 4.3.

- 4.5** The verifications required in condition 4.4 shall be:
- 4.5.1 Recorded on "Form 2 – Record of Minor Modifications or Replacements to the Drinking Water System" as published by the Ministry of the Environment; and
- 4.5.2 Retained for a period of ten (10) years by the owner.
- 4.6** For greater certainty, the verification requirements set out in conditions 4.4 and 4.5 do not apply to any modification or replacement in respect of the drinking water system which:
- 4.6.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
- 4.6.2 Constitutes maintenance or repair of the drinking water system.
- 4.7** The owner shall update any drawings maintained for the drinking water system to reflect the modification or replacement of the works, where applicable.

## **5.0 Equipment with Emissions to the Air**

- 5.1** The drinking water system may be altered by adding, modifying or replacing any of the following drinking water system components that may discharge or alter the rate or manner of a discharge of a compound of concern to the atmosphere:
- 5.1.1 Any equipment, apparatus, mechanism or thing that is used for the transfer of outdoor air into a building or structure that is not a cooling tower;
- 5.1.2 Any equipment, apparatus, mechanism or thing that is used for the transfer of indoor air out of a space used for the production, processing, repair, maintenance or storage of goods or materials, including chemical storage;
- 5.1.3 Laboratory fume hoods used for drinking water testing, quality control and quality assurance purposes;
- 5.1.4 Low temperature handling of compounds with a vapor pressure of less than 1 kilopascal;
- 5.1.5 Maintenance welding stations;
- 5.1.6 Minor painting operations used for maintenance purposes;
- 5.1.7 Parts washers for maintenance shops;
- 5.1.8 Emergency chlorine and ammonia gas scrubbers;
- 5.1.9 Venting for activated carbon units for drinking water taste and odour control;
- 5.1.10 Venting for a stripping unit for methane removal from a groundwater supply;
- 5.1.11 Natural gas or propane fired boilers, water heaters, space heaters and make-up air units with a total facility-wide heat input rating of less than 20 million kilojoules per hour, and with an individual fuel energy input of less than or equal to 10.5 gigajoules per hour; and

- 5.1.12 Emergency generators that fire No. 2 fuel oil (diesel fuel) with a sulphur content of 0.5 per cent or less measured by weight, natural gas, propane, gasoline or biofuel, and that are used for emergency duty only with periodic testing.
- 5.2 The owner shall not add, modify or replace a drinking water system component set out in condition 5.1 for an activity that is not directly related to the treatment and distribution of drinking water.
- 5.3 The emergency generators identified in condition 5.1.12 shall not be used for non-emergency purposes including the generation of electricity for sale or for peak shaving purposes.
- 5.4 The owner shall prepare an emission summary table for nitrogen oxide emissions only, for each addition, modification or replacement of emergency generators identified in condition 5.1.12.

#### **Performance Limits**

- 5.5 The owner shall ensure that a drinking water system component identified in conditions 5.1.1 to 5.1.12 is operated at all times to comply with the following limits:
  - 5.5.1 For equipment other than emergency generators, the maximum concentration of any compound of concern at a point of impingement shall not exceed the corresponding point of impingement limit;
  - 5.5.2 For emergency generators, the maximum concentration of nitrogen oxides at sensitive populations shall not exceed the applicable point of impingement limit, and at non-sensitive populations shall not exceed the Ministry of the Environment half-hourly screening level of 1880 ug/m<sup>3</sup> as amended;
  - 5.5.3 The noise emissions comply at all times with the limits set out in publication NPC-205 and/or publication NPC-232, as applicable; and
  - 5.5.4 The vibration emissions comply at all times with the limits set out in publication NPC-207.
- 5.6 The owner shall verify in writing that any addition, modification or replacement of works in accordance with condition 5.1 has met the requirements of the conditions listed in condition 5.5.
- 5.7 The owner shall document how compliance with the performance limits outlined in 5.5.3 and 5.5.4 is being achieved, through noise abatement equipment and/or operational procedures.
- 5.8 The verifications required in condition 5.6 shall be:
  - 5.8.1 Recorded on "Form 3 – Record of Addition, Modification or Replacement of Equipment Discharging a Contaminant of Concern to the Atmosphere" as published by the Ministry of the Environment.
  - 5.8.2 Retained for a period of ten (10) years by the owner.

- 5.9** For greater certainty, the verification requirements set out in conditions 5.6 and 5.8 do not apply to any addition, modification or replacement in respect of the drinking water system which:
- 5.9.1 Is exempt from subsection 31(1) of the SDWA by subsection 9.(2) of O. Reg. 170/03; or
  - 5.9.2 Constitutes maintenance or repair of the drinking water system.
- 5.10** The owner shall update any drawings maintained for the works to reflect the addition, modification or replacement of the works, where applicable.

## **6.0 Previously Approved Works**

- 6.1** The owner may add, modify, replace or extend, and operate part of a municipal drinking water system if:
- 6.1.1 An approval was issued after January 1, 2004 under section 36 of the SDWA in respect of the addition, modification replacement or extension and operation of that part of the municipal drinking water system;
  - 6.1.2 The approval expired by virtue of subsection 36(4) of the SDWA; and
  - 6.1.3 The addition, modification, replacement or extension commenced within five years of the date that activity was approved by the expired approval.

## **7.0 System-Specific Conditions**

- 7.1** Not applicable

**February 16, 2012**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – FEBRUARY 21, 2012**

**2012-032-02  
LANDFILL SITE GAS  
COLLECTION SYSTEM**

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

**RECOMMENDED**

THAT Council accepts the proposal from Golder Construction Inc. (formerly GAIA) for the operation and maintenance of the landfill gas collection system at the City of Brockville Landfill Site from March 1, 2012 to February 30, 2015 for a monthly fee of Three-Thousand, Two-Hundred and Ninety dollars (\$3,290.00) plus HST with an annual CPI adjustment.

**PURPOSE**

The purpose of this report is to obtain a qualified firm to operate and maintain the landfill gas collection system at the City of Brockville Landfill Site.

**BACKGROUND**

The permanent landfill site gas collection system at the City of Brockville Landfill Site was commissioned in August 2002. The contract for the design and construction of the system, including the operation and maintenance for a one year period following commissioning was awarded to GAIA Inc. (now Golder Construction Inc.). Following the one year period until June 2007, COMCOR Environmental Limited was awarded the contract to operate and maintain the landfill gas collection system. In July 2007 GAIA was once again awarded the contract and has continued to provide these services to the end of February 2012.

Due to Golder Construction's staff's extensive familiarity with the City's gas collection system and their relationship with their parent company Golder Associates, Ottawa office, which annually provides the City with environmental services for the landfill, they were the only consultant requested to submit a proposal.

The scope of the work for this contract is as follows:

- Two monthly site visits per month
- System performance monitoring on a monthly basis
- Operation and adjustment of the system controls to ensure optimum performance
- Maintenance of the electro-mechanical equipment
- Remote monitoring of the gas collection system to ensure continuous operation
- On-site response to alarms on the remote monitoring system
- Arrange for and coordinate repairs
- Completion of an annual report for submission to the Ministry of Environment

## **ANALYSIS/OPTIONS**

Golder Construction submitted a proposal on January 20, 2012 with a proposed estimated cost of \$3,290/month. This is an increase of \$190.55/month from the 2011 monthly fee of \$3,099.45.

## **POLICY IMPLICATIONS**

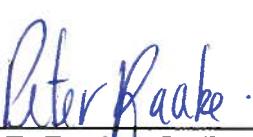
In accordance with the City's Budgetary Control and Purchasing By-law 090-2005, acceptance of a sole source quotation requires Council's approval.

## **FINANCIAL CONSIDERATIONS**

There are sufficient funds in the City's operating budget, account 01-5-394654-3010 to cover the costs of \$3,290/ month for the operation and maintenance of the City's landfill gas collection system.

## **CONCLUSION**

With the excellent service provided by Golder Construction Inc. in the past, it is recommended that they be awarded the operation and maintenance contract for a three (3) year period and that the annual fee is revised annually based on the CPI from the previous year.

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

  
D. Cyr  
Director of Finance

  
B. Casselman  
City Manager

**FEBRUARY 6, 2012**

**REPORT TO FINANCE/ADMINISTRATION/OPERATIONS - FEBRUARY 21, 2012**

**2012-019-02**

**2011 WORK PLAN  
FOURTH QUARTER REPORT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

THAT report 2011-019-02 Work Plan Quarterly Report, be received for information purposes.

**PURPOSE**

This report covers the fourth quarter of 2011. The purpose of the report is to keep Council and the public current with performance and operational challenges associated with the 2011 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. Official Plan**

Official Plan finalized and adopted by Council June 14, 2011. New Official Plan and supporting documentation submitted to MMAH for approval. Provincial election has delayed MMAH's approval. MMAH approval received January 17, 2012.

**2. Energy Management Plan**

The Memorial Centre solar project has been completed and hooked up to the grid. Anticipated annual revenues of \$193,000.

The Gord Watts Centre FIT contract has been completed with anticipated hook up at the end of the second quarter 2012.

3. Waste Management Master Plan

The Waste Management Master Plan has been completed and adopted by Council. A Request for Proposal (RFP) has been developed and issued with an anticipated closure in the third week of August. The City's RFP results are being held in abeyance pending results of the UCLG RFP process. This has necessitated a six (6) month extension of the existing Waste Management contract.

4. Water Pollution Control Centre (WPCC)

The \$46 Million WPCC Secondary Treatment capital project remains within budget and on schedule. 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 is anticipated in the first quarter of 2012.

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.

5. Communication System

New Console and Dispatch Centre renovation are completed. Negotiations with South Dundas, South Stormont and South Glengarry are ongoing for the provision of dispatch services. Anticipated contract implementation is March 15, 2012.

## **FINANCIAL IMPLICATIONS**

None at this time.

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## CONCLUSION

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



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B. Casselman, City Manager

2011 DEPARTMENT GOALS/OBJECTIVES					
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
<b>Corporate Strategic Plan</b>	Integration of Strategic Plan goals/objectives into departmental work plans/2011 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements	Completed	Ongoing		
<b>2. Communicate Strategic Plan to constituents and stakeholders</b>	Integration of Strategic Plan goals/objectives into departmental work plans/2011 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements	Strategic Plan available on the web site. Promotion through public engagements and economic news monthly flyers			
<b>3. Implement Strategic Plan Initiatives</b> Carbon Baseline Energy Management Action Plan Develop Carbon Reduction Plan Building & Energy Audits	Manager of Strategic Initiatives preparing annual report for presentation 2 <sup>nd</sup> Quarter.	Draft Annual Report completed – being reviewed by City Manager. Presentation 3 <sup>rd</sup> Quarter.	Annual report presented to and adopted by Council.		Energy Management Action Plan and Committee to be developed 1 <sup>st</sup> Quarter 2012.
<b>4. Complete and implement Corporate Reorganization Review Phase 2</b>	Initiate 2 <sup>nd</sup> Quarter	Initiate in 3 <sup>rd</sup> Quarter for implementation in 2012 budget process	Initiate in 4 <sup>th</sup> Quarter for implementation in 2012 budget process		Council presentation/adoption as part of 2012 budget process.
<b>5. Services Delivery Review</b> Direct & oversee ongoing recommendations: - Police/Fire Dispatch - Energy Management Action Plan including installation of solar project at Memorial Centre & GWM/C - Development of water meter	Steering Committee review of draft Police/Fire Dispatch Feasibility Study.	Review of draft Police/Fire Dispatch Feasibility Study pending comments from new Police Chief/Solicitor	Review of draft Police/Fire Dispatch Feasibility Study pending comments from new Police Chief/Solicitor		Police Chief's comments presented to Police Services Board. Solicitor comments outstanding.
	Energy Management Action Plan – data collection stage.	Energy Management Action Plan	Memorial Centre Solar project completed/hooked up to grid.		FCM financing to be completed 1 <sup>st</sup> Quarter 2012

ADMINISTRATION		2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
replacement strategy	Water Meter Replacement Strategy – Data collection stage.	- GWMC Fit Application approved – pending contract completion <u>Water Meter Replacement Study</u> - Data collection stage - Vendor presentations to technical control group - Council report anticipated 3 <sup>rd</sup> Quarter	Council report anticipated 4 <sup>th</sup> Quarter.	Contract Completed.	Pilot project approved by Council for 2012 implementation.
6. Physician Recruitment Program – Jointly administer Program	Preparing annual report for 2 <sup>nd</sup> Quarter presentation	Preparing Annual Report for 3 <sup>rd</sup> Quarter	- Quarterly Work Plan reports ongoing	- Quarterly Work Plan reports ongoing	Annual Report presented to Council.
7. Oversight on Fiscal Management & Legislative Compliance of the Corporation Direct & oversee the preparation of: - Annual operating budget - Annual capital budgets - Long-term financial forecasts Quarterly status reporting to Council of corporate work plans and activity	2011 Budget completed	- Budget Variance Report end of 2 <sup>nd</sup> Quarter. Mitigation measures developed/implemented	- Budget Variance Report end of 2 <sup>nd</sup> Quarter. Mitigation measures developed/implemented	- 2012 Budget Guidelines & Council/Staff Workshop completed.	2012 Work Plan presentation 2012 Capital Budget presentation – Oct. /11 2012 Operating Budget presentation – Nov./11
8. <u>Project Facilitation</u> <u>Maritime Discovery Centre</u> Facilitate project where possible to move forward	Agreement of Purchase & Sale negotiations completed - Site Plan approval O/S - BCF Process payment reconciliation	Site Plan approval outstanding Noise Bylaw review with Council Broad Street Parking reviewed with stakeholders	Agreement of Purchase & Sale negotiations completed - Site Plan approval O/S - BCF Process payment reconciliation	- Agreement of Purchase & Sale negotiations completed – Parking - Noise Bylaw review deferred to 4 <sup>th</sup> Quarter - Site Plan approval outstanding	Bi-monthly meetings between TSL and City. Transport Canada meeting re: Docking approvals Site Plan approval outstanding.
<u>Brockville Landing Inc. Project</u> Facilitate project where possible and move forward	Official Plan/Zoning amendment submitted. Human Health Assessment report completed/peer	Official Plan/Zoning amendment approved Construction site meeting completed peer review completed pending report	- Draft License Agreement completed - Final Site Plan Drawings being finalized - Rock	Project put on temporary hold by owner	

ADMINISTRATION	2011 DEPARTMENT GOALS/OBJECTIVES			4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.		
	review pending	update from Environmental Agent	Anchor/Superstructure permits issued - Geotechnical drilling completed - Tarion approval received		
Roof Top Solar Projects	<p>Memorial Centre - Installation of solar panels commenced - Hydro One hook-up Meeting scheduled April 2011</p> <p>Gord Watts Centre FIT contract approval pending</p>	<p>Memorial Centre - installation of solar panels 90% completed. Hydro One Hook-up scheduled August 19, 2011</p> <p>Gord Watts Centre FIT contract - completed</p>	<p>Memorial Centre solar project completed.</p> <p>Gord Watts Centre FIT contract approved pending legal documentation</p>	<p>FCM financing to be completed 1<sup>st</sup> Quarter 2012</p> <p>Impact assessment submitted to Hydro One</p> <p>Roof reinforcement completed</p>	<p>Anticipated hook up by 2<sup>nd</sup> Quarter 2012</p>
9. Develop & negotiate Elizabethtown-Kittey Boundary Restructuring Plan	Restructuring plan submitted to Elizabethtown-Kittey for their consideration	No Change	No Change	No Change	No Change
10. Complete review of Non-Resident User Fees	- compiling background material - draft report under review	No Change	No Change	No Change	No Change

## 2011 DEPARTMENT GOALS/OBJECTIVES

Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Batters
<b>1. People</b>					
a) AODA Standards – implementation and education	On-going implementation of Customer Service Standard; reviewing draft Integrated Standard	Integrated Accessibility Standard (IAS) passed (June); reviewing and preparing workplan for implementation	Awaiting further tools and materials being developed by Accessibility Directorate of Ontario and AMCTO	Awaiting further tools and materials being developed by Accessibility Directorate of Ontario and AMCTO	Reports, policies and training will be completed in 2012 upon release of further information from the Accessibility Directorate of Ontario
b) Assist Governance Committee with procedural by-law review/automation of Council procedures/activities	On-going	On-going	Postponed to January 2012	Meeting in February 2012	Mayor Henderson requested that the governance committee reconvene in February 2012
c) Improve customer relations within City Hall in person visits (one stop shopping) and telephone handling	Parking pass sales transferred to Revenue Office; adjustments being made to telephone systems				
d) Improve public's access to documents via website	On hold pending new hire/ replacement staff	Commence initiative in 4 <sup>th</sup> quarter		AODA IAS will drive changes to the website. To be undertaken commencing in 2012 for compliance by Jan 1/14	
<b>2. Economy</b>					
a) Review & update Corporate by-laws, including fines	On hold pending new hire/ replacement staff	2 amendments to Parking by-law forwarded to Ministry of Attorney General for set fine authorization	Revisions re-submitted; awaiting MAG approval; commencing review of Traffic and Care and Use of Streets by-laws	Still waiting for MAG approval.	Due to staffing issues at MAG delayed to early 2012
b) Increased emphasis on staff training to increase productivity	On hold pending new hire/ replacement staff	Completing assessment of training	On hold until 2012 due to budget deficit		

2011 DEPARTMENT GOALS/OBJECTIVES					
Clerk's Department	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Comments/Barriers
<b>3. Amenities</b>		requirements			
a) Effect of new AODA regulations will begin to take effect over the longer term	Awaiting update on approval of Standards	IAS passed (see 1(a) above); built environment standard still not passed	Expect to report to FAO in November with outline of requirements/ timelines	Delayed to February 2012 pending release of information from ADO	
<b>4. Sustainability</b>					
a) Completion of 10-Year Parking Master Plan	On hold pending new hire/ replacement staff	Expected to restart in 4 <sup>th</sup> qtr	Delayed to explore possibility of including with Transportation Master Plan	Contained within RFP for Transportation Master Plan. Outcome to be determined 1 <sup>st</sup> Qtr. 2012.	
b) Review records management practices	On hold pending new hire/ replacement staff	Some training undertaken; review of policies and practices to commence in 4 <sup>th</sup> qtr	4 <sup>th</sup> quarter	Archived records (of departments within City Hall) reviewed and 300+ boxes destroyed in compliance with Retention By-law.	
c) AODA will help to shape the sustainability of the community & corporation for the foreseeable future	Awaiting update on approval of Standards	See 1(a) above.	See 1(a) above.	See 1(a) above.	
<b>5. 2012 Budget Preparation</b>					
<b>Notes:</b>	1. (2 <sup>nd</sup> Qtr) - Deputy Clerk position filled and employee commenced April 18 <sup>th</sup> . First department priority is to work on back log caused by absences in two positions (50% of department staff) since Nov/Dec 2011.			2012 budget presented	

ECONOMIC DEVELOPMENT DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS	
		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
<b>1. People</b> - Execute immigration program initiatives in collaboration with the United Way & the Multicultural Association & to ensure welcoming & settlement objectives are realized as the necessary foundation required for more aggressive immigrant attraction, investment & retention	Completed all the anticipated outcomes from the CIC grant application associated with Welcoming and Settlement with specifics on file. Presentation on KPI presented to Council at April Council Meeting	Project completed and Council presentation was made in April> Another grant secured this month on Immigration Portal \$70K> One staff person for 12 months	New one year contract person commenced employment Oct. 11 <sup>th</sup> for Immigration Portal Upgrade. Detailed KPI completed and on file for review. Two new immigrant attraction client files opened in 3 <sup>rd</sup> quarter.	Translation of immigration portal commenced/ Webinars under development for Spring launch 2012 grant fund application being processed. Outreach on immigration attraction has commenced.	Presentation on immigration program to council proposed for March 2012 on the outputs since inception. Additional \$80K of grant funding for local programming under review.	
- Facilitate with local champions & new task committees to implement new attraction program that will realize the economic opportunities & achieve targets as identified in the economic strategy	Four task groups have been populated with key champions for start-up. Two of the four have terms of reference. Other two anticipated by June Council meeting	June council presentation completed on update. Two of the four teams are advanced in their activities ( University and Manufacturing)	Three of four teams now submitted updates. University and manufacturing teams most advanced. Quality of Life and Waterfront Team to focus actions for Nov 11 <sup>th</sup> meeting.	Research report completed by Queens on University initiative. Team meeting with government on the new policy direction. Manufacturing group has initiated angel network process for capital funding and has commenced advocacy on regional cooperation. Quality of Life team completed outline for 2012 including new promotional magazine. Waterfront team established 3 top priorities.	Barrier with university initiative is associated with change in ministry policy and minority government position. Barrier with waterfront team is focused on their desire for separate governance structure which is under discussion with City Manager. Meetings on regional cooperation with Township and County have been initiated.	
- Implement the Enterprise Centre programming with both youth & small business clients in a manner that will provide an increased level of encouragement for new business start-ups & establish longer term response to a new business culture for entrepreneurship in Brockville & surrounding region	Operational and Workplan submitted to Ministry for funding. Awaiting approval.	Secured another year of Provincial funding and operational plan approved. 17 summer company entrepreneurs secured	On target with all deliverables as identified in 2011-2012 operational plan. Outcomes on file at Entrepreneurship Centre.	All goals and objectives achieved with some exceeding targets> Full report on file with Centre	Launch of new mentorship program on track for March. Steering committee of business mentors established and committed>	
	City assuming lead of two	Ongoing> No missions till	Cancelled fall missions			

ECONOMIC DEVELOPMENT DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
<b>2. Economy</b> - To expand participation in the OEEDC sector lead investment attraction through the cooperative linkage with the Leeds & Greenville Economic Development Department	sector team for marketing with County assuming lead of three teams. Will cross promote and represent each other to maximize efficiency and costing.	3 <sup>rd</sup> quarter	due to budget and commitment to ensure city-wide solution to earlier variance request by Council.	Marginal outreach activity due to deficit direction	Part of 2012 work plan.
- Focus on specific research & planning towards developing more marketing & image branding for clean tech/alternate energy business & complete more detailed comparative cost analysis for competitive messaging	Premature until the task groups have concluded their terms of reference and research	Report commissioned with results to be provided in late August. Funded by external grants	No action and results to report on any new messaging. Most of the changes are social media and website design with new application for real estate broker property listings.	No new activity on this task. Premature to proceed with branding change until new terms of reference completed.	Adjustment to waterfront team may be necessary pending new terms of reference.
- Ensure establishment of an Economic Advisory Team (EDAT) as recommended in the new strategy	Completed and ongoing. 10 meetings since formation. Two Council reps attending regularly.	Ongoing as noted in earlier update	Noted in 1 b.	Completed	
- Participate & provide follow-up support function on the regional China/1000 Island Region project, on the focus of immigration, tourism, international education linkages & economic development. Building on connections & relationships from previous mission	Two files are active from China mission. Immigrant attraction through Provincial Nomination Program is a key driver.	One active file@Lily King> Visitation to Brockville in June with investors to visit in July/August. Success with sponsorship on Nomination Program with MOE assuming role	Additional expertise contracted by client to complete the long term process of Provincial approval. Could be Spring 2012 prior to decision. Two sites are now profiled in our park for this firm. Three visits to community since inception of proposal.	Hosted delegation from China of 9 representative as cooperative effort with County. Tour and visitation of opportunity sites completed	Interest continues with Abbott Labs facility and China brewery. Awaiting results of March political China appointments prior to further communication. Proposals translated and forwarded in December on options for Abbott structure.
<b>3. Amenities</b> - Ensure completion of the \$300k training certification program with St. Lawrence College	Most of funds now have been secured. 12 students enrolled with completion in August. Presentation to Council on KPI completed in January	Program completed with 90% employment hire with private sector	Completed in 2 <sup>nd</sup> quarter. Presentation from College presented to Council in 2 <sup>nd</sup> quarter.	11 of the 12 graduates have secured permanent employment based on securing certification	Excellent impact from grant money including leverage with college and installation of simulation equipment as legacy to the grant program. All employment regionally based>
	Ongoing as part of	Working with local	Working committees		

ECONOMIC DEVELOPMENT DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	
- Provide liaison when required on both grant funding sourcing & public relations/communications on a needed basis	Corporate Call Program. Two Heritage Grant application likely by year end for 18/19/Waterfront	committees on future application> Brock Trail and Tall Ships	established with goal to submit 3 grant applications by April and September 2012	On track for April 2012 submission
- ensure input on linkages to the trail & cycling concept promoted by area tourism industry. Other tourism product development initiatives may be pursued based on Council directives	Activity is facilitated through tourism advisory team	August cycling meet from Quebec2000 cyclists. Mayor takes active role in PR on this sport with tour entering community. Good city profile and media	Awaiting final report from both tourism and college on outputs. Preliminary data provided in local Recorder and Times. Brock Trail, Tunnel,BMX track, Tall Ship Rendez Vous and MDC are tourism products for future	Report completed by Al Metcalf and has been presented to Tourism advisory board.
- Provide guidance to the Athletic Field Building Committee on the investigation for a new youth recreational field complex in partnership with both local school boards	First meeting April 27 on project for new site being the Legion property on Park Street. Seven committee members, Mayor and one Councillor	College site under assessment for field. No summer meetings to date	TISS track location is the current proposed location for this initiative.	Committee to continue in 2012 this initiative. Awaiting school board commitments.
<b>Service Delivery Review</b>	Template under development with target for 20 calls/interviews for year.	No calls completed. First of the 20 calls to commence in August	3 call completed and 3 additional call scheduled in October	5 corporate call completed this quarter. To establish new interview format in 2012 with provincial representatives.
- Coordinate with community partners & champions, the implementation of a formal broader based retail/commercial/service on BR&E/aftercare programming with the necessary mechanism to ensure action on recommendations.	No action at this point. To prepare for June presentation in partnership with planning department	Prepared report with Planning and recommended 6 month extension to refine program recommendation. December review is target	DBIA has completed one debriefing with their Economic Development Committee and one session proposed with Landlords. For discussion at SMT team building workshop this month with final recommendation	Council extended CIP till June 2012 pending formal report on revised recommendation> Inputs secured from DBIA>
- Provide examination of the Community Improvement Plan & encourage extension towards ensuring suitable tools to continue leverage of investment in downtown core & waterfront areas & realize the target of rejuvenation				Recommendation to continue this incentive offering is necessary due to fragile market conditions

2011 DEPARTMENT GOALS/OBJECTIVES					
ECONOMIC DEVELOPMENT DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Build upon the linkages with the County on mutual beneficial programming & special projects in marketing & promotions & infrastructure where deemed appropriate	No action till likely second quarter on this initiative. First meeting scheduled in May.	Only one meeting completed with joint County manufacturers event scheduled for September with Capital Corridor group.	scheduled for December Corridor Rift Event successful with 30 manufacturers attending. County meeting on 2012 linkages scheduled for 4 <sup>th</sup> quarter for work plan.	Meetings with Township staff on employment lands> Establishing terms of reference for 2012	Lack of capital by township may limit level of cooperation on capital projects. Meeting with warden on recommendations of manufacturing team on better cooperation

HUMAN RESOURCES DEPARTMENT		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
2011 DEPARTMENT GOALS/OBJECTIVES						
1. People	- Primary focus upon completion of negotiations - Contract Negotiations for Transit (P.T.) & Fire Association - Play a primary role in the implementation of the new Organizational Review & help to adapt the corporation towards the re-organization of staff & new staff roles - Propose an Annual Communication Process with employees - Continue to promote training opportunities for staff for development & succession planning	Awaiting Fire award for 2009. P.T. Transit scheduled for May 18 <sup>th</sup> .	Partial award received. Complete	Fire 2009-2010 Complete Commence Fire Negotiations in Nov. Updating status of report	Complete	Fire & CUPE negotiations to commence in 1 <sup>st</sup> Quarter 2012
2. Economy	- Investigate & review the financial viability of the current Long-term Disability plans for Non-Union Staff for any possible cost savings - Continue efforts to reduce the WSIB Schedule 2 costs	Reviewing succession planning report.	Ongoing No action yet	Drafting Intranet Policy Ongoing	Ongoing (external review) Testing site Ongoing	
3. Amenities	- Assist all employees at every level with the implementation of the upcoming corporate-wide projects - Help facilitate more corporate-wide projects for continuity & costs savings purposes while helping staffs productivity	Fire dispatch upgrade complete GIS ongoing	Ongoing	Year-end quote on Disability Management. Feb quote from LAS Final Hearing for one (1) appeal Jan. 2012	Benefit cost reduced \$170,000. Change to Trac Group (\$5500 savings) Awaiting interim award	
4. 2012 Budget Preparation		Ongoing	Pending 2012 Budget Guideline Report	Capital submitted	Complete - Monitoring 2012 Budget	

FINANCE DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	
<b>1. ECONOMY</b>				
• Continued assistance of the Community Improvement Plans including Brownfield Tax Incentives for Environmental remediation.	• ongoing process with Planning department • 3 projects currently receiving benefits of program • 5 projects in development stages	• ongoing process with Planning department • 3 projects currently receiving benefits of program • awaiting data from MPAC to determine eligibility on some projects	• ongoing process with Planning department awaiting data from MPAC to determine eligibility on some projects	• ongoing process with Planning department awaiting data from MPAC to determine eligibility on some projects
Continued involvement in local MUSH Sector Purchasing Group	• no meetings yet in 2011 • some electronic communication between members on an as needed basis	• no meetings yet in 2011 • some electronic communication between members on an as needed basis	• electronic communication between members on an as needed basis	• electronic communication between members on an as needed basis
<b>2. SUSTAINABILITY</b>				
Development, implementation, monitoring of annual City Budget	• 2011 budget approved in principle by Council; formal approval in 2 <sup>nd</sup> quarter	• 2011 budget approved by Council; initial variance presented to Council in June • Continue to investigate ways to mitigate initial deficit forecast	• 2 <sup>nd</sup> variance presented to Council in September • Continue to investigate ways to maintain within budget • Commenced 2012 budget process in conjunction with Council's decision to move process forward	• 3 <sup>rd</sup> variance presented to Council in December • Continue to investigate ways to maintain within budget • Initial 2012 budget presentations to Council completed in October/November
Complete full implementation of new Financial System	• Upgrade to iCity Enterprise to take place in mid April • Continue to have bi-weekly meetings with Vadim to develop best plan forward	• Upgrade to iCity Enterprise in mid April • G/L account structure change in late June;	• A/R module live in July after account structure/recode completed • Commence	• Continue hands-on implementation process of Utilities module – goal to go live in late March 2012 • City-wide implementation of entire financial system has created major learning curve issues throughout all City departments • Incorporated additional training with Enterprise implementation in April

FINANCE DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	
<ul style="list-style-type: none"> <li>Commenced initial stages of integrating Work Tech FAA with Asset Management Module + work orders</li> </ul>	<ul style="list-style-type: none"> <li>recode completed A/R module training early June; live date in July after account structure/recode completed</li> <li>Continue to have bi-weekly meetings with Vadim</li> <li>Continuation of integrating WorkTech FAA with Asset Management (S. Larocque, ES Dept)</li> </ul>	<ul style="list-style-type: none"> <li>implementation process of Utilities module</li> <li>Continue to have bi-weekly meetings with Vadim</li> </ul>	<ul style="list-style-type: none"> <li>Continue to have bi-weekly meetings with Vadim</li> </ul>	<ul style="list-style-type: none"> <li>Process impacted by limited staffing resources for on-going in-house training</li> </ul>
<ul style="list-style-type: none"> <li>Continue to develop corporate strategy related to PSAB requirements primarily as it relates to tangible capital assets</li> </ul>	<ul style="list-style-type: none"> <li>Process to be developed between Project Managers and Finance staff once 2011 budget has been approved</li> </ul>	<ul style="list-style-type: none"> <li>Initial discussions have taken place; formal reporting to be determined</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<ul style="list-style-type: none"> <li>Completion of annual year-end statements, FIR &amp; MPMP or any other Annual Reports pursuant to legislated requirements</li> </ul>	<ul style="list-style-type: none"> <li>Staff is working on 2010 year end requirements</li> </ul>	<ul style="list-style-type: none"> <li>Staff is working on 2010 year end requirements</li> </ul>	<ul style="list-style-type: none"> <li>Staff is working on 2010 year end requirements</li> <li>Financial statements to be presented at October FAO Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Delay in some annual reports due to staff involvement with financial system implementation; PSAB project; earlier budget season; unplanned staff absences</li> </ul>
<ul style="list-style-type: none"> <li>The continuation &amp; monitoring of the Ten Year Capital Plan which includes the information technology master plan</li> </ul>	<ul style="list-style-type: none"> <li>on-going process</li> </ul>	<ul style="list-style-type: none"> <li>on-going process</li> </ul>	<ul style="list-style-type: none"> <li>on-going process</li> </ul>	
<ul style="list-style-type: none"> <li>To establish a water finance plan in compliance with legislated requirements for the City's municipal drinking water license</li> </ul>	<ul style="list-style-type: none"> <li>awaiting response from MMA&amp;H Kingston for clarification of requirements associated with water finance plan</li> </ul>	<ul style="list-style-type: none"> <li>awaiting response from MMA&amp;H Kingston for clarification of requirements associated with water</li> </ul>	<ul style="list-style-type: none"> <li>have received example documents from MMA&amp;H to be completed in 4<sup>th</sup> quarter</li> </ul>	<ul style="list-style-type: none"> <li>working with Environmental Services department to determine finance plan requirements</li> </ul>

2011 DEPARTMENT GOALS/OBJECTIVES					
FINANCE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
● Review of Corporate Financial Policy of Cash Flow Analysis	● on-going cash analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects	● on-going cash analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects	● on-going cash analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects	● on-going cash analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects	● on-going cash analysis of cash flow due to issues surrounding loss of OMPF funds, reduced Fiscal Policy balance and issues associated with back-ended funding of WPCC and MDC projects
● Continued study of the potential for greater use of municipal-wide Development Changes	● in 3 <sup>rd</sup> quarter 2010, Council deferred the study until February 2011 due to duration of budget process, has been deferred to 2 <sup>nd</sup> quarter 2011	● Council decided in June to not proceed with a DC study at this time	● Deferred to committee meeting in December 2012 (18 months)	● To review in 3 <sup>rd</sup> /4 <sup>th</sup> quarter	● Delayed due to additional projects added to work plan; hope to review in 4 <sup>th</sup> quarter
● Review of Purchasing By-Law	● Review not yet commenced; slight amendment has been made to the by-law in regard to local advertising for public tenders in conjunction with Council's decision during 2011 budget process			● Has been delayed to additional projects added to work plan; hope to review in 4 <sup>th</sup> quarter	

PLANNING DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.		
<b>1. People</b> - Position the City well, through adoption of new Official Plan & Commencement of creation of new <b>Comprehensive Zoning By-law</b> , including young families that may choose to remain in or be attracted to Brockville; invite & direct growth that is aligned to the Family Friendly focus of the Strategic Plan	New comprehensive zoning by-law project to commence upon adoption of new Official Plan.	No activity on this project in Q2	Preliminary activity to prepare scope of work.	No activity in Q4 – awaiting MMAH approval of the new Official Plan	
<b>2. Economy</b> - Adopt new Official Plan, including land use policies supportive of economic vitality & employment growth	Action on finalization of new Official Plan put on hold through Q1 during orientation period for new Council and 2011 budget deliberations.	Reorientation on OP Project provided to Council by MMM Group May 31/11 with modifications requested in Oct. 2010. Official Plan finalized and adopted by Council June 14/11. New OP and supporting documentation submitted to MMAH for approval.	Adopted Official Plan submitted by MMAH to partner ministries for review. Communication ongoing with MMAH or partner ministries to provide clarification as needed. Draft approval by MMAH delayed due to provincial election.	MMAH Draft Decision on new Official Plan received Nov. 18/11, noting 10 suggested modifications to appropriately reflect Provincial interests. Council endorsed proposed modifications on Dec. 13/11 which was then communicated to MMAH.	
- Evaluate the effectiveness of the Downtown & Brownfields Community Improvement Plans, & assist council in consideration of potential extension of and/or modifications to programs	Review of uptake of CIP programs underway, along with stakeholder consultation for report to EDP in Q2	Review of existing CIP programs extended 6 months to end of 2011. Stakeholder consultation to continue through Q3	Review of existing CIP programs and best practices in other municipalities and stakeholder consultation ongoing in preparation for report and recommendations to Council in Q4	CIP programs extended 6 months, to June 2012, to provide additional time for preparation of analysis and recommendations respecting further extension or modifications to programs	Work continuing on remaining subdivision files where acceptance of work may be appropriate.
<b>Continue subdivision file closure &amp; assumption</b>	Butlers Creek subdivision readied for assumption; proceeding to Council in April. Review of other subdivision files ongoing.	By-laws to accept Butlers Creek and Brockwoods (Ph. 3A) subdivisions approved by Council. Review of other subdivision files ongoing.	By-laws to accept Margaret Pl., Brockshire Village (Wilmot Young Pl.) and Brockwoods Ph. 3A prepared for Council approval. Review of other subdivision files ongoing.	Work continuing on remaining subdivision files where acceptance of work may be appropriate.	Work continuing on remaining subdivision files where acceptance of work may be appropriate.

2011 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Provide excellent customer service & support to development community & property owners by ensuring fully trained <b>Inspection Officials</b> in compliance with Ontario Building Code Act	Inspection Officer Andrew Turner has achieved Certified Building Code Official designation, following 'Building Officials and the Law' training in Feb.	No new training opportunities in Q2	No new training opportunities in Q3	No new training opportunities available in Q4	
<b>Planning Review/Approvals/Permits</b> - TSL/MDC - Brockville Landings - Liston Avenue Subdivision - Aspen Drive Subdivision - 137 George Street/Trinity Church/Upper Canada Condominiums - Junic Lands - CPHC	TSL/MDC - Revised Cash-in-lieu of Parking Agreement executed; construction underway under Permit 2010-0278 for superstructure for Floors 1 to 4 with inspections ongoing; application for permit for superstructure above 4 <sup>th</sup> fl. submitted and reviewed; Ongoing communication facilitated by City between project manager and neighbours respecting construction impacts.  Brockville Landings - Application for Official Plan and Zoning By-law amendments filed end of March to increase permitted density to 106 units with reduced parking. Public meeting scheduled for April 19/11.	TSL/MDC - Permits 2011-0072 and 2011-0120 issued for superstructure and architectural for floors 5 to 21 with inspections ongoing. Meeting with neighbours and developer/contractor convened by staff June 23/11 to discuss parking, traffic and noise issues.  Brockville Landings Following public meeting April 19/11, recommendation prepared to support requested density increase. Zoning By-law amendment endorsed by Council May 24/11.	TSL/MDC Construction progressing with inspections ongoing to ensure OBC compliance. Consultation on routing of hydro and utility services, and design for Broad St. Parking and traffic issues continue to be monitored.  Brockville Landings No construction activity in Q4. Application for full permit received in Dec. but was determined to be incomplete.  Liston Ave Subdivision Final approval granted and Subdivision Agreement executed. Site Plan approval granted. Services installed and tested and base course asphalt for roadway, allowing for building permits to be issued on first block of 4 units. Permit applications received for 4 more lots/16 units.	TSL/MDC Construction progressing with inspections ongoing to ensure OBC compliance. Consultation on routing of hydro and utility services, and design for Broad St. Parking and traffic issues continue to be monitored.  Brockville Landings No construction activity in Q4. Application for full permit received in Dec. but was determined to be incomplete.  Liston Ave Subdivision Final approval granted and Subdivision Agreement executed. Site Plan approval granted. Services installed and tested and base course asphalt for roadway, allowing for building permits to be issued on first block of 4 units. Permit applications received for 4 more lots/16 units.	<b>Aspen Dr. Subdivision</b> No action by developer to complete conditions of draft approval in Q4.

PLANNING DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
		Granted by Council Feb/11 137 George St./Trinity - Public meeting held on Feb. 1/11 on initial applications for OP, ZBL and CIP amendments. <u>Modification to</u> redevelopment plan has resulted in further public information session to be held May 11/11. <u>Junic</u> -Pre-consultation on development plan and finalization of brownfield redevelopment funding agreement continuing. <u>CPHC</u> -Site Plan submission received and under review.	subdivision underway. Subdivision Agreement being prepared. 137 George/Trinity Following public meeting May 11/11, recommendations to Council were endorsed. Amendments to Official Plan, Zoning By-law and Downtown CIP approved May 24/11 <u>Junic</u> Pre-consultation on development plan and finalization of brownfield redevelopment funding agreement continuing. <u>CPHC</u> Issues with proximity of CP Rail Line resolved. Phasing of development being finalized by applicant. <u>SmartCentres</u> Permit issued for new retailer "Michael's" 108 Waltham Rd. Application for Zoning amendment received to expand range of permitted uses to include clinics. Public meeting on July 5/11 <u>605 King St. W.</u> Application for Zoning amendment received, requesting R4 Zone to permit development of 6 townhouses. Public meeting on July 5/11	137 George/Trinity Application for consent to sever church parcel from development site received, processed and approved. Sale by Anglican Diocese has been completed. <u>Junic</u> Development concept and applications for planning approvals being finalized for submission in Q4 <u>CPHC</u> Site plan approval pending stormwater management design approval by CRCA <u>SmartCentres</u> "Michaels" under construction, with inspections ongoing to ensure OBC compliance. Next phase of development (LCBO) being reviewed for minor change to existing site plan approval <u>108 Waltham Rd.</u> Site-specific amendment to zoning approved by Council Aug. 16/11 <u>605 King St. W.</u> Site-specific amendment to zoning approved by Council Sept. 22/11 <u>590 King St. W.</u> Minor variances finalized and site plan application received and under	137 George/Trinity No planning or building activity in Q4. New owner has agreed to City's request to locate artificial ice pad on parking area on a temporary basis. <u>Junic</u> Applications for Official Plan and Zoning Amendments and Subdivision Approval received late Q4. Staff commenced review of applications for completeness. <u>CPHC</u> Traffic and noise studies underway by applicant. Site Plan approval pending. <u>SmartCentres</u> "Michaels" construction complete and occupancy granted. Minor changes approved for LCBO construction. <u>108 Waltham Rd.</u> Zoning amendment in effect. Building permit applications filed and permits issued for clinic occupancies. <u>605 King St. W.</u> Zoning amendment in effect. Site Plan Control Application for 6 townhouse units filed Dec. 22/11 <u>590 King St. W.</u> Site Plan Agreement			

PLANNING DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS

3. Amenities  
- With Council & SMT, set priorities & timeframes for implementation of

Preliminary consultation with Council on specific

Liaison with developers of downtown and waterfront

As reported in Q3.

As reported in Q2.

2011 DEPARTMENT GOALS/OBJECTIVES					
PLANNING DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
Downtown & Waterfront Master Plan & Urban Design Strategy and in particular, review the recommendations in the Public Realm Strategy & Precinct Strategy Areas	element completed in March.	projects and promotion of priority development sites within precinct strategy areas ongoing.			
- Implement the Urban Design Guidelines	Adopted guideline forms basis of discussion with downtown development interests on an ongoing basis	Guidelines are promoted in all discussions with downtown development interests on an ongoing basis, and form the basis for policies contained in newly adopted OP.	Ongoing as reported in Q2	Ongoing as reported in Q3.	Sustainability Plan released to Council and the public in Nov. Presentation to Council by Chris Tyrrell of MMM Group Nov. 29/11. Council review of document ongoing.
4. Sustainability	Completion of ICSP to closely follow adoption of new Official Plan, to be reintroduced in Q2	Discussion with Council to be established in Q3 on contents and completion of ICSP.			Sustainability Plan expected to be released to Council and the public early in Q4. Presentation by MMM Group to take place late November.
	- Assist Official Plan consultants with release to Council of Integrated Community Sustainability Plan & coordinate its adoption; identify sustainability actions & programs to be implemented in the immediate to short term, & commence implementation				

ENVIRONMENTAL SERVICES DEPARTMENT		1 <sup>st</sup> QTR.	2 <sup>nd</sup> QTR.	3 <sup>rd</sup> QTR.	4 <sup>th</sup> QTR.	COMMENTS/BARRIERS
1. People	- Continue to ensure the City's infrastructure is able to meet current & future growth demands for new families & industry	Design of Greenville Court and Parkview Blvd. reconstruction projects is on-going, expected to be tendered in April.	Grenville Court and Parkview Blvd. reconstruction projects were tendered and awarded to Louis W. Bray Construction. Due to delays in obtaining a Certificate of Approval, work is not expected to start until early August.	Work on Greenville Court and Parkview Blvd. began in early August and is scheduled to be completed in October.	Work on Greenville Court and Parkview Blvd. was completed in October.	
2. Economy	- Complete/Implement Sustainable Waste Management Plan for a greener community	Public comments on draft plan received. Draft plan to be presented to Council in 2 <sup>nd</sup> quarter.	Draft plan was presented to Council in 2 <sup>nd</sup> quarter. Council authorized staff to prepare a request for proposal for the various alternatives presented. The RFP is to be advertised, received and brought to Council for consideration in the 3 <sup>rd</sup> quarter.	Proposals were received and reviewed by staff. A report has been prepared for Council but not presented. Staff is awaiting the outcome of the County's Solid Waste proposals which are scheduled to be received in early October.	City staff participated in a number of meetings and presentations with representatives from other municipalities in Leeds and Grenville. The Solid Waste working group is waiting for additional information from one of the proponents. A decision is expected in early 2012.	
	- Monitor the results of the organizational review	On-going.	On-going.	On-going.	On-going.	The rehabilitation of a number of manholes was completed in November/December. Monitoring of the pumping station in the spring will determine how successful the project was.

2011 DEPARTMENT GOALS/OBJECTIVES					
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
Brownfields Work - Reynolds property Risk Assessment (with Operations Department) - Facilitate/Monitor Brownfield remediation projects (TSL, Junic, Brockville Landings, etc.) & linkages with City Amenities associated with or adjacent to these developments.	On-going.  On-going.	On-going.  On-going.	On-going.  On-going.	On-going.  On-going.	On-going.  On-going.
3. Amenities - Reynolds Property Risk Assessment	On-going.	On-going.	On-going.	On-going.	
- Water Systems Master Plan	RFP to be developed and advertised in 3 <sup>rd</sup> quarter.	RFP to be developed and advertised in 3 <sup>rd</sup> quarter.	Development of the RFP has been delayed until the Engineering Supervisor position has been filled.	Development of the RFP has been delayed until the Engineering Supervisor position has been filled.	
4. Sustainability - Drinking Water Quality Management System	On-going. Management review meeting to be held in 2 <sup>nd</sup> quarter.	Management review meeting held in 2 <sup>nd</sup> quarter as well as the first phase of an internal audit. Staff submitted the City's Operational Plan to the Canadian General Standards Board and as a result the City has received its Drinking Water Licence.	The second phase of the internal audit was completed. The City's Operational Plan was approved by the Canadian General Standards Board and as a result the City has received its Drinking Water Licence.	The CGSB conducted a field audit of the City's Operational Plan in December which resulted in no non-conformances to the Ministry of Environments guidelines. Staff held a 2 <sup>nd</sup> Management Review Committee meeting in December.	
- Source Water Protection Plan	On-going. Assessment report has been reviewed	On-going. The Assessment report has	On-going. Work continues on the	On-going. Work continues on the	

ENVIRONMENTAL SERVICES DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
		by MOE and is being revised according to comments. Open public house is scheduled for 2 <sup>nd</sup> quarter for public's comment. Policies are being developed for SWPC's endorsement in 2 <sup>nd</sup> quarter. SWP Plans are to be completed by August 2012.	been revised according to public comments and submitted to the MOE for final approval. Work continues on the development of policies to deal with the drinking water threats with comments being received from municipalities and the general public until July 22. Comments will then be taken into consideration for further development of the draft policies. The SWP Plans are to be completed by August 2012.	development of policies to deal with significant drinking water threats. Presentations to municipal Councils are scheduled to be completed in December/January. The SWP Plans are to be completed by August 2012.	A presentation to City Council is scheduled for January 2012.	The SWP Plans are to be completed by August 2012.	development of policies to deal with significant drinking water threats.
	- WPCC Secondary Treatment Upgrades	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.	On-going. Project remains on schedule and on budget.
	- Continue to improve WPCC Capacity - Sewer Separation Projects - Landfill Leachate Treatment - Watermain Flushing Stations - Inflow/Infiltration Study	On-going.		On-going.		On-going.	On-going.
	- WPCC/WTP Energy Conservation Projects	On-going.	On-going.	On-going.	On-going.	On-going.	On-going.

OPERATIONS DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	
<b>1. People</b> - In partnership with community groups, enhance existing facilities & plan for new facilities to draw families & seniors, i.e. Rotary Park/Splash Pad, Sports Dome, Athletic Field, Brock Trail (amenities)	Initial Council approval given for Rotary Park/Splash Pad, Sports Dome.	1 <sup>st</sup> phase of Rotary Park project scheduled for fall construction. Assisting Athletic Field and Brock Trail committees as needed.	1 <sup>st</sup> phase of Rotary Park project scheduled for fall construction. Assisting Athletic Field and Brock Trail committees as needed.	Commenced construction of 1 <sup>st</sup> phase of Rotary Park project (splash pad, accessible play structure, pathways, synthetic ice surface). Assisting Athletic Field and Brock Trail committees as needed.
<b>2. Economy</b> <b>Brownfields Work</b> - Reynolds property Risk Assessment (with Operations Department) - Facilitate/Monitor Brownfield remediation projects (TSI, Junic, Brockville Landings, etc.) & linkages with City Amenities associated with or adjacent to these developments	Ongoing.	Ongoing	Ongoing	Ongoing
<b>3. Amenities</b> - Complete RINC projects at Memorial Centre & Youth Arena (with Manager of Strategic Initiatives)	Ongoing. Outstanding projects scheduled to be completed by Aug. 31.	Ongoing. Outstanding projects scheduled to be completed by Aug. 31.	Ongoing	Complete
- Negotiate new lease/acquisition of harbour (with City Manager)	Initiate 2 <sup>nd</sup> quarter.	Ongoing	Ongoing	Three year lease approved.
- Update Transportation Master Plan	Initiate 2 <sup>nd</sup> quarter.	Delayed to 3 <sup>rd</sup> quarter.	Request for Proposals being developed, to be issued in October.	Request for Proposals issued in December.
<b>4. Sustainability</b> - Complete/Implement Sustainable Waste Management Plan (with Environmental Services)	Public comments on draft plan received. Draft plan to be presented to Council in 2 <sup>nd</sup> quarter.	Draft plan presented to Council. RFP document completed and issued in early July.	Proposals received. Review complete pending proposals on regional system.	Proposals received. Review complete pending proposals on regional system.
- Rooftop solar projects at Memorial Centre & GWMC (with Manager of Strategic Initiatives)	Memorial Centre installation ongoing. GWMC pending FIT program contract	Memorial Centre installation ongoing. GWMC pending FIT program contract	Memorial Centre project live and connected to grid. GWMC FIT contract approved.	Commenced construction for GWMC project.

OPERATIONS DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES				COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
- Final phase of streetlight retrofit	approval.	approval.	Installation on roadways 95% complete. Decorative lights on waterfront trails to be completed 3 <sup>rd</sup> quarter.	Roadway installation complete. Deficiencies to be corrected and a small number of remaining park lights to be completed in October.	Contract complete. Correction of deficiencies ongoing.
- WPCC Secondary Treatment Project	Ongoing. Project remains on schedule and on budget.	Ongoing. Project remains on schedule and on budget.	Ongoing. Project remains on schedule and on budget.	Ongoing. Project remains on schedule and on budget.	Ongoing. Project remains on schedule and on budget.

FIRE DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.		
<b>1. People</b> - Continue Home Inspection Program	Continuation of Home Inspection Program is starting on April 26, 2011	2011 Program is well underway and is being well received.	2011 Program completed	Home Inspection Program concluded in October for 2011. It will commence in April 2012 & will continue for approx. 2 more sessions.	
- Continue Involvement with the resurgence of the Safe Community Program	Will be attending an objective brainstorming session on May 13 <sup>th</sup> at BCC. Have met with representatives of UCDSB to develop a plan to re-introduce Risk Watch in L. & G schools.	Negotiations with UCDSB will continue over the summer to have Risk Watch back into the schools for 2011/2012	On going	Discussions with UCDSB officials continue. Having the Risk Watch curriculum back in the schools is anticipated in 2012.	
- Continue to assist those with impairments & seniors to ensure they have working smoke alarms in accordance with legislation	On-going	On-going as requested	On going as requested	On-going as requested	
<b>2. Economy</b> - Public Safety Awareness Campaigns – posters on buses, at bus stops & the new digital sign at Laurier Blvd. Fire Station will assist the greater public vigilance	Campaign has been initiated. No action on digital sign at Laurier Station. Donation will be received before the end of May & work will begin by end of May.	Posters on buses and at bus stops will be positioned as rental space becomes available. The donations for the digital sign at Laurier Station #2 has not been received as yet.	The donation for the programmable digital sign has been received. Installation should be completed by the end of October.	The digital sign board has been installed & is functional at Station #2. Posters on buses & at bus stops will continue as space becomes available.	
- Continue to promote remote access to our computer aided dispatch program "Crisys" to fire departments across the United Counties of Leeds & Grenville	We will continue to reach out to Fire Dep'ts. in L & G to offer remote access to Crisys. Interest has been shown to provide dispatch services & remote access to South Stormont, South Glengarry & South Dundas Fire Dep'ts.	Negotiations continue with South Stormont South Glengarry & South Dundas for dispatch service	Work to have Brockville dispatch South Glengarry, South Stormont & South Dundas continues. After a month of testing we anticipate a "go live" date in Jan. 2012	Brockville fire dispatch will be providing dispatch services to South Dundas, South Stormont & South Glengarry early in 2012. Contract negotiations continue & the "go live" date is tentatively scheduled for Feb. 15, 2012.	
<b>3. Amenities</b> - Continue Hydrant Flushing program	On-going. Program to re-commence in May	Program start-up has been delayed due to concerns raised by Water Dept. and OFM	Due to concerns raised by the Water Dept. and the OFM, the hydrant flushing program will be discontinued & has been discontinued & has been	The Fire Department's involvement with this program has been discontinued & has been	

2011 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
			assumed by the Water Dept.	re-assigned to the Environmental Services.	

FIRE DEPARTMENT		2011 DEPARTMENT GOALS/OBJECTIVES		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	COMMENTS/BARRIERS
- Support Tourist Industry by attending festivals & events that require presence	On-going	Attended Hydroplane races, Riferfest. Will be present for Poker Run and Ribfest as required	On going as requested	On-going. The Fire Department will continue to attend festivals & events as required & requested.				
4. Sustainability - Participate in City's lighting retrofit exercise	Completed at both fire stations.	Completed	Completed	Completed				
- Identification of possibilities for solar panel expansion on Fire Dept. land, in line with future City sustainability initiatives	Being investigated.	Being investigated	Being investigated	Being investigated				
<b>2011 Work Plan</b>								
- Continue with the purchase, test & implementation of a new Fire Dispatch Console to replace existing 20 year old Console to replace existing 20 year old	New Motorola 7500 console has been installed in temporary location. Is being tested & tentative in-service date is April 26/11	Dispatch renovations are 90% complete. New equipment has been installed, tested and put in service	Completed	Renovations are complete. The new Motorola 7500 consoles have been installed & put in service. The new consoles & dispatch office are working well.				
- Remodel Dispatch Office	Will be started after decommissioning of old communication consoles. Estimate completion date - mid June	Dispatch renovations are 90% complete	Completed	Completed				
- Install new digital sign on the front lawn of Laurier Blvd. Fire Station	See #2 – "Economy"	No action at this time	Sign has been ordered. Installation to be completed by the end of October	Completed				
- Maintain compliance with the Emergency Management & Civil Protection Act	Will be completed in 2011. No action taken at this time.	Will be completed in 2011 to insure compliance	Completed	Completed				
- Develop new Fire Department Establishing & Regulating By-law for presentation to Council.	Draft by-law is complete. Will be presented to Council after "Dispatch" project.	Draft is completed. Will be presented after dispatch projects	On schedule for completion	Draft is completed. Will be presented in 2012 after Dispatch projects & external service delivery				

FIRE DEPARTMENT	2011 DEPARTMENT GOALS/OBJECTIVES			COMMENTS/BARRIERS
	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	
- Update Municipal Fire Protection Information Survey (MFPIS) required by the Fire Marshal's Office under the Fire Protection & Prevention Act (F.P.P.A.)	Completed - Will be forwarded to OFM for review & approval ASAP.	Have been forwarded to OFM to review	Completed – awaiting compliance confirmation from OFM	Completed
- Review & upgrade Risk Assessment for submission for approval to the Office of the Fire Marshal	Completed	Completed	Completed	Completed
- Telephone upgrade for Station 1 (Perth Street) to provide voice mail capabilities for Fire Prevention Staff through the City Hall telephone switch	Awaiting cost estimates from Bell.	Work has been scheduled and should be completed over the summer months	Work will be completed subject to availability of MIS and Bell staff	Due to budgetary constraints, project is scheduled to be completed in first quarter of 2012.

**February 15, 2012**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE**  
**February 21, 2012**

**2012-021-02**  
**INTEGRATED ACCESSIBILITY**  
**STANDARDS REGULATION**

**SANDRA M. SEALE**  
**CITY CLERK**  
**DAPHNE LIVINGSTONE**  
**DEPUTY CITY CLERK**

**RECOMMENDATION**

THAT Report 2012-021-02, Integrated Accessibility Standards Regulation, be received for information.

**PURPOSE**

The purpose of this report is to inform Council of the requirements of the Integrated Accessibility Standards Regulation under the Accessibility for Ontarians with Disabilities Act, 2005 with specific attention to the timelines required for implementation.

**BACKGROUND**

In June 2005, the Province of Ontario expanded previous legislation to improve Ontario's infrastructure for persons with disabilities. The Accessibility for Ontarians with Disabilities Act (AODA) contains a series of standards and time lines to remove barriers for people with disabilities. Each standard sets out measures, policies and practices to be implemented to eliminate barriers within each municipality. The AODA describes standards for both public and private sectors as follows:

- Customer Service
- Integrated Standard: Employment, Information and Communication, Transportation
- Built Environment

**Customer Service Standard**

The AODA Customer Service Standard is the first standard which was approved in July 2007 that required municipal compliance by January 2010. The City of Brockville successfully undertook the requirements of the AODA Customer Service Standard creating and implementing policies, procedures and practices. Staff have undergone practical training and new employees and volunteers continue to be trained as required under the Act.

### Integrated Accessibility Standards

In June 2011, the Ontario government released Integrated Accessibility Standards Regulation (IASR) that combines three standards into one streamlined regulation. The three standards which have been combined are Employment, Information and Communications, and Transportation. The IASR have compliance deadlines for the public sector with more than 50 employees that span from July 2011 to 2025.

### **ANALYSIS/OPTIONS**

The Integrated Accessibility Standards Regulation (IASR) came into force on July 1, 2011, with staggered compliance dates from July 1, 2011, to January 1, 2025. The public sector compliance dates are indicated in parentheses and are also in chart form attached to this report as 'Schedule A'. The IASR is divided into five sections:

- General
- Information and Communications Standard
- Employment Standard
- Transportation Standard, and
- Compliance

#### General

The General section has common requirements to the three standards and explains obligations under the Ontario Human Rights Code relative to the accessibility standards. Some of the requirements are:

- Development of policies to support each standard (January 1, 2013)
- Training of employees on the requirements of the IASR and the Code that is appropriate to their duties (January 1, 2014)
- Establishing and maintaining a multi-year accessibility plan outlining strategies to prevent and remove barriers (January 1, 2013)
- Incorporating accessibility criteria and features when procuring or acquiring goods, services, facilities or self-service kiosks (January 1, 2013)

#### Information & Communications

The Information and Communications Standard outlines how organizations will be required to create, provide and receive information and communications in ways that are accessible to people with disabilities. As of January 1, 2012, the City of Brockville was in compliance with the requirement for Emergency and public safety information to be available in accessible formats upon request. Additional requirements include:

- An overall feedback process that is accessible to people with disabilities (January 1, 2014)
- Accessible formats and communication supports upon request. An example of a communication support is a sign language interpreter. (January 1, 2015)
- Specific accessible requirements for new websites and web content of new websites after January 1, 2014 (or as soon as January 1, 2012 depending on practicability).

### Employment

The Employment Standard builds on the existing requirements under the Ontario Human Rights Code to accommodate people with disabilities. The City of Brockville has met the compliance date of January 1, 2012 for the requirement to develop and communicate workplace emergency response information for employees with disabilities. Additional requirements that employers must comply with are as follows:

- Establish an accessible recruitment process and ensure that accessible formats and communication supports are available for employees and prospective employees (January 1, 2014)
- Establish a formal employee accommodation process, including documented individualized accommodation plans (January 1, 2014)
- Establish a return to work process for employees absent from work due to a disability and who require disability related accommodations (January 1, 2014)
- Ensure that accommodation needs are taken into account in performance management, career development and redeployment processes (January 1, 2014)

### Transportation

- Transportation-specific training that includes training on the safe use of accessibility equipment and emergency preparedness (January 1, 2014); In Compliance.
- Transportation-specific accessibility plans that include steps to reduce wait times for specialized transportation services (January 1, 2013)
- Alternative methods of accessible transportation in the event of a service disruption (July 1, 2013). In compliance as specialized service is provided.
- No charge for a support person accompanying a person with a disability (January 1, 2014); In compliance.
- Fare parity for conventional and specialized transportation within a jurisdiction (January 1, 2013); In compliance.
- Accessible pre-boarding route or destination announcements and on-board announcements of stops and connections. Brockville Transit currently provides verbal announcements (Electronic announcements: January 1, 2017)

- Standardized criteria of eligibility to access specialized transportation services (January 1, 2014); In compliance
- Coordinated service between adjacent municipalities (January 1, 2013); n/a
- Booking requirements, including same day service (January 1, 2014); In compliance
- All new buses purchased must meet the new accessibility technical requirements identified in the standard; in compliance. The new bus purchased in 2011 was ordered prior to the deadline of July 1, 2011.
- Taxi service in the City of Brockville, as licensed under the Police Services Board, are in compliance with the requirements of the standards. These standards include the prohibition of higher fares for storage of mobility aids or assistive devices for persons with disabilities, and the requirement that vehicle registration and identification information be placed on the rear bumper of the taxicab and available in an accessible format.

## POLICY IMPLICATIONS

Policies and processes will need to be developed, approved by Council and implemented across all departments regarding how the City will meet the requirements of the Regulation. These policies will need to include corporate direction on responding to requests for accessible formats of information, incorporating accessibility criteria into the purchase of the goods or services, and establishing training responsibilities and processes. We are required, as a large public sector organization, to have the policies in place by January 1, 2013. At this time, supplementary regulations and supporting documentation has not been made available. As these become available policies will be drafted and presented to Council.

### Multi-Year Accessibility Planning

To conform to the IASR, accessibility planning will shift from an annual to a multi-year format. This multi-year accessibility plan will need to be reviewed and updated at least once every five years, with an annual progress report. The new format comes into effect January 1, 2013. The City currently prepares an annual plan and will incorporate the new requirements with our current accessibility planning practices. Under the Regulation, transportation service providers have additional accessibility planning requirements.

### Training

Training of all employees, volunteers and those providing goods, services or facilities on behalf of the City is required. This training will cover the requirements of the Regulation and the *Human Rights Code* as it pertains to people with disabilities. A training strategy will need to be developed to ensure compliance with this requirement by January 1, 2014. The ADO is in the process of developing training and material for the new standards.

## FINANCIAL CONSIDERATIONS

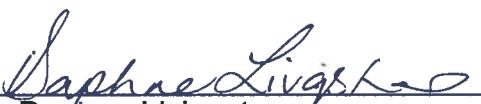
There are no financial implications associated with this report. The costs to implement the requirements of the Integrated Accessibility Standards Regulation will be assessed on an ongoing basis.

There is no provincial funding to support the implementation of the AODA.

## CONCLUSION

The City of Brockville in consultation with the Brockville Municipal Accessibility Advisory Committee will continue to meet the requirements of the AODA Customer Service Accessibility Standard and the Integrated Accessibility Standard.

  
\_\_\_\_\_  
Sandra M. Seale  
City Clerk

  
\_\_\_\_\_  
Daphne Livingstone  
Deputy City Clerk

  
\_\_\_\_\_  
B. Casselman  
City Manager

## **Large designated public sector organizations with 50+ employees**

	<b>GENERAL REQUIREMENTS</b>	<b>INFORMATION AND COMMUNICATION</b>	<b>EMPLOYMENT</b>
<b>2012</b>		<ul style="list-style-type: none"> <li>• Emergency and public safety information s.13</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace emergency information s.27</li> </ul>
<b>2013</b>	<ul style="list-style-type: none"> <li>• Accessibility policies s.3</li> <li>• Accessibility plans s.4</li> <li>• Procurement or acquiring good, services or facilities s.5</li> <li>• Kiosks s.6</li> </ul>	<ul style="list-style-type: none"> <li>• Educational and training resources and materials s.15</li> <li>• Training to educators s.16</li> <li>• Public libraries s.19</li> </ul>	
<b>2014</b>	<ul style="list-style-type: none"> <li>• Training s.7</li> </ul>	<ul style="list-style-type: none"> <li>• Accessible feedback processes s.11</li> <li>• All new internet websites and web content on those sites must conform with WCAG 2.0 level A s.14</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment s.22-24</li> <li>• Employee accommodation s.25, 26, 28</li> <li>• Employees returning to work s.29</li> <li>• Performance management, career development and redeployment s.30-32</li> </ul>
<b>2015</b>		<ul style="list-style-type: none"> <li>• Accessible formats and communication supports s.12</li> <li>• Producers of educational or training material – textbooks s.17</li> <li>• Educational libraries – print-based resources s.18</li> </ul>	
<b>2020</b>		<ul style="list-style-type: none"> <li>• Producers of educational or training material – supplementary print materials s.17</li> <li>• Educational libraries – multi-media/digital resources s.18</li> </ul>	
<b>2021</b>		<ul style="list-style-type: none"> <li>• All Internet websites and web content must conform with WCAG 2.0 level AA (excluding live captioning and audio description) s.14</li> </ul>	

## Transportation Standard

### TRANSPORTATION

**2011**

- Non-functioning accessibility equipment s.35
- Technical requirements of vehicles purchased on or after July 1, 2011 s.53-62
- Fares (conventional, cannot charge higher fare for persons with disabilities) s.46
- Storage of mobility aids (no charge) s.48
- Pre-boarding and On-board announcements (verbal) s.51, 52
- Origin to destination services (specialized) s.68
- School transportation (accessible service) s.75
- Public sector organizations (accessible service on request) s.76
- Ferries s.77
- Duties of municipalities that licence taxicabs (equal fares and fees) s.80

**2012**

- Availability of information on accessibility equipment s.34
- Emergency preparedness and response policies s.37
- General responsibilities (conventional) s.44
- Transit stops (conventional) s.47
- Storage of mobility aids (location, handling) s.48
- Courtesy seating (conventional) s.49
- Companions and children (specialized) s.74
- Ferries s.77
- Duties of municipalities that licence taxicabs (registration ID and information) s.80

**2013**

- Accessibility plans s.41-43
- Alternative accessible method of transportation (conventional) s.45
- Fares (conventional with no specialized, alternate fare payment option) s.46, 66
- Service disruptions (conventional) s.50
- Technical requirements of vehicles manufactured on or after Jan 1, 2013 s.53-62
- Fare parity (specialized, where same provider for conventional) s.66
- Visitors (specialized) s.67
- Coordinated services (specialized) s.69
- Hours of service (specialized, where same provider for conventional) s.70
- Service delays (specialized) s.73
- Ferries s.77
- Duties of municipalities (bus stops/shelters) s.78
- Duties of municipalities (accessible taxicabs) s.79

**2014**

- Accessibility training s.36
- Fares, support persons s.38
- Eligibility application process (specialized) s.64
- Emergency or compassionate grounds (specialized) s.65
- Booking (specialized) s.71
- Trip restrictions (specialized) s.72
- School transportation (individual transportation plans for students) s.75
- Ferries s.77

**2017**

- Pre-boarding and on-board announcements (electronic) s.51, 52
- Categories of eligibility (specialized) s.63
- Fare parity (specialized, where separate provider for conventional) s.66
- Hours of service (specialized, where separate provider for conventional) s.70

**FEBRUARY 6, 2012**

**REPORT TO FINANCE/ADMINISTRATION/OPERATIONS - FEBRUARY 21, 2012**

**2012-024-02**

**COMMUNICATIONS SERVICE AGREEMENT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

1. THAT a new Communications Service Agreement between the City of Brockville and the United Counties of Leeds and Grenville and the Town of Prescott be approved by Council as outlined in Schedule 1.
2. THAT a new Communications Service Agreement between the City of Brockville and South Dundas, South Glengarry and South Stormont be approved by Council as outlined in Schedule 2.

**PURPOSE**

To renew the Communications Service Agreement with the United Counties of Leeds and Grenville and the Town of Prescott and to execute a new Communications Service Agreement with South Dundas, South Glengarry and South Stormont.

**BACKGROUND**

The City of Brockville has been providing Fire Dispatch Services to the United Counties of Leeds and Grenville since 1996 and the Town of Prescott since September 1, 2004.

This Agreement as depicted in Schedule 1 outlines each party's responsibilities relative to the provision of such a service. The parties have been negotiating the long term (Five Year) renewal of the subject Agreement over the past several months.

In addition to the aforementioned, the City of Brockville has been negotiating with South Dundas, South Glengarry and South Stormont for the provision of fire dispatch services as a new client. Terms and conditions of this Communications Service Agreement are outlined in Schedule 2 attached hereto.

**FINANCIAL IMPLICATIONS**

The financial terms of these Agreements as outlined in Schedule A incorporate a full cost recovery for the provision of Fire Dispatch Services among the six (6) parties – the City of Brockville, United Counties of Leeds and Grenville, Town of Prescott, South Stormont, South Dundas and South Glengarry.

## **CONCLUSION**

Partnering with neighbouring municipalities is a proven way to provide services in both an effective and efficient manner.



B. Casselman, City Manager

## **SCHEDULE 1**

### **Communications Service Agreement**

This agreement made this    day of February, 2012, between:

**The Corporation of the United Counties of Leeds and Grenville**

**and**

**The Corporation of the City of Brockville**

for the purpose of authorizing the Brockville Fire Department to provide central dispatch services to all organized fire departments in the United Counties of Leeds and Grenville save and except the separated municipalities of the Corporation of the Town of Gananoque Fire Department and the Corporation of the Town of Prescott Fire Department.

1. Brockville Fire Department will provide service as follows:

- (a) In accordance with the Standard Operating Procedures established by all participating Fire Chief(s), answer all emergency calls relative to the organized Municipal Fire Department(s) covered by this Agreement.
- (b) Provide systems maintenance of the Crisys Intelli Map and Xpert loader software. Dispatchers will use the Crysis Intelli Map System to reference civic address data to establish location of the emergency.
- (c) Notify by pager or any other means all firefighters in the area where the emergency occurs.
- (d) Retain records of the emergency calls which will include but not be limited to time of alarm, location of alarm, address, time of fire department response, time fire department secured from emergency, name of persons reporting alarm, recording the alarm and any other records that may be required by the Ontario Fire Marshal.
- (e) Produce any records or digital recordings of radio transmissions required by law when any of the departments covered by this Agreement are operating on the common fire service frequency for the Leeds and Grenville Fire Departments.

- (f) Conduct the necessary tests to ensure that the system is reliable and operational within a schedule developed by the Fire Chiefs covered by this Agreement.
  - (g) Shall meet the requirement of answering 95% of alarms within 20 seconds, and 99% of the alarms shall be answered within 40 seconds, and that 95% of the emergency dispatching shall be completed within 60 seconds.
2. The United Counties of Leeds and Grenville agree to provide or facilitate and maintain the provision of the following:
- (a) A radio communication tower system that provides voice page capability at all times to all participating fire departments covered by this agreement and to ensure that the system remains functionally compatible with the Brockville Fire Service communications centre.
  - (b) To develop an emergency repair policy and procedure that is consistent with the policy and procedure for repairs currently in place for the Central Radio System located at the Brockville Fire Department.
  - (c) To assume all financial liabilities for the establishment and maintenance of the fire emergency radio tower communications system.
  - (d) Maintain and update civic addresses, street and supporting data sent from the Counties ten (10) partner municipalities. Updated data files to be provided to the City for uploading to the Crisys Intelli Map system.
  - (e) To pay the City payments on the 1<sup>st</sup> of each month one twelfth (1/12) of the costs set out in Section 3 of this Agreement.
3. All financial liabilities associated with the purchase, installation, operation and maintenance of the Intelli-Mapping Information System will be shared between the parties named herein, the Corporation of the Town of Prescott and any other municipality and/or county which may utilize these services in the future. The cost calculations are shown on Schedule A to this Agreement.

Function	Annual Cost
Central Dispatch	based upon usage
Annual Crisys Maintenance	based upon per capita
Systems Administration	based upon per capita

4. Costs associated with the purchase of system upgrades and other capital requirements shall be shared by all parties named herein, the Town of Prescott and any municipality and/or county which may participate in the future based upon a per capita basis.

The City of Brockville will not incur any additional capital cost beyond those costs previously approved by the parties for a new radio console or move the current location of the central dispatch without first obtaining the parties written consent within sixty (60) days of the City's request. Should the parties not give their written consent to the City within the prescribed timeframe, the City shall have the right to terminate this Agreement upon giving the parties one hundred twenty (120) days notice in advance.

## 5. Definition of Terms

- i. ***Central Dispatch*** – a large master radio system manufactured to fire service specifications established by the Fire Chiefs of Leeds and Grenville in accordance with guidelines from the Office of the Fire Marshal to serve all organized fire departments within the Leeds and Grenville's emergency fire service planning area.

All costs associated with central dispatch will be projected in the Brockville Fire Department's Communication Budget on an annual basis and communicated to the parties named in this Agreement when the Fire Department's annual budget is approved.

- ii. ***Annual Crisys Maintenance*** – for the purpose of this Agreement is to include any license and maintenance fees that are levied by Crisys Limited for use of the system.

- iii. ***Systems Administration Fees*** – for the purpose of this Agreement are those costs incurred by the Fire Department for the services provided by the City of Brockville Computer Services Department to input and maintain related emergency service data required to operate the Intelli Mapping

System for all Leeds and Grenville, Town of Prescott, South Stormont, South Dundas and South Glengarry.

- iv. **Population** – for all participating municipalities as printed in the current issue of Ontario Municipal Directory.
- v. Initial populations taken from the 2011 Ontario Municipal Directory are as follows:

United Counties of Leeds and Grenville	64,008
Town of Prescott	4,180
City of Brockville	19,378
South Glengarry	12,880
South Stormont	12,520
South Dundas	10,535

- vi. **Summary of Cost and Distribution Schedule** – this schedule applies to the parties named herein commencing January 1, 2012 until December 31, 2012 inclusive.

An annual adjustment from budget to actual costs for services rendered will be reflected in the annual requisition.

Both parties named in this agreement mutually agree to review the provisions of this agreement to resolve any differences that may arise in the joint operation of the system as described within this Agreement as it relates to systems maintenance and changes to equipment, etc.

**IT IS FURTHER AGREED** that both parties named in this Agreement mutually agree to indemnify each other from and against any third party liability that may arise out of the services set out in this Agreement.

**This agreement shall remain in force from January 1, 2012 and continue in force until December 31, 2016.**

**IN WITNESS WHEREOF** Mel Campbell, Warden and Andy Brown, Chief Administrative Officer, on behalf of the United Counties of Leeds and Grenville and David L. Henderson, Mayor and Sandra Seale, City Clerk, on behalf of the Corporation of the City of Brockville have hereunder set their hands.

**SIGNED, SEALED AND DELIVERED**

**FOR THE UNITED COUNTIES OF  
LEEDS AND GRENVILLE**

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Mel Campbell  
Warden

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Andy Brown  
Chief Administrative Officer

**FOR THE CORPORATION OF THE CITY  
OF BROCKVILLE**

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Sandra Seale  
City Clerk

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David L. Henderson  
Mayor

## SCHEDULE A

### CITY OF BROCKVILLE 2012 FIRE DISPATCH FEES

Budget for Fire Fighting Comm 01-5-104	421,971.00
Less 911 Contracted Service 01-5-104220-3010	27,610.00
	<hr/>
	394,361.00
Building Burden	3,167.07
Administration	14,141.82
	<hr/>
	411,669.89

#### Usage per Fire Dept. Summary

Brockville	652	22.69%
Prescott	143	4.98%
UCLG	1,589	55.29%
South Glengarry	195	6.78%
South Stormont	195	6.78%
South Dundas	100	3.48%
Total	2,874	1.00

#### Percentages Used

Brockville	22.69%	93,392.06
Prescott	4.98%	20,483.23
UCLG	55.29%	227,607.33
South Glengarry	6.78%	27,931.67
South Stormont	6.78%	27,931.67
South Dundas	3.48%	14,323.93
Total		<hr/> 411,669.89

#### Population Figures

	Systems		
	2011	Crisys	Mtnce
Brockville	19,378	3,861.45	7,295.91
Prescott	4,180	832.95	1,573.79
UCLG	64,008	12,754.87	24,099.28
South Glengarry	12,880	2,566.60	4,849.38
South Stormont	12,520	2,494.86	4,713.84
South Dundas	10,535	2,099.31	3,966.48
Total	123,501	24,610.04	46,498.68

#### Reconciliation

	2012 Initial	
Prescott-Dispatch	21,316.18	22,889.97
Prescott-System Admin	1,573.79	
UCLG-Dispatch	240,362.20	264,461.48
UCLG-Systems Admin	24,099.28	
Brockville-Dispatch	97,253.51	104,549.42
Brockville-Systems Admin	7,295.91	
South Glengarry-Dispatch	30,498.27	48,680.98
South Glengarry-Systems Admin	4,849.38	
South Glengarry - Adolphus Maintenance	13,333.33	
South Stormont-Dispatch	30,426.53	48,473.70
South Stormont-Systems Admin	4,713.84	
South Stormont - Adolphus Maintenance	13,333.33	
South Dundas-Dispatch	16,423.24	33,723.06
South Dundas-Systems Admin	3,966.48	
South Dundas - Adolphus Maintenance	13,333.34	
	<hr/> 522,778.61	<hr/> 522,778.61

#### Total Costs

Dispatch	411,669.89
Crisys Maintenance	24,610.04
Adolphus Maintenance	40,000.00
Systems Administration	46,498.68

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522,778.61

## COMMUNICATIONS AND DISPATCH SERVICE AGREEMENT

This agreement made this 13 day of February 2012,  
between:

**The Corporation of the Township of South Dundas;**  
**The Corporation of the Township of South Stormont;**  
**The Corporation of the Township of South Glengarry**  
(Hereinafter referred to collectively as the "Municipalities"  
and individually referred to as "Municipality")

- and -

**The Corporation of the City of Brockville**

(Hereinafter referred to as the "City")

For the purpose of authorizing the City of Brockville Fire Department to provide communications, fire dispatch and paging services to the organized fire departments within South Dundas, South Stormont and South Glengarry Townships.

1. Brockville Fire Department will provide service as follows:
  - (a) In accordance with the Establishing and Regulating By-Law of all Municipalities Fire Personnel, answer all emergency calls relative to the organized Municipal Fire Departments covered by this Agreement.
  - (b) Provide systems maintenance of the Crisys Intelli Map and Xpert loader software. Dispatchers will use the Crysis Intelli Map System to reference civic address data to establish location of the emergency.
  - (c) Notify by pager, two-way radio or any other means all Fire Personnel in the area where the emergency occurs.
  - (d) Retain records of all emergency calls which will include but not be limited to time of alarm, location of alarm, address, time of fire department response, time fire department secured from emergency, name of persons reporting alarm, recording the alarm, all benchmarks and any other records that may be required by the Ontario Fire Marshal.
  - (e) Produce any records or digital recordings of radio transmissions required by law when any of the Municipalities departments are operating on the common fire service frequency for the Counties of Stormont, Dundas and Glengarry.
  - (f) Conduct necessary and on-going, as minimum, weekly tests for radios and pagers to ensure that the system is reliable and operational pursuant to the schedules, as developed and as may be adjusted from time-to-time, by the Municipalities Fire Chiefs.

- (g) Shall meet the requirement of answering 95% of alarms within 20 seconds, 99% of the alarms shall be answered within 40 seconds and 95% of the emergency dispatching shall be completed within 60 seconds.
  - (h) The City, through its system provides and is responsible for the necessary backup/redundancy for the Fiber Optic Link between Brockville Dispatch and the Adolphus Tower. Please refer to schematic attached to this Agreement as Schedule B.
  - (i) The City will execute a Single Voice Channel Support Agreement with Glentel in support of the Brockville Communications and Fire Dispatch and the Aldophus tower site communication system.
2. The Municipalities agree to provide, facilitate and maintain the following provisions:
- (a) A radio communication tower system that provides voice page capability at all times to the Municipalities, and to ensure that the system remains functionally compatible with the Brockville Communications and Fire Dispatch communications centre.
  - (b) To develop an emergency repair policy and procedure that is consistent with the policy and procedure for repairs currently in place for the Central Radio System located at the Brockville Fire Department; the City will provide a copy of this document.
  - (c) To assume all financial liabilities for the establishment and maintenance of the fire emergency radio tower communications system.
  - (d) Maintain and update civic addresses, street and supporting data files. Updated data files to be provided to the City for uploading to the Crisys Intelli Map system.
  - (e) To pay the City, payments on the 1<sup>st</sup> of each month, one twelfth (1/12) of the costs set out in Section 3 of this Agreement and as further defined in Schedule A, attached hereto. The annual costs will be reconciled the following year.
  - (f) Maintain a maintenance contract with a communication provider for the radio communication system up to the Aldophus Tower Demarcation point.
  - (g) For purposes of maintaining the Single Voice Channel Support Agreement as outlined above in Section 1(i) the Municipalities ensure that:  
Glentel, its authorized servants and agents have full, free and safe access to the equipment at the sites at all reasonable times and are provided with all information, facilities, services and accessories reasonably required by them for the purpose of inspection of the equipment

and for the purpose of ensuring compliance with Glentel's obligations under this Agreement.

- (h) Where access is necessary but unavailable for reasons beyond the control of Glentel, Glentel's obligations under this Agreement in respect of the affected sites, which cannot be performed without access, shall be suspended until access is available.
- (i) The Municipalities shall provide on request, a suitably qualified or informed representative, agent or employee to accompany Glentel's maintenance personnel and to advise Glentel on access or on any other matter within the Municipalities knowledge or control which will assist Glentel in complying with its obligations under this Agreement.
- (j) The Municipalities shall provide secure and adequate facilities adjacent to or in reasonable proximity to the Aldophus Tower equipment for the storage of Glentel's tools and other items necessary for the proper maintenance of the equipment and the Municipalities shall permit Glentel to have access to such storage facilities at all reasonable times.
- (k) The Municipalities agree that they are responsible for primary power source, PABX and PSTN connections or lines, computers, hub, cabling, and further installation of the equipment at the site(s) to which the Aldophus Tower equipment is to be used.
- (l) The Municipalities shall document and promptly report all errors or malfunctions of the link to the City.
- (m) The Municipalities shall be responsible to undertake front line maintenance activities and shall take all steps necessary to carry out procedures for the rectification of errors or malfunctions within a reasonable time after such procedures have been received from Glentel.
- (n) The Municipalities shall properly train its personnel in the use and application of the equipment.
- (o) Immediately after making a request for support to the City, the Municipalities shall, where possible, provide a document as an example of defect or error that prevents substantial conformity of the products with the Operating Specification.
- (p) The Municipalities shall only permit maintenance, repairs or adjustments to Aldophus Tower equipment by a third party with the prior written consent of Glentel.
- (q) In the event the Municipalities effect repairs, additions or alterations to the Aldophus Tower equipment, the Municipalities warrant and agree, in the interests of quality control, to use only Glentel approved parts and procedures directed by Glentel for the operation of the Aldophus Tower equipment.

3. All financial liabilities associated with the purchase, installation, operation and maintenance of the Intelli-Mapping Information System will be shared between the parties named herein, the United Counties of Leeds and Grenville, the Corporation of the Town of Prescott, the Municipalities and any other municipality and/or county that may utilize these services in the future. The cost calculations are shown on Schedule A to this Agreement, and are as follows:

Function	Annual Cost
Central Dispatch	based upon usage
Annual Crisys Maintenance	based upon per capita
Systems Administration	based upon per capita

4. As agreed and through the authorization of the City, costs associated with the purchase of system upgrades and other capital requirements shall be shared by all parties named herein and as shown on Schedule A, and as may be amended from time-to-time. Participation will be based upon a per capita basis.

The City will not incur any additional capital costs beyond those costs previously approved for a new radio console, and to move the current location of the communications and fire dispatch without first obtaining the Municipalities written consent. This consent must be received within sixty (60) days of the City's request. Should the Municipalities not give their written consent to the City within the prescribed timeframe, the City shall have the right to terminate this Agreement upon giving the Municipalities one hundred twenty (120) days notice in advance.

##### **5. Definition of Terms**

- a) **Central Fire Dispatch** - a large master radio system manufactured to fire service specifications established by the Fire Chiefs of Leeds and Grenville in accordance with guidelines from the Office of the Fire Marshal to serve all parties named herein and as shown on Schedule A, and located within the emergency fire service planning area.

All costs associated with communications and fire dispatch will be projected by the City of Brockville Fire Department on an annual basis and communicated to all parties named herein and as shown on Schedule A pursuant to the Fire Department's annual budget approval.

- b) **Annual Crisys Maintenance** - for the purpose of this Agreement, any license and maintenance fees that are levied by Crisys Limited for use of the system, is included in the annual costs.

- c) **Systems Administration Fees** - for the purpose of this Agreement are those costs incurred by the Fire Department for the services provided by the City's Computer Services Department to input and maintain

related emergency service data required to operate the Intelli Mapping System for all parties named herein and as shown on Schedule A.

- d) **Population** - for all parties named herein and as shown on Schedule A, are as provided in the current issue of Ontario Municipal Directory.

Initial populations taken from the 2011 Ontario Municipal Directory are as follows:

Location	Population
United Counties of Leeds and Grenville	64,008
Town of Prescott	4,180
City of Brockville	19,378
South Glengarry	12,880
South Stormont	12,520
South Dundas	10,535

- e) **Summary of Cost and Distribution Schedule** - this schedule applies to all of the parties named herein and as shown on Schedule A commencing January 1, 2012 until December 31, 2012 inclusive.

An annual adjustment from budget to actual costs for services rendered will be reflected in the annual requisition.

6. The City and/or Municipalities whose negligent act or omission causing loss, shall indemnify and save harmless to the other Corporations, their officers, employees and persons for whom they are legally responsible from and against all loss, actions, suits, claims, liability, and demands including reasonable legal expenses occasioned wholly or in part by such negligence, act or omission whether wilful or otherwise, sustained or incurred that may arise out of the services set out in this Agreement. The City and Municipalities are each respectively required to have insurance coverage for CGL / Municipal Liability of no less than \$10 M.
7. The City and Municipalities mutually agree to annually review the contract terms relating to the scope of services within the Agreement and to resolve any differences that may arise in the joint operation of the system as described within this Agreement as it relates to systems maintenance and changes to equipment, etc.
8. This Agreement shall start on January 1, 2012 and shall continue in effect for a term of five (5) years, until December 31, 2016. In the event that this agreement is not terminated it shall automatically renew on a month-to-month basis until terminated or extended by the parties for a fixed term in writing.

9. This Agreement may not be terminated prior to the end of the term set out in Section 8 hereto unless such termination is agreed to in writing by both parties.

The Municipality may terminate this Agreement at any time prior to the end of the term set out in Section 8 if:

- a) The City and/or Municipalities has failed fulfill its obligations under this Agreement; or
- b) The City and/or Municipalities is not carrying out its duties or obligations pursuant to this Agreement and fails to remedy the problem in a satisfactory manner, acting reasonably, within 120 days of being notified by the Municipalities in writing of any such problem.

**IN WITNESS WHEREOF** on behalf of the City and the Municipalities have hereunder set their hands;

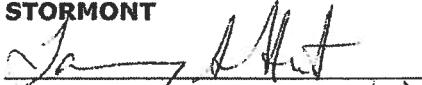
**SIGNED, SEALED AND DELIVERED** this \_\_\_\_ day of January,  
**2012.**

**THE CORPORATION OF THE TOWNSHIP OF SOUTH DUNDAS**

Steven Byvelds, Mayor

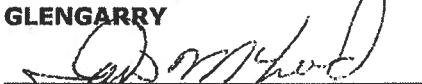
Brenda Brunt, Clerk

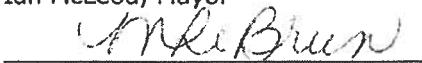
**THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT**

  
Bryan McGillis, Mayor (Deputy)

  
Betty de Haan, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY**

  
Ian McLeod, Mayor

  
Marilyn Lebrun, Clerk

**THE CORPORATION OF THE CITY OF BROCKVILLE**

David L. Henderson, Mayor

Sandra Seale, Clerk

## SCHEDULE A

### CITY OF BROCKVILLE 2012 FIRE DISPATCH FEES

Budget for Fire Fighting Comm 01-5-104	421,971.00
Less 911 Contracted Service 01-5-104220-3010	<u>27,610.00</u>
	394,361.00
Building Burden	3,167.07
Administration	<u>14,141.82</u>
	<u><b>411,669.89</b></u>

#### Usage per Fire Dept. Summary

Brockville	652	22.69%
Prescott	143	4.98%
UCLG	1,589	55.29%
South Glengarry	195	6.78%
South Stormont	195	6.78%
South Dundas	100	3.48%
Total	<u>2,874</u>	<u>1.00</u>

#### Percentages Used

Brockville	22.69%	93,392.06
Prescott	4.98%	20,483.23
UCLG	55.29%	227,607.33
South Glengarry	6.78%	27,931.67
South Stormont	6.78%	27,931.67
South Dundas	3.48%	14,323.93
Total		<u><b>411,669.89</b></u>

#### Population Figures

	2011	Crisys	Mince	Systems
Brockville	19,378	3,881.45	7,295.91	
Prescott	4,180	832.95	1,573.79	
UCLG	64,008	12,764.87	24,099.26	
South Glengarry	12,880	2,568.60	4,849.38	
South Stormont	12,520	2,494.86	4,713.84	
South Dundas	10,535	2,099.31	3,986.48	
Total	<u>123,501</u>	<u>24,610.04</u>	<u>46,498.88</u>	

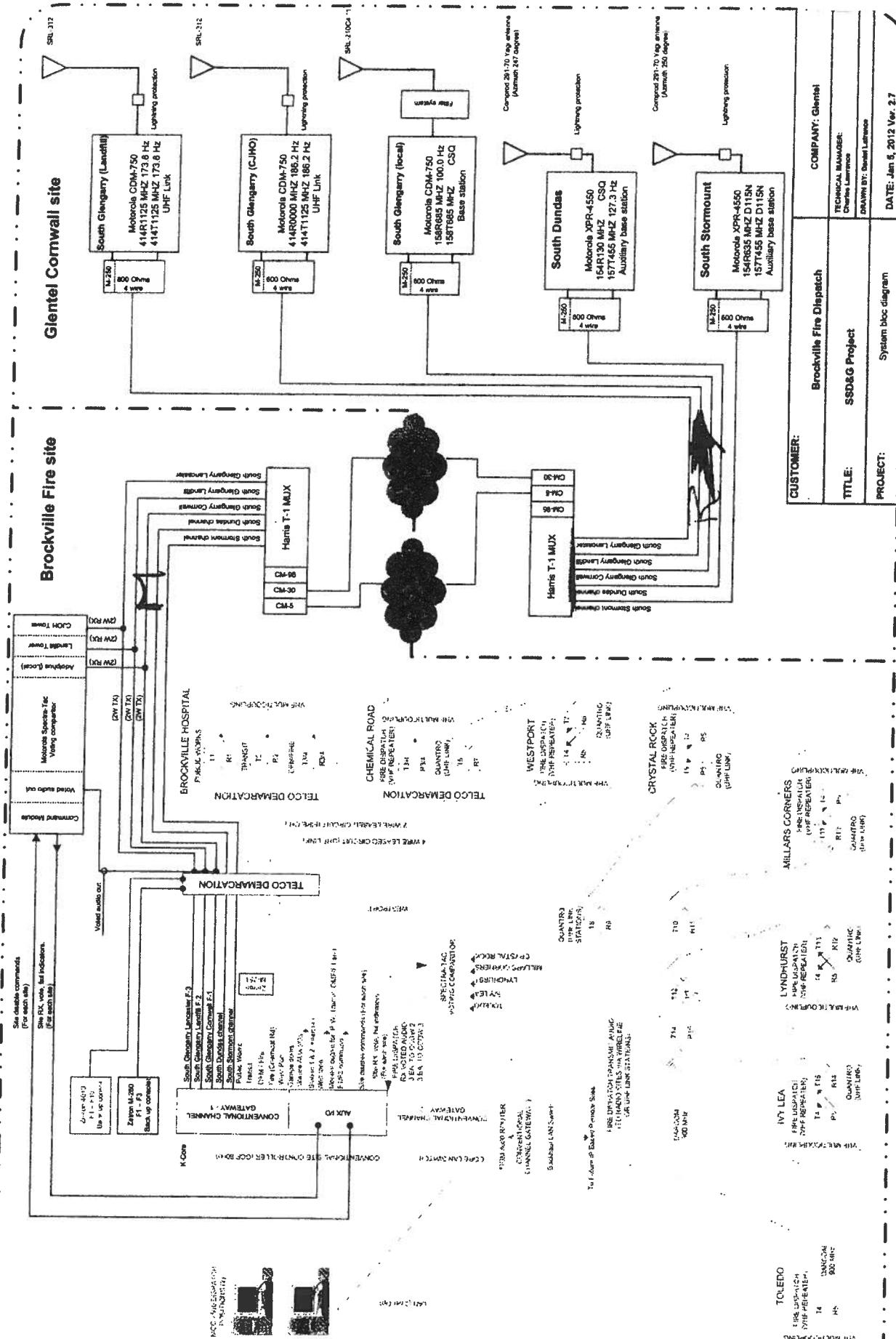
#### Reconciliation

	2012 Initial	
Prescott-Dispatch	21,316.18	22,889.97
Prescott-System Admin	<u>1,673.79</u>	
UCLG-Dispatch	240,362.20	264,461.48
UCLG-Systems Admin	<u>24,099.28</u>	
Brockville-Dispatch	97,253.61	104,549.42
Brockville-Systems Admin	<u>7,295.91</u>	
South Glengarry-Dispatch	30,498.27	48,680.98
South Glengarry-Systems Admin	<u>4,849.38</u>	
South Glengarry - Adolphus Maintenance	<u>13,333.33</u>	
South Stormont-Dispatch	30,428.53	48,473.70
South Stormont-Systems Admin	<u>4,713.84</u>	
South Stormont - Adolphus Maintenance	<u>13,333.33</u>	
South Dundas-Dispatch	16,423.24	33,723.08
South Dundas-Systems Admin	<u>3,986.48</u>	
South Dundas - Adolphus Maintenance	<u>13,333.34</u>	
	<u><b>522,778.81</b></u>	<u><b>522,778.61</b></u>

#### Total Costs

Dispatch	411,669.89
Crisys Maintenance	24,610.04
Adolphus Maintenance	40,000.00
Systems Administration	46,498.88
	<u><b>522,778.61</b></u>

# SCHEDULE B



**FEBRUARY 15, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEBRUARY 21, 2012**

**2012-026-02  
EXTENSION OF CANTEENS  
CONTRACT**

**C.J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDATION**

THAT the contract with Linda Turpin for the operation of the canteens facilities at the James A.C. Auld Harbour Services Building, Brockville Memorial Civic Centre and Centennial Youth Arena be extended to April 30, 2013; and

THAT the rent be reduced by \$625 per month for the months of October to April.

**PURPOSE**

To retain the services of a qualified contractor to operate the City-owned canteens.

**BACKGROUND**

The current contract with Linda Turpin for the operation of the City-owned canteens is for the period from January 1, 2010 to April 15, 2012. The current contract must be extended, or a new contract secured, to ensure continuous operations of the canteens.

**ANALYSIS**

The current contract with Linda Turpin (Attachment 1) includes a clause allowing it to be extended upon mutual agreement.

Ms. Turpin has proposed that the contract be extended for three years, until April 15, 2015, under the same terms and conditions except that the rent be reduced by \$625 per month for October through April.

Alternatively, a Request for Proposals could be issued for a new contract.

When proposals were last requested in 2009, five proposals were received. Four proposals were for the canteen at the James A.C. Auld Harbour Services Building only, which is the most profitable canteen location. Ms. Turpin submitted the only proposal which included the two arena locations.

The 2009 Request for Proposal was necessitated due to the early termination of the contract at that time related to the City's dissatisfaction with the performance of the contractor. In general, the contracts in place from 1999 through 2010 saw recurring problems of unsatisfactory performance by some contractors and financial problems with others. Staff have been pleased with all aspects of the current contract.

Given the past difficulty in securing satisfactory performance of a contractor at a financially viable price, and given the good performance of the current contractor, it is recommended that the current contract be extended for one year, with the possibility of further renewals on a yearly basis. The request to reduce the rent by \$625 per month from October through April is deemed reasonable, given the reduced cashflow of the canteen operations when the James A.C. Auld Harbour Services Building location is closed.

## POLICY IMPLICATIONS

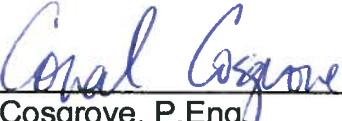
Council approval is required to exercise the contract extension clause.

## FINANCIAL CONSIDERATIONS

The canteen contract revenue in the 2012 Budget was based on the 2011 revenue plus a Consumer Price Index adjustment. Approval of a contract extension with the requested rent reduction will result in a revenue shortfall of \$4,375. The revised contract can be expected to result in revenues to the City of approximately \$24,500, depending upon vending machine revenues.

## CONCLUSION

Extension of the existing canteen contract with Linda Turpin, with the revised terms, is recommended.

  
C. Cosgrove, P.Eng.

Director of Operations

  
D. Cyr

Director of Finance

  
B. Casselman  
City Manager

**ATTACHMENT 1**

THIS INDENTURE made this 21st day of December, A.D., 2009 IN PURSUANCE OF  
THE SHORT FORMS OF LEASES ACT.

BETWEEN:

**THE CORPORATION OF THE CITY OF BROCKVILLE**

hereinafter called the LESSOR

**OF THE FIRST PART**

- and -

**LINDA TURPIN**

hereinafter called the LESSEE

**OF THE SECOND PART**

WITNESSETH that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the Lessee, the Lessor DOTH demise and lease unto the Lessee, its successors and assigns, the properties being comprised of the following locations:

- (i) That property being comprised of approximately 400 square feet of floor space in the James A.C. Auld Harbour Services Building, complete with outside and inside serving window.
- (ii)
  - a) That property being comprised of approximately 675 square feet of floor space located on the north wall of the Brockville Memorial Civic Centre identified herein as the "large canteen", complete with one serving window to the arena area and one serving window to the exterior of the building.
  - b) That property being comprised of approximately 215 square feet of floor space located along the south wall of the Brockville Memorial Civic Centre complete with two serving windows, known locally as the "small canteen".
  - c) Those properties consisting of approximately 192 square feet of floor space located adjacent to the main lobby area of the Brockville Centennial Youth Arena complete with two serving windows, known as the Youth Arena canteen.

All of which have been shown and outlined on the drawings SK2008-123a, SK2008-121a, SK2008-122a, attached hereto.

**TO HAVE AND TO HOLD** the said demised premises for and during the term of TWENTY-EIGHT (28) MONTHS be computed from the 1<sup>st</sup> day of January 2010 to April 30, 2012 and thenceforth next ensuing and fully to be completed and ensued on the 30<sup>th</sup> day of April, 2012;

The contract may, at the discretion of the City, and upon agreement with the Contractor, be extended beyond the terms set forth herein.

**YIELDING AND PAYING** therefore monthly and every month thereafter during the term of this agreement the rent equal to **TWO THOUSAND TWO HUNDRED THIRTY-TWO DOLLARS AND FIFTY-EIGHT CENTS (\$2,232.58)**, inclusive of all utilities and taxes and **TEN PERCENT (10%) OF VENDING MACHINE REVENUES** for the first year. In each subsequent year, the rent shall increase annually to reflect published C.P.I. increases;

The first of such payments to become due and made payable on the 1<sup>st</sup> day of January 2010 and the 1<sup>st</sup> day of each month thereafter.

**THE LESSEE HEREBY** acknowledges that the terms and conditions of this indenture shall be in strict accordance with the terms, conditions, provisions and schedules which are identified and acknowledged in the Schedule of Provisions and Terms of Reference of the City of Brockville Proposal # 09-46, attached hereto, all of which are to be read herewith and form part of this present indenture as fully and completely to all intents and purposes as though all the stipulations hereof have been embodied herein.

#### DESCRIPTION OF WORKS - PROPOSAL # 09-46

Proposal # 09-46 - The Operation of City Owned Food Service Facilities including the operation and management of food concessions located at the J.A.C. Auld Harbour Services Building, Brockville Memorial Civic Centre and Brockville Centennial Youth Arena.

**THE LESSEE HEREBY** further acknowledges, the Terms and Conditions of this indenture shall be in strict accordance with the following specific stipulations:

#### JANITORIAL SERVICES

The Contractor will be required to maintain all food service facilities and equipment in a manner which meets with the Public Health Standards. The Contractor will be responsible for ensuring that garbage cans designated for use with the food service facilities are not allowed to accumulate garbage or rubbish and will be required to collect garbage from the cans provided by the City. The City will be responsible to provide pick-up of collected garbage bags as part of the typical waste management collection.

All items considered as recyclable i.e.: cans, bottles, cardboard, news print, etc. shall be the responsibility and expense of the Contractor to remove from the facilities.

The patio area including paving stones, picnic tables, garbage cans and specifically the exterior serving window area at the James A.C. Auld Harbour Services Building are considered part of the Contractor's facilities (as outlined on the attached drawing). The Contractor will be responsible for providing daily janitorial services or at a greater frequency as may be required to maintain this high traffic area and its amenities in a clean and orderly manner.

The City of Brockville will provide the new Contractor with canteen facilities which are clean and free of product. Upon termination of the contract, the Contractor is required to ensure that the facilities are left in a clean state, free of product. Failure to meet this contractual obligation will result in the City invoicing the Contractor for janitorial services incurred to clean the canteen facilities, including disposal of product.

#### PREPARATION OF FOOD FROM CITY FACILITIES

The parties hereto acknowledge and agree that all food and beverage products prepared, packaged, distributed or sold from the City-owned food service facilities, including those from vending machines will be done so in strict accordance with the terms of this agreement. It is agreed that these products will be sold at a reasonable commercial rate and subject to normal business markups.

The parties hereby acknowledge and agree that the Brockville Memorial Civic Centre has full kitchen facilities available within its community hall and that these facilities are available and may be rented out to groups and organizations throughout the year for various functions and events. These users may require catering facilities from time to time and the City shall direct such user groups to the lessee for the provision of their food service requirements, however, the user group is not obligated to use the lessee's services. It is further understood that these facilities may be used for preparation of food by the lessee subject to the facilities being available. Rental of the community hall for special events or other functions, will impact on the availability of the kitchen facilities for food preparation services and such rentals will take priority over the use by the lessee.

#### SALE OF FOOD PRODUCTS

The parties agree and understand that these concessions are provided essentially for the sale of concession/restaurant type food products. At the lessee's discretion, the lessor will support the sale of a small selection of confectionary items, including but not limited to, (i.e. milk, bread, butter, eggs, meats and charcoal, etc.) from the James A.C. Auld Harbour Services Building with the understanding that they will not be the predominant products of sale from the concession outlet.

The sale of other tourist related souvenir, promotional or other products will not be permitted to be sold from the concession outlets.

#### **TERMINATION OF AGREEMENT**

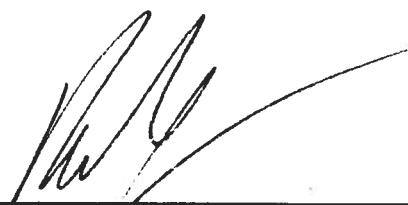
This agreement may be terminated by either party upon its furnishing three months notice in writing of its intent to do so.

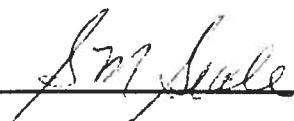
Should the contractor fail to comply with any of the terms and conditions under this agreement or with any proper order or request of the City and such refusal or failure continues for five days after receipt by the contractor of notice in writing from the City setting out the particulars of such refusal or failure, the City shall have the right, at its sole option, to terminate this agreement forthwith by notice in writing to the contractor and there upon the rights of the contractor shall immediately cease, determine and be at an end, and all monies payable and owing to the City shall immediately become due and payable and the City shall not be liable for payment to the contractor of any monies whatsoever by reason of such termination.

Upon such termination, the City maintains its right as landlord, to secure its premises and those assets of the lessee within the premises until such time as all monies payable and owing to the City have been paid in full.

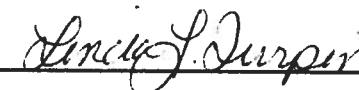
**THIS AGREEMENT** shall ensure to the benefit of and be binding upon the parties themselves, their respective heirs, successors, executors and administrators.

**THE CORPORATION OF  
THE CITY OF BROCKVILLE**

  
\_\_\_\_\_  
David Henderson  
**MAYOR**

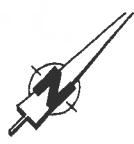
  
\_\_\_\_\_  
**CLERK**

**LINDA TURPIN**

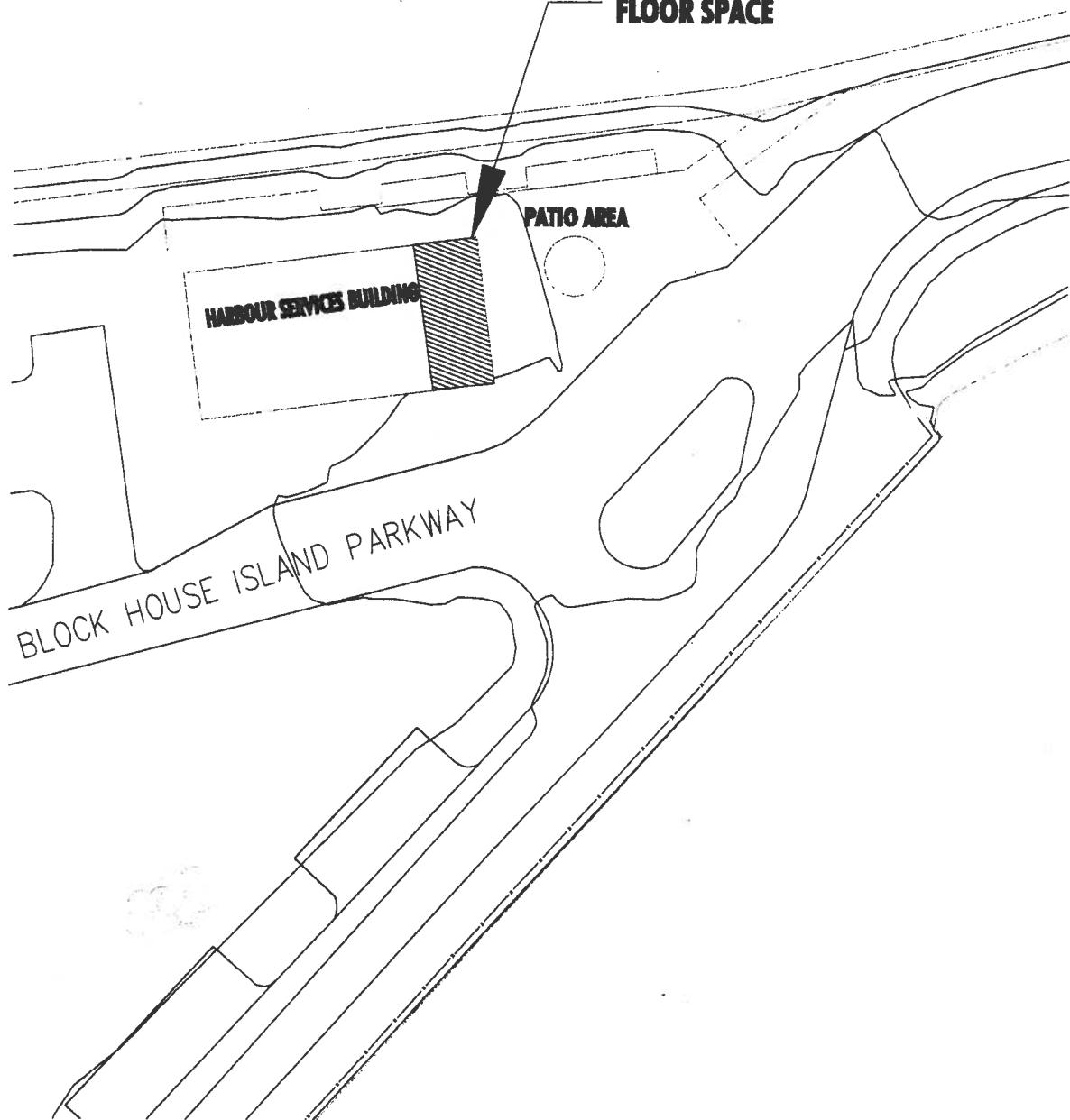
  
\_\_\_\_\_  
**OFFICER/PARTNER**

\_\_\_\_\_  
**OFFICER/PARTNER**

TUNNEL BAY



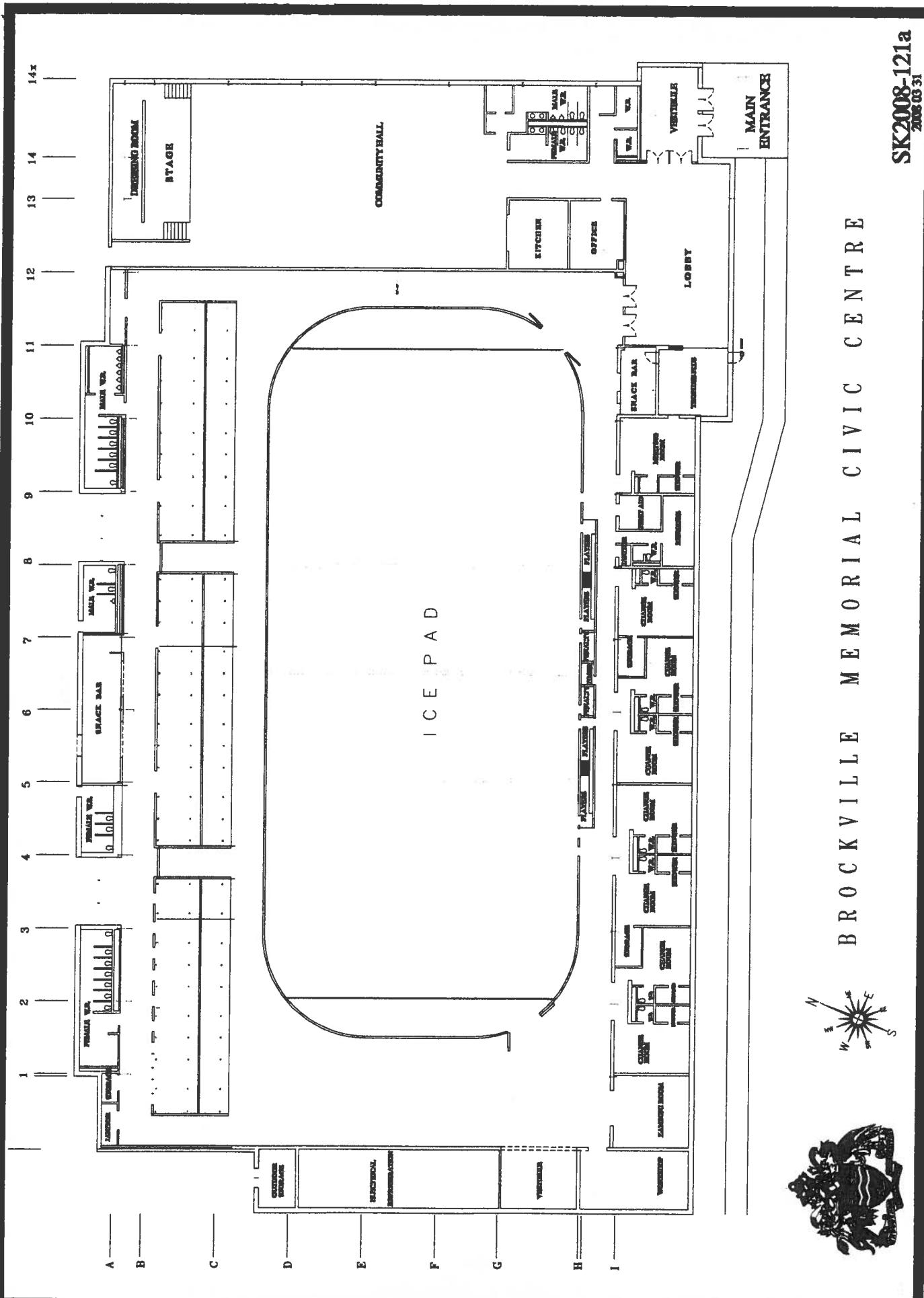
400 SQ.FT  
FLOOR SPACE

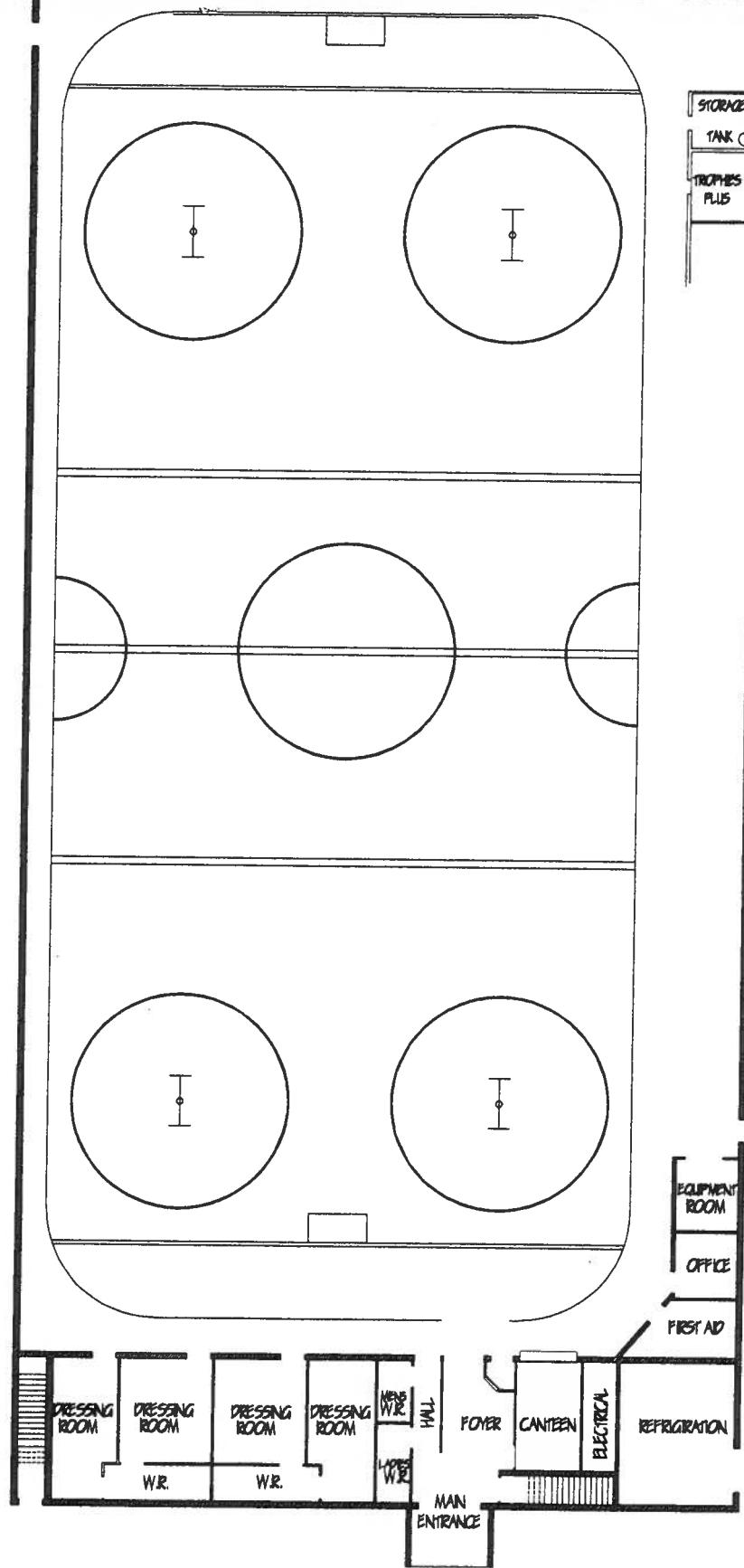


JAMES A.C. AULD - Harbour Services Building  
DATE 2008 03 31  
SCALE M.T.S.  
SK2008-123a

SK2008-121a  
2008-31

BROCKVILLE MEMORIAL CIVIC CENTRE





## CENTENNIAL YOUTH ARENA

SK2008-122a  
DATE: 2008 03 31

## **REPORT TO THE OPERATIONS COMMITTEE – February 21, 2012**

**2012-027-02**

**RENEWAL OF AGREEMENT  
WITH THE COMMISSIONAIRES INC.  
KINGSTON & REGION DIVISION  
FOR PARKING ENFORCEMENT**

**S.M. SEALE  
CITY CLERK**

### **RECOMMENDATION**

THAT City Council authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement for the period of February 1, 2010 to January 31, 2015.

### **ORIGIN**

The current contract with the Commissionaires expired on January 31, 2012.

### **ANALYSIS**

In December 2003, Council authorized staff, subject to the approval of the DBIA, to enter into a contract for the provision of parking enforcement after the existing unionized staff resigned. In January 2004, after contacting three agencies, a contract was entered into with the Canadian Corps of Commissionaires Incorporated, Kingston & Region Division for the provision of two commissionaires to undertake parking enforcement in the downtown area.

Since February 2004, the Commissionaires have been enforcing parking in the downtown area. The Commissionaires provide enforcement Monday to Friday and repair and maintain the metering equipment in the downtown area including five pay and display parking lot machines and approximately 170 parking meters. In addition to basic service the Commissionaires have been flexible and provided Saturday enforcement when necessary and also provided additional service for the Brockville Arts Centre when large shows are scheduled under the same contract provisions.

The contract with the Commissionaires has worked very well since 2004 and the current compliment of officers works very well with City staff. The DBIA and its members have been satisfied with the service.

We received an unsolicited proposal from Corporate Shield Risk Management Group for the provision of parking enforcement. Although the proposal would result in savings of \$1892 (for 2012), staff are not recommending this service provider as they have not provided this type of service (on-street parking enforcement). The amount of staff time that would be required to switch to a new service provider (training/time spent clarifying by-laws, policies and procedures to new personnel) would negate any contract savings.

2012-027-02

Renewal Of Agreement With The Commissionaires Inc.  
Kingston & Region Division For Parking Enforcement

Page 2

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Staff is recommending the renewal of the agreement with the Commissionaires be for a three (3) year term, from February 1, 2012 to January 31, 2015, with an annual adjustment of 2%.

### **FINANCIAL CONSIDERATIONS**

The contract costs have been included in the 2012 operating budget. The (estimated) contract cost for 2012 is \$69,000.

Funding of this contract is through the Parking operating account 01-5-270115-3010.



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S.M. Seale, City Clerk



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D. Cyr, Director of Finance



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B. Casselman, City Manager

**FEBRUARY 14, 2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – FEBRUARY 21, 2012**

**2012-028-02  
PADDLING DOCK  
ST. LAWRENCE PARK**

**C.J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDATION**

THAT Council endorse the addition of a paddling dock at St. Lawrence Park;

THAT the Operations Department facilitate the installation of the paddling dock with the project costs to be covered by fundraising by local kayakers; and

THAT the provisions of the Purchasing By-Law be waived to permit the donors to select the dock contractor of their choice.

**PURPOSE**

To facilitate the addition of a paddling dock at St. Lawrence Park.

**BACKGROUND**

A number of local kayaking enthusiasts, led by Ms. Celia Medcalf, have raised money for the construction of a paddling dock to be installed near the docks at the west side for St. Lawrence Park.

**ANALYSIS**

The donors propose to cover the cost of the paddling dock. Acquisition and installation would be facilitated by the Operations Department.

This proposal would enhance St. Lawrence Park for anyone wishing to kayak or canoe, in keeping with the themes of sustainable recreation amenities and access to the City islands in the City's Official and Strategic Plans. The fundraising by local kayaking enthusiasts achieves this enhancement at no cost to the City.

## POLICY IMPLICATIONS

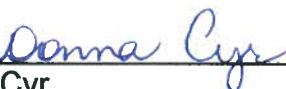
Council authorization is required to endorse this as a City project, making the fundraising eligible for charitable receipts.

Council authorization for waiving the requirement for competitive pricing under the Purchasing By-Law is required as the funds will flow through the City.

## FINANCIAL CONSIDERATIONS

There would be no additional cost borne by the City for the construction of the paddling dock. Indirectly, there would be staff time involved in facilitating the acquisition and installation of the dock.

  
\_\_\_\_\_  
C. Cosgrove, P.Eng.  
Director of Operations

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
B. Casselman  
City Manager

**February 2, 2012**

**REPORT TO FINANCE ADMINISTRATION OPERATION COMMITTEE – FEBRUARY  
21, 2012**

**2012-034-02**

**AUDITORS' COMMUNICATION LETTER  
PRIOR TO COMPLETION OF 2011 AUDIT  
FILE: F03-05**

**D. CYR  
DIRECTOR OF FINANCE**

**RECOMMENDATION**

THAT Council receive the letter of communication prior to completion of the 2011 Audit from Bennett Lewis McMahon Stillar Chartered Accountants, our City auditors. [Attachment 1 to Report # 2012-034-02]

**PURPOSE**

Auditors are required by Canadian generally accepted standards for audit engagements to communicate specific information with regard to the audit prior to its completion. Canadian Auditing Standards (CAS) 260 – Communication with Those Charged with Governance states that:

“the auditor shall communicate with those charged with governance an overview of the planned scope and timing of the audit.”

**BACKGROUND / ANALYSIS**

Bennett Lewis McMahon Stillar, Chartered Accountants – the City auditors – will soon be commencing their audit for the year ending December 31, 2011. This process is not expected to differ significantly from those completed in the past. Special attention will be given as part of this year's audit to the specific modules of the new financial system which were implemented in 2011.

As a result of the CAS 260 requirement, Bennett Lewis McMahon Stillar, Chartered Accountants are submitting their “letter of communication” [Attachment 1 to Report # 2012-034-02].

**POLICY IMPLICATIONS**

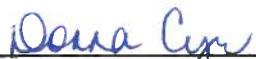
There are no City policy implications with this report.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

## CONCLUSIONS

As a result of this requirement Bennett Lewis McMahon Stillar, Chartered Accountants are submitting their "letter of communication". [Attachment #1 to Report 2012-034-02] Mr. Alvin Bennett of Bennett Lewis McMahon Stillar, Chartered Accountants will be in attendance at the Finance & Administration Committee meeting to answer any questions which Committee or Council members may have.

  
D. Cyr, Director of Finance

  
B. Casselman, City Manager

**Bennett  
Lewis  
McMahon  
Stillar**

*Chartered Accountants*

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PO Box 459 Stn Main  
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Corporation of the City of Brockville  
Victoria Building  
Brockville, ON K6V 3P5

February 10, 2012

**To the Finance, Administration and Operations Committee:**

We have been engaged by the Members of Council to audit the consolidated financial statements of the Corporation of the City of Brockville (the “Municipality”) for the year ending December 31, 2011. Canadian generally accepted standards for audit engagements require that we communicate the following information to you in relation to the audit of the Municipality’s consolidated financial statements.

#### **The Members of Councils’ Responsibility for Governance**

The Members of Council should ensure, through oversight of management, the integrity of the Municipality’s accounting and financial reporting systems and that internal controls are in place, including those for monitoring risk, financial reporting and compliance with the law.

#### **Management’s Responsibilities**

Management has the primary responsibility for the accurate recording of transactions and the preparation of financial statements in accordance with generally accepted accounting principles. This includes the design of internal control systems, maintaining accounting records, selecting and applying accounting policies, safeguarding assets, and preventing and detecting error and fraud. Management needs to set the proper tone, create and maintain a culture of honesty and high ethics, and establish appropriate controls to prevent and detect fraud and error within the entity.

Management is responsible for assessing the effectiveness of the Municipality’s internal control systems and control environment in safeguarding of assets and preventing and detecting fraud and error. In making their assessment there are a number of risk factors management should consider. We will provide a sample of risk factors that management should consider in assessing the risk of fraud or error resulting in the consolidated financial statements being materially misstated. We will obtain a written representation as to management’s assessment of the risk.

### **Our Responsibility as Auditor**

Our responsibility as auditor of the Municipality is to express an opinion on whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows and changes in net financial assets, of the Municipality in accordance with Canadian generally accepted accounting principles.

An audit is performed to obtain reasonable but not absolute assurance as to whether the consolidated financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the consolidated financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the consolidated financial statements may contain misstatements that, individually or in the aggregate, are material to the consolidated financial statements taken as a whole; and
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements.

As part of our audit, we will obtain a sufficient understanding of the activities and the internal control structure of the Municipality to plan the audit. This will include management's assessment of:

- The risk that the consolidated financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

Our audit of the consolidated financial statements does not relieve management or the Finance, Administration and Operations Committee of its responsibilities with respect to those financial statements.

### **Finance, Administration and Operations Committee Responsibilities**

The Finance, Administration and Operations Committee, along with its other duties established by Council, is to act in an objective, independent capacity as a liaison between the auditor, management and the members of Council to ensure the auditor have a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Finance, Administration and Operations Committee's responsibilities with regards to the financial reporting process include:

- Being available to assist and provide direction in the audit planning process when and where appropriate
- Meeting with the auditor as necessary and prior to release and approval of consolidated financial statements to review audit, disclosure and compliance issues
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditors their findings
- Making known to the auditors any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the consolidated financial statements or auditor's report
- Providing guidance and direction to the auditor on any additional work they feel should be undertaken in response to issues raised or concerns expressed
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls
- Reviewing the draft consolidated financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and approving same to be forwarded to the members of Council for approval.

### **Independent Auditor's Report**

Unless unanticipated difficulties are encountered, our independent auditor's report will be substantially in the following form:

To the Members of Council, Inhabitants and Ratepayers  
Corporation of the City of Brockville

We have audited the accompanying financial statements of the Corporation of the City of Brockville, which comprise the consolidated statement of financial position as at December 31, 2011 and the consolidated statements of operations, change in net financial liabilities and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2011 and its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

**Audit Approach**

Outlined below are certain aspects of our audit approach, which are intended to help the committee in discharging their oversight responsibilities. Our general approach to the audit of the Municipality's consolidated financial statements is to assess the risks of material misstatement in the consolidated financial statements and then respond by designing audit procedures.

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our audit procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS), which include procedures to consider (based on the control environment, governance structure and circumstances encountered during the audit), the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the consolidated financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the audit committee.

It is management's responsibility to detect and prevent illegal actions. If such acts are discovered or members of the Finance, Administration and Operations Committee become aware of circumstances under which the Municipality may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

### **Materiality**

Materiality in an audit is used to:

- Guide planning decisions on the nature and extent of our audit procedures;
- Assess the sufficiency of the audit evidence gathered; and
- Evaluate any misstatements found during our audit.

Materiality is defined as the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission from or misstatement in the consolidated financial statements would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.

We plan to use a materiality of \$500,000, which is approximately 1% of total revenues. The materiality for last year's audit was \$450,000.

## Risk-based Approach

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the consolidated financial statements to an appropriately low level.

This is achieved by evaluating the risk that:

- misstatements could occur in the first place due to the nature of the Municipality's activities (inherent risk) and
- the Municipality's internal control systems won't prevent misstatements from occurring (control risk).

This means that we focus our audit work on areas that have a higher risk of being materially misstated.

Major risk factors include:

- the adequacy of internal controls
- the nature of transactions (for example and the number and dollar volumes)
- the nature of the activities
- human resources, including the experience of management and staff, turnover, technical competence, and the degree of delegation
- the adequacy of senior management oversight and monitoring; and
- the adequacy of oversight and monitoring provided by Council and the Finance, Administration and Operations Committee.

Based on our knowledge of the Municipality's activities and our past experience, we have identified the following areas that have a potentially higher risk of a material misstatement:

### *Accuracy of consolidation of capital transactions and reserve fund balances and preparation of the year-end consolidated financial statements*

Your general ledger and accounting processes are organized with a view to providing appropriate financial information for the management of the departmental operations and capital projects. There is considerable detail that has to be summarized and interdepartmental transactions and balances between funds need to be eliminated in order to prepare financial statements in accordance with Canadian generally accepted accounting principles.

Our approach to this area will be as follows:

- review accumulation of detailed general ledger accounts into summary trial balance
- examining significant journal entries made during financial statement preparation
- review reconciliation of inter fund transactions during the year and ensure all inter fund balances reconcile and are properly eliminated upon consolidation
- review the disclosure of changes in fund balances during the year in the year-end consolidated financial statements

***Implementation of new accounting system during the year and impact on year end financial statement***

In June 2011, accounts receivable module of the new information system was implemented and the water/waste water modules were started in the fall of 2011 (to be completed in 2012).

We will need to test the implementation of the new modules to ensure the accuracy of the year-end financial information.

Our approach to this area will be as follows:

- review with management the process of implementing the various modules
- review management tests performed on the conversion of data from the previous financial system and the transfer of information into the new system
- update documentation of the system processes due to the new system and perform test of transactions as necessary.

***Other***

We have set out in Appendix I our audit approach to the following financial statement areas that include significant balances and / or volumes of transactions:

- Completeness and accuracy of taxation revenue
- Completeness of user charges revenue transactions
- Completeness and accuracy of accounts payable and accrued liabilities
- Completeness and accuracy of payroll and related expenditures

Appendix I also describes procedures for other financial statement items.

In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

Appendix II provides definitions as well as examples of these tests.

**Management's Representations**

Transactions and estimates reflected in the accounts and in the consolidated financial statements are within the direct control of management. Accordingly, the fairness of the representations made in the consolidated financial statements is an implicit and integral part of management's responsibility. During the course of our audit, we obtain representations

from management in the form of answers to our audit enquiries. We obtain a formal representation letter from management at the conclusion of the audit.

### **Use of Specialists**

The Municipality engages an actuary to review and determine their liability for employee future benefit costs. We review the information provided to the actuary and the report received from them.

### **Planned timing of audit services**

We will perform preliminary audit work in the latter part of February. At this time we will review and test your internal controls and assess the impact of any processing changes and of management's assessment of the risk of fraud and error, on our year-end audit procedures.

As finance staff will be spending time with the continued implementation of your new financial information system, they anticipate that their year-end work in preparation for the audit will be completed in March and April of 2012.

As a result we expect that the audit work will be conducted during the month of March, April and May to facilitate the completion of the Financial Statements and presentation to you committee in June.

We will review and discuss the year-end consolidated financial statements and our audit findings report with the Finance, Administration and Operations Committee prior to presentation of the consolidated financial statements to Council.

Please feel free to contact us if any member of the Finance, Administration and Operations Committee has questions pertaining to the information discussed in this letter. We wish to point out that this communication is prepared solely for the information of the Finance, Administration and Operations Committee and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We are available to attend the next meeting of the Finance, Administration and Operations Committee at your request.

Yours truly,



Bennett Lewis McMahon Stillar  
Chartered Accountants, Licensed Public Accountants

## **Appendix I – Audit Approach to Significant Financial Statement Areas**

### ***Completeness and accuracy of taxation revenue***

Based on the nature of taxation revenue, we do not consider this area of high risk for a material misstatement; however it is the Municipality's most significant source of revenue.

Our approach to this area will be as follows:

- review, test, and document the Municipality's internal controls for processing taxation revenue and arrears outstanding
- enquire of management how they addressed, if any, changes in the taxation legislation from the preceding year
- check calculation of property taxes billed for the year and reconcile to the amounts recorded in the general ledger
- confirm taxation from other governments and agree to tax assessment changes for the year
- confirm sample of tax arrears outstanding with taxpayers

### ***Completeness of user charges revenue transactions***

The Municipality has a significant volume of small dollar transactions in a number of different areas.

Our approach to this area will be as follows:

- at the request of Treasury, we will examine, document and test the internal controls over billings at the arenas and the Arts Centre
- review internal controls and processing controls over water billings
- confirm a sample of other accounts receivable and water receivables outstanding with users of municipal services
- review management's departmental variance analysis comparing actual to budget and relating significant variances to supporting evidence such as departmental statistical reports
- compare revenue and receivables to preceding year and discuss significant variances with management

### ***Completeness and accuracy of accounts payable and accrued liabilities***

Our approach to this area will be as follows:

- review internal controls over processing of accounts payable
- review internal controls over processing of expense accounts
- verification of amounts recorded as accounts payable at year-end to invoices and supporting documentation
- perform a search for unrecorded liabilities and unpaid invoices for the period from the year-end date to the audit report date
- review management's estimate of solid waste landfill closure and post-closure liability, compare it to current expenditures and to preceding year and enquire of management of any significant changes in assumptions in determining estimate

### ***Completeness and accuracy of payroll and related expenditures***

Based on the Municipality's internal controls over processing of payroll, we do not consider this area of high risk for a material misstatement; however it is a significant expenditure for the Municipality.

Our approach to this area will be as follows:

- review, test, and document the Municipality's internal controls for processing payroll and related costs
- check the calculation of retro-active payroll adjustments for contract settlements
- perform analytical procedures for payroll related costs
- review year-end cut-off for payroll and related costs
- enquire of human resource personnel and management as to any outstanding contract settlements at year-end and test year-end calculations of accrual for unsettled wage contracts based on discussion with management as to estimate of expected settlement amounts
- review material submitted to actuary in relation to other audit evidence obtained and review actuarial report for reasonableness of accrued employee future benefits liability and agree the amounts to the related note to the consolidated financial statements
- review the Municipality's variance analysis of actual payroll expenses to budget

If we discover any significant errors or deficiencies in your system of internal controls over processing of payroll we will notify management immediately.

### **Audit Procedures for other Financial Statement Items**

We plan to perform "tests of details" to the following financial statement balances:

- cash and short-term investments
- accrued liabilities, accrued interest on long-term liabilities, deferred development charges fees, and net long-term liabilities
- government grants, contributions from developers, investment income, donations, sale of property and equipment
- general fund and capital fund expenditures (including acquisition of tangible capital assets)

We will perform substantive analytical procedures in the following areas:

- compare inventories of supplies, prepaid expenses and deferred revenue to prior years
- user charges revenue utilizing written actual vs. budget variance explanations prepared by department heads and senior management
- penalties and interest on taxes in relation to change in tax arrears during the year
- review managements variance analysis and explanations of variances of actual to budget and significant variances contributing the year's surplus or deficit

## **Appendix II – Definition of Terms**

### **Internal Controls**

Auditors obtain an understanding of internal control relevant to the audit. It is a matter of the auditor's professional judgment whether a control, individually or in combination with others, is relevant to the auditor's considerations in assessing the risks of material misstatement and designing and performing further procedures in response to assessed risks.

Tests of controls are activities performed by auditors in gathering evidence as to the effectiveness of operation of a client's control procedures. We will perform tests of controls for water and sewer revenue and payroll and employee benefits.

### **Tests of Details**

The term "tests of details" refers to a collection of certain evidence-gathering activities auditors perform during the substantive stage of the audit and that have as their objective the gathering of substantive evidence i.e. evidence relating to the completeness, validity and/or accuracy of individual account balances and underlying classes of transactions.

Although some of the following activities may be performed during other audit stages, it is only where they are performed in the substantive testing stage to gather substantive evidence that they are referred to as "tests of detail". Tests of details include the following activities:

- vouching of information relating to an account balance or class of transactions with supporting documentation (vouching is the process of matching documentary evidence with the details recorded in accounting records and provides evidence as to the completeness, validity or accuracy of an account balance or underlying class of transaction)
- physical examination of assets
- confirmation of the existence of an asset/liability/equity or the occurrence of a transaction
- recalculation of a total, spreadsheet, reconciliation, etc.
- inquiry of employees of the client
- cut-off tests relating to either or both of the completeness and/or validity of account balances and/or classes of transactions (cut-off tests gather evidence that transactions are recorded in the period to which they refer)
- verify information in the notes to the consolidated financial statements.

### **Substantive Analytical Procedures**

When performing substantive analytical procedures, an auditor develops an expectation about a current financial statement amount using other data, such as comparable to prior years' amounts and/or budgeted amounts. The auditor then compares the expectation to the current amount and investigates any significant differences that resulted.

Substantive analytical procedures are generally more applicable to large volumes of transactions that tend to be predictable over time. The application of substantive analytical procedures is based on the expectation that relationships among data exist and continue in the absence of known conditions to the contrary. The presence of these relationships provides audit evidence as to the completeness, accuracy and occurrence of transactions captured in the information produced by the entity's information system.

**February 7, 2012**

**REPORT TO FINANCE ADMINISTRATION OPERATION COMMITTEE – FEBRUARY  
21, 2012**

**2012- 035-02**

**WATER FINANCIAL PLAN #152-301**

**FILE: E08-01**

**D. CYR**

**DIRECTOR OF FINANCE**

**L. FERGUSON**

**SUPERVISOR OF ACCOUNTING SERVICES**

**C. WARD**

**TREASURY OFFICER – CAPITAL AND RESERVE FUNDS**

**RECOMMENDATION**

THAT Council approve the Water Financial Plan #152-301 in accordance with O. Reg. 453/07 – Section 3 as it pertains to an existing water system. [Attachment 1 to Report # 2012-035-02]

**PURPOSE**

Council's approval of the City of Brockville's Water Financial Plan is necessary to fulfill all of the requirements of the *Safe Drinking Water Act, 2002* to obtain a drinking water license.

**BACKGROUND**

The Ontario government enacted the *Safe Drinking Water Act, 2002* (SDWA) in response to Justice Dennis O'Connor's recommendations in the Part Two Report of the Walkerton Inquiry. As articulated by Justice O'Connor, the objective of the SDWA is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

The SDWA expanded upon existing policy and practice and introduced new features to protect drinking water in Ontario. As per Section 1 of the SDWA, its purpose is "to provide for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing".

Requirements of Municipal Drinking Water Systems are established in Part V of the SDWA. Section 31 (1) states that:

*No person shall,*

- (a) *Establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or*

*(b) Use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water license.*

In order to obtain a drinking water license, a municipality must meet the following requirements:

- to have been issued a drinking water works permit
- to have an approved operational plan, in compliance with the Drinking Water Quality Management Standards
- to be an accredited operating authority
- to have an approved financial plan for the system
- to have been issued a permit to take water under section 34 of the *Ontario Water Resources Act*

The City of Brockville (City) has met all requirements to date, with the exception of the approved financial plan and has been issued a municipal drinking water license (License). As per Section 8 of the License, the City's financial plan is to be prepared and approved to satisfy the requirements prescribed under section 3 of O. Reg. 453/07.

## **ANALYSIS**

The main requirements of O. Reg. 453/07, as it pertains to the City of Brockville's water system, are:

1. the financial plans must be approved by Council resolution
2. the financial plans must apply to a period of at least six (6) years beginning in 2011
3. the financial plans must include details of the projected financial position, projected financial operations and projected gross cash receipts and gross cash payments
4. the financial plans must be posted on the municipality's website and also made available, without charge, to members of the public who are served by the drinking water system
5. a copy of the financial plans must be given to the Ministry of Municipal Affairs and Housing

## POLICY IMPLICATIONS

The preparation of a sustainable Water Services Financial Plan incorporates an objective of the City's Community Strategic Plan, as consideration must be given to ensure that costs are fully recovered; rates are affordable; rates structures are efficient and to have the ability to finance long-term capital needs. All of these considerations reinforce the fact that a financial plan needs to be reviewed and amended as required on a regular basis.

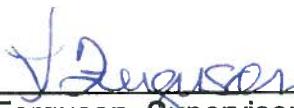
## FINANCIAL CONSIDERATIONS

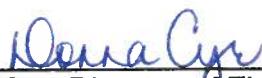
There are no financial considerations associated with this report.

## CONCLUSIONS

Council's approval of the Water Finance Plan #152-301 will fulfill all of the requirements of the *Safe Drinking Water Act, 2002* to obtain a drinking water license.

  
C. Ward, Treasury Officer – Capital  
and Reserve Funds

  
L. Ferguson, Supervisor of Accounting  
Services

  
D. Cyr, Director of Finance

  
B. Casselman, City Manager



## Corporation of the City of Brockville

### Department of Environmental Services Water Services Division



**Financial Plan # 152-301  
as per Ontario Regulation 453/07  
under the Safe Drinking Water Act, 2002  
February 2012**

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## List of Acronyms

MOE	Ministry of Environment
O.Reg.	Ontario Regulation
PSAB	Public Sector Accounting Board
SDWA	<i>Safe Drinking Water Act, 2002</i>
TCA	Tangible Capital Assets

## Background

The Ontario government enacted the *Safe Drinking Water Act, 2002* (SDWA) in response to Justice Dennis O'Connor's recommendations in the Part Two Report of the Walkerton Inquiry. As articulated by Justice O'Connor, the objective of the SDWA is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

The SDWA expanded upon existing policy and practice and introduced new features to protect drinking water in Ontario. As per Section 1 of the SDWA, its purpose is "to provide for the protection of human health and the prevention of drinking water health hazards through the control and regulation of drinking water systems and drinking water testing".

Requirements of Municipal Drinking Water Systems are established in Part V of the SDWA. Section 31 (1) states that:

*No person shall,*

- (a) *Establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or*
- (b) *Use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water license.*

In order to obtain a drinking water license, a municipality must meet the following requirements:

- to have been issued a drinking water works permit
- to have an approved operational plan, in compliance with the Drinking Water Quality Management Standards
- to be an accredited operating authority
- to have an approved financial plan for the system
- to have been issued a permit to take water under section 34 of the *Ontario Water Resources Act*

The City of Brockville (City) has met all requirements to date, with the exception of the approved financial plan and has been issued a municipal drinking water license (License). As per Section 8 of the License, the City's financial plan is to be prepared and approved to satisfy the requirements prescribed under section 3 of O. Reg. 453/07.

## Ontario Regulation 453/07 – Section 3

In order to meet the requirements of the SDWA, the City must prepare its financial plan in accordance with O. Reg. 453/07 – Section 3 as it pertains to an existing water system. The requirements are as follows:

1. the financial plans must be approved by Council resolution
2. the financial plans must apply to a period of at least six (6) years
3. the first year to which the financial plans must apply is the later of 2010 and the year in which the first license for the system is issued – which in the case of the City is 2011
4. the financial plans must include the following:
  - i. details of the proposed or projected financial position of the drinking water system itemized by,
    - A. total financial assets\*,
    - B. total liabilities\*,
    - C. net debt\*,
    - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
    - E. changes in tangible capital assets that are additions, donations, write downs and disposals
  - ii. details of the proposed or projected financial operations of the drinking water system itemized by,
    - A. total revenues, further itemized by water rates, user charges and other revenues,
    - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
    - C. annual surplus or deficit, and
    - D. accumulated surplus or deficit.
  - iii. details of the drinking water system's proposed or projected gross cash receipts and gross cash payments itemized by,
    - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges\*,
    - B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
    - C. investing transactions that are acquisitions and disposal of investments\*,
    - D. financing transactions that are proceeds from the issuance of debt and debt repayment,
    - E. changes in cash and cash equivalents during the year\*, and
    - F. cash and cash equivalents at the beginning and end of the year\*.

- iv. details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1-3 of Schedule 15.1 to Ontario Regulation 170.03 (Drinking Water Systems), made under the Act.

\* applies only if the information referred to in the sub subparagraph is known to the owner at the time the financial plans are prepared

5. The owner of the drinking water system must,

- i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
- ii. make the financial plans available to members of the public without charge through publication on the City's website, and
- iii. provide notice advising the public of the availability of the financial plans, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system

6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing.

## **City of Brockville – Water Systems**

The City of Brockville's Department of Environmental Services – Water Systems Division operates and maintains the water system infrastructure which services approximately 22,000 City 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 certified 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 Ministry of Environment (MOE).

## **Elements of the Financial Plan**

In the preparation of a sustainable financial plan, consideration must be given to ensure that costs are fully recovered; rates are affordable; rate structures are efficient and to have the ability to finance long-term capital needs. All of these considerations reinforce the fact that a financial plan needs to be reviewed and amended as required on a regular, if not annual, basis. As legislated, the financial plans must be updated prior to applying for a licence renewal.

The City of Brockville's Water Financial Plan has been developed as per MOE guidelines.

### **Projected Statement of Financial Position – Appendix #1**

The projected Statement of Financial Position reflects the financial position of the water services division at a specific reporting date. In conjunction with the requirements of the Public Sector Accounting Board (PSAB), the projected Statement of Financial Position is based upon full accrual accounting and requires that tangible capital assets (TCA) be presented on the City's financial statements. The inclusion of the TCA illustrates the investment which the City has in physical infrastructures.

A 10 year capital program for water assets is developed based upon the necessary upgrades and improvements to address the City's needs and requirements to provide a safe and reliable water treatment and distribution system. The water capital program is comprised of three components:

- projects related to the treatment of water
- projects related to the distribution of water
- projects related to the full and/or partial reconstruction as it pertains to roads, water and wastewater

The projected capital expenditures over the six year period are \$5,704,666. The highlights of these expenditures are:

- reconstruction/distribution projects for Church Street, Centre Street and Bethune Street
- betterments to SCADA system
- lifecycle replacement of equipment

## **Projected Statement of Financial Operations – Appendix #2**

The projected Statement of Finance Operations illustrates the surplus or deficit from the operations within the accounting period. Similar to the projected Financial Position, the projected Statement of Financial Operations is based upon full accrual accounting and includes amortization expense on TCA – to allocate the cost of using an asset to provide services over its useful life.

The projected Statement of Financial Operations illustrates rate increases for the years 2011 – 2016 based upon actual increases of 5% for 2011 and 2012 and as presented during the 2012 budget process 6% increases for 2013 – 2016.

Consideration has also been given to an estimated annual decrease in consumption of 1.4% as water users have become very conscientious of the amount of water that is being used.

Operating expenses are based upon a 3% increase per year.

The increase in interest payments in the out years illustrates the increased dependency on debentures to fund eligible capital projects. Consideration should be given to establishing a “constancy debt policy” for the City’s water system, similar to that which has been established on the City’s tax rate, to smooth out the impact on the water rates.

## **Projected Statement of Cash Flow – Appendix #3**

The projected Statement of Cash Flow is an important component of a financially sustainable plan as it reflects how the Water Division finances its activities and meets its cash requirements. It shows the change in cash and cash equivalents within the accounting period.

Based upon current projections, the cash balance is anticipated to fall from its 2011 opening balance of \$1,035,945 to \$325,592 in 2016. This reinforces the necessity to review and amend the financial plan on an annual basis in order to maintain a sufficient cash balance not only in the current year but also in the future.

Areas that significantly impact cash requirements are:

- fluctuations in capital project requirements – high of \$1,627,821 in 2013 to a low of \$583,746 in 2016
- increased dependency on debenture issues and corresponding annual cash requirements to cover principal and interest – projected annual debenture payment increase of \$437,598 during the 6 years of the plan
- need to build reserve funds in conjunction with replacement of infrastructure to avoid increased debenture issuance – moving toward “pay-as-go” approach for smaller jobs
- City’s overall debt management plan – to be managed within the financial capacity of the City
- rate structure
- Accounts Receivable – the ability to collect outstanding accounts

## **Changes to the Financial Plan**

The Water Service's Financial Plan is a "living document" and requires updating on a regular basis to reflect:

- Official changes made with Council's approval in respect of capital and operating expenditures, debt issuance and rate changes.  
These adjustments would normally occur as a result of the annual budget process or additional changes presented to Council during the fiscal year.
- Un-official changes in out years which are based on new information which has been obtained – for example, growth within the municipality; loss of manufacturing clients; timeframe change in capital project requirement due to increase/decrease of life expectancy

It is anticipated that the Water Services Financial Plan be reviewed and amended as required on a regular, if not annual, basis. As legislated, the financial plans must be updated prior to applying for a licence renewal.



# BROCKVILLE

CITY OF THE 1000 ISLANDS

## Statement of Financial Position Appendix #1

	2011	2012	2013	2014	2015	2016
<b>Financial Assets</b>						
Cash	876,217	1,482,500	1,137,991	858,227	655,224	325,592
Accounts Receivable	358,608	380,124	402,932	427,108	452,734	479,898
Total cash and accounts receivable:	<u>1,234,825</u>	<u>1,862,624</u>	<u>1,540,923</u>	<u>1,285,335</u>	<u>1,107,958</u>	<u>805,490</u>
<b>Liabilities</b>						
Debt	1,020,775	2,060,465	3,000,228	3,697,113	3,934,443	3,920,564
Net financial assets (debt)	<u>214,050</u>	<u>(197,840)</u>	<u>(1,459,305)</u>	<u>(2,411,778)</u>	<u>(2,826,485)</u>	<u>(3,115,073)</u>
Non financial assets	<u>10,138,195</u>	<u>10,737,645</u>	<u>11,325,234</u>	<u>11,985,624</u>	<u>12,618,392</u>	<u>13,225,012</u>
Tangible capital assets						

Note: This schedule has been completed by using the Financial Plan Guideline issued by the Ministry of the Environment in August 2007.

Actual results will differ and these differences may be material.



**Statement of Operations**  
**Appendix #2**

	2011	2012	2013	2014	2015	2016
<b>Revenue</b>						
Water Revenue	(3,278,224)	(3,373,890)	(3,528,253)	(3,698,205)	(3,876,468)	(4,063,457)
Miscellaneous Revenue	(98,294)	(60,447)	(59,969)	(59,236)	(58,986)	(58,773)
	<u>(3,376,518)</u>	<u>(3,434,337)</u>	<u>(3,588,222)</u>	<u>(3,757,440)</u>	<u>(3,935,454)</u>	<u>(4,122,230)</u>
<b>Expenses</b>						
Operating costs	2,587,842	3,162,146	3,268,159	3,264,123	3,404,197	3,685,563
Amortization	333,902	374,822	386,686	314,943	342,921	367,651
Interest	42,557	51,863	88,958	135,518	153,818	170,044
	<u>2,964,302</u>	<u>3,588,831</u>	<u>3,743,804</u>	<u>3,714,584</u>	<u>3,900,936</u>	<u>4,223,258</u>
Annual (surplus)/deficit	<u>(412,217)</u>	<u>154,494</u>	<u>155,582</u>	<u>(42,856)</u>	<u>(34,518)</u>	<u>101,028</u>
Accumulated surplus, beginning of period	<u>2,330,234</u>	<u>1,918,017</u>	<u>2,072,511</u>	<u>2,228,093</u>	<u>2,185,237</u>	<u>2,150,719</u>
Accumulated surplus, end of period	<u>1,918,017</u>	<u>2,072,511</u>	<u>2,228,093</u>	<u>2,185,237</u>	<u>2,150,719</u>	<u>2,251,747</u>

Note: This schedule has been completed by using the Financial Plan Guideline issued by the Ministry of the Environment in August 2007.

Actual results will differ and these differences may be material.



**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

**Statement of Cash Flow**  
**Appendix #3**

	2011	2012	2013	2014	2015	2016
<b>Operating Transactions</b>						
Cash received from:						
Water Rates	3,299,748	3,423,488	3,577,545	3,738,535	3,906,769	4,082,573
Other revenues (PILS, Interest)	45,058	42,886	42,418	41,673	41,354	41,027
	<u>3,344,806</u>	<u>3,466,374</u>	<u>3,619,963</u>	<u>3,780,208</u>	<u>3,948,123</u>	<u>4,123,600</u>
Cash paid for:						
Operating costs						
Salaries and Benefits	(1,549,638)	(1,662,004)	(1,711,864)	(1,763,220)	(1,816,117)	(1,870,600)
Materials, Supplies and Contracted Services	(1,038,204)	(1,500,142)	(1,556,295)	(1,500,903)	(1,588,080)	(1,814,963)
Finance Charges	(42,557)	(51,863)	(88,958)	(135,518)	(153,818)	(170,044)
	<u>(2,630,399)</u>	<u>(3,214,009)</u>	<u>(3,357,118)</u>	<u>(3,399,641)</u>	<u>(3,558,015)</u>	<u>(3,855,607)</u>
Cash provided from operating transactions	714,406	252,365	262,845	380,566	390,108	267,994
<b>Capital Transactions</b>						
Acquisition of Tangible Capital Assets	(700,365)	(798,210)	(1,627,821)	(1,164,083)	(830,441)	(583,746)
Cash applied to capital transactions	(700,365)	(798,210)	(1,627,821)	(1,164,083)	(830,441)	(583,746)
<b>Finance Transactions</b>						
Proceeds from debt issuance	0	1,359,304	1,318,132	920,000	650,000	470,000
Debt repayment	(173,769)	(207,177)	(297,666)	(416,247)	(412,670)	(483,879)
Cash applied to financing transactions	(173,769)	1,152,127	1,020,466	503,753	237,330	(13,879)
Increase/(decrease) in cash and cash equivalents	(159,727)	606,283	(344,509)	(279,764)	(203,004)	(329,632)
Cash and cash equivalents, beginning of period	1,035,945	876,217	1,482,500	1,137,991	858,227	655,224
Cash and cash equivalents, end of period	<u>876,217</u>	<u>1,482,500</u>	<u>1,137,991</u>	<u>858,227</u>	<u>655,224</u>	<u>325,592</u>
Cash as percentage of net fixed assets	8.64%	13.81%	10.05%	7.16%	5.19%	2.46%

Note: This schedule has been completed by using the Financial Plan Guideline issued by the Ministry of the Environment in August 2007.

Actual results will differ and these differences may be material.

**February 16, 2012**

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –  
FEBRUARY 21, 2012**

**2012-036-02  
VARIANCE REPORTS AT  
DECEMBER 31, 2011 INTERIM**

**D. CYR, DIRECTOR OF FINANCE  
D. GORDON, FINANCIAL ANALYST –  
GENERAL  
C. WARD, TREASURY OFFICER –  
CAPITAL AND RESERVES**

**FILE: F05-43**

**RECOMMENDATION**

THAT Council receives the Variance Reports as of December 31st, 2011 Interim for information purposes.

**PURPOSE**

To report to Council the City of Brockville's financial position as of December 31<sup>st</sup>, 2011 Interim.

**BACKGROUND**

The City's Corporate Financial Controls which Council adopted on April 26<sup>th</sup>, 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted as of June 30<sup>th</sup>, September 30<sup>th</sup> and November 30<sup>th</sup>. An interim year end variance is to be prepared by January 31<sup>st</sup>. 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.

Staff has prepared internal variances for the 2011 fiscal year for review, as well as for Council's review due to the previously projected deficit and to receive updated information in conjunction with the 2012 budget process which commenced in October.

**ANALYSIS / FINANCIAL IMPLICATIONS**

This report represents the Analyses of Operating Budgets – General, Water and Wastewater which is provided for information purposes. Attachments #1 and 2 are detailed variance analysis for each department.

As per Council direction, staff reviewed the financial status of their departments to plan and implement the appropriate actions necessary to mitigate any shortfalls as were projected in the May 2011 variance report.

### Operating Budget

The current projection for the City is a surplus of \$155,954 – a turnaround of approximately \$122,787. The main contributors to the change in the variance are as follows:

- ◆ Legal expenses less than anticipated resulting in surplus of \$34,700
- ◆ WSIB NEER surcharges resulting in net deficit of \$161,817
- ◆ Data received from MPAC resulting in swing of \$64,200 in Supplementary Taxes and Post Capping Revenues of \$3,100
- ◆ Fewer applications for Tax Write-offs resulting in additional surplus of \$51,000
- ◆ Due to delay of implementation of Solar Project increase of deficit by \$16,000
- ◆ Increase in building burden deficits for Youth Arena and Memorial Centre, in amounts \$26,000 and \$22,560 respectively, for unexpected repairs and TSSA inspection
- ◆ Increased deficit associated with net increase in wages/benefits between Youth Arena and Memorial Centre of \$30,000
- ◆ Surplus of \$11,949 from additional facility rentals at the Youth Arena
- ◆ Reconciliation of annual dispatch agreement result in surplus of \$47,150
- ◆ Net deficit of \$25,428 associated with retroactive pay to fire fighters is offset by savings by deferring training and uniform purchases
- ◆ Surplus of \$14,217 in Fleet and Logistics divisions attributable to less after hours calls and reduced purchases of parts/accessories to help offset deficit
- ◆ Surplus of \$9,700 from Mayor and Council in conjunction with HST recovery on 1/3 of remuneration which is non-taxable; Council savings for training and public relations; vacant Council seat
- ◆ Surplus in building/plumbing permit fees of \$35,500
- ◆ Increased ridership resulting additional transit revenues of \$11,000
- ◆ Surplus associated with street lighting electricity of \$17,000
- ◆ \$48,200 net surplus in Public works is the result of \$69,750 savings associated with winter control – roads; revenue deficit of \$11,000 in Work & Customer Services; street sweeping operations extended by 2 weeks due to mild weather resulting in deficit of \$8,150; Equipment training completed resulting in reduced surplus of \$4,910

- ◆ Increased surplus of \$10,000 from Airport due to increased fuel sales and decreased office and building maintenance expenses
- ◆ Reduction in Police surplus by \$55,700 attributed to additional overtime costs of \$35,000 and personnel issues of \$139,500 offset by increase of \$105,000 in criminal record check revenues and reduced training costs of \$18,300
- ◆ No variance information available yet in regard to 2011 Joint Services Budget

#### Water Rate Administration Budget

Anticipated variance for the water rate administration is a surplus of \$138,001 – a turnaround of \$107,694 attributed to:

- ◆ \$56,190 surplus associated with water revenues
- ◆ \$13,400 savings in Finance Water Rate Administration office expenses
- ◆ Engineering division estimate surplus of \$17,835 associated with staff on LTD; reduced vehicle maintenance and savings in office expenses
- ◆ Water distribution deficit of \$22,874 mainly attributable to the water main breaks in December 2011

#### Waste Water Rate Administration Budget

The anticipated variance for the wastewater rate administration is a deficit of \$229,860 – an decrease of \$39,640 attributed to mainly attributed to:

- ◆ Revenue deficit less than estimated in November by \$29,560
- ◆ \$7,950 savings in Finance Wastewater Rate Administration office expenses – deferred purchases to mitigate revenue shortfall
- ◆ Administration and Engineering deficit of \$11,000 related to staff coverage
- ◆ Increased surplus of \$34,545 for Wastewater Collection attributable to equipment training (\$6,800); wastewater mainline cleaning (\$6,100); and wastewater connection maintenance (\$23,200)
- ◆ Deficit of \$20,400 for Wastewater Pollution Control Centre mainly attributed to chemical costs.

Capital Budget

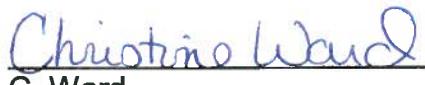
Attachment 3 to Report 2012-136-02 illustrates all outstanding capital projects. Please note that not all of the debentures associated with these projects have been issued but are included as part of the carry-forward balances from previous years.

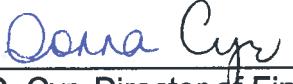
Please note that any surpluses from these projects will be returned to the originating source of funds.

**CONCLUSION**

Staff has worked persistently to mitigate their shortfall variances in order to avoid a deficit at yearend. Adjustments will continue to be made during the year end process as outstanding information is received.

  
D. Gordon  
Financial Analyst – General

  
C. Ward  
Treasury Officer – Capital and Reserves

  
D. Cyr, Director of Finance

  
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, 2011 (INTERIM)**

	EXPENDITURES	REVENUES	PROJECTED NET YEAR END SURPLUS (DEFICIT)
<b>CITY MANAGEMENT &amp; SERVICES</b>			
Administration	34,702	0	34,702
Animal Control	8,967	9,582	18,549
Arts Centre	19,164	(10,844)	8,320
Clerk	15,285	(62,655)	(47,370)
Computer Services	15,515	(1,871)	13,644
Corporate Finance	(43,876)	57,649	13,773
Economic Development	25,744	0	25,744
Environmental Services	75,293	(59,009)	16,284
Facilities	(148,282)	30,808	(117,474)
Finance - Administration	8,601	2,064	10,665
Fire	(39,179)	79,296	40,117
Fleet	(6,606)	25,899	19,293
Human Resources	10,682	1,188	11,870
Mayor and Council	5,960	2,958	8,918
Operations Administration	2,627	0	2,627
Parking	20,683	(20,683)	0
Parks	2,249	(9,010)	(6,761)
Planning	57,889	35,627	93,516
Public Works	74,067	(24,614)	49,453
Tourism	0	0	0
Transportation Services	(74,110)	26,394	(47,716)
	<b>65,375</b>	<b>82,779</b>	<b>148,154</b>
<b>CITY BOARDS &amp; COMMISSIONS</b>			
Airport	11,143	7,365	18,508
Cemetery	11,685	(11,685)	0
Committee of Adjustment	0	0	0
Heritage Brockville	0	6,735	6,735
Library	0	0	0
Museum	(6,080)	1,247	(4,833)
Police	(341,500)	305,300	(36,200)
	<b>(324,752)</b>	<b>308,962</b>	<b>(15,790)</b>
<b>Outside Boards</b>			
Conservation Authority	0	0	0
Downtown Board (DBIA)	0	0	0
Health Unit	0	0	0
St. Lawrence Lodge	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Joint Service Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Charges</b>	<b>23,590</b>	<b>0</b>	<b>23,590</b>
<b>PROJECTED YEAR END SURPLUS/(DEFICIT)</b>	<b>(235,787)</b>	<b>391,741</b>	<b>155,954</b>

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

**Projected for December 31st**

Department/Board/Division					<b>Impact on Budget</b>
	<b>EXPENSE</b>	<b>REVENUE</b>	<b>Surplus</b>	<b>(Deficit)</b>	
	<b>Surplus</b>	<b>(Deficit)</b>	<b>Surplus</b>	<b>(Deficit)</b>	<b>Surplus (Deficit)</b>
<b>ADMINISTRATION</b>					
Wages and benefits less than budgeted.	2,816				2,816
Training, office expense and public relations costs less than budget.	145				145
Legal expenses less than budget.	31,741				31,741
<b>TOTAL VARIANCE FOR ADMINISTRATION</b>	<b>34,702</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,702</b>
<b>ANIMAL CONTROL</b>					
Fees and Service Charges				9,582	9,582
Dog tag sales increased due to proactive door to door sales by summer student					
Wages and Benefits					
Hours devoted to Dog Tag canvassing less than anticipated	1,187				1,187
Control Services					
maintenance charges	7,780				7,780
<b>TOTAL VARIANCE FOR ANIMAL CONTROL</b>	<b>8,967</b>	<b>0</b>	<b>9,582</b>	<b>0</b>	<b>18,549</b>
<b>BROCKVILLE ARTS CENTRE</b>					
Fees and Service Charges					
More Revenue than anticipated for auditorium rentals, On-Line Service Fee & Service Surcharge, and Gordon Lightfoot Concert			10,806		10,806
Human Resource Management					
Balance left over from cancellation of training session with Theatre Manager, due to illness	1,763				1,763
Office Expenses					
Credit Card Recovery				4,416	4,416
More patrons purchasing tickets with credit cards					
Building Burden					
Contracted Services					
Savings in material & supplies, natural gas (mild winter)		17,401			17,401
Less maintenance required since renovation					
Canteens					
More Revenue in Bar Sales, & Gordon Lightfoot Show			3,200		3,200
City Sponsored Shows					
Less Revenue than anticipated due to increased competition and soft economy				(14,969)	(14,969)
Summer Theatre					
Less Revenue than anticipated due to slow tourist season				(14,297)	(14,297)
<b>TOTAL BROCKVILLE ARTS CENTRE VARIANCE</b>	<b>19,164</b>	<b>0</b>	<b>18,422</b>	<b>(29,266)</b>	<b>8,320</b>
<b>CLERK</b>					
Licenses					
Bingo license revenue - closure of Bingo Hall				(56,472)	(56,472)
General licenses - new license (refreshment cart) and patio licenses			1,375		1,375
Vital Statistics - marriage licenses (budgeted 230 y/e estim. 180)				(5,590)	(5,590)
Nevada licenses - unpredictable				(2,950)	(2,950)
Raffle licenses - unpredictable				(547)	(547)
Wedding Ceremonies			973		973
Miscellaneous Licenses			556		556

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>Wages and Benefits</b>					
Adjust one position to part-time	14,040				14,040
HR Management - Less spending to offset deficit	1,888				1,888
<b>Office Expense</b>		(1,022)			(1,022)
<b>BMAAC expenses</b>					
Less spending to offset deficit	379				379
<b>TOTAL VARIANCE CLERK'S DEPARTMENT</b>	<b>16,307</b>	<b>(1,022)</b>	<b>2,904</b>	<b>(65,559)</b>	<b>(47,370)</b>
<b>COMPUTER SERVICES</b>					
<b>Wages and Benefits</b>					
Overtime/benefits due to vacancy in Network Analyst position		(1,514)			(1,514)
<b>Human Resource Management</b>					
Increase in membership fees		(144)			(144)
<b>Office Expense</b>					
Software - Radio failure. Holding off on purchase of management tools offset impact of licensing costs and overtime.	9,238				9,238
<b>Telecommunications</b>					
Telecommunications expenses less than anticipated	1,000				1,000
<b>Website</b>					
Website expenses less than anticipated	1,495				1,495
<b>Inter-Municipal Services</b>					
Less Dispatch related revenue due to lower expenses				(1,871)	(1,871)
Dispatch systems administration expenses lower than anticipated	5,440				5,440
<b>TOTAL VARIANCE COMPUTER SERVICES DEPARTMENT</b>	<b>17,173</b>	<b>(1,658)</b>	<b>0</b>	<b>(1,871)</b>	<b>13,644</b>
<b>CORPORATE FINANCE</b>					
<b>Money Management</b>					
Took advantage of investment opportunities to maximize interest revenue			16,267		16,267
Taxes recovered on City Land				(192)	(192)
Taxes on City Owned Land	289				289
<b>Recoveries and Adjustments</b>					
Tax sale cost recovery generating more revenue than anticipated			1,306		1,306
Taxes on City Owned Land - assessment increase on Victoria Hall		(2,968)			(2,968)
WSIB NEER surcharges		(161,817)			(161,817)
<b>Supplementary Tax</b>					
Charity Rebate applications higher than anticipated		(7,217)			(7,217)
Supplementary Taxes -					40,007
Current Taxes Written Off - less applications	151,010		40,007		151,010
Vacancy Rebates - more applications		(16,783)			(16,783)
Post Capping - moving out of postcapping, less accounts are applicable				(33,158)	(33,158)
Interest on Taxes Written Off			250		250
<b>Financial Expense</b>					

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			Projected for December 31st	Impact on Budget Surplus (Deficit)	
Youth Group Discounts higher than anticipated; Unbudgeted donation to Ontario Good Roads Association		(6,390)			(6,390)
<b>Payment in Lieu</b>					
St Lawrence College - more students than forecasted		600		600	
Municipal Tax Assistance (Provincial)	4,237			4,237	
Ontario Hydro		(1,131)		(1,131)	
Post Office/Armouries (Federal)		(5,257)		(5,257)	
Jail - Ministry removed reduced the number of beds		(750)		(750)	
Municipal Tax - Provincial Support Program		(618)		(618)	
<b>Other Revenue</b>					
Interest and Penalty revenue higher than anticipated		132,088		132,088	
<b>Capital Administration</b>					
Deficit anticipated due to Solar Project delay				(96,000)	(96,000)
<b>TOTAL CORPORATE FINANCE VARIANCE</b>	<b>151,299</b>	<b>(195,175)</b>	<b>194,755</b>	<b>(137,106)</b>	<b>13,773</b>
<b>ECONOMIC DEVELOPMENT</b>					
<b>Human Resources</b>					
Reduced travel, cancelled OEECD conference registration	1,527				1,527
<b>Office Expense</b>					
Print and publication expenses more efficient, reduced telephone expense	3,963				3,963
<b>Regional Promotions</b>					
Reduced advertising and contracted services to alleviate City deficit	6,255				6,255
<b>War of 1812</b>					
Small surplus	295				295
<b>Fireworks/Canada Day</b>					
Barge costs for Fireworks higher than anticipated		(496)			(496)
<b>Investment Attraction</b>					
Reduce attraction activities due to City Deficit	5,102				5,102
<b>Immigration</b>					
Shortfall between revenues received and expenses for program originating in 2010		(2,075)			(2,075)
<b>Special Projects</b>					
Post-poned initiatives due to deficit	11,173				11,173
<b>TOTAL ECONOMIC DEVELOPMENT VARIANCE</b>	<b>28,315</b>	<b>(2,571)</b>	<b>0</b>	<b>0</b>	<b>25,744</b>
<b>ENVIRONMENTAL SERVICES</b>					
<b>ENGINEERING</b>					
<b>Administration</b>					
1) Wages and Benefits - Payout of benefits.		(4,610)			(4,610)
2) Human Resource - Staff off on long-term disability.	2,852				2,852
3) Office Expenses - Increase in computer software expenses.		(2,425)			(2,425)
<b>Design Engineering</b>					

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			Projected for December 31st	Impact on Budget Surplus (Deficit)	
1) Wages and Benefits - Staff time charged to operating rather than capital projects.		(798)			(798)
2) Human Resource - Reduction in subscription/memberships renewals.	793				793
3) Drafting - (a) Reduction in sale of tender documents. (b) Reduction in drafting supplies and equipment maintenance.	4,900			(1,500)	3,400
4) Building Structural Surveys - Structural inspection of Memorial Centre not completed.	2,000				2,000
<b>Field Engineering</b>					
1) Wages and Benefits - Staff time charged to operating rather than capital projects.		(7,736)			(7,736)
2) Human Resource - Reduction in staff training.	737				737
3) Surveys - (a) Staff had fewer C of A reviews, therefore less revenue. (b) Reduction in purchases of supplies, repair to survey equipment and vehicle maintenance.	6,671			(3,390)	3,281
<b>TOTAL ENGINEERING VARIANCE</b>	<b>17,953</b>	<b>(15,569)</b>	<b>0</b>	<b>(4,890)</b>	<b>(2,506)</b>
<b>SOLID WASTE</b>					
<b>Waste Collection/Disposal</b>					
1) Fees & Service Charges - Reduction in sale of Bag tags.				(22,619)	(22,619)
2) Collection - (a) Reduction in advertising and printing. (b) Reduction in export and disposal of waste.(c) Staff on long-term disability.	21,304				21,304
<b>Garbage-Landfill</b>					
1) Human Resource - Staff off on long-term disability.	1,384				1,384
2) Office Expenses - Slightly higher than anticipated.		(251)			(251)
3) Landfill Operations - Increase in contracted services.		(11,863)			(11,863)
4) Monitoring - Leachate - Reduction in contracted services.	2,306				2,306
<b>Waste Diversion</b>					
1) Leaf & Yard Composting - Reduction in contracted services.	510				510
2) Hazard Waste Day - City did not hold HHWD this year, therefore, no expenses and no subsidy from Stewardship Ontario.	48,022			(31,500)	16,522
3) WEEE Program - Reduction in printing and advertising.	2,651				2,651
<b>Waste Management Recycling</b>					
1) Wages and Benefits - Staff off on long-term disability offset by increase in Engineering budget.	6,109				6,109
2) Human Resource - Staff on long-term disability, therefore no professional development.	3,000				3,000
3) Office Expenses - Reduction in printing costs.	1,629				1,629
4) Collection - Increase in recycling material collected.		(1,892)			(1,892)
<b>TOTAL SOLID WASTE VARIANCE</b>	<b>86,915</b>	<b>(14,006)</b>	<b>0</b>	<b>(54,119)</b>	<b>18,790</b>

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Department/Board/Division	TOTAL ENVIRONMENTAL SERVICES VARIANCE	Projected for December 31st				Impact on Budget Surplus (Deficit)	
		EXPENSE		REVENUE			
		Surplus	(Deficit)	Surplus	(Deficit)		
		104,868	(29,575)	0	(59,009)	16,284	
<b>FACILITIES DIVISION</b>							
<b>Administration</b>							
1) Wages & Benefits - were slightly more than projected budget.			(472)			(472)	
2) Human Resource - (a) Advertising for home show not spent. (b) Off-site training was less than expected due to staff work schedule.	3,159					3,159	
3) Office Expenses - Telephone and Modem charges higher than anticipated.			(317)			(317)	
<b>GWMC Building Maintenance</b>							
1) Janitorial Services - slightly lower than budgeted amount.	700					700	
2) Heat, Light & Power - slightly more than budget estimate.			(5,404)			(5,404)	
3) Insurance - cost slightly lower than budgeted amount.	93					93	
4) Repairs to building cost more than budgeted amount.			(2,308)			(2,308)	
<b>Victoria Building Maintenance</b>							
1) Wages and Benefits - less than expected staff hours required.	10,509					10,509	
2) Cellular charges higher than anticipated.			(92)			(92)	
3) Janitorial Services - (a) Unexpected service costs for additional carpet cleaning. (b) Daily supplies higher than anticipated.			(6,892)			(6,892)	
4) Heat, Light & Power			(1,144)			(1,144)	
5) Insurance - slightly less than anticipated.	291					291	
6) Repairs - Less than expected repairs and equipment failure.	10,051					10,051	
<b>Youth Arena</b>							
1) Fees & Services Charges - revenue projections were greater than expected resulting from increased facility rentals.				11,949		11,949	
2) Wages and Benefits (a) Surplus reflects minimum staff at facilities during the day time shifts. (b) Day time rentals moved to Memorial Centre were possible.	39,325					39,325	
3) Human Resource(a) Reduced the purchases of uniforms, safety clothes. (b) Training costs were less, First Aid training not completed. Scheduled for 2012.	2,213					2,213	
4) Office expenses - has been keep to a minimum including general advertising of Events.	581					581	
5) Building Burden - (a) Unforeseen ice resurfacer costs for repairs (18 year old machine) (b) Utilities and building materials more than expected.			(51,076)			(51,076)	
6) Canteen revenues higher than expected.				268		268	
7) Snow Removal - Less than budget projection.	1,687					1,687	
8) Arena Janitorial - slightly higher than budgeted amount.			(400)			(400)	
9) Unbudgeted donation received				750		750	

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

**Projected for December 31st**

Department/Board/Division					<b>Impact on Budget Surplus (Deficit)</b>
	<b>EXPENSE Surplus</b>	<b>(Deficit)</b>	<b>REVENUE Surplus</b>	<b>(Deficit)</b>	
<b>Memorial Centre</b>					
1) Fees & Service Charges - (a) Projected revenue was down by approximately 3% overall. (b) Home show was deferred due to Easter Weekend 2012.				(6,529)	(6,529)
2) Wages & Benefits - (a) Deficit due to staff necessary to cover off unforeseen sick leave (Jan/Feb/March/Nov./Dec.) and vacation time. (b) Projected surplus at Youth Arena at \$39,325 will help offset the deficit being reported under the Memorial Centre.		(97,344)			(97,344)
3) Human Resource - (a) First aid training not completed in 2011- scheduled for 2012. (b) Off-site training was only 2 days vs 4 days.	1,024				1,024
4) Office expenses - Advertising for Home show was not expended as show was deferred to 2012 re: Easter Weekend.	7,705				7,705
5) Building Burden - (a) Unforeseen building maintenance materials and contracted services. (b) Ice resurface (10 years old) major unforeseen repairs. (c) Generator unit significant follow up repairs needed.		(52,564)			(52,564)
6) Canteen revenue slightly lower than expected.				(320)	(320)
7) Snow Removal - Unforeseen snow and ice control and moving snow for ice resurface dumping.		(1,835)			(1,835)
8) Community Hall - Rental by far exceeded budget projections.			23,940		23,940
9) Arena Janitorial - No account set up for Arena Janitorial charges.		(7,637)			(7,637)
10) Unbudgeted donation received			750		750
<b>Programs</b>					
Old Fashioned Family Picnic - Overall Costs were less than expected.	1,865				1,865
<b>TOTAL FACILITIES DIVISION VARIANCE</b>	<b>79,203</b>	<b>(227,485)</b>	<b>37,657</b>	<b>(6,849)</b>	<b>(117,474)</b>
<b>FINANCE</b>					
<b>Fees and Service Charges</b>					
Revenues higher than anticipated				2,064	2,064
<b>Human Resources</b>					
Training and Development reduced to alleviate deficit	2,000				2,000
<b>Wages and Benefits</b>					
Part-time employee hours lower than budget	10,636				10,636
<b>Office Supplies</b>					
More postage required than anticipated; shredding required to free storage space		(4,035)			(4,035)
<b>TOTAL VARIANCE FOR FINANCE</b>	<b>12,636</b>	<b>(4,035)</b>	<b>2,064</b>	<b>0</b>	<b>10,665</b>
<b>FIRE</b>					
<b>Administration</b>					
Recovery of expense from WSIB				34,897	34,897
<b>Wages &amp; Benefits - Deficit due to vacation payout</b>					
Human Resources - reduced training, travel, uniform as employee was off	4,605	(9,723)			(9,723)
					4,605

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
Office Expenses - Telephone, maintenance and cellular charges less than anticipated	3,948				3,948
Building Burden - receipt of Fire Marshall's Grant resulting in surplus in this area	2,839				2,839
Public Relations - expenses less than anticipated	990				990
Report Fees - Elizabethtown cancelled Crysis agreement				(3,000)	(3,000)
<b>Fire Prevention</b>					
Fees and Service Charges - less revenue than anticipated				(1,495)	(1,495)
Wages & Benefits - deficit due to unanticipated wage expenses re: arbitration		(1,096)			(1,096)
Less training and professional development to mitigate against deficit	785				785
Public relations - Fire prevention fundraiser offset by Fire Marshall's grant		(3,055)			(3,055)
Cellular phone and modem & computer lines less than anticipated	464				464
<b>Fire Fighting</b>					
Fees and Service charges - Confined Space revenue higher than anticipated			1,744		1,744
Wages & Benefits - Retroactive pay as a result of arbitration		(38,128)			(38,128)
less than anticipated due to manpower shortage.	5,217				5,217
<b>Communications</b>					
Additional Dispatch Fees due to reconciliation and higher wages than originally budgeted			47,150		47,150
Uniform Cleaning Allowance higher than expected due to additional personnel hired to cover leave		(350)			(350)
Increased part time hours to cover maternity leave; non-standard higher than anticipated		(5,675)			(5,675)
<b>TOTAL VARIANCE FOR FIRE</b>	<b>18,848</b>	<b>(58,027)</b>	<b>83,791</b>	<b>(4,495)</b>	<b>40,117</b>
<b>FLEET &amp; LOGISTICS DIVISION</b>					
<b>Fleet Administration</b>					
1) (a) Wages and benefits slightly lower than anticipated. (b) Surplus under Non-Standard Hours due to less after hour calls.	5,311				5,311
2) Human Resources - (a) Additional cost for Safe Driver Awards recognition due to number of qualifying employees. (b) Training and Professional Development expenses slightly higher than budget amount.(c) Reduced expenditures and purchases in other accounts.	840	(351)			489
3) Office Expenses - (a) Telephone, modem and computer line expenses higher than anticipated. (b) Reduced expenditures and purchases in Office Equipment Maintenance to help offset deficit.	492	(668)			(176)
<b>Inventory Control &amp; Mgmt</b>					
1) (a) Surplus under Non-Standard Hours due to less after hour calls. (b) Wages and benefits slightly lower than anticipated.	2,084				2,084
2) Human Resources - (a) Did not attend training courses due to workload. (b) Reduced the purchases of training materials, books, magazines, uniform and safety shoes, resulting in a year end surplus.	684				684

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
3) Office Expenses - (a) Telephone expenses slightly higher than budgeted amount. (b) Reduced expenditures and purchases in other accounts to help offset deficit.	379	(291)			88
4) Inventory Control - (a) Additional sales of parts & accessories. (b) More obsolete parts expenses recovered. (c) Freight charges higher than budgeted amount. (d) Materials and supplies cost higher than anticipated. (e) Reduced purchases and expenditures under maintenance, stock room repairs, contract services and small equipment to help offset deficit. (f) Year end inventory count and write off's not completed, therefore no surplus anticipated under Stock Usage at this time.		(9,978)	7,235		(2,743)
<b>Fleet Maintenance</b>					
1) (a) Service Maintenance Revenues from outside agents are higher due to increased costing of fuel prices and purchasing. (b) Lower service maintenance revenues for internal departments/divisions.(c) Revenues from recovery of expenses lower than anticipated.			22,236	(3,572)	18,664
2) Human Resources - Reduced the purchases of uniforms and safety shoes.	1,754				1,754
3) Office expenses lower than budgeted amount.	105				105
2) Indirect Vehicle Accounts - (a) Increased cost of maintaining and operating of second life vehicles. (b) Wages and benefits higher than budgeted amount.(c) Training cost higher than anticipated. (d) Less after hour calls. (e) Reduced expenditures and purchases in other accounts to offset deficit. (f) Year end inventory count and write off's not completed, therefore no surplus anticipated under Stock Usage at this time.	7,717	(18,476)			(10,759)
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 lower than budgeted amount. (d) Less after hour calls. (e) Insurance and licensing cost slightly lower than anticipated. (f) Purchase of Parts/ Accessories to maintain vehicles/equipment have been reduced to help offset deficit.	47,555	(43,763)			3,792
<b>TOTAL FLEET &amp; LOGISTICS DIVISION VARIANCE</b>	<b>66,921</b>	<b>(73,527)</b>	<b>29,471</b>	<b>(3,572)</b>	<b>19,293</b>
<b>HUMAN RESOURCES</b>					
Wages and Benefits less than anticipated	4,427				4,427
Unbudgeted grant received			5,487		5,487
Employee Recognition expenses less than anticipated	1,840				1,840
Health and Safety - budgeted funds not available in Health and Safety Reserve				(4,299)	(4,299)
Bereavement Costs lower than anticipated	200				200
Tuition Aid Plan (no applications in 2011)	300				300
In House training	18,000				18,000
Professional Services	1,000				1,000
Advertising - no further requirements for 2011	2,131				2,131

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

**Projected for December 31st**

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			Projected for December 31st	Actual for December 31st	
Office expense less than anticipated	336				336
Professional Services		(17,552)			(17,552)
<b>TOTAL VARIANCE FOR HUMAN RESOURCES</b>	<b>28,234</b>	<b>(17,552)</b>	<b>5,487</b>	<b>(4,299)</b>	<b>11,870</b>
<b>MAYOR/COUNCIL</b>					
<b>Mayor</b>					
HST recovery on Honorarium expense higher than budgeted.			698		698
Business travel, training expenses and office expenses higher than budget. Goodwill expenses less than budget.	3,010	(2,099)			(2,099) 3,010
<b>Council</b>					
HST recovery on Honorarium expense higher than budgeted.			2,551		2,551
Health Unit meeting honorarium less than budget.				(291)	(291)
Honorarium costs less due to vacancy.	1,805				1,805
projection.	3,244				3,244
<b>TOTAL VARIANCE FOR MAYOR AND COUNCIL</b>	<b>8,059</b>	<b>(2,099)</b>	<b>3,249</b>	<b>(291)</b>	<b>8,918</b>
<b>OPERATIONS DEPARTMENT</b>					
<b>ADMINISTRATION DIVISION</b>					
<b>Operations Section</b>					
1) Wages & Benefits - (a) Wages slightly less than budget. (b) Benefits higher than expected.			(2,626)		(2,626)
2) Human Resource slightly higher than budgeted amount.			(173)		(173)
3) Printing, postage and stationery expenditures higher than expected.			(2,066)		(2,066)
<b>Parks Section</b>					
1) Wages & Benefits - Wages slightly less than budget.	1,064				1,064
2) Human Resource - Training expenditures reduced.	2,047				2,047
3) Office Expenses - Professional services expenditures reduced.	4,381				4,381
<b>TOTAL ADMINISTRATION DIVISION VARIANCE</b>	<b>7,492</b>	<b>(4,865)</b>	<b>0</b>	<b>0</b>	<b>2,627</b>
<b>PUBLIC WORKS/PARKS DEPARTMENT</b>					
<b>PARKS SECTION</b>					
<b>Administration</b>					
1) Wages & Benefits slightly lower than budget amount.	615				615
2) Human Resource Mgt - (a) No replacement safety clothing required for staff. (b) Non mandatory training deferred.	2,398				2,398
<b>Garage Maintenance</b>					
1) Wages & Benefits - more short term/individual sick days used than budgeted for.		(2,317)			(2,317)
2) Human Resource Mgt - (a) Less replacement safety clothing required for union personnel. (b) Annual clothing issued cost less than budgeted amount.	1,513				1,513

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			Impact on Budget Surplus (Deficit)
			Projected for December 31st	Impact on Budget Surplus (Deficit)	
3) Equipment Training - Non-mandatory training deferred.	4,729				4,729
4) Garage Maintenance - Additional repairs required to work boat outdrive.		(24,342)			(24,342)
5) Grass Cutting - Unbudgeted cutting of Gainford & Legion ball fields.		(5,962)			(5,962)
<b>Green House</b>					
1) Building Burden - Water charges more than budgeted amount.		(37)			(37)
2) Plants - Cost of tulip bulbs and bedding plants less than budgeted amount.	2,327				2,327
<b>Priority Parks</b>					
1) Grounds Maintenance - (a) No material or contract services utilized for weed control. (b) Less fountain work required. (c) Less temporary labour utilized.	22,784				22,784
<b>Community Parks - Operating</b>					
1) Grounds Maintenance - (a) No material or contract services utilized for weed control. (b) Less fulltime labour required than budgeted for.	18,011				18,011
2) Litter pickup slightly lower than budgeted amount.	110				110
<b>Athletic Fields - Operating</b>					
1) Fees & Services Charges - More non-resident user fees collected than budgeted for.			1,156		1,156
2) Building Burden - Electricity charges more than budgeted.		(3,289)			(3,289)
3) Ground Maintenance (a) Brushing at fence lines at soccer fields/ball fields cost more than budgeted amount. (b) Cleanup at swales between M2 & M3 incurred additional costs.		(11,400)			(11,400)
<b>Community Rinks</b>					
1) Outdoor Ice Maintenance - Mild weather in early January and December 2011 resulted in no rink work being performed.	6,762				6,762
2) Snow Plowing - Parking lots plowing initiated as per other parking lots in winter maintenance policy, therefore, less plowing for small snowfalls required.	7,811				7,811
<b>St. Lawrence Park</b>					
1) Fees & Service Charges - Dive charter and loading passes slightly higher number than anticipated.			313		313
2) Building Burden - Less material purchases required.	1,628				1,628
3) Canteen - revenues slightly higher than anticipated.			166		166
4) Grounds Maintenance - (a) Additional fulltime labour required to carry out beach/docks and land maintenance operations. (b) Outhouse rentals were not budgeted.		(4,595)			(4,595)
<b>Trees</b>					
1) Tree Maintenance - Cleanup/removal of downed/damaged trees due multiple windstorms in to April, May, June and freezing rain damage in December resulted in unbudgeted charges.		(15,227)			(15,227)

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division					Impact on Budget
	EXPENSE Surplus	REVENUE Surplus	REVENUE (Deficit)	Surplus (Deficit)	
<b>Islands</b>					
1) Fees & Service Charges - Slightly less revenue required from transient camping and docking fees.				(1,356)	(1,356)
2) Grounds Maintenance - No additional labour required to assist regular crew with brushing/crib repairs, islands set up/take down.	8,889				8,889
<b>Aquatics</b>					
1) Two lifeguards terminated employment one week early.	545				545
<b>Recreational Programs</b>					
1) Riverfest - Less labour expended as Riverfest one day shorter than previous years.	514				514
2) Special Events - Additional labour required (particularly overtime) to carry out required event duties.		(6,782)			(6,782)
<b>Tunnel/Bay/Price Park</b>					
1) Less laundry and ice sale revenues than anticipated due to reduction in transient boaters.				(1,270)	(1,270)
2) Electricity charges less than budgeted.	3,403				3,403
3) Canteen repairs not contracted out.		809			809
4) Additional full time labour required for irrigation and dock repairs/maintenance.		(2,989)			(2,989)
5) (a) Docking revenue was less than budgeted amount. (b) Unbudgeted docks anchor chain inspection.		(2,850)		(8,828)	(11,678)
<b>TOTAL PARKS SECTION VARIANCE</b>	82,039	(79,790)	2,444	(11,454)	(6,761)
<b>PUBLIC WORKS SECTION</b>					
<b>Roadside Maintenance</b>					
1) (a) Work & Customer Services - Less work, ie. Curb cutting, required by outside agencies/individuals. (b) Less Work requested by outside agencies/individuals.	3,313			(4,398)	(1,085)
2) Boulevards – (a) Unbudgeted repair on Scace Avenue (b) Additional expenses incurred repairing areas damaged during winter maintenance operations.		(4,515)			(4,515)
3) DBIA Area Less labour expended than budget to carry out required work.	362				362
4) Special Events - No labour charges incurred for Halloween- related activities.	272				272
5) Litter Pickup - (a) Spring roadside pickup incurred additional man hours to complete. (b) With elimination of temporary for Sept. - Nov., full time operator has to be assigned. Offset by reduced labour costs in other areas.		(5,168)			(5,168)
6) Guard Rails/Fencing - (a) Fencing at GWMC compound deferred. (b) No further materials purchased.	14,377				14,377

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Department/Board/Division	Projected for December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)			
7) Railway Crossing Improvement - (a) Perth Street Crossing rehab carried out by CN. (b) Pedestrian gate crossing maintenance fee less than initially advised by CN.	11,217				11,217
8) Internal Concrete Program - New curbing at #5 Thomas Street had to be removed and repoured due to improper forming. Additional charges incurred.		(450)			(450)
9) Riverfest Activities - Less labour expended as Riverfest 1 day shorter than previous years.	1,191				1,191
<b>Roadway Maintenance</b>					
1) Hot Patch - Due to mild Nov. & Dec., asphalt operations extended by approximate 2 weeks.		(6,531)			(6,531)
2) Cold Patch - A wet spring resulted in major frost-related pothole reoccurrences in roadways.		(22,295)			(22,295)
3) Road Grading - No crossfall improvements carried out this year.	4,241				4,241
4) Dust Control - No dust control required.	607				607
5) Road Cut Permits/Inspections - (a) More excavation permits issued than budgeted for, resulting in increased revenue. (b) Labour cost slightly lower than anticipated to carry out program.	24		638		662
6) Bridges & Culverts - Due to weather, unable to completed East side of Park Street bridge post replacement.	3,538				3,538
7) Street Cleaning - Due to mild weather in Nov. & early Dec. street sweeping operations extended by approximate 2 weeks.		(5,479)			(5,479)
<b>Traffic Maintenance</b>					
1) Zone Painting - (a) Wet weather incurred additional labour costs. (b) Additional hand machine painting for micro seal and asphalt overlay areas.		(2,279)			(2,279)
2) Regulating Signs - Less signage replacement required than budgeted for.	1,368				1,368
3) Signs Street Name - Less street name signs replacement required.	2,070				2,070
<b>Winter Control – Roads</b>					
1) Snow Plowing - Budget based on receiving 178 cm annual snowfall; only received 146 cm.	3,181				3,181
2) Snow Removal - Budget not based on average snowfall. No significant snowfalls in Nov. Dec resulting in no snow removal being carried out in those months.	27,552				27,552
3) Abrasive Application - More minor plowing utilized as numerous snowfalls less than 2.5" which is the minimum to undertake major plowing operations.		(3,594)			(3,594)
<b>Winter Controls – Sidewalks</b>					
1) Wages Standby - Slightly higher than anticipated.		(46)			(46)
2) Snow Plowing - Budget based on 178 cm annual snowfall; only received 146 cm.	1,664				1,664

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	REVENUE Surplus	(Deficit)	
3) Abrasive Application - (a) Less sidewalk sanding due to snowfall covering sidewalks. (b) Budget based on 178 cm annual snowfall; only received 146 cm.	5,674			5,674
<b>Administration</b>				
1) Wages Standby - Slightly lower than anticipated.	344			344
2) Human Resources - (a) Less replacement safety clothing required. (b) Non mandatory training deferred.	3,172		(1,391)	3,172
3) Office Expense - Telephone and cell charges more than budgeted for.				(1,391)
<b>Public Works Garage Operating</b>				
1) Wages & Benefits - Additional sick time (short term and daily) in Nov. & Dec. incurred additional charges.			(4,071)	(4,071)
2) Additional work requested by other departments with cost to be absorbed by Public Works. (no accounts supplied)			(4,131)	(4,131)
3) Human Resources - (a) Less replacement safety clothing required. (b) Annual Shirt and pant allotment cost less than budgeted amount.	2,273			2,273
4) Equipment Training - Insufficient contract funding for contract trainer. Surplus labour resulted.	1,889			1,889
5) Yard Maintenance - Due to labour allotment reduction, unable to complete total program resulting in surplus.	6,447			6,447
6) Work & Customer Services - (a) Charges not being inputted when other Department employees utilized equipment. (b) Due to vacation/sick days/other work commitments so work requested by other Department had to be contracted out which resulted in less equipment required.			(20,854)	(20,854)
7) Vehicle Maintenance - (a) Less equipment repair required to be carried out than anticipated. (b) Vehicle Insurance slightly lower than anticipated.	29,926			29,926
<b>Storm Water Maintenance</b>				
1) Catch Basin Cleaning - Less labour than anticipated to carry out cleaning program.	1,094			1,094
2) System Maintenance - Additional expenditure incurred for (a) MH/CB repairs in overlay areas. (b) Unbudgeted redirect of Wedgewood's Street service from sanitary main to storm main. (c) Due to mild Dec. additional storm water work done at M2 soccer field.			(30,886)	(30,886)
3) Main Line Cleaning - Less labour than anticipated was required to clean programs 8600 LM of storm mains.	8,711			8,711
4) Ditches and Culverts - (a) Cost for Fairway ditching projects less than budgeted. (b) Hillcrest ditching project deferred.	33,807			33,807
5) Creek Maintenance - Numerous severe windstorms caused additional fallen tree removal from creek system.			(3,411)	(3,411)
<b>TOTAL PUBLIC WORKS SECTION VARIANCE</b>	<b>168,314</b>	<b>(94,247)</b>	<b>638</b>	<b>(25,252)</b>
				<b>49,453</b>

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

**Projected for December 31st**

Department/Board/Division					Impact on Budget Surplus (Deficit)	
	EXPENSE		REVENUE			
	Surplus	(Deficit)	Surplus	(Deficit)		
<b>TOTAL PUBLIC WORKS/PARKS DEPARTMENT VARIANCE</b>	<b>250,353</b>	<b>(174,037)</b>	<b>3,082</b>	<b>(36,706)</b>	<b>42,692</b>	
<b>PARKING</b>						
Boat Ramp Parking - additional revenue from new fees			5,048		5,048	
Parking Passes - increase in sales			1,480		1,480	
Meters - Parking Lots				(892)	(892)	
Meters - Street				(6,319)	(6,319)	
Fines				(20,000)	(20,000)	
Wages and Benefits - reduce to part-time	1,835				1,835	
Human Resource Management - less spending	603				603	
Office expense - Software	8,397				8,397	
Signs - Metered areas - less work undertaken in 2011 - short staffed	2,097				2,097	
Parking - Meter maintenance - less contracted service	7,649				7,649	
Parking - Street Painting	594				594	
Contribution to parking reserve decrease		(492)			(492)	
<b>TOTAL PARKING/RENTAL PROPERTIES VARIANCE</b>	<b>21,175</b>	<b>(492)</b>	<b>6,528</b>	<b>(27,211)</b>	<b>0</b>	
<b>PLANNING</b>						
<b>Fees and Service Charges</b>						
Fewer planning applications filed for approval, reflecting slower economic recovery				(12,902)	(12,902)	
<b>Wages and Benefits</b>						
Offering wage recovery	3,061				3,061	
<b>Human Resource Management</b>						
Fewer training opportunities in 2011 than anticipated	1,343				1,343	
<b>Office Expense</b>						
Reduced expenses reflects level of application activity	3,000				3,000	
<b>BUILDING</b>						
Permit Fees - Building - construction activity higher than anticipated			46,529		46,529	
Permit Fees - Plumbing - construction activity higher than anticipated			2,000		2,000	
<b>Wages and Benefits</b>						
Full time wages - Contract position postponed to alleviate deficit	30,655				30,655	
Benefits	10,111				10,111	
Training and professional development - reduced training due to delayed hire of Inspection Officer	9,719				9,719	
<b>TOTAL PLANNING &amp; BUILDING SECTIONS VARIANCE</b>	<b>57,889</b>	<b>0</b>	<b>48,529</b>	<b>(12,902)</b>	<b>93,516</b>	
<b>TOURISM</b>						

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division					Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	EXPENSE (Deficit)	REVENUE Surplus	REVENUE (Deficit)	
No variances to report at this time.					
	<b>TOTAL VARIANCE FOR TOURISM</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSPORTATION DIVISION</b>					
<b>TRANSIT SECTION</b>					
<b>Transit Administration</b>					
1) Revenues - (a) Ridership up 7,747 rides over last year and Social Services purchased 300 more 40-Ride passes this year. (b) Other revenues slightly lower than anticipated.			29,314	(225)	29,089
2) Wages & Benefits		(184)			(184)
3) Human Resource - workshop/conference not attended.	2,669				2,669
4) Office expenses - no maps printed - will be in early 2012.	1,874				1,874
<b>Transit Operating</b>					
1) Wages & Benefits - reduced benefit cost	1,998				1,998
2) Human Resource - uniform purchases not as much as budgeted.	384				384
3) Vehicle Maintenance - Higher due to unanticipated repairs.		(12,837)			(12,837)
4) Promotional - Reduced ads.	1,764				1,764
5) Bus Stop Signs - reduced maintenance and repairs.	3,606				3,606
6) Winter Control Bus Stop - increased winter control due to ice.		(522)			(522)
<b>Transit – Para</b>					
1) Revenue - Less fare revenue as ridership down 1,500 rides from last year.				(2,695)	(2,695)
2) Unanticipated vehicle repairs.	(1,387)				(1,387)
	<b>TOTAL TRANSIT VARIANCE</b>	<b>10,908</b>	<b>(13,543)</b>	<b>29,314</b>	<b>(2,920)</b>
					<b>23,759</b>
<b>PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>					
<b>PVI- Supervisory Administration</b>					
1) Wages & Benefits - 2011 Vacation accrual.		(2,404)			(2,404)
2) Human Resource - additional workshop.		(285)			(285)
3) Office Expenses - Small surplus, based on December telephone estimate.	100				100
<b>Roadways</b>					
1) Bridges & Culvert Inspection - actual hours vs. budget estimated, resulting in surplus.		2,430			2,430
2) Roads Reconstruction - actual hours vs. budget estimated, resulting in surplus.	3,496				3,496
<b>PVI- Field Services</b>					
1) Field Services - (a) Overlap of replacement wages to cover maternity leave. (b) Full time hours input by actual hours vs. budget estimated. (c) Some what offset by surplus in other Wages & Benefit accounts.		(38,141)			(38,141)
2) Human Resource - expenses more than budget.		(328)			(328)

**VARIANCE ANALYSIS**  
**FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Department/Board/Division	Projected for December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus	(Deficit)	REVENUE Surplus	(Deficit)	
3) Fleet Maintenance - Expenses less than budget amount.	198				198
<b>Traffic Control</b>					
1) Traffic Signals - (a) Damages due to windstorms. (b) Vehicle hit and damage signals - driver/car not known, unable to recover costs. (c) Old controllers.		(23,031)			(23,031)
2) Traffic & Transportation Survey - actual hours vs budget estimate.	3,379				3,379
3) Traffic Counting program - (a) Expenses lower than anticipated. (b) Actual hours vs. budget estimate.	1,086				1,086
<b>Crossing Guards</b>					
1) Wages & Benefits more than budget amount.		(4,249)			(4,249)
2) Contract amount less than budgeted.	1,966				1,966
<b>Street Lighting</b>					
1) Street Light Maintenance - (a) Concrete pole replacement due to not structurally sound. (b) Hydro One transformer replacement. (c) Wind damages and other repairs.		(36,623)			(36,623)
2) Electrical Power - Surplus being reported.	17,000				17,000
3) Street Lighting Improvements - No new lights requested by Council.	3,931				3,931
<b>TOTAL PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>	<b>33,586</b>	<b>(105,061)</b>	<b>0</b>	<b>0</b>	<b>(71,475)</b>
<b>TOTAL TRANSPORTATION VARIANCE</b>	<b>44,494</b>	<b>(118,604)</b>	<b>29,314</b>	<b>(2,920)</b>	<b>(47,716)</b>
<b>AIRPORT</b>					
1) Increase in two new rentals in City hanger and renew hanger land leases at higher rate.			2,354		2,354
2) Wages and benefits slightly higher than anticipated.		(77)			(77)
3) Human Resource - Only 1 workshop attended.	282				282
4) Office Expenses - (a) 2010 bad debt recovered. (b) Phone and insurance costs less than budgeted for.	3,448				3,448
5) Building Maintenance - (a) Taxes recovered revenue greater than budget. (b) Reduced electrical costs.	3,163				3,163
6) Management Contract - Extra work not required and full input tax credit.	903				903
7) (a) Fuel sales up slightly for Jet A1. (b) No year end fuel purchases required as tanks had sufficient quantity.	5,179		5,011		10,190
8) Field Maintenance - Less work than budgeted for.	796				796
9) Terminal & Hanger - More expenses than budgeted for.		(473)			(473)
10) Navigational Aids - windstorm damage repairs.		(2,227)			(2,227)
11) Call Outs - expenses off set by revenue.	149				149

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division		EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
		Surplus	(Deficit)	Surplus	(Deficit)	
	<b>TOTAL AIRPORT VARIANCE</b>	<b>13,920</b>	<b>(2,777)</b>	<b>7,365</b>	<b>0</b>	<b>18,508</b>
<b>CEMETERY</b>						
<b>Revenue</b>						
Columbarium sales lower than anticipated					(9,148)	(9,148)
Interment				1,090		1,090
Graves				266		266
Vault					(600)	(600)
Foundations				1,186		1,186
Miscellaneous Revenue surplus due to unanticipated donation				7,900		7,900
Property Rent				853		853
Contribution from Trust - only \$6,768 of \$20,000 budgeted required					(13,232)	(13,232)
<b>Training and Professional Development</b>						
Training and Professional Development not utilized to help mitigate deficit		1,000				1,000
<b>Wages</b>						
Benefits less than anticipated		2,059				2,059
<b>Office Expense</b>						
Stationery, Advertising, and Contracted Services less than anticipated		3,924				3,924
<b>Building Burden</b>						
Repairs to Cemetery House required				(8,419)		(8,419)
<b>Miscellaneous Expense</b>						
Refunded fiberglass vault purchased in prior year		500				500
<b>Grounds/Chapel Maintenance</b>						
Reduced expenditures in grounds maintenance to offset revenue shortfalls		9,789				9,789
<b>Pet Cemetery</b>						
Increased Revenue for 2011, less materials and supplies		2,832				2,832
	<b>TOTAL CEMETERY VARIANCE</b>	<b>20,104</b>	<b>(8,419)</b>	<b>11,295</b>	<b>(22,980)</b>	<b>0</b>
<b>COMMITTEE OF ADJUSTMENT</b>						
No Variance to report at this time						
	<b>TOTAL COMMITTEE OF ADJUSTMENT VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HERITAGE BROCKVILLE</b>						
Unbudgeted Employment Grant received					6,735	6,735
	<b>TOTAL HERITAGE BROCKVILLE VARIANCE</b>	<b>0</b>	<b>0</b>	<b>6,735</b>	<b>0</b>	<b>6,735</b>
<b>LIBRARY</b>						
No Variance to report at this time						
	<b>TOTAL LIBRARY VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MUSEUM</b>						
<b>Grants</b>						
Additional grant received					800	800
<b>Fees and Service Charges</b>						
Bequests, pledges and donations less than anticipated					(858)	(858)
Admissions lower than anticipated					(120)	(120)
Hall Rentals increased					1,425	1,425

**VARIANCE ANALYSIS  
FOR THE MONTH ENDING DECEMBER 31, 2011 (INTERIM)**

Projected for December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>Wages&amp; Benefits</b>					
Wage progressions not budgeted		(2,018)			(2,018)
<b>Human Resource Management</b>					
Reduced training, professional development, and subscriptions	851				851
<b>Building Burden</b>					
Electricity consumption less than anticipated	1,598				1,598
Natural Gas consumption less than anticipated	1,250				1,250
Water expenses higher than anticipated		(684)			(684)
Elevator maintenance higher than anticipated		(1,727)			(1,727)
Additional Security measures required		(550)			(550)
<b>Curatorial</b>					
Purchases required for the care of unanticipated donated collections including Recorder and Times negatives, St. Lawrence Shipping Collection, and the Ian Innis negative collection. Assistance with these expenses will be requested from the Friends of the Brockville Museum.		(3,500)			(3,500)
<b>Programming</b>					
Contracted services for programming higher than anticipated		(1,300)			(1,300)
<b>TOTAL MUSEUM VARIANCE</b>		<b>3,699</b>	<b>(9,779)</b>	<b>2,225</b>	<b>(978)</b>
<b>POLICE</b>					
<b>Administration</b>					
In-car laptops not included in Capital Budget - funded through operating expenses		(9,000)			(9,000)
Computer equipment purchased as per E-Crimes Grant modifications to cell area)		(12,000)			(12,000)
		(19,500)			(19,500)
<b>Criminal Checks &amp; Records</b>					
Surplus due to increase in criminal record checks				275,000	275,000
Part-time position required to keep up with CRC demand		(12,000)			(12,000)
<b>Court Services</b>					
Personnel - part-time employee required due to personnel issue		(23,000)			(23,000)
Salaries - Contract Settlement (Special Constable)		(22,000)			(22,000)
<b>Enforcement</b>					
E-Crimes Grant				30,300	30,300
Benefit cost higher than expected		(55,000)			(55,000)
Salaries - Contract Settlement (Dispatchers), personnel issue		(79,000)			(79,000)
Required overtime		(110,000)			(110,000)
<b>TOTAL POLICE VARIANCE</b>		<b>0</b>	<b>(341,500)</b>	<b>305,300</b>	<b>0</b>
<b>Debt Charges</b>					
Surplus for estimated debt charges that were budgeted in 2011 but not debentured	23,590				23,590
<b>TOTAL DEBT CHARGES VARIANCE</b>		<b>23,590</b>	<b>0</b>	<b>0</b>	<b>23,590</b>
<b>ANTICIPATED Y/E VARIANCE FOR THE CITY OF BROCKVILLE</b>					
	1,037,412	(1,273,199)	807,755	(416,014)	155,954



**City of Brockville  
Treasurer's Report  
Projected Year End Surplus (Deficit)  
Water and Wastewater Budgets  
For the period ending December 31, 2011 (INTERIM)**

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			<b>PROJECTED NET YEAR END SURPLUS (DEFICIT)</b>
	<b>EXPENDITURES</b>	<b>REVENUES</b>	

**WATER**

Treasury - Revenue Department	10,044	55,390	65,434
Water Rate Administration			
Environmental Services			
Administration	(5,066)	-	(5,066)
Fleet & Inventory Control	1,861	3,001	4,862
Engineering	19,335	-	19,335
Water Distribution	(30,481)	7,607	(22,874)
Water Treatment	46,705	-	46,705
Debt Charges	29,605	-	29,605
<b>PROJECTED YEAR END SURPLUS/(DEFICIT)</b>	<b>72,003</b>	<b>65,998</b>	<b>138,001</b>

**WASTEWATER**

Treasury - Revenue Department	19,171	(362,100)	(342,929)
Environmental Services			
Administration	(5,024)	0	(5,024)
Engineering	(6,058)	0	(6,058)
Wastewater Collection	102,378	3,167	105,545
Water Pollution Control	(4,394)	0	(4,394)
Debt Charges	23,000	0	23,000
<b>PROJECTED YEAR END SURPLUS/(DEFICIT)</b>	<b>129,073</b>	<b>(358,933)</b>	<b>(229,860)</b>

**VARIANCE REPORT AS AT DECEMBER 31, 2011**  
**WATER RATE ADMINISTRATION**  
**Projected to December 31st (INTERIM)**

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>ENVIRONMENTAL SERVICES DEPARTMENT – WATER DISTRIBUTION</b>					
<b>ADMINISTRATION DIVISION</b>					
1) Wages & Benefits - (a) Staff hours increased to offset staff off on long-term disability. (b) Incremental wage increase not budgeted for.		(6,759)			(6,759)
2) Human Resources- Reduction in professional training and fees.	1,612				1,612
3) Office Expenses - Slightly lower than anticipated.	81				81
<b>TOTAL ADMINISTRATION DIVISION VARIANCE</b>	<b>1,693</b>	<b>(6,759)</b>	<b>0</b>	<b>0</b>	<b>(5,066)</b>
<b>FLEET INVENTORY CONTROL &amp; MGMT DIVISION</b>					
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.	4,683				4,683
2) Human Resources - (a) Surplus being reported under training and professional development due to work load, therefore reducing the number of training courses taken by Inventory/Payroll Clerk. (b) Reduced the purchase of uniforms and safety shoes.	570				570
3) Office Expenses - Reduced the purchase of office supplies, therefore resulting in a small surplus at year end.	46				46
4) Inventory Control - (a) Surplus under Inventory Control is due to sale of parts to outside agents. (b) Reduced the repairs, maintenance and contracted services to the Water Stock room, therefore projected year end surplus being reported. (c) Reduced the purchase of small tools. (d) Freight charges higher than budgeted amount. (e) Materials and Supplies cost higher than anticipated. (f) Year end inventory count and write off's not completed, therefore no surplus anticipated under Stock Insurance at this time.	1,200	(3,726)	3,001		475
5) Fleet maintenance charges to maintain and operate second life water vehicles.		(912)			(912)
<b>TOTAL FLEET INVENTORY CONTROL &amp; MGMT DIVISION VARIANCE</b>	<b>6,499</b>	<b>(4,638)</b>	<b>3,001</b>	<b>0</b>	<b>4,862</b>
<b>ENGINEERING DIVISION</b>					
1) Wages and Benefits - Staff on long term disability.	10,005				10,005
2) Human Resources - Reduction in car allowance and business travel.	689				689
3) Office Expenses - Reduction in computer software, materials and printing, postage and stationery.	4,347				4,347
4) Vehicle Maintenance - Reduction in vehicle maintenance.	4,294				4,294
<b>TOTAL ENGINEERING DIVISION VARIANCE</b>	<b>19,335</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,335</b>
<b>WATER SYSTEMS DIVISION</b>					
<b>WATER DISTRIBUTION</b>					
<b>Administration</b>					
1) Wages & Benefits - (a) Deficit due to reallocation of treatment staff for distribution work. Surplus being reported under WTP wages. (b) Deficit due to unforeseen water main breaks in December 2011. (c) Increase non-standard hours budget. (d) Benefits higher than budgeted amount.		(49,245)			(49,245)
2) Human Resource - Surplus in training - all training for 2011 completed under budget.	7,592				7,592
3) Office Expenses - Slightly higher than anticipated.		(163)			(163)
4) Vehicle Maintenance - Deficit due to increased maintenance of older fleet equipment.		(3,423)			(3,423)
<b>Main Repair/Replacement</b>					
(a) Surplus in contracted services for main repairs. (b) December 2011 main break on Perth Street contracted service for paving charged to Surface Repair Account.	15,161				15,161
<b>Service Repair/Replacement</b>					

**VARIANCE REPORT AS AT DECEMBER 31, 2011**  
**WATER RATE ADMINISTRATION**  
**Projected to December 31st (INTERIM)**

<b>Department/Board/Division</b>	<b>EXPENSE</b>		<b>REVENUE</b>		<b>Impact on Budget</b>
	<b>Surplus</b>	<b>(Deficit)</b>	<b>Surplus</b>	<b>(Deficit)</b>	
<b>Surplus due to decrease in service repair work.</b>	10,942				10,942
<b>Cleaning/Disinfect</b> Cost to run program slightly lower than anticipated.	322				322
<b>Inspection/Leak Detect</b> Cost to run program slightly lower than anticipated.	389				389
<b>Water Quality/Sampling</b> Increase samples due to construction project and main repairs.		(1,189)			(1,189)
<b>Hydrants/Water</b> Deficit due to increased overtime to remain compliant with annual fire hydrant inspection regulations.		(6,080)			(6,080)
<b>Works/Customer Service</b>  (a) Increase in re-billable customer service work- construction projects, tapping watermain for other Municipalities. (b) Increase in materials purchased for customer service work.		(5,326)	7,607		2,281
<b>Surface Repair</b> Cost to run program slightly lower than anticipated.	539				539
<b>TOTAL WATER DISTRIBUTION MAINTENANCE VARIANCE</b>	34,945	(65,426)	7,607	0	(22,874)
<b>WATER TREATMENT PLANT Administration</b> 1) Wages & Benefits - (a) Projected surplus due to treatment operators time reallocated to distribution work. (b) Reporting a projected deficit under non-standard hours due to vacant operator position. (c) OIT in training unable to assume OIC dues.  2) Human Resource - Small deficit due to increase in Fees/Subscriptions (operator licensing and DWQMS Operational Plan submission charges).  3) Office Expenses - Slightly lower than anticipated.  4) Bldg. Maintenance (a) Projected surplus in chemicals due to lower plant production and new coagulant chemical used in summer months. (b) Projected surplus in lab services due to revision of sampling schedule.  5) Machine/Equipment - Surplus due to decrease in operational equipment breakdowns.  6) Fleet Maintenance	43,697				43,697
<b>TOTAL WATER TREATMENT PLANT VARIANCE</b>	2,013	(1,481)			(1,481)
	2,738				2,738
	7,395				7,395
		(7,657)			(7,657)
<b>TOTAL WATER SYSTEMS DIVISION VARIANCE</b>	55,843	(9,138)	0	0	46,705
<b>FINANCE - WATER RATE ADMINISTRATION</b>	90,788	(74,564)	7,607	0	23,831
<b>Water Revenue</b> Water Revenue higher than anticipated			56,190		56,190
<b>Wages and Benefits</b> Incremental increases not budgeted; increased vacation carryover		(4,941)			(4,941)
<b>Human Resource Management</b> Training postponed due to deficit; uniforms less than anticipated	899				899
<b>Office Expense</b> Less spending in this area	13,427				13,427

**VARIANCE REPORT AS AT DECEMBER 31, 2011**  
**WATER RATE ADMINISTRATION**  
**Projected to December 31st (INTERIM)**

<b>Department/Board/Division</b>	<b>EXPENSE</b>		<b>REVENUE</b>		<b>Impact on Budget</b>
	<b>Surplus</b>	<b>(Deficit)</b>	<b>Surplus</b>	<b>(Deficit)</b>	
<b>Strategic Initiatives</b> Wages and benefits less than anticipated	303				303
<b>Financial Expense</b> Interest earned in bank account and on investments less than budgeted				(800)	(800)
<b>Vehicle Maintenance</b> Vehicle Maintenance more than anticipated		(22)			(22)
<b>HR &amp; MIS - Wages and Benefits</b> Benefits less than anticipated	378				378
					0
<b>TOTAL FINANCE VARIANCE</b>	<b>15,007</b>	<b>(4,963)</b>	<b>56,190</b>	<b>(800)</b>	<b>65,434</b>
<b>DEBT CHARGES</b>	29,605	0			29,605
<b>TOTAL VARIANCE FOR WATER RATE ADMINISTRATION</b>	<b>162,927</b>	<b>(90,924)</b>	<b>66,798</b>	<b>(800)</b>	<b>138,001</b>

## VARIANCE REPORT AS AT DECEMBER 31, 2011

### WASTEWATER RATE ADMINISTRATION

**Projected to December 31st (INTERIM)**

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>OPERATIONS DEPARTMENT – WASTEWATER DISTRIBUTION</b>					
<b>ADMINISTRATION DIVISION</b>					
1) Wages & Benefits - (a) Staff hours increased to offset staff off on long-term disability. (b) Incremental wage increase not budgeted for.		(8,423)			(8,423)
2) Human Resource - Reduction in professional development	944				944
3) Office Expenses - Reduction in telephone and costs.	2,455				2,455
<b>TOTAL ADMINISTRATION VARIANCE</b>	<b>3,399</b>	<b>(8,423)</b>	<b>0</b>	<b>0</b>	<b>(5,024)</b>
<b>ENGINEERING</b>					
1) Wages & Benefits - (a) Staff hours increased to offset staff off on long-term disability. (b) Incremental wage increase not budgeted for.		(7,149)			(7,149)
2) Human Resource - Reduction in travel allowance since staff was on long-term disability.	847				847
3) Office Expenses - Reduction in expenses across a number of accounts.	244				244
<b>TOTAL ENGINEERING VARIANCE</b>	<b>1,091</b>	<b>(7,149)</b>	<b>0</b>	<b>0</b>	<b>(6,058)</b>
<b>Wastewater Collection System</b>					
<b>Wastewater Collection</b>					
<b>Administration</b>					
1) Wages and benefits - higher than budgeted amount.		(1,258)			(1,258)
2) Human Resource - slightly lower than anticipated.	154				154
<b>Equipment Training</b>					
Training is complete for WPCC staff but no training was provided for Public Works Staff that hold a Collection Licenses.	26,801				26,801
<b>Work &amp; Customer Services</b>					
Blocked sewer call volumes based on an average.		(8,630)	3,167		(5,463)
<b>Surface Repair</b>					
Cost to run program slightly higher than anticipated.		(31)			(31)
<b>Wastewater Mainline Cleaning</b>					
(a) Better rate for Contracted cleaning . (b) Reduction in staff time required to complete in-house work.	22,141				22,141
<b>Wastewater Connection Maintenance</b>					
(a) Reduction in number of service repairs made. (b) Reduction in Materials/Supplies purchased. (c) Only the most urgent services were repaired.	63,201				63,201
<b>TOTAL WASTEWATER COLLECTION VARIANCE</b>	<b>112,297</b>	<b>(9,919)</b>	<b>3,167</b>	<b>0</b>	<b>105,545</b>
<b>WATER POLLUTION CONTROL CENTRE</b>					
<b>Sewage Plant</b>					
1) Wages and Benefits (a) Will be a deficit at the WPCC and a surplus at the Main Pumping Station, Leachate and Pumping Station for both full and part time staff as more time was allocated to WPCC. (b) Overtime to be credited from upgrade project.		(108,725)			(108,725)
2) Human Resource - Reduction in out of town conferences and training as per budget cut backs requests.	21,605				21,605
3) Office Expenses - Reduction in expenses due to budget cut back requests.	5,776				5,776
4) Plant Operations - (a) Chemical costs higher due to new polymer as part of the Upgrade and hot dry fall using more Ferric and Sodium. (b) Reduction of material & supplies due to cut backs.(c) Taxes on City Land lower than budgeted amount		(30,231)			(30,231)
<b>Abatement</b>					
Reduction in expenses due to budget cut back requests.	1,754				1,754
<b>Main Pumping Station</b>					

**VARIANCE REPORT AS AT DECEMBER 31, 2011**  
**WASTEWATER RATE ADMINISTRATION**  
**Projected to December 31st (INTERIM)**

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
1) Wages and Benefits - Full time and part time staff will be reporting a surplus as more time allocated to the WPCC.	20,826				20,826
2) Plant Operations - Electricity cost higher than anticipated		(3,980)			(3,980)
<b>Pump Stations</b>					
1) Wages and Benefits - Full time and part time staff will be reporting a surplus as more time allocated to the WPCC.	39,714				39,714
2) Plant Operations - Reduction in expenses due to budget cut back request. (b) December Hydro bill no yet received.	10,869				10,869
<b>Leachate Station</b>					
1) Wages and Benefits - Full time and part time staff will be reporting a surplus as more time allocated to the WPCC.	27,404				27,404
2) Reduction of Materials and supplies and contracted services required at the Leachate Station.	10,594				10,594
<b>TOTAL WATER POLLUTION CONTROL CENTRE VARIANCE</b>	138,542	(142,936)	0	0	(4,394)
<b>TOTAL WASTEWATER SYSTEMS VARIANCE</b>	250,839	(152,855)	3,167	0	101,151
<b>FINANCE - WASTEWATER RATE ADMINISTRATION</b>					
<b>Wastewater Revenue</b>					
Revenue less than budget					(360,440) (360,440)
<b>Human Resource Management</b>					
No training or travel in order to alleviate deficit	1,049				1,049
<b>Office Expense</b>					
Less spending on materials, printing and postage	17,449				17,449
<b>Financial Expense</b>					
Bank balance low - therefore interest earned less than anticipated					(1,660) (1,660)
Bank service charges	319				319
<b>Wages and Benefits</b>					
Benefits lower than anticipated	354				354
<b>TOTAL FINANCE VARIANCE</b>	19,171	0	0	(362,100)	(342,929)
<b>DEBT CHARGES</b>	23,000		0		23,000
<b>TOTAL VARIANCE FOR WASTEWATER RATE ADMINISTRATION</b>	297,500	(168,427)	3,167	(362,100)	(229,860)

**BROCKVILLE**  
CITY OF THE 1000 ISLANDS

Corporation of the City of Brockville

Capital Variance Report

Interim for the period ending December 31, 2011

Attachment #3 to Report 2012-036-02

Project	Budget Carry-Forward (from previous years- UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
BMAAC	19,786	45,000	54,802	-	Projects are on-going.
BMHC Business Plan	-	7,500	-	-	Project is complete. No variance anticipated.
Building Maintenance	205,945	150,750	48,580	24,245	(1) 2011 projects have been completed with an anticipated surplus of \$13,906 + 10,000 contingency = \$23,906. (2) \$7,835 of projects deferred 2012 - (a) \$5,836.64 Air quality in Clerks office - Air movement (funding from Federal Gas Tax), (b) \$1,998.46 - Deferred gas piping up-grade at the Museum (funding from Federal Gas Tax). (3) (a) 2010 Outstanding project for the Museum - Interior Painting completed with a surplus of \$339.00. (b) \$16,500 projects deferred to 2012 for the James A. C. Auld Harbour Services Building - \$8,000 Electrical Panel Upgrade and \$8,500 Office Expansion.
Brockville History Book	(74,409)	0	(71,897)	-	Deficit to be offset by future book sales. Prices have been lowered to encourage sales.
Brockville Cemetery Property Survey		5,000	-	-	Project is complete. No variance anticipated.
Fleet	524,053	792,820	463,846	154,282	Surplus to be distributed back to original funding source - Water/Wastewater/Fleet Reserve Fund. Deferred \$309,563.91 to 2012 for the Sewer Vactor and Equipment to Outfit the Unit.
GIS Engineering	(22,097)	-	(32,273)	-	Work is in progress. Status of COMRIF funding is being investigated.
GWM/C Solar Project	469,000	-	458,315	-	Project was awarded to Four-O-One Electric for \$469,000.
Corporate Systems Upgrade	91,959	230,000	(69,784)	-	Work is continuing on the Fire Console, 911 upgrade, ERP, Planning Dept. project, Disaster Recovery System and the Document Management System. Revenue from cost-share agreement has not been factored into this variance for the Fire Console. Dictaphone project is approximately \$5,000 over budget and it is anticipated that this deficit will be offset by surplus's in other projects within the Corporate Systems Upgrade umbrella.
Computer Replacement Program	79,153	127,925	10,876	-	D Project is on-going and it is anticipated that it will be completed within budget.
Sales & Acquisitions		600,000	(83,850)	-	Includes the purchase of 45 Water St.
Energy Retrofits / Powerblitz/Lighting Retrofit		-	(10,886)	-	Project to be funded from Federal Gas Tax funds.
2006 Minor Capital	3,864	-	3,864	(139)	The Telecom redundancy project is on-going.
2008 Minor Capital	(6,285)	-	(6,285)	-	
2009 Minor Capital	(7,857)	-	(7,857)	-	Deficit due mainly to "electrical reconnection of streetlights project" that was approx. \$11,000 over budget in 2010. As well, partner municipalities to be billed for share of X-Port loader software.

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Interim for the period ending December 31, 2011

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
2010 Minor Capital	10,332	-	10,332	-	Projects are on-going and anticipated to come in on budget. All Public Works/Parks projects completed.
2011 Minor Capital	-	91,000	45,569	7,120	Projects are on-going and anticipated to come in on budget. (a) All Public Works/Parks projects completed. -The Road Weather Information Station installation is completed with a \$96 deficit., (b) 2 -Traffic Controllers - Purchased and at contractors location, still require installation. An estimated surplus of \$7,215.74 is being reported for this project.
Protective and Security Measures	11,378	-	11,378	-	Funds to be used in 2012 for security related projects.
Brockville Memorial Centre Solar Project	-	-	64,322	-	Memorial Centre Solar originally budgeted for \$1,100,000 from FGT (\$800,000 in 2009 and \$200,000 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	-	53,900	17,698	-	It is anticipated that the project will be completed within budget.
Scott Air Pack		40,000	232	-	It is anticipated that the project will be completed within budget.
Waste management study	18,819	-	15,929	-	Sufficient funds to cover carrying costs for several years. 2011 budget funded from previous years surplus.
Landfill Site Closure	(3,304)		(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	(120)	450,000	2,534	2,534	Project is complete.
North Augusta Rd. overpass	-	-	(22,367)		Invoice for flagging from CN settled.
Bridge Inspection Services	20,613	-	11,633	11,633	Project complete. Carry surplus forward for future inspections.
Bridge Street		275,000	270,770	-	
Brockville Transportation Planning Study	76,100		76,100	76,100	Project on-going. The study to be completed in conjunction with Official Plan update. Possible funding source of Official Plan.
Centre Street Reconstruction	-	283,971	(11,572)	-	
Ernie Fox Quay	40,000	-	3,429	3,429	Project complete.
Fencing - CN Railways	3,225	-	3,225	-	Used continuously to make repairs to fences from vandalism.
Front Ave Railway Crossing	(1,378)	-	(1,378)	-	Project to be funded by debentures when complete.

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Project	Budget Carry-Forward (from previous years- UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
Grenville Court Reconstruction		400,000	32,283	-	Project has been completed. Follow-up camera inspection work to be completed in 2012.
Kingston Bridge Repairs	27,000		27,000	-	\$27,000 Deferred to 2012.
King St. West Reconstruction	123,973	-	123,973	123,973	Project complete. Funds can be used to help offset deficits in George St. and Jessie St. projects.
Louis Street Reconstruction	6,148		6,148	6,148	Project is complete. Project can be closed and the surplus can be used towards other projects.
Parking Meters	22,678		22,678	-	Project delayed due to delay in release of meter technology.
North Augusta Rd culvert repairs		170,000	170,000	-	\$170,000 Deferred to 2012.
Opticom Equipment - vehicular and traffic light		33,500	26,981	-	It is anticipated that the project will be completed within budget.
Pre-Engineering Services	20,125		10,783	-	On-going. \$5,000 has been budgeted to be used for the Cemetery lot survey.
Parkdale Avenue Realignment	162,084		162,084	-	Project is complete. Funds have been held to offset the future cost of traffic signals, if mandated, to install.
Parkview Blvd. Reconstruction		350,000	14,830	-	Project has been completed. Follow-up camera inspection work to be completed in 2012.
Parking Lot Improvements	-	74,183	40,009	40,009	Project completed. Funds to be returned to the Parking Reserve Fund.
Roads & Bridges Funding	5,743		5,743	5,743	Interest earned on subsidy funds. Funds can be used to help offset the deficit of road related capital projects.
Page Energy Efficient Street Light Conversion	428,591	(19,739)	(19,739)	(19,739)	Project to be funded from Federal Gas Tax Funds. - (1) invoice and completed in 2011 - Tender \$421,178 + HST, City Hall Globes \$1,165 + HST., 4 extra fixtures not in tender \$679.32. + HST (2) Completed in 2011 and to be invoice in 2012 - Labour Hardy Park to tip over poles \$2,400 + HST, 12 new fixtures Hardy Park \$5,484 + HST, (3) To be completed in May 2012 invoiced in 2012 - 10 extra fixtures not on the map \$9,669.74 GRAND TOTAL = \$440,575.74 + HST
Traffic and Transportation Master Plan	-	75,000	75,000	-	It is anticipated that the project will be completed within budget.
Central Ave. West Manhole/Sewer Rehabilitation		150,000	142,109	-	It is anticipated that the project will be completed within budget.
Dechlorination Station Equipment	50,283		50,283	-	On-going. Engineering staff researching for a suitable solution.
Elizabethtown water distribution	12,761		12,761	-	
Ferguson Drive - Pressure Reducing Valve Installation	(12,240)	(12,240)	(12,240)	(12,240)	Project complete.

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Interim for the period ending December 31, 2011

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
George Street Sewer Separation	(14,514)	(15,439)	(15,439)	Carry-forward amount includes debentures in the amount of \$58,288 that have not yet been issued.	
Jessie Street Sewer Separation	(104,627)	(106,167)	(106,167)	Carry-forward amount includes debentures in the amount of \$151,711 that have not yet been issued.	
Landfill Leachate Treatment System	298,982	298,982	-	Project is on-going. Carry forward amount includes \$280,000 in debentures that have not yet been issued.	
North Trunk Sanitary Sewer	110,000	110,000	-	It is anticipated that the project will be completed within budget.	
Ormond Street Watermain	34,080	34,080	-	Project is complete. Project to be funded from the issuance of debentures in the amount of \$260,000.	
Sewer Inflow/Infiltration Analysis	129,853	129,853	-	Project is on-going	
Service Upgrades	41,891	24,852	10,572	Project is on-going.	
Stewart Blvd	78,447	78,447	-	Work is in progress.	
Water Pollution Control Plant Equipment	666,502	312,500	800,802	31,616	2011 projects have been completed, reported surplus of \$31,616.05. \$218,000 projects deferred 2012 - (a) \$15,000- ARC Flash Assessment (CSA Regulatory), (b) \$68,000 - Lighting Retrofit, (c)\$70,000 - Anchor System Maintenance/Replacement, and (d) \$65,000 - West End Pumping Stations - Replace Stand-By Generator.
Water Pollution Control Plant Secondary Treatment Upgrade	13,929,466	13,055,000	15,743,911	-	Project is on-going. Project has been approved for 50% Federal funding and 16.67% Provincial funding.
Water Service Hydrant Leads	(8,022)	(10,572)	(10,572)	Work is complete. Deficit will be funded from Services Upgrade account.	
Water Systems Master Plan	50,000	50,000	-	Projects are on-going.	
Water Treatment Plant Work	259,315	390,000	243,862	53,020	2011 projects have been completed, reported surplus of \$53,019.94. \$8,124.62 projects deferred 2012 - (a) \$2822.89- High Lift #2 Pump & Motor Rebuild, (b) \$408.93 - Replace Low Lift Pump #1/Engineering Services, (c)\$4,892.80 - Contingency.
Expansion of the Zone 3 pressure area	40,452		40,452	-	Project is on-going.
Building Canada Intake #2	1,823		1,823	-	Funding for this project is 1/3 federal, 1/3 provincial, 1/3 municipal. No variance anticipated.
Bridlewood - Community Park	31,667		31,667	(10,572)	Project complete. Additional sand fill was required to level the site for the play structure.
Leash-Free Dog Park	874		1,064	-	Loan amount outstanding at December 31, 2011 is \$3,000.

**BROCKVILLE**  
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**Capital Variance Report**  
**Interim for the period ending December 31, 2011**

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
Electricity at Court House Green	(1,579)	(1,579)	4,901	-	Grand Opening was October 3, 2009.
Project Encore - Including Theatre Manager Software	5,398		16,676	16,676	Costs were less than budget, amount of required debentures to be reduced.
Fire Curtain at BAC			3,500	3,500	Project is complete. Project to be closed at year end.
Fulford Fountain	214		214	214	Project is complete. Funds to be returned to FGT reserve fund (as this was the original funding source).
HVAC System at Brockville Arts Centre	11,282		11,282	-	Project is complete. Surplus can be used to fund other deficits.
Islands Environmental Assessment	10,831		10,831	-	Funds have been held for possible future phases.
Pedestrian Pathway Linkage	27,581		17,486	13,533	Deferred \$9,000 (estimated cost) , funds to install a swail on the south side of the structure for runoff and overlay 100' of asphalt sidewalk from the west end of Downey Street to the bridge; to be completed in 2012.
Pedestrian Bridge Repairs	112,387	89,405	4,423	(12,830)	Projects have been completed, reported deficit of (\$9,064 for 2011). Outstanding projects from 2007 have been completed for Memorial Park & Cunningham Park in 2011 reporting a deficit of \$3,766). Deferred to 2012 Brackinreid Ball Park -\$17,253.
Parkland Equipment Management Program	-	45,000	45,000	-	No variance anticipated. Deferred \$45,000 pending on grant money.
Power Pedestals - Centeen Park	(23,937)		2,214	-	Project complete.
RinC - Memorial Centre	(28,242)		10,975	(10,000)	Project complete. Two-thirds funding was maximized which resulted in a deficit.
Ring Youth Arena	(53,193)		(53,193)	-	Deficit slated to be covered from future capital budgets.
Skip Park	-	180,000	43,525	-	Contribution to community project. No variance anticipated.
St Lawrence Park Design	16,951		16,951	-	Project is on-going.
Tunnel Tourism	193,631		176,628	-	Railway Tunnel committee has been re-established.
Waterfront Public Use Study	5,459		5,459	5,459	Project is ongoing 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	-	Project is on-going.



**Corporation of the City of Brockville  
Capital Variance Report  
Interim for the period ending December 31, 2011**

Project	Budget Carry-Forward (from previous years-UNAUDITED)	2011 Budget	Unspent Funds Surplus/ (Deficit)	Projected Variance	Notes / Comments
Development Charge Background Study	20,000		20,000	-	Project on hold until Council decision on pursuing study is made.
Comprehensive Zoning By-law		79,746	79,746	-	
Official Plan Update	-		(2,353)	-	Possible funding sources of the deficit are the Transportation Study project or the Federal Gas Tax Fund.
Bridlewood Subdivision	99,365		99,365	-	Funds received from developers.
Stormwater Management - Brockwoods	3,536		3,536	-	Funds received from developers.
Sidewalk contributions	49,859		49,859	-	Funds received from developers.
St. Lawrence Lodge Redevelopment Project	179,520		179,520	-	Brockville's share of this project is 60.26%.
	17,917,528	19,145,791	20,354,700	390,528	