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Committee Members

Councillor J. Fullarton, Chair  
Councillor J. Earle  
Councillor L. Journal  
Mayor D. Henderson,  
Ex-Officio

Areas of Responsibility:

Finance

Clerk's Office

Human Resources

Legal

Joint Services Committee

Safe Communities

Coalition

Volunteer Awards

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***AGENDA***

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**CONSENT AGENDA**

**November 9, 2010**

**REPORT TO FINANCE/ADMINISTRATION COMMITTEE – November 16, 2010**

**2010-152-11  
REQUEST FOR  
RELOCATION OF THE ACCESSIBLE PARKING  
SPOT IN FRONT OF THE WEDGEWOOD ON  
KING STREET**

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

**RECOMMENDED**

THAT the accessible parking spot in front of 25 King Street East be relocated to 55 King Street East; and

THAT Schedule 11 of City of Brockville By-law 119-89 a By-Law to Regulate Parking is amended accordingly.

**PURPOSE**

To realign the parking spots on King Street East in the area of the Wedgewood to provide better access to the facility for EMS vehicles and visitors requiring the accessible parking spot.

**BACKGROUND**

Staff was contacted by the owners of the Wedgewood to determine what could be done to provide better access to the facility for EMS vehicles and visitors that required the disabled parking spot on King Street East to park their vehicle.

**ANALYSIS**

Attached to this report as Schedule A is the current parking configuration in front of the Wedgewood on King Street East. There are 6 regular and 1 disabled parking spots. The first parking spot immediately east of Market Street East is located 4.3 meters from the crosswalk which violates the 6 meter distance requirement of the Highway Traffic Act. The disabled parking spot is located in the most easterly location. When EMS responds the King Street entrance of the Wedgewood, they must double park on the street impeding traffic flow and causing safety concerns for the ambulance personnel.

Attached to this report as Schedule B is the proposed parking schematic. The total number of parking spots remains the same but they are shifted one spot to the east. The disabled parking spot would become the first spot east of Market Street East and would be in close proximity to the front door of the Wedgwood. On EMS response if the disabled parking spot was not in use, the ambulance could utilize it and be off the street.

If there was a vehicle in the disabled spot, the ambulance could pull into the empty space immediately west of the disabled parking spot as there would be sufficient space between the back of the ambulance and the cross walk for the 2.44 meters (8 feet) space requirement behind the ambulance for loading passengers. EMS, Fire, Planning, Operations, the DBIA and the Wedgewood all support this proposed parking spot revision.

### **POLICY IMPLICATIONS**


Amendments to the City's Parking By-Law 119-89, requires Council's authorization.

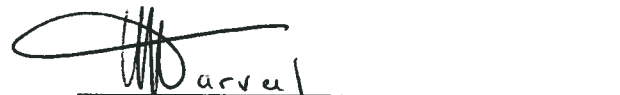
### **FINANCIAL CONSIDERATIONS**


Annually Public Works budgets for the installation of a variety of signs throughout the City including; stop, yield, parking, directional, and more. There are sufficient funds in the Public Works 2010 Proposed Operating Budget in account 3390-3620 to accommodate the estimated cost of \$500 to supply and install the necessary sign.

### **CONCLUSION**

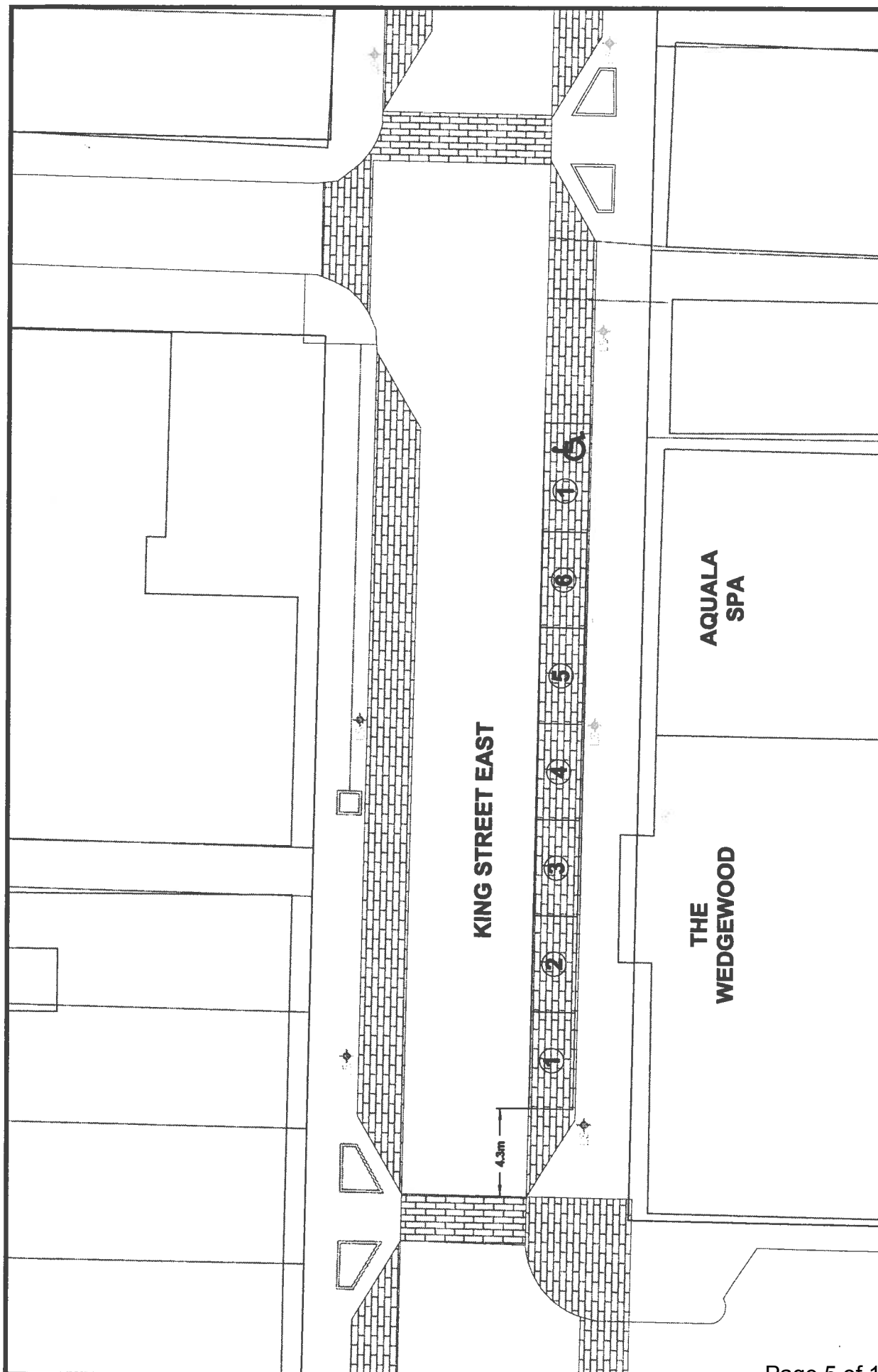
The City should make this minor parking revision to better facility access to the Wedgewood by both persons with disabilities and EMS.

  
C.J. Cosgrove, P.Eng.  
Director of Operations

  
V. Harvey  
Supervisor of Transportation Services

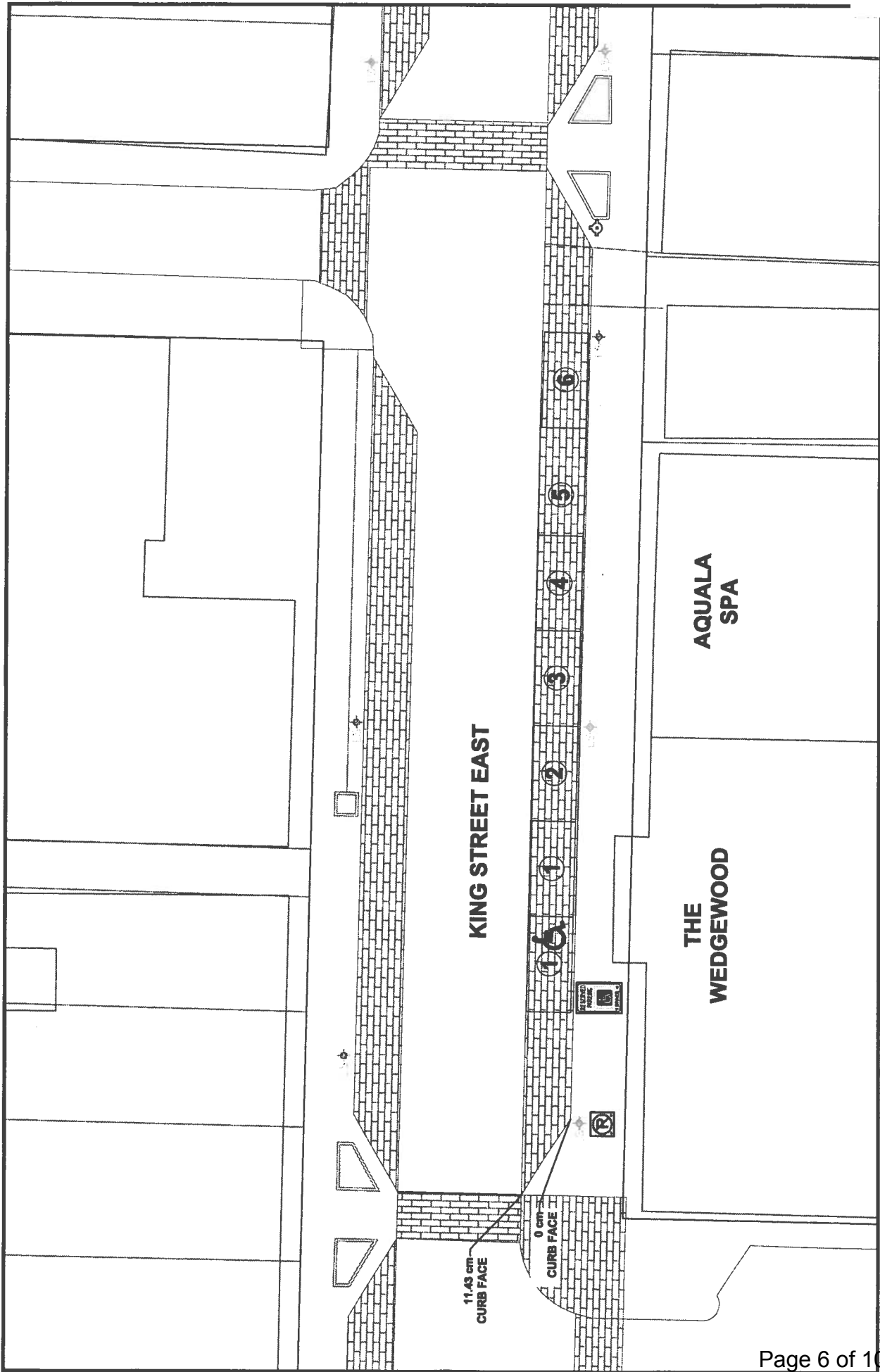
  
D. Cyr  
Director of Finance

  
B. Casselman  
City Manager



# EXISTING PARKING AT THE WEDGEWOOD

CURRENT PARKING: 6 PARKING SPACES  
1 DISABLED PERSONS SPACE



# PROPOSED PARKING AT THE WEDGEWOOD

PROPOSED PARKING: 6 PARKING SPACES  
1 DISABLED PERSONS SPACE

**November 8, 2010**

**REPORT TO OPERATIONS COMMITTEE – NOVEMBER 17, 2010**

**2010-147-11**

**WATER & WASTEWATER SYSTEMS  
QUARTERLY REPORT  
(JUL. – SEP. 2010)**

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

**RECOMMENDED**

THAT Report 2010-147-11 Water & Wastewater Systems Quarterly Report (Jul. – Sep. 2010) be received for information purposes.

**PURPOSE**

This report covers the months of July, August and September 2010. 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, the 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 third quarter of 2010.

**ANALYSIS/OPTIONS**

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

The City continues to be in compliance with the Water Treatment Plant's Certificate of Approval (C of A), 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: One adverse water quality incident occurred on September 30<sup>th</sup>, 2010. Low chlorine residual in Ormond Street and Glengarry Road area. Reconstruction of the watermain on Ormond Street created a dead end in the system causing the chlorine residual to dissipate. The area was flushed and resampling conducted, all reports to SAC, MOH and MOE were submitted. Continuous flush station installed to maintain chlorine residual.

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

- Pilot using PAX-XL 1900 (ACH) coagulant. New coagulant lowers aluminum residuals with the DWQO. (ACH) Coagulant requires less chemical dosage – therefore it is anticipated to lower the annual chemical cost by approximately \$5,000 -\$10,000.
- Renovation for lunchroom/locker room completed.
- UV Reactors annual servicing completed.
- Annual calibration of flow meters and pressure transmitters completed.
- Annual backflow inspection completed.

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

- Emergency power connection for Parkedale Reservoir 2010 Capital Project commenced.
- Communications with First Avenue Booster Station is still a problem. PLC requires replacement; replacement is projected to be completed by the end of October 2010.

**3. Filters:**

- Problem with Filter #2 drain gate and actuator. Temporary repairs were made. Replacement of actuators has been included in the 2011 Capital Budget.

**4. Overhead Tank:**

- Tank cleaned and disinfected.
- Tank inspected by Landmark Municipal Services. Inspection report indicated safety upgrade required as per Ministry of Labour Regulations. Projected cost for the safety upgrade is \$50,000.00 which is included in the 2011 Capital Budget.

**5. Low Lift Pump Station:**

- Low Lift Pump #2 replacement selection completed – new pump to be installed is RuhRPumpen from ASL Roteq. Pump installation is expected to be completed by the end of January 2011.
- New variable frequency drives installation completed for Pumps #1 & #2.
- Emergency power connection completed for Pump #1.

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

- Some Standard Operational Procedures updated to conform with DWQMS.
- Received draft Drinking Water Works Permit and Water Works Licence from MOE. Draft reviewed and comments resubmitted to MOE for approval.



7. MOE Inspections:

- No MOE inspections scheduled at this time.

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:

- Valve chambers inspected – Team Solutions contracted for chamber cleaning.

10. Elizabethtown-Kitley Distribution:

- MOE Inspection report received.
- Hydrant inspections completed for Elizabethtown-Kitley.
- Annual flushing of system completed.
- Annual calibration of flow meter and pressure transmitters completed.  
MOE approved the operation of the Elizabethtown-Kitley system as an extension of the Brockville Drinking Water System which could result in operational savings.

11. Local Water Distribution:

- Water Main Breaks:
  - July 2010 - Fairknowe Crescent 6"
  - August 2010 – Stewart Boulevard. 6"
  - September 2010 – Broadway 6" CI shear, Stanley & Bartholomew 6" CI shear, Elizabethtown-Kitley Lambton Lane 6" PVC saddle connection required replacement.
- Service Repairs / Replacement:
  - 124 James Street East service repaired.
- Valve / Hydrant Inspection:
  - Fire Dept. conducting hydrant inspections throughout City.
  - Hydrant painting throughout City.
  - Annual backflow inspections completed on all hydrant service connections.
- Capital Projects:
  - Jessie Street reconstruction still underway – projected completion date end of October 2010.
  - George Street watermain installation – backfeed installed for all service connections, construction commenced September 13<sup>th</sup>, 2010.
  - Ormond Street watermain installation – backfeed installed for all service connections, construction commenced September 27<sup>th</sup>, 2010.

## 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 September the 12 month revolving average effluent characteristics (concentration and loading) for CBOD<sub>5</sub> are 53.05 mg/L and 899.96 kg/day respectively and remain out of compliance with the Certificate of Approval.

### Items of Note:

#### 1. Main Pumping Station:

- Pumps & Motors: Waiting on delivery of new pump, motor and control panel for Pump #1.
- Bypasses:
  - On August 23<sup>rd</sup>, 2010 due to heavy rains there was a bypass event at the Main Pumping Station. Approximately 34,400 m<sup>3</sup> of wastewater was bypassed. A report was submitted to the MOE.
  - On September 30<sup>th</sup> – October 1, 2010 due to heavy rains there was a bypass event at the Main Pumping Station. Approximately 39,146 m<sup>3</sup> of wastewater was bypassed. A report was submitted to the MOE.

#### 2. Pumping Stations:

- WPCC Staff responded to five (5) mechanical pump calls. The necessary repairs were made and the pumps were put back in service.
- West End Pumping Station wet well was cleaned.
- Leachate Pump #3 was rebuilt and installed. Pump #4 is still out for repair.

#### 3. Primary Clarifiers:

- New drive chain is being installed in Primary Clarifiers #3 as part of the upgrade.
- Raw Sludge Pump #3 replaced with new pump.

#### 4. Screen & Degrit: The rake mechanism bent on Bar Screen #1 and was repaired by a contractor.

#### 5. Disinfection:

- Contact tank was cleaned and repairs made to the sodium line.
- Sodium Pump #2 was removed for repair.

#### 6. Digesters: Digester #1 was drained, cleaned and turned over to the contractors as part of the upgrade.

7. Power Outages: We had three power outages at the WPCC. No issues to report.
8. Plant Inspection: The MOE completed their annual plant inspection on January 14<sup>th</sup>, 2010. A draft report was received for review and comment. We are still waiting on the final report. No new updates.
9. Flow Meter Calibrations: Annual flow meter calibrations were completed in August 2010.
10. Collection System Responses:
  - 47 blocked sewers/maintenance/smell of sewer gas.
  - 2 blocked mains.
  - 2 sewer lateral service repairs
  - 3 sewer lateral repairs/brokenpipes/camera inspections for outside contractors.

## 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.

  
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P. Raabe P. Eng.  
Director of Environmental Services

  
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D. Richards  
Water Systems Supervisor

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

  
\_\_\_\_\_  
E. Malcomson  
Wastewater Systems Supervisor

  
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D. Cyr  
Director of Finance

# BROCKVILLE DRINKING WATER SYSTEM PERFORMANCE ASSESSMENT REPORT

Month	CITY OF BROCKVILLE				ELIZABETHTOWN-KITLEY				BACTERIOLOGICAL SAMPLING							
	Total Volume Treated (ML)	Avg. Daily Flow (ML/d)	Avg. F12 Residual (mg/L)	WDS Avg. FCR (mg/L)	Total Flow (ML)	Avg. Daily Flow (ML/d)	WDS Avg. FCR (mg/L)		BROCKVILLE WDS				EZK WDS			
									EC	TC	HPC	EC	TC	EC	TC	HPC
2010 JUL	373.82	12.06	0.50	0.97	8.98	0.29	0.87		44 out of 44 safe	44	28 out of 28 safe	12 out of 12 safe	12 out of 12 safe	12	12 out of 12 safe	8 out of 8 safe
AUG	388.49	12.53	0.47	0.97	9.13	0.30	0.82		54 out of 54 safe	54	35 out of 35 safe	13 out of 13 safe	13 out of 13 safe	13	13 out of 13 safe	9 out of 9 safe
SEP	353.09	11.77	0.40	1.07	7.71	0.26	1.06		40 out of 40 safe	40	24 out of 24 safe	4 out of 4 safe	4 out of 4 safe	4	4 out of 4 safe	4 out of 4 safe

FCR - Free Chlorine Residual  
WDS - Water Distribution System  
EZK - Township of Elizabethtown-Kitley  
EC - E. coli  
TC - Total Coliform  
HPC - Heterotrophic Plate Count  
ML - Million Litres

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

MONTH	FLOWS			BOD/CBOD			SUSPENDED SOLIDS				PHOSPHORUS				BACTI RESULTS		
	TOTAL FLOW 1000M3	AVG DAY FLOW 1000M3	MAX DAY FLOW 1000M3	AVG RAWW BOD (mg/L)	AVG RAWW CBOD (mg/L)	TOTAL LOADING (kg/day)	AVG SS (mg/L)	AVG EFF SS (mg/L)	TOTAL LOADING EFF. SS. (kg/day)	PERCENT REMOVAL	AVG PHOS. (mg/L)	RAW PHOS. (mg/L)	PHOS. EFF (mg/L)	TOTAL LOADING EFF. PHOS. (kg/day)	PERCENT REMOVAL	FECAL COLIFORM (Organisms per 100 ml)	NUMBER OF SAMPLES
SEP 10	498.83	16.628	40.528	165.78	66.11	1099.28	164.33	36.17	601.43	78.0	3.05	0.78		12.97	74.4	N/R*	N/R*
AUG 10	529.55	17.082	41.555	116.82	52.18	891.34	128.64	35.27	602.48	72.6	2.99	0.86		14.69	71.2	N/R*	N/R*
JUL 10	475.43	15.336	19.539	118.55	42.36	649.63	138.91	29.55	453.18	78.7	2.95	0.84		9.82	78.3	N/R*	N/R*
JUN 10	498.39	16.613	25.459	134.00	46.78	777.16	147.67	26.92	447.22	81.8	2.73	0.66		10.96	75.8	N/R*	N/R*
MAY 10	474.22	15.297	18.134	131.50	43.93	670.47	168.58	28.43	434.89	83.1	3.34	0.73		11.17	78.1	N/R*	N/R*
APR 10	484.38	16.146	18.384	140.08	53.50	863.81	154.42	33.75	544.93	78.1	3.39	0.94		15.18	72.3	N/R*	N/R*
MAR 10	620.05	20.002	23.315	106.92	45.64	912.89	115.27	26.57	531.45	76.9	2.43	0.62		12.40	74.5	N/R*	N/R*
FEB 10	455.69	16.275	22.463	164.31	78.58	1278.89	158.00	37.58	611.61	76.2	3.17	0.94		15.30	70.3	N/R*	N/R*
JAN 10	579.49	18.693	46.072	126.75	56.91	1063.82	132.58	32.82	613.50	75.2	2.70	0.89		16.64	67.0	N/R*	N/R*
DEC 09	628.37	20.270	32.364	107.29	43.43	880.33	129.75	24.50	496.62	81.1	2.56	0.61		12.36	76.2	N/R*	N/R*
NOV 09	498.39	16.613	19.635	136.18	52.91	878.99	141.50	31.75	527.46	77.6	3.10	0.73		12.13	76.5	N/R*	N/R*
OCT 09	474.80	15.316	22.831	148.38	54.36	832.88	151.13	40.00	612.64	73.5	3.15	0.96		14.70	69.5	N/R*	N/R*
AVG		17.023		133.05	53.05	899.96	144.23	31.94	539.79	77.75	2.96	0.78		13.19	73.69		
MAX			46.072	165.78	78.58		168.58	40.00		83.14	3.39	0.96					
CRITERIA		21.800			35.00	763.00		45.00	981.00			1.00		22.00			
COMPLIANCE	YES				NO			YES		YES		YES					

STATISTICS FOR THE MONTH OF SEPTEMBER:

2009	396.06	13.202	15.880	141.20	52.20	689.14	165.25	36.88	486.89	77.7	3.24	0.88	11.62	72.8
2008	446.48	14.883	16.548	116.00	59.33	883.01	161.45	37.18	553.35	77.0	3.14	0.98	14.59	68.8
2007	442.39	13.746	17.719	140.67	69.33	953.01	162.14	37.00	508.60	77.2	3.36	0.00	13.75	70.2
2006	412.39	13.485	17.719	140.67	69.33	953.01	162.14	37.00	508.60	77.2	3.36	0.00	13.75	70.2

**COMMENTS:**

MONTH	Total Loadings			
	TOTAL RAW BOD (kg/day)	TOTAL RAW SS (kg/day)	TOTAL RAW P (kg/day)	
SEP 10	2,757	2,732	51	
AUG 10	1,996	2,197	51	
JUL 10	1,818	2,130	45	
JUN 10	2,226	2,453	45	
MAY 10	2,012	2,579	51	
APR 10	2,262	2,493	55	
MAR 10	2,139	2,306	49	
FEB 10	2,674	2,571	52	
JAN 10	2,369	2,478	50	
DEC 09	2,175	2,630	52	
NOV 09	2,262	2,351	52	
OCT 09	2,273	2,315	48	
AVG	2,247	2,436	50	
MAX	2,757	2,732	55	

Note: \*As per our new C of A 5526-7SGL3D issued on June 26th, 2009, we are currently not required to sample for bacti. We stopped sampling Fecal Coliform in August 2009.

**Note:** As per our new C of A 5526-7SGL3D issued on June 26th, 2009, we now measure BOD on raw influent.

Note: Due to changes in our new C of A 5526-75GL3D regarding BOD/CBOD, we are no longer reporting percent removal for this parameter. This change is reflected in our 2010 reporting

**OCTOBER 28, 2010**

**REPORT TO FINANCE & ADMINISTRATION – NOVEMBER 16, 2010**

**2010-146-11  
2010 WORK PLAN  
THIRD QUARTER REPORT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

THAT report 2010-146-11 2010 Work Plan Quarterly Report, be received for information purposes.

**PURPOSE**

This report covers the third quarter of 2010. The purpose of the report is to keep Council and the public current with performance and operational challenges associated with the 2010 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. Corporate Reorganization**

- Corporate reorganization approved by Council January 19, 2010
- Transition initiated April 12, 2010
- Staffing adjustments completed
- Facility retrofits completed at Gord Watts/WPCC. Water Plant retrofit to be completed by end of July 2010
- Budget restated at July Finance & Administration meeting

**2. Official Plan**

- Final Draft of Official Plan completed.
- Statutory public meeting September 15, 2010
- Stakeholder input including Province received
- Council Workshop scheduled October 12, 2010 to review stakeholder input

- Official Plan adoption deferred to January, 2011
- Draft of Integrated Community Sustainability Plan deferred pending completion of Official Plan

3. **WPCC Secondary Treatment Plan**

- Contract underway, on time, on budget
- Federation of Canadian Municipality (FCM) funding application completed/approved for maximum \$8 Million loan/ \$1.6 Million grant
- Construction financing secured (OIPC)

4. **ERP System**

- Conversion plan ongoing. System "Live" for G/L, A/P, Payroll, Taxes.  
Next milestones: Fixed Assets – 3<sup>rd</sup> Quarter  
Utility Conversation/Cash Receipts/A/R – 4<sup>th</sup> Quarter  
Delays due to unresolved issues with AP Module re HST and integration between two systems

5. **Stimulus Programs**

- Streetlight Conversion Program - Phase 1 – completed
  - Phase 2 – installation completed 3<sup>rd</sup> Qtr.  
except for defective lamps
  - Phase 3 – being designed/fast tracked  
for 4<sup>th</sup> Quarter installation
- Memorial Centre/Youth Arena Retrofits  
Design stage complete, Memorial Hall completed, various tenders being issued/approved for completion prior to hosting Canada 55+ Senior Games
- Feed In Tariff Solar Program (FIT) – application completed/approved, contract awarded conditional upon Hydro needs assessment
- Design/Application for (FIT) Gord Watts Centre under review

6. **Canada 55+ Senior Games**

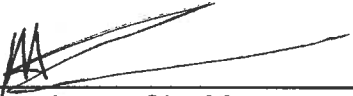
- Successful hosting of Canada 55+ Senior Games
- Significant draw on municipal labour force

## **FINANCIAL IMPLICATIONS**

None at this time.

## **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



2010 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>				
1. Assist Council in implementation of Corporate Strategic Plan	Integration of Strategic Plan goals/objectives into departmental work plans/2010 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements			
2. Communicate Strategic Plan to constituents and stakeholders	Integration of Strategic Plan goals/objectives into departmental work plans/2010 budget. Ongoing promotion of Strategic Plan throughout budget process/speaking engagements	Rotary Club speaking engagement	Ongoing presentations of Strategic Plan	
3. Implement Strategic Plan Initiatives Carbon Baseline Energy Management Action Plan Develop Carbon Reduction Plan Building & Energy Audits	Manager of Strategic Initiatives appointed Commencement May/2010	No Action	Bldg. & Energy Audits completed. Project Mgmt. of energy retrofits in several municipal facilities. Project Mgmt. of Project Encore, Municipal upgrades to Memorial Centre & Youth Arena.	Assisted with Canada 55+ Senior Summer Games 4 <sup>th</sup> Quarter secondment Finance Dept.
4. Complete and Implement Corporate Reorganizational Review	Council approval Jan. 19/2010. Implementation date April, 2010	- Transition date – April 12, 2010 - Staffing adjustments completed - GWC/WPCC retrofits completed. Water Plants retrofit 3 <sup>rd</sup> Quarter		
5. Develop/Enhance Corporate Communications Strategy	Draft policy completed Council presentation 2 <sup>nd</sup> Quarter	Council presentation 3 <sup>rd</sup> Quarter	Council Presentation 4 <sup>th</sup> Quarter	

2010 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
6. Service Delivery Reviews - Review of process/results, further action		Draft status report Completed.	Council Presentation 4 <sup>th</sup> Quarter	
7. Student Internship Program – oversee and monitor intern	Intern performance assessment completed. Departmental work assignments completed	Intern program completed		
8. Physician Recruitment Program – jointly administer Program	Ongoing	Ongoing	Ongoing	
9. Renegotiate Elizabethtown/Kitley – Water/Wastewater Agreement	No Action	No Action	Draft W/S Agreement completed	
10. Review Joint Services Cost Sharing Formula - Follow up on previous work with separated municipalities - Develop recommendations with Mayor	Report recommendations submitted to Mayor	No further action required		
<b>Project Facilitation</b>				
- Maritime Discovery Centre	MOU approved by Council Jan. 12/2010	Ongoing attendance at MDC meeting BCF progress payments/submissions Brownfield Agreement amendment approved by Council	- Site remediation compl. - RSC obtained - Bldg. permit submitted For approval - Brownfields Agreements Executed - Site plan approval o/s - Broad Street Parking Plan established	
- Brockville Landings Inc.	Ongoing discussions Brownfields Agreement Remediation of Site	Draft Phase 1 Environmental Audit completed	- Brownfields Agreement Executed - Site plan finalized - RSC submitted to MOEE Acknowledgment pending	

2010 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
- Roof Top Solar Projects	FCM Financing confirmed Draft Hydro One agreement completed RFP completed	FIT Application approved Memorial Centre	<ul style="list-style-type: none"> <li>- Conditional Bldg. permit Approved</li> <li><u>Memorial Centre</u> <ul style="list-style-type: none"> <li>- Contract awarded</li> <li>- Hydro needs assessment Completed - approval Pending</li> <li>- FCM Funding modified</li> </ul> </li> <li><u>Gord Watts Centre</u> <ul style="list-style-type: none"> <li>- FIT application submitted</li> <li>- RFP completed</li> <li>- Contract awarded</li> </ul> </li> <li>Conditional upon FIT Application approval</li> </ul>	\$160,000 Revenue impact to 2010 Budget

2010 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>Corporate Objectives</b>					
1. Assist Governance Committee with procedural By-Law review/automation of Council procedures/activities	On-going	Draft released to Governance for review and comment			NOTE: 3 <sup>rd</sup> Qtr focus was on municipal election.
2. Review & update corporate By-Laws					
(a) Licensing	Consultation with PSB and HU (awaiting comments)	Drafting report and bylaw for July F&A			
(b) Parking	Awaiting comments of review by MAG	Awaiting comments of review by MAG			
(c) Animal Control					
3. Review & amend fines for the following By-Laws:					
(a) Signage	Final submission to MAG; waiting for Justice approval	Approval received. COMPLETE			
(b) Care and use of streets					
(c) Traffic					

2010 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
4. Plan/coordinate 2010 Municipal Election	Alternative method of voting approved by council	Municipal Election Information session held; necessary by-laws enacted; internet/telephone policies & procedures complete; compliance audit committee report to F&A in June	Implementing procedures and processes for municipal election		
5. Coordinate/plan AODA Standards Training	Customer Service Compliance Report submitted to Ministry; awaiting further standards	Training of students and new staff	COMPLETE		
<b>Department Objectives</b>					
1. Completion of Staff Performance Reviews	Reviews complete for one of two staff		On-going		
2. 2010 Budget monitoring	On-going	On-going	On-going		
3. 2011 Budget preparation					
4. Assist City Manager in Departmental Service Review	Parking Master Plan Committee underway	Parking Master Plan Committee underway; survey being developed for delivery in July	Parking Master Plan Committee meeting monthly		

2010 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
5. Centralize records management		Waiting for implementation of new Sharepoint server prior to development of system/database			
(i) By-Laws/Minutes/Report/Leases/Agreements/City Owned Property	Draft database design complete; testing underway	Draft database design complete; testing underway; on-hold waiting for potential impact with Sharepoint			
(ii) Complete data base for year-end	Draft database design complete; testing underway	Draft database design complete; testing underway; on-hold waiting for potential impact with Sharepoint			
5. Assist City Manager with development & implementation of Corporate Reorganizational Plan					

2010 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
COMMENTS/BARRIERS				
<b><u>Corporate Objectives</u></b>				
1. To assist the City Manager with the implementation of a corporate strategic plan encompassing the priorities of Brockville City Council	Ongoing. Completed new template for tracking by key pillars of plan for economic development. Commenced research on the reorganization template	Completed meetings & debriefings associated with process of OP approval. Process to proceed till year end.	Awaiting ratification and final directions from new council	
2. Implement the economic development strategy	Draft terms of reference on advisory committee commenced. Contacted representative for people attraction and have three meetings to date.	EDP/Council report approved for advisory team structure. Names to be presented in August EDP	Two meetings of new Economic Development Advisory Team. Three key initiatives being drafted. Presentation to new Council	
3. As an Ex-Officio member of the Maritime Discovery Centre of the 1000 Islands steering committee, provide assistance & communications to the Executive Director on the necessary next steps towards the establishment of the attraction	No direct input at this time. Meeting with committee in April. Providing contacts and introductions to Exec Director as required.	Attended one meeting of MDC. No actions required at this time.	Provided supportive commentary at Art Centre Open House. Reactionary input at request of Exec Director of MDC on issues.	
4. Provide City representation to the Brockville Mental Health steering committee towards realizing stability & sustainability for this important institution	No action. Steve Clark taking on mantle of Bob Runciman. Ongoing meetings of influence with upper tier governments.	No activity of committee. Meeting with new MLA over summer.	Tentative presentation in November to Council from Steve Clark, Bob Runciman and Gord Brown on potential business plan initiative for alternate use.	
<b><u>Department Objectives</u></b>				
1. To work with City Manager on implementation of the Service Delivery Review recommendations for Economic Development & Tourism	Ongoing. Refining the execution planning and drafting names for consideration on action teams	Completed all major tasks of SDR	Continue to liaison with Art Centre, Museum and Library on restructuring. Peterborough delegation being coordinated for on site orientation with local boards	

2010 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
2. To ensure a high standard on the operations of the Leeds & Grenville Small Business Enterprise Centre. Further, to achieve the annual performance targets identified in Schedule A and expend outreach programming on business retention	Exceeding targets on consultation. Completing planning on new programming	Ongoing. On schedule for target achievement. Secured additional \$15K for operations	Have exceeded our year to date targets in most of our KTI areas. Strong Summer Company participation. Used by province as best practice example of our initiatives	
3. To update all relevant research/database information associated with Brockville's investment attraction	On target. Three reports completed and two under review.	Ongoing. Most of key reports near completion. New competitive analysis report introduced to Council & uploaded	New data sets completed at no cost by Conference Board of Canada and OMAFRA on human capital and competitiveness	
4. To ensure that all marketing & communication materials are updated inclusive of the website <a href="http://www.brockville.com">www.brockville.com</a>	New graphics and messaging for 2010 plan completed. New highway 401 sign in the design stage. Negotiating another sign	Ongoing. New signage completed on highway. Website updating currently under development	Completed. Some refinements following election. New materials upon acceptance of new marketing plan.	
5. To monitor & provide appropriate reporting on department revenues & budgets, making necessary adjustments & ensuring controls associated with fiscal responsibility on program delivery	Awaiting variance report to complete first analysis	Awaiting completion of financial systems by Treasury to complete variance. No major issue with expenditures. Secured CDC funds for supplementary programming & Athletic Field project	On target with little variance in most of cost centres. Variance noted on electricity for Art Centre.	



2010 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
6. To enhance execution of a Corporate Aftercare initiative to assist existing corporations on export readiness, expansion & retention needs & financial assistance programming & policy advocacy	One export workshop successful completed with 45 attendees	Three corporate aftercare calls completed. Grants secured for three industrial clients under EODF	Four new aftercare initiatives completed. Working closely with Abbott and 3M on issues and opportunities.	
7. To assist City Manager in the development & implementation of the Corporate Organizational Plan	As required. Meetings scheduled to refine the execution on the arts/culture elements.	Meetings commenced with Art Centre. Scheduled meetings with Museum & Library over summer	Scheduled meetings in November	
8. To implement an Immigration Settlement Plan for Brockville area & commence development of immigrant investment attraction plan	Ongoing. Completed the SWOT analysis and hosted four focus group sessions	On schedule for programming. Committees established. Additional grant funding request completed with CIC Federal Government. Immigration Portal launch & Conference Board Workshop in September	Exceeding our targets with programming ahead of schedule implementation. Two more grant applications completed for another 18 months of contracted services pending acceptance.	
9. To secure approval for solar projects at Memorial Centre	Awaiting FIT announcement. Contract completed	FIT application completed. Awaiting approval announcement	Targeted hook up by year end. Panel on the ship from China.	
10. Renegotiate Tourism Contract	Summer 2010 target date. One meeting on process	Council approved June 25, 2010	Executed and commencing January 2011 for three years.	
<b>Personal Development</b>				
1. To refine leadership capability through experience garnered from the progression of a four year Executive Board commitment towards attaining the President's portfolio of the Economic Development Association of Canada in 2011		Target implementation is September for transition to President portfolio	Assumed EDAC President position in September	
2. To attend relevant workshops & seminars with key trade		Attending EDCO & IAMC in Spring	IAMC in October attended. Queens Discovery	

2010 DEPARTMENT GOALS/OBJECTIVES				
ECONOMIC DEVELOPMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
associations who offer appropriate Economic Development & financial management training. (EDAC, FCM, EDCO, OEEDC & IAMC)			workshop completed.	
3. To continue with the exposure to public speaking engagements through keynote address opportunities within the region & province		Three public addresses to date	Informal presentation during this quarter with MDC event most current	

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

H.R.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Comments/Barriers
1. Negotiate Police Collective agreements (2) and arbitrate Fire agreement.	Ongoing Negotiations	Police ongoing Fire Arbitration scheduled 30/09/2010	Ongoing		
2.. Market Employee Group Benefit Plan	Proposed for 2nd Quarter	LTD renewal @ 0% increase	Completed		
3. Investigate financial viability of STD/LTD Plan for Non-Union staff	No Action	No Action	Complete		Not financially viable to change plan to insured
4. Propose annual communication process with employees	No Action	Working on Intranet	Continue work as time permits		
5. Continue efforts to reduce WSIB Schedule 2 costs (LOE)	Ongoing	Ongoing	Both claims converted spousal ones only		
6. Work with City Manager on succession planning and implementation of org. review	Org. Review appr'v'd. by Council Jan. 19/2010	Completed Phase 1	Budget 2011		Ongoing staff communications Job Posting Labour/Management Meetings Transition Date - 2nd week in April
7. Assist with implementation of Corporate MIS Projects	Ongoing	Ongoing	Ongoing		
8. Recommend Corporate GIS System	GIS Committee formulated. Investigation ongoing anticipated 2nd Qtr.		Meeting October 22, 2010		Draft GIS Master Plan presented to City Manager

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

Finance Department Corporate Objectives	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments/Barriers
1. Review of annual budget process including the phased incorporation of business plans.	#NAME?	<ul style="list-style-type: none"> <li>ongoing process</li> </ul>	<ul style="list-style-type: none"> <li>ongoing process</li> </ul>		<ul style="list-style-type: none"> <li>ongoing process</li> <li>business plan development has been slow due to ERP, budget preparation and organizational review</li> </ul>
2. Development, implementation, monitoring of annual city budget.	<ul style="list-style-type: none"> <li>2010 budget approved in principle by Council ; awaiting formal notification of JSC budget</li> </ul>	<ul style="list-style-type: none"> <li>2010 budget approved by Council</li> <li>initial variance report delayed by 1 month to restate budget in conjunction with organizational review</li> </ul>	<ul style="list-style-type: none"> <li>2010 budget approved by Council</li> </ul>		<ul style="list-style-type: none"> <li>Early indication of deficit due to lack of solar generated revenues/increased utility cost. Mitigation plan developed/implemented.</li> </ul>
3. Complete Implementation of new Financial System	<ul style="list-style-type: none"> <li>working on implementation of Vadim taxation module -- LIVE date anticipated in April</li> <li>next modules to be implemented are Cash Receipts and A/R</li> </ul>	<ul style="list-style-type: none"> <li>Vadim taxation module has gone LIVE</li> <li>Cash Receipts and A/R delayed due to HST implementation</li> <li>Fixed Asset Accounting (FAA) module in WorkTech to be initiated in mid-July in conjunction with 2009 year end statements</li> </ul>	<ul style="list-style-type: none"> <li>implementation delays due to unresolved issues within A/P module re: HST and integration between two systems</li> <li>weekly discussions with Vadim to determine best plan forward</li> <li>continue to work with WT FAA module in conjunction with PSAB</li> </ul>		<ul style="list-style-type: none"> <li>Staff secondment for project management. Back fill - part-time FTE.</li> </ul>
4. Identification & development of Corporate Strategy relating to PSAB requirements.	<ul style="list-style-type: none"> <li>Staff is working with consultant to obtain information required to finalize asset list as well as values</li> <li>anticipate input of data to WorkTech software in 2nd quarter</li> </ul>	<ul style="list-style-type: none"> <li>finalized asset list, including values, has been forwarded to auditors</li> <li>input of data to WorkTech software is scheduled for mid-July</li> </ul>	<ul style="list-style-type: none"> <li>delays due to corrections required to asset list</li> <li>continued training within WorkTech software in FAA module</li> </ul>		<ul style="list-style-type: none"> <li>PSAB inventory will be completed and included on the City's 2009 financial statements</li> </ul>
5. Completion of annual year-end statements, MPMP, FIR, Annual Reports pursuant to the <i>Municipal Act</i> requirements.	<ul style="list-style-type: none"> <li>staff is working on completing 2009 year end requirements</li> <li>financial statements will be delayed due to PSAB and new financial system</li> </ul>	<ul style="list-style-type: none"> <li>staff is working on completing 2009 year end requirements</li> <li>financial statements will be delayed due to PSAB and new financial system</li> </ul>	<ul style="list-style-type: none"> <li>staff is working on completing 2009 year end requirements</li> <li>financial statements will be delayed due to capital assets and new financial system</li> </ul>		
6. Analysis and implementation of HST	<ul style="list-style-type: none"> <li>obtaining background data from MFOA and</li> </ul>	<ul style="list-style-type: none"> <li>HST transitional rules + HST Information for</li> </ul>	<ul style="list-style-type: none"> <li>reviewing necessary adjustments to financial</li> </ul>		

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

Finance Department		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments/Barriers
		Revenue Canada	Municipalities" forwarded to all departments • reviewing necessary adjustments to financial system - set-up; implementation; integration of systems	system - set-up; implementation; integration of systems • issues with integration of systems		
7. Establish water finance plan in compliance with City's Municipal Drinking Water License legislated requirements		• not yet commenced	• not yet commenced	• contacted MMA&H Kingston for clarification of requirements associated with water finance plan; awaiting response		Will work with Environmental Services department to determine finance plan requirements
8. Ten year Capital Plan		• ongoing process	• ongoing process	• ongoing process		
9. Assist in the development of Community Improvement Plans including Brownfield Tax Incentives for environmental remediation		• ongoing process with Planning department • have reviewed new agreements / expenses of 4 new projects	• ongoing process with Planning department • have reviewed new agreements / expenses	• ongoing process with Planning department • have reviewed new agreements / expenses		

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

Finance Department		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments/Barriers
10. Corporate Financial Policy Review of following: (a) Investment Strategy (b) Cash Flow Analysis		◦ Municipal Management Intern has drafted a new Investment Policy to be reviewed in 2nd quarter	◦ Investment Policy to go to Council in 3rd quarter ◦ on-going analysis of cash flow due to issues surrounding loss of OMPF funds	◦ Investment Policy approved by Council ◦ on-going analysis of cash flow due to issues surrounding loss of OMPF funds		OIPC Construction Financing secured for WPCC Secondary Treatment Policy.
	11. Development Charges Study / By-Law	◦ was to be reviewed by Council in March; is scheduled to go to meeting in April after staff have attended a Development Charge seminar	◦ obtained Council approval to move forward with study ◦ reviewing quotes which were received in mid June ◦ anticipated report to Council late in 4th quarter	◦ Council deferred the study until February 2011.		
<b>Department Objectives</b>						
1. Assist City Manager in implementation of SDR/Organizational Review in Finance Department.	◦ continue to progress while incorporating planning strategies in conjunction with new ERP installation	◦ continue to progress while incorporating planning strategies in conjunction with new ERP installation	◦ continue to progress while incorporating planning strategies in conjunction with new ERP installation	◦ continue to progress while incorporating planning strategies in conjunction with new ERP installation		
2. Assist City manager with development of capital MIS strategy.	◦ partially tracking through ERP upgrade	◦ on-going process	◦ on-going process	◦ on-going process		To be discussed with City Manager and Director of Human Resources
3. Assist City Manager with Joint Services Committee Sub Committee Review relative to cost sharing formulas, EMS, Social Services, Economic Development.	◦ ongoing process ◦ confirmed with Ministry of Finance that it is the Province's intention to move forward with upload of ODSP / OW / Court Costs	Completed				
4. Continued involvement in local MUSH sector Purchasing Group	◦ no meetings yet in 2010	◦ met in April - introduced new Finance staff member to group ◦ obtained information on Purchasing Cards	◦ no meetings during 3rd quarter; ◦ communication between members in conjunction with provincial standing agreements which expired and have been renewed with new vendors of record (stationery, courier)			
5. Update of departmental job descriptions in conjunction with SDR / Organizational Review / new Financial System implementations.	◦ anticipated to be completed in 3rd or 4th quarter	◦ anticipated to be completed in 3rd or 4th quarter	◦ anticipated to be completed in 4th quarter			

2010 DEPARTMENT GOALS/OBJECTIVES				
PLANNING	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
COMMENTS/BARRIERS				
<b>Corporate Objectives</b>				
1. Official Plan <ul style="list-style-type: none"> <li>- Facilitate adoption of Economic Development Strategy</li> <li>- Provide guidance to consultants in preparation of draft text &amp; schedule revisions</li> <li>- Review draft Official Plan with TSC &amp; Council</li> <li>- Conduct public consultation on draft OP</li> <li>- Engage with consultants in considering input to draft OP</li> <li>- Review final draft with TSC &amp; Council</li> <li>- Deliberate final changes, if any, with consultants, TSC &amp; Council</li> <li>- Hold Statutory Public Meeting</li> <li>- Report to Council with recommendation to adopt new OP (June 2010)</li> </ul>	<u>Economic Development Strategy</u> - Economic Development Strategy finalized and presented to Council. Adopted by Council 23 March 2010 <u>Official Plan</u> - Preconsultation event with MMAH and partner ministries held in January - Assistance given to consultants on first working draft of Official Plan. - Consultation with Council on first working draft and on public engagement through to adoption of new OP - First working draft prepared for release to Council, agencies, MMAH and the public by end of March - Established date and assisted with preparations for Open House #3 - Consideration given to path forward on completion of ICSP concurrent with OP	- Open House held April 7, 2010 to orient the public to the first working draft of the Official Plan and provide update on ICSP. - April 30, 2010 established as date for receipt of public submissions to the first working draft of the OP - Consultants attended Trade Show April 30 & May 1 at Memorial Centre to showcase the ICSP - Technical Steering Committee review and comments on first working draft submitted to consultants - Date for Council workshop to provide direction to complete final draft to be established for early Q3	- Public submissions reviewed by consultants. - Meeting held with MMAH and partner ministries to obtain clarity on issues of provincial interest. - Final draft of OP prepared for Council review - Authorization given by Council on Aug. 24/10 for release of final draft to public. - Statutory public meeting held on Sept. 15/10. - Public comment/issues matrix produced by consultants in preparation for Council workshop to provide direction on finalization of document.	
2. Community Improvement Plans (Downtown & Brownfields) <ul style="list-style-type: none"> <li>- Finalize Agreement templates</li> <li>- Agreements prepared on case by case basis</li> <li>- Monitor effectiveness of</li> </ul>	- Agreement templates nearing finalization - Draft Agreements prepared for most eligible applicants	- Agreement templates completed - Several agreements nearing completion - Survey of downtown	Agreements completed and executed: Brockville Landings (Redevelopment Agreement); 5 Home St. (TIERR Grant); 8A & 58B	

2010 DEPARTMENT GOALS/OBJECTIVES				
PLANNING	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
<p>CIP's, in particular, Downtown CIP by developing &amp; distributing a survey to downtown property owners to elicit reasons for lack of uptake in current programs &amp; limited investment in existing programs</p> <p>- In conjunction with Director of Economic Development, develop a marketing program to increase uptake of both CIP's</p>	<ul style="list-style-type: none"> <li>- Survey of downtown property owners being prepared</li> <li>- Promotional material preparation to be undertaken by Intern in Q2</li> </ul>	<p>property owners being prepared</p> <ul style="list-style-type: none"> <li>- draft content of promotional material prepared by Intern for publication early in Q3</li> </ul>	<p>Buell St. (TIERR Grant).</p> <ul style="list-style-type: none"> <li>- All other eligible applications being processed for finalization of grant agreements.</li> <li>- Promotional material completed and ready for publication</li> </ul>	
	Completed Feb 2010	Completed Feb. 2010	Completed Feb. 2010	
3. Prepare recommendation respecting delegation of authority for site plan control approval to the Chief Planning Officer				
4. Planning Review / Approval <ul style="list-style-type: none"> <li>- 48 Unit Townhouse project, Liston Avenue</li> <li>- Northern Cables</li> <li>- Junic Lands</li> <li>- Wall Street Village</li> <li>- CPHC</li> </ul>	<ul style="list-style-type: none"> <li>- 48 unit townhouse project on Liston withdrawn by applicant</li> <li>- Northern Cables application received</li> <li>- Discussions continue with owner regarding development concept and required approvals for development of Junic lands.</li> <li>- Planning applications expected later this year for commencement of development in 2011</li> <li>- Wall St. Village and CPHC awaiting funding approvals prior to submission of Site Plans for approval.</li> </ul>	<ul style="list-style-type: none"> <li>- Liston Ave. 8 unit townhouse project (Site Plan Approved)</li> <li>- Northern Cables (Site Plan approval for new entrance and parking area expansion)</li> <li>- Giant Tiger Warehouse Expansion (Site Plan Approved)</li> <li>- Brockville Landscape Depot (Site Plan Agreement finalized)</li> <li>- Discussions ongoing regarding Junic property with revised preliminary plan of subdivision submitted for review</li> </ul>	<ul style="list-style-type: none"> <li>- Liston Ave. preconsultation on preliminary plan of subdivision containing 20 townhouses and 30 apts./condos</li> <li>- Junic Official Plan/Zoning/Subdivision application preconsultation ongoing</li> <li>- Aspen Dr. subdivision file reactivated for resubmission in Oct./10</li> <li>- preconsultation on Collonade Development proposal/rezoning for commercial building at 109-117 King St. W.</li> <li>- preconsultation on</li> </ul>	



2010 DEPARTMENT GOALS/OBJECTIVES				
PLANNING	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
			commercial development at Stewart/Parkedale/Windsor discussed with development interests – minor variances and consent applications filed for consideration of Committee of Adjustment in Oct./10	

2010 DEPARTMENT GOALS/OBJECTIVES				
PLANNING	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS

<u>Department Objectives</u>				
1. Preparation of 2010 budget, bringing forth recommended increases in building fees to gradually increase towards 100% user pay while more closely aligning with the average building fees established in comparable municipalities.	2010 Budget approved. Funding for summer student eliminated.	New user fees for 2010 implemented, and user fee holiday for residential building permits ended June 23, 2010.	User fees in effect. Housing starts added under fee holiday June /09 – June /10: 37 Housing starts 2010 Q3: 9	
2. Staff to be proactive with respect to By-Law Enforcement, especially in areas of historical concern (Property Standards and signage).	- Enforcement in Q1 on a complaint driven basis	- Sign By-law enforcement (portable signs) commenced in earnest. 72 signs found to be in violation and without permits, with 144 letters sent to property owners and businesses. Action resulted in 38 signs being removed and 28 permits being issued. - Property Standards enforcement proceeding on a complaint driven basis	- Reminder letters on outstanding violations sent out June 14/10 - Follow up letters sent out to applicants where sign permits had expired. - Application for by-law amendment by Somerville Farms considered by EDP and Council - Consultation with new sign company on contents of sign by-law and application/enforcement procedures.	
3. Continue training of CBO and Inspection Officer to ensure full compliance with Ontario Building Code Act.	- Training completed by Inspection Officer on Large Buildings	- No training through Q2	- CBO and Inspection Officer scheduled to attend training sessions in Q4	
4. Investigate, along with MIS, the cost/benefit of the use of tablet technology by Inspectors.	- Discussions not yet commenced	- Discussions not yet commenced	Tablets provided to CBO and Inspection Officer	

2010 DEPARTMENT GOALS/OBJECTIVES				
PLANNING	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
5. Continue subdivision file closure and assumption.	- Initial work completed on many files; others ongoing	- Ongoing	- Ongoing	
6. Short wording of by-laws to facilitate enforcement - Building By-Law - Sign By-Law (finalize)	- Short working of sign by-law before MAG and judge for approval - Building by-law to be reviewed in Q2 by Intern	- Approval of short wording of Sign By-law received. Staff training on ticketing procedures completed - Building Code enforcement/ticketing to be provided through opportunities available through Building Code Act	- Completed	
7. Implementation of Software upgrade – Planning/Building Application Management system (pending endorsement of recommendations in 2010 Budget).	- Partial funding of software upgrade endorsed through 2010 budget process	- Path forward being contemplated given partial funding made available through 2010 budget process	- Balance of funding required for acquisition of system upgrade to be included in 2011 Budget	
8. Transfer of maintenance of map schedules to OP & Zoning By-Law to Planning with implementation of GIS (may be beyond 2010).	- GIS Committee to review as part of its mandate	- draft GIS Strategic Plan nearing completion by MIS Supervisor for review with GIS Committee	- consultation on GIS Strategic Plan with City Manager and senior managers to be scheduled for early Q4	
<b><u>Personal Development</u></b>				
1. Project Management Training	- No opportunities in Q1	- Not available in Q2	- Not available in Q3	
2. Continuous Professional Learning (OPPI/CIP)	- No opportunities in Q1	- Eastern Ontario OPPI workshop held in North Grenville attended by Planners	- No opportunities in Q3	

2010 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS	
OPERATIONS		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
<b><u>Corporate Objectives</u></b>						
1. WPCC Secondary Treatment – construction commencement/project management	Tender awarded Jan 12. Construction commenced Feb 5.	Construction ongoing.	Construction ongoing – within budget and on schedule.			
2. 2010 Operations Department Capital Projects	Capital Budget approved March 23.	Concrete sidewalks/curbing, roadway crack sealing projects complete. Asphalt milling and overlay contracts awarded, work scheduled for July. Arena upgrade projects ongoing in coordination with Manager of Strategic Initiatives.	Concrete sidewalks/curbing, roadway crack sealing, asphalt milling and overlay projects completed. Arena upgrade projects ongoing in coordination with Manager of Strategic Initiatives.			
3. RFP – Para Transit Contract	Contract awarded March 23.	New contract in effect May 3; evaluating impact of fixed number of buses	New contract in effect May 3; evaluating impact of fixed number of buses			
4. Implement asset inventory of PSAB/Asset Management Program in conjunction with Finance Department	Ongoing.	Asset inventory complete and being incorporated into financial system.	Asset inventory complete and being incorporated into financial system.			
5. Develop long term Sustainable Management Plan for solid waste and transition of responsibility to Environmental Services	Ongoing – scheduled completion July 2010	Initial community input complete, including two open houses. Draft Plan being prepared for Council/public comment.	Draft Plan to be released in November for Council/public comment.			
6. Participate in Official Plan review as a member of the Technical Steering Committee	Ongoing.	Ongoing	Ongoing			
7. Enhance existing community facilities (ie. harbour/waterfront, arenas, arts centre, athletic fields, parks, pathways and skatepark) in preparation of the	Ongoing.	Ongoing	Complete			

2010 DEPARTMENT GOALS/OBJECTIVES				
OPERATIONS	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
2010 55+ Senior Summer Games				
8. Continue investigation of a splash pad/artificial ice surface	Report to Operations Committee - May 2010.	May report to Splash Pad Committee – further information required to confirm project scope/location	Further information required to confirm project scope/location.	
9. Implement goose control policy to ensure public enjoyment of waterfront parks	Presentation to Operations Committee - March	Goose control strategies implemented in May. Good success with Centeen Park, Blockhouse Island, Hardy Park. Additional tactics to be used at St. Lawrence Park.	Continued success with Centeen Park, Blockhouse Island, Hardy Park. Improved success at St. Lawrence Park.	
10. Investigate Fisheries & Oceans' proposed divestiture of harbour	Preliminary meeting with Fisheries and Oceans - March	Ongoing	Ongoing	
11. Continue energy retrofit to City facilities (with Manager – Strategic Initiatives)	Ongoing	Project tendering underway.	Projects to be completed in 3 <sup>rd</sup> /4 <sup>th</sup> Quarter	
12. Maintain a healthy tree population	Ongoing	Ongoing	Ongoing. Evaluating potential impact of emerald ash borer to City trees	
13. Installation of rooftop solar projects (with Manager – Strategic Initiatives)	Ongoing	Awaiting approval for Memorial Centre project. Preparing for GWMC project.	Awaiting approvals for Memorial Centre project. GWMC project awarded – approvals pending.	
14. Implement recommendations of the Environmental Audit for Brockville City Islands to preserve & protect for future generations	Public consultation complete.	Accepted by Council for consideration in Official Plan policies.	Accepted by Council for consideration in Official Plan policies.	
15. Tree Maintenance – one time allocation to pro-actively maintain the City's aging tree population to avoid complaints from residents & the occurrence of an emergency situation	Funding approved for 2010.	Implementation scheduled for 3 <sup>rd</sup> /4 <sup>th</sup> quarter.	Work completed.	

2010 DEPARTMENT GOALS/OBJECTIVES				
OPERATIONS	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
16. Project Management of Phase II Street Light Conversion Program	Tender preparation complete.	Tender awarded. Work to start in July.	Work underway.	
17. Street Light Conversion Program Phase III		Design/tenders to be developed for year-end completion	Options for post-top and decorative streetlights being sourced.	

2010 DEPARTMENT GOALS/OBJECTIVES				
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.		COMMENTS/BARRIERS
		3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
<b><u>Corporate Objectives</u></b>				
1. WPCC Secondary Treatment - Construction Project Management	Tender awarded Jan. 12, construction commenced Feb. 5, 2010.	Construction work is ongoing.	Construction ongoing, within budget and on schedule.	
2. Waste Water System Capacity - Ongoing completion of corrective actions pursuant to report 2007- 144-08	Draft report for the landfill leachate system has been completed. MOE recirculation study is on-hold.	Draft report for the landfill leachate system has been completed. MOE recirculation study is on-hold.	Draft report for the landfill leachate system has been completed. MOE recirculation study is on-hold.  Infiltration and Inflow (I/I) study will commence in November.	
3. 2010 Environmental Services Capital Projects	Capital budget approved March 23.	Construction on Jessie Street started in June and is ongoing.  The tender for George Street was advertised the first week of July. Construction is scheduled for later this year.  Design services for the repairs to the Kingston bridge are nearing completion.	Construction on Jessie Street is scheduled to be completed by early November.  Construction on George Street started in September and is scheduled to be completed by the end of November.  The tender for the Kingston bridge repairs was tendered in early September. No bids were received. The project will be retendered in the spring of 2011.	

2010 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
		<p>WPCC capital projects are at various stages and all are expected to be completed by the end of the year.</p> <p>WTP capital projects are at various stages and all are expected to be completed by the end of the year.</p>	<p>All WPCC capital projects have been completed or will be completed by the end of the year.</p> <p>All WTP capital projects have been completed or will be completed by the end of the year.</p>	
4. Implement Drinking Water Quality Management System and Water Financial Plan	Awaiting comments from MOE's accreditation audit.	<p>Awaiting comments from MOE's accreditation audit.</p> <p>Currently updating plan to reflect recent reorganizational changes.</p>	<p>Awaiting comments from MOE accreditation audit.</p> <p>Currently updating Operation Plan to reflect reorganizational changes.</p>	
5. Complete/implement Asset Inventory of PSAB/Asset Management Program in conjunction with Finance Department	Ongoing.	Asset inventory component has been completed and being incorporated into the financial system.	Asset inventory component has been completed and being incorporated into the financial system.	
6. Assist with development and implementation of Sustainable Waste Management Plan for Waste Collection, Disposal and Recycling	On-going, scheduled to be completed by July 2010.	Initial community input has been completed including two open houses, the draft plan is being prepared for Council/Public comment.	Draft Plan to be released in November for Council and public comment.	
7. Complete Risk Assessment of Reynolds Park	Risk Assessment report has been submitted to MOE for their review and comment.	Risk Assessment report has been submitted to MOE for their review and comment.	Risk Assessment report has been submitted to MOE for their review and comment.	



2010 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
8. Facilitate/monitor Brownfields Remediation projects (TSL, JUNCIC, Brockville Landings Inc., etc.	On-going.	On-going.	On-going.	
9. Participate in Official Plan review as a member of the Technical Steering Committee	On-going.	On-going.	On-going.	
<b><u>Department Objectives</u></b>				
1. Assist City Manager in completion/implementation of: - implement Service Delivery Review recommendations - Performance Reviews on Supervisory Staff - Implementation/Monitoring 2010 Budget - Preparation of 2011 Budget - Corporate Reorganization	On-going.	On-going.	On-going.	

2010 DEPARTMENT GOALS/OBJECTIVES				
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
COMMENTS/BARRIERS				
<b><u>Corporate Objectives</u></b>				
1. Acquisition testing & implementation of a new Fire Dispatch	On-going. Completion date changed to Sept. 30 <sup>th</sup> . Progress reports will be provided.	Final proposal has been rec'd from Motorola. A report to City Manager & Dir. Of Fin. is forthcoming in prep. Of contract signing.	Contract has been signed with Motorola for the new consoles in Fire Dispatch.	
2. Participate in the implementation of PSAB/Asset Management Plan	On-going. No completion date established.	On-going	On-going	
3. Assist City Manager with implementation of Corporate Organizational Plan	Council approved January 19, 2010	Ongoing	On-going	
4. Assist City Manager with implementation of Service Delivery Review recommendations (Dispatch)	Communications study has not been commenced. Completion date?	Will require 3 <sup>rd</sup> party assistance to complete independent review	Bedin Associates have been hired to conduct independent review - Completion date - 4 <sup>th</sup> Quarter	
<b><u>Department Objectives</u></b>				
1. Maintain compliance with the Emergency Management & Civil Protection Act	Emergency plan has been upgraded. Training & exercise will be completed in fall.	Complete - Mandatory training & exercise was held on June 30	Completed	
2. The Fire Department's Establishing & Regulating By-Law to be upgraded to reflect the level of service that Council has deemed appropriate	Establishing & Regulating By-law work continues	Work in progress. Anticipated completion 3 <sup>rd</sup> Quarter	Draft has been completed. By-law will be introduced to new Council during orientation.	
3. The Fireworks By-Law will be submitted to Council for discussion & approval	Fireworks By-law work continues	Staff have completed a review of Fireworks By-law & see no need to make any amendments	Complete. See 2 <sup>nd</sup> quarter.	

2010 DEPARTMENT GOALS/OBJECTIVES				
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
4. Continuation of the Company Officer's Training program through the Ontario Fire College	2010 training has commenced and continues.	On-going. Courses have been scheduled & continue throughout the year.	On-going	
5. High Rise Training Program to be updated for emergency response crews in preparation for future developments in the City	The program has not been completed. Will be delivered to crews & will form part of annual training schedule.	Has been assigned to Training Officer. Work continues & program will be completed before year end.	Work is nearing completion and program will be provided to firefighting crews before year end.	
6. Update Municipal Fire Protection Information survey required by the Fire Protection & Prevention Act 1997	Completed and submitted to OFM for approval.	Completed	Completed	
7. Continuation of Home Inspection Program	Will commence (April)	Continued – work in progress	Continues – work in progress	
8. Continuation of Smoke Alarm Battery Replacement Program for Seniors	On-going – perpetual program.	Work in progress. Note: Over 200 combination smoke/carbon monoxide detectors rec'd through Enbridge Gas & the Fire Marshal's Public Safety Council were received and are being distributed & installed (upon request) to seniors living in their homes.	Work in progress – to date.	
9. Continuation of the Hydrant Flushing Program	Crews are being trained & flushing program to be completed by end of Oct.	Work in progress – Assigned & anticipated completion date – Oct. 31/10	Work continues. Program completion will be delayed due to request from Water Dept. re cleaning & flushing of water tank and maintenance to water reservoirs	
10. A Haz-mat Training Program update. The United Counties of Leeds & Grenville has accepted a donation from Invisia of a vehicle to be used by any Fire	Vehicle has not been put into service. Memorandum of agreements to be established & endorsed by Council.	On-going. Operating procedures & municipal agreements being developed by Committee of Leeds & Grenville Fire Chiefs prior to being put "in	Standard Operating Procedures have been written and will be reviewed in Dec. 2010 – next Chiefs Meeting.	

2010 DEPARTMENT GOALS/OBJECTIVES				
FIRE DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
				COMMENTS/BARRIERS
Department in Leeds & Greenville for hazardous materials emergency response		service".		
11. Promote remote access to "CRYSIS" computer	On-going	On going	On-going	Presently have Prescott, Augusta, Kempville and Elizabethtown-Kitley taking advantage of the CRYSIS Plan. Continue to enroll other departments.

**November 1, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – November 16, 2010**

**2010-148-11  
TAX REDUCTIONS AND  
CANCELLATIONS FOR 2010  
FILE:F23-01**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES  
M. MCDONALD  
FINANCIAL ADMINISTRATIVE ANALYST  
D. SMITH  
TAX COLLECTOR**

**RECOMMENDED**

THAT Council authorizes the cancellation, reduction or refund of taxes pursuant to provisions of The Municipal Act, 2001 in the amount of \$57,197.01 and charge the municipal portion of \$32,730.49 to Tax Write off Account 01-5-010100-2041 (WorkTech 1900-0060-2041).

**PURPOSE**

To adjust taxes and penalties as approved under Section 357, 358 and 359 of The Municipal Act.

**BACKGROUND**

The municipality levies and collects taxes for the municipality, school boards and the downtown board of management (DBIA). Taxes are calculated based on the assessed value of the property, as determined by MPAC. The assessed values are delivered annually to the municipality in the assessment rolls. These rolls are available to be reviewed by the public in the Revenue Office.

A property owner may initiate an assessment appeal through the City by submitting an application to the Revenue office by no later than February 28<sup>th</sup> of the year following the current levy. The application must detail the reason for the appeal. The criteria for appeal are set out in Section 357 of the Municipal Act. Reasons for the appeals may include: building demolished, razed or damaged by fire, property became exempt or property classification change due to a change in usage.

The applications are reviewed by the Tax Collector and then forwarded to MPAC for approval and assessment evaluation. Once returned to the Revenue Office the taxes are recalculated based on the revised assessment.

A "Notice of Hearing" must be sent to the applicant by the municipality 14 days before the date of the hearing. The notices of hearing are to be mailed November 9, 2010 to comply with a hearing (Council) date of November 23, 2010. Taxpayers may attend the

Council meeting to explain their appeal. If they are in agreement with the recommendation it is not necessary for them to attend. Should the applicant wish to appear, they must contact the City Clerk in writing no later than November 17, 2010. There are seldom appearances by the applicant.

Once the decision is made by Council, a "Notice of Decision" must be mailed to the applicant within 14 days of the decision. This notice shall state the decision and the fact that the decision may be appealed within 35 days to the Assessment Review Board.

### ANALYSIS/OPTIONS

All cancellations, reductions and refunds are charged back to the appropriate tax body; municipal, school board or DBIA. [See Attachment 1 to Report 2010-148-11] as follows:

Municipal	\$ 32,730.49
School Boards	22,625.16
DBIA / Parking	1,532.37
Capping	<u>318.99</u>
	\$ <u>57,197.01</u>

### POLICY IMPLICATIONS

It is the City of Brockville's policy that these types of tax write offs are brought before Council at an annual public hearing for approval.


### FINANCIAL CONSIDERATIONS

Budgeted Municipal Write Offs	\$200,000.
Actual Write Offs to November 1, including this report	<u>95,096.</u>
<b>Variance</b>	<b><u>\$104,904</u></b>

  
\_\_\_\_\_  
D. Smith  
Tax Collector

  
\_\_\_\_\_  
L. Ferguson  
Supervisor of Accounting Services

  
\_\_\_\_\_  
M. McDonald  
Financial Administrative Analyst

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

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

## TAX WRITE OFF'S AS AUTHORIZED BY THE MUNICIPAL ACT (Section 357)

Application #	Tax Roll #	Property Location	Details for Reductions/Cancellation	Effective Date	Municipal	School	DBIA/Parking	Capping	Total
2008-10	020 045 45300	81 BUELL	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2008	\$ 588.63	\$ 872.79		\$ 509.63	\$ 951.79
2008-12	020 040 00500	52-58 KING ST E	CLASS CHANGE FOR UPPER FLOOR	JULY 1 TO DEC 31 2008	- 1,811.64	- 2,686.27	- 699.97	- 1,656.62	- 6,854.50
2008-13	010 015 25000	22 DAVIDSON	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2009	- 362.41	- 532.81		- 330.42	- 564.80
2008-14	020 035 13313	11 BROAD UNIT11	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2008	- 191.86	- 282.09	- 71.81		- 545.76
2008-76	020 045 54300	109 PERTH ST	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2008			NOT APPROVED BY MPAC		
2008-79	020 035 01500	123 WATER ST W	CLOSED FOR RENOVATIONS	MAR 1 TO NOV 15 2008			NOT APPROVED BY MPAC		
2009-2	020 040 21200	11-13 GARDEN ST	WATER DAMAGE	JAN 1 TO JULY 27 2009			NOT APPROVED BY MPAC COVERED BY VACANCY REBATE		
2009-3	020 045 10900	20 PEARL ST W	BLDG DEMOLISHED	AUG 12 TO DEC 31 2009	- 499.30	- 93.99			- 593.29
2009-3	030 060 43200	8 BAXTER	POOL FILLED IN	MAY 13 TO DEC 31 2009	- 14.71	- 2.77			- 17.48
2009-4	010 025 21900	51 ALDERSHOT	POOL FILLED IN	JUNE 1 TO DEC 31 2009	- 20.82	- 3.92			- 24.74
2009-4	020 045 11100	24 PEARL ST W	BLDG DEMOLISHED	AUG 12 TO DEC 31 2009	- 395.79	- 74.51			- 470.30
2009-5	020 045 10800	64-68 WALL ST	BLDG DEMOLISHED	JAN 1 TO DEC 31 2009	- 632.57	- 285.75			- 918.32
2009-7	030 060 05000	550 KING ST W	BLDG DEMOLISHED	SEPT 30 TO DEC 31 2009	- 2,008.87	- 1,914.61			- 3,923.48
2009-8	020 051 16000	4 SCHOFIELD PL	CLASS CHANGE TO RESIDENTIAL	OCT 15 TO DEC 31 2009			NOT APPROVED BY MPAC		
2009-9	020 040 00500	52-58 KING ST E	CLASS CHANGE FOR UPPER FLOOR	JAN 1 TO DEC 31 2009	- 2,464.07	- 3,622.77	- 707.20		- 6,794.04
2009-10	020 045 45300	81 BUELL	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2009	- 613.96	- 902.67	- 497.58		- 1,019.05
2009-11	020 040 30100	46 BUELL	CLASS CHANGE TO RESIDENTIAL	MAY 1 TO DEC 31 2009	- 646.08	- 949.89			- 1,595.97
2010-1	010 030 46102	1291 CALIFORNIA	CLASS CHANGE	JAN 1 TO DEC 31 2010	- 4,423.87	- 226.13			- 4,650.00
2010-2	020 045 14800	8 BROCK ST	BLDG DEMOLISHED	FEB 1 TO DEC 31 2010	- 2,989.58	- 2,551.88			- 5,541.46
2010-2	020 045 15000	16 BROCK ST	BLDG DEMOLISHED	OCT 15 TO DEC 31 2009			DUPLICATE OF APPLICATION 2010-8		
2010-3	010 020 14001	102 CHARLES	BLDG DEMOLISHED	JULY 3 TO DEC 31 2010	- 576.68	- 108.56			- 685.24
2010-4	020 035 08300	37-39 KING ST W	CLASS CHANGE FOR 2ND FLOOR	JAN 1 TO DEC 31 2008	- 70.61	- 104.70	- 27.35		- 202.66
2010-5	020 035 08300	37-39 KING ST W	CLASS CHANGE FOR 2ND FLOOR	JAN 1 TO DEC 31 2007	- 68.44	- 105.40	- 26.04		- 199.88
2010-6	030 080 35200	835 CUNNINGHAM	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2010	- 34.97	- 49.99			- 84.96
2010-7	020 045 41500	78 WALL	BLDG DEMOLISHED	JAN 1 TO DEC 31 2010	- 921.01	- 168.00			- 1,089.01
2010-8	020 045 15000	16 BROCK	BLDG DEMOLISHED	OCT 15 TO DEC 31 2009	- 115.41	- 94.14			- 209.55
2010-9	010 030 45819	DEVELOPMENT DR	BECAME EXEMPT	JAN 1 TO DEC 31 2006	- 1,231.09	- 832.21			- 2,063.30
2010-10	010 030 45819	DEVELOPMENT DR	BECAME EXEMPT	JAN 1 TO DEC 31 2007	- 1,261.07	- 832.21			- 2,093.28
2010-11	010 030 45819	DEVELOPMENT DR	BECAME EXEMPT	JAN 1 TO DEC 31 2008	- 1,301.09	- 827.22			- 2,128.31
2010-12	010 030 45819	DEVELOPMENT DR	BECAME EXEMPT	JAN 1 TO DEC 31 2009	- 1,326.04	- 824.03			- 2,150.07
2010-13	010 030 45819	DEVELOPMENT DR	BECAME EXEMPT	JAN 1 TO DEC 31 2010	- 1,353.93	- 818.36			- 2,172.29
2010-14	020 045 37500	22-24 TUNNEL	DESTROYED BY FIRE	FEB 25 TO DEC 31 2010	- 4,074.73	- 417.56			- 4,492.29
2010-15	010 030 16400	2089 PARKDALE	GROSS MANIFEST ERROR	JAN 1 TO DEC 31 2009			MPAC COMPLETED BY ISSUING PRAN		
2010-18	020 051 16300	271 PERTH	CLASS CHANGE TO ALL RESIDENTIAL	OCT 28 TO DEC 31 2009	- 249.97	- 367.52			- 617.49
2010-20	030 080 34200	855 CUNNINGHAM	DESTROYED BY FIRE	FEB 22 TO DEC 31 2010	- 827.42	- 150.93			- 978.35
2010-21	020 040 18300	119-121 JAMES ST W	DAMAGED BY FIRE	APRIL 28 TO DEC 31 2010	- 435.39	- 79.42			- 514.81
2010-24	020 051 16300	271 PERTH	CLASS CHANGE TO ALL RESIDENTIAL	JAN 1 TO DEC 31 2010	- 1,433.45	- 2,017.45			- 3,450.90
2010-22	020 053 09558	FLANDERS RD	BECAME EXEMPT	JAN 1 TO DEC 31 2010	- 15.85	- 2.89			- 18.74
					<b>\$ 32,730.49</b>	<b>\$ 22,615.16</b>	<b>\$ 1,532.37</b>	<b>\$ 318.99</b>	<b>\$ 57,197.01</b>

Note: OPTA post capping calculation may still be pending on some accounts.

**November 1, 2010**

**REPORT TO FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 16, 2010**

**2010- 149-11  
REQUEST FOR TRANSFER OF FUNDS  
RE: STUDY ON EXPANSION OF MUSEUM**

**D.CYR  
DIRECTOR OF FINANCE  
B. BURKE  
CURATOR, BROCKVILLE MUSEUM**

**File: C12-13**

**RECOMMENDED**

THAT Council authorize the transfer of up to \$5,000 from the T.C. Cossitt Reserve Fund; and

THAT these funds be used to hire a museum consultant to explore options for a possible expansion to the museum in regard to site survey; museum survey and needs assessment; conceptual program; conceptual plan for addition; and a cost estimate for addition.

**PURPOSE**

To have Council approve the transfer of up to \$5,000 from the T.C. Cossitt Reserve Fund as requested by the Brockville Museum in their letter dated August 18, 2010. [Attachment 1, Report # 2010-149-11]

**BACKGROUND**

The T.C. Cossitt Reserve Fund (Reserve Fund) was established in January 2006 upon receipt of funds from the estate of Thomas C. Cossitt. At that time, an agreement was made that these monies are to be used for Museum purposes related specifically to the "Collections".

The Board of Management of the Brockville Museum is proposing to use some of the Reserve Fund monies to engage the services of Fiona Graham, a museum consultant, to explore options for a possible expansion of the museum.

**ANALYSIS**

The expansion would not be solely for the "T.C. Cossitt Collections" and as such, due to the agreement which was made in 2006 with representative for the estate of Mr. Cossitt, staff felt it necessary to have these parties agree to the use of monies from the Reserve Fund towards this project. As per Attachment #2 to Report #2010-149-11, Mrs. Birchall-



Creighton and Scotiatrust are both in agreement to the use of \$5,000 to have a consultant provide the following services :

- Site Survey
- Museum survey and needs assessment
- Conceptual program
- Conceptual plan for addition
- Cost estimate for addition
- Final report including all of above

### **POLICY IMPLICATIONS**


Council approval is required to transfer funds to or transfer funds from a reserve fund.

### **FINANCIAL CONSIDERATIONS**


Since the establishment of the T.C. Cossitt Reserve Fund with \$117,459.35, minimal monies have been used towards the "Cossitt Collection". The balance at December 31, 2009 has increased to \$119,299.63.

### **CONCLUSION**

The use of \$5,000 from the T.C. Cossitt Reserve Fund will allow the Brockville Museum Board of Management and staff to further investigate the possibility of an expansion to the museum.

  
B. Burke  
Curator, Brockville Museum

  
D. Cyr  
Director of Finance

  
B. Casselman  
City Manager



## BROCKVILLE MUSEUM

5 Henry Street, Brockville, Ontario K6V 6M4

Tel: 613-342-4397

Fax: 613-342-7345

E-mail: [museum@brockville.com](mailto:museum@brockville.com) Web Site: [www.brockvillemuseum.com](http://www.brockvillemuseum.com)

E-mail: [bburke@brockville.com](mailto:bburke@brockville.com)

August 18, 2010

TO: Finance Committee

FROM: Board of Management, Brockville Museum

RE: Cossitt Reserve Fund

The Brockville Museum is proposing to engage the services of Fiona Graham, Museum Consultant with the Nick Holman Architectural Firm to explore options for a possible expansion.

The collections are continuing to expand and the program offerings are changing. These have placed a strain on our physical space.

We are requesting funds in the amount of \$5000.00 be spent from the Cossitt Reserve to hire Fiona Graham to carry out the preliminary work.

A handwritten signature in black ink, appearing to read "Brian Porter". The signature is fluid and cursive.

Brian Porter  
Chairman of the Board of Management

*"Where History Lives"*

119 Queen St., Suite 300  
Ottawa, Ontario  
Canada K1P 6L8



October 19, 2010

Brockville Museum  
5 Henry Street  
Brockville, Ontario  
K6V 6M4

Attention: Bonnie Burke

Dear Ms. Burke:

Re: **Estate Thomas C. Cossitt**

We refer to your letter of September 14, 2010 addressed to Jennifer Birchall-Creighton.

Mrs. Creighton and Scotiatrust approve the use of \$5,000.00, from the funds paid by the Estate of Thomas Cossitt to the City of Brockville on December 21, 2005, to have a consultant provide the following services regarding an addition to the Brockville Museum:

- Site survey (looking at the land itself)
- Museum survey and needs assessment (looking at what is happening in the museum building, what the needs are to carry on business)
- Conceptual program (a brief description of the spaces needed to meet our needs)
- Conceptual plan for addition (a diagram showing the spaces and their interrelationships)
- Cost estimate for addition
- Final report including all of the above

If you require anything further in this regard, please do not hesitate to contact us.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Lorraine O'Keefe'.

Lorraine O'Keefe  
Senior Trust Officer  
Scotiatrust

Phone: 613-564-7916  
1-800-550-9953  
Fax: 613-564-2630

cc: Jennifer Birchall-Creighton

November 4, 2010

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – NOVEMBER 16, 2010**

**2010-150-11  
STATISTICAL COMPARISONS OF  
2010 TAX RATES  
FILE: F22-48**

**D. CYR  
DIRECTOR OF FINANCE**

**RECOMMENDATION**

THAT the statistical comparison of 2010 Tax Rates be received [Attachment 1 to Report # 2010-150-11].

**PURPOSE**

To allow Council to review the City of Brockville's tax rates with the eleven designated comparator municipalities, and assist with the 2011 Budget Process.

**BACKGROUND / ANALYSIS**

These statistics are completed annually for Council and illustrate the combined municipal and education tax rates.

When comparing tax rates with other municipalities it is important to take into consideration what services are being provided as well as the level of service. For example is public transit available? What is the level of garbage pick-up, if any? Are the fire fighters volunteer or full time employees? Is it a separated municipality? The eleven comparator municipalities, established by Council in 2004, have been chosen based primarily upon having comparable circumstances, services and responsibilities as the City of Brockville.

Some municipalities, including three of the designated comparators – Belleville, Kingston and Quinte West – establish "area" tax rates based upon the specific services provided in that section of their municipality. These area tax rates are shown on Attachment #1 to Report 2010-150-11 but only the area that is deemed the best comparable to the City of Brockville is illustrated on Attachments # 2, 3 and 4 to Report 2010-150-11

Municipalities have some control over the tax rates in setting the municipal levy and tax ratios however, it is the Province which determines the education tax rates for each municipality in Ontario. The municipalities in this analysis do not all have the same education tax rates.

As shown in Attachment #1 to Report 2010-150-11, Brockville's residential and commercial tax rates fall in the upper half of the eleven comparator municipalities and just below midway for the industrial tax class. This demonstrates that Brockville's tax rates are quite competitive in relation to the tax rates in the study.

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## **POLICY IMPLICATIONS**

There are no policy implications.


## **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **CONCLUSION**

Competitive tax rates are an important component of the City's strategic plan as it relates to fiscal sustainability. The information provided within this report can be very useful during the budget process and when implementing taxation policies. It clearly shows where Brockville's taxation strategies stand within the demographics of the area.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

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

COMPARISON OF 2010 TAX RATES FOR ONTARIO MUNICIPALITIES

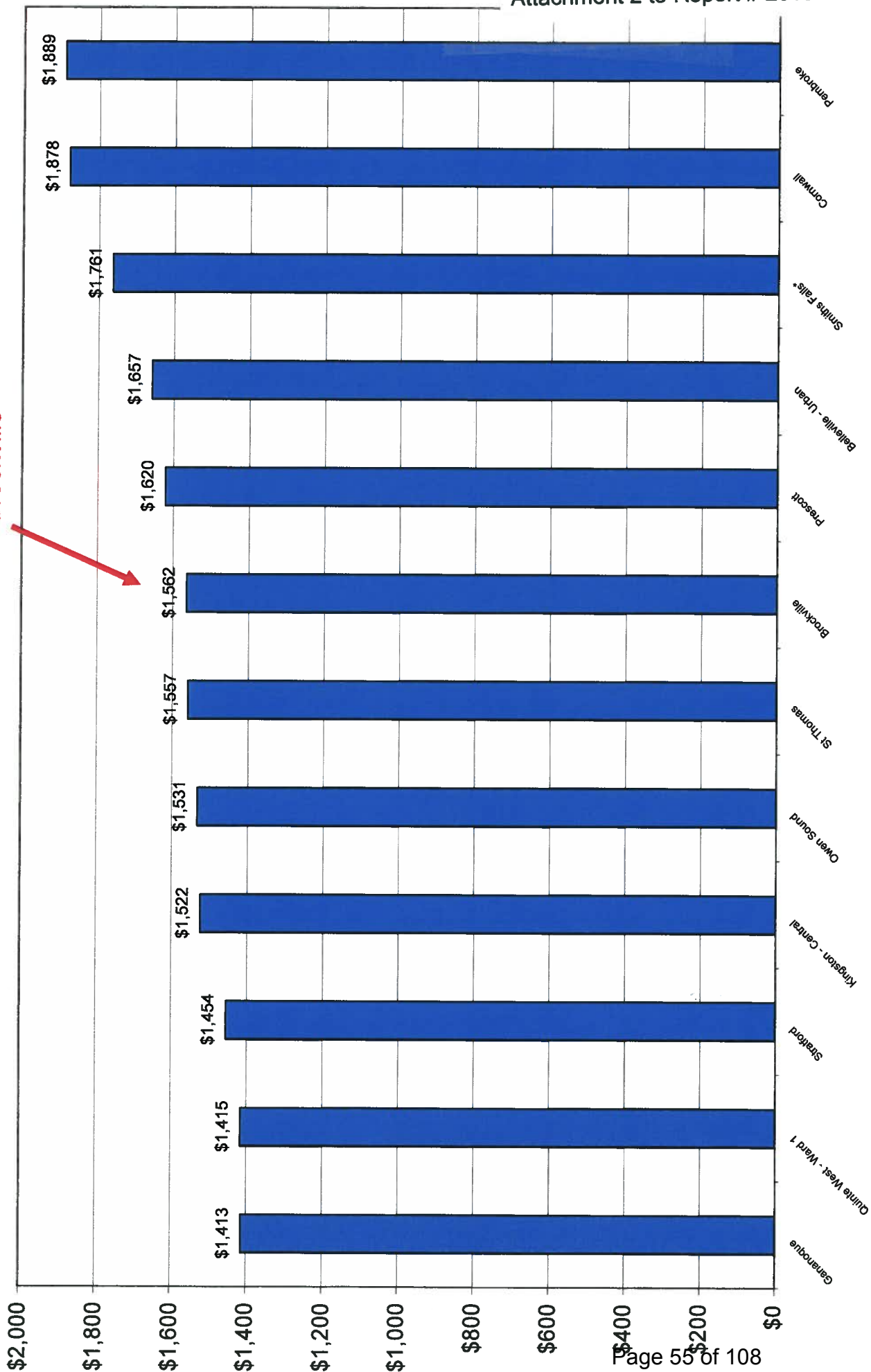
Municipality	Residential	Multi-Residential	New Multi-Residential	Farmlands	Managed Forests	Commercial Occupied	Commercial Vacant	Commercial New Construct	Commercial Construct Vacant	Industrial Occupied	Industrial Vacant	Industrial New Construct	Industrial Construct Vacant	Pipelines
Quinte West - Ward 3	0.011956400	0.022743900		0.002989100	0.002989100	0.031320300	0.021924200	0.028987200		0.046636500	0.030313700	0.032015700		0.023120900
Quinte West - Ward 2	0.012427900	0.023748100		0.003107000	0.003107000	0.032045600	0.022431900	0.029712500		0.047789700	0.031063300	0.038803800		0.023556500
Quinte West - Ward 4	0.012519900	0.023944100		0.003130000	0.003130000	0.032187200	0.022531000	0.029854100		0.048014800	0.031209600	0.039028900		0.023641600
Belleville - Rural	0.013016580	0.029034240	0.013016580	0.003254150	0.003254150	0.038980150	0.027286100	0.034655320	0.024258720	0.044177560	0.028715420	0.039755790	0.025841270	0.027898820
Kingston - East	0.013840330	0.031099040	0.013672720	0.003418180	0.003418180	0.039478170	0.027634720	0.036600190	0.025620130	0.053594020	0.034836120	0.043920960	0.028548630	0.029524520
Gananoque	0.014129500	0.024688700		0.003532400	0.003532400	0.042851500	0.029996100			0.055322200	0.035959400			0.032199100
Quinte West - Ward 1	0.014147500	0.027410800		0.003536900	0.003536900	0.034691100	0.024283800			0.051985700	0.033797200	0.043009800		0.025145400
Kingston - West	0.014218570	0.032062520	0.014050960	0.003512740	0.003512740	0.040227080	0.028158960	0.037349100	0.026144370	0.054588790	0.035482720	0.044915730	0.029195230	0.029968120
Stratford	0.014537720	0.028531905		0.003634430		0.044507490	0.031155247	0.038263610	0.026784527	0.061382610	0.039898697			0.031604640
Belleville - Canniffon Rural	0.015148810	0.034386470	0.015148810	0.003787200	0.003787200	0.043072150	0.030150500	0.038747320	0.027123120	0.049294900	0.032041690	0.044873130	0.029167540	0.030529930
Kingston - Central	0.015222080	0.034618730	0.015054470	0.003763620	0.003763620	0.042214040	0.029549830	0.003933606	0.027535240	0.057228030	0.037198220	0.047554970	0.030910730	0.031145050
Owen Sound (Lower Tier)	0.015311460	0.038469850	0.021003560	0.003827860		0.045031710	0.031522210	0.042431630	0.029702150	0.051026840	0.033167440			0.060358210
St Thomas	0.015571800	0.035297450		0.003829500	0.003829500	0.043538020	0.034766100	0.039832520	0.027952760	0.053378480	0.034696010	0.043625460	0.038929500	0.026364190
Brockville	0.015822337	0.025827981	0.015822337	0.003905584	0.003905584	0.046093897	0.032286728	0.040169757	0.028118830	0.056699763	0.036204846			0.038848077
Belleville - Canniffon Urban	0.016135500	0.036863230	0.016135500	0.004033880	0.004033880	0.044965740	0.031476010	0.040640910	0.028448630	0.051662970	0.033580930	0.047241200	0.030706780	0.031747490
Prescott	0.016197630	0.027637630		0.004049410	0.004049410	0.046956830	0.032869780	0.043675510		0.061163840	0.039758500	0.050963840		0.034614590
Belleville - Urban	0.016566670	0.037945540	0.016566670	0.004141670	0.004141670	0.045793210	0.032055240	0.041468380	0.029027860	0.052697780	0.034253560	0.048276010	0.031379410	0.032279550
Smiths Falls*	0.017614490	0.033591370		0.004403620		0.050000110	0.035000070			0.064304040	0.041797620			0.037876330
Cornwall	0.018777590	0.040860760		0.004694400	0.004694400	0.053662330	0.037563630	0.046462330		0.067546780	0.043905410			0.042063940
Pembroke	0.018893760	0.034773720		0.004723440		0.052521250	0.038764870	0.047491630	0.033244140	0.095562030	0.062115320	0.085362030	0.055485320	0.037584600

Note: Data sorted by Residential rate and includes Education Rates.

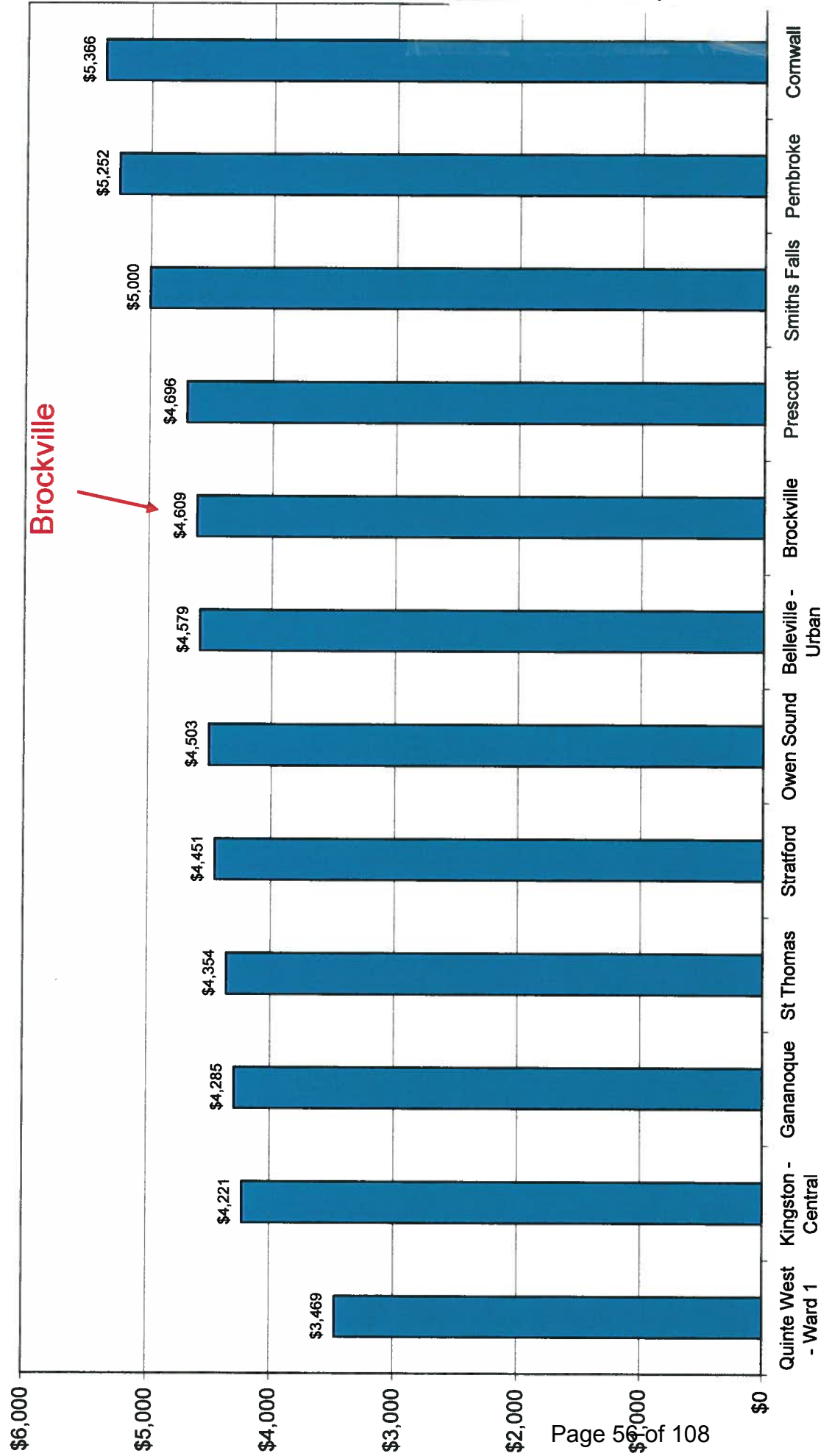
\* different industrial rates based upon value of assessment under \$1,500,000

# Comparison of 2010 Residential Taxes (Based on \$100,000 of assessment)

Brockville



# Comparison of 2010 Commercial Taxes (based on \$100,000 of assessment)





# Comparison of 2010 Industrial Taxes (based on \$100,000 of assessment)



**November 9, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – NOVEMBER 16, 2010**

**2010-151-11  
TREASURER'S REPORT  
VARIANCE ONLY SEPTEMBER 2010  
FILE: F05-43**

**D. CYR, DIRECTOR OF FINANCE  
L. FERGUSON, SUPERVISOR OF  
ACCOUNTING SERVICES  
D. GORDON, FINANCIAL ANALYST**

**RECOMMENDATION**

THAT Council receives the Treasurer's Report – Variance only as of September 30<sup>th</sup>, 2010, with respect to Current Operations.

**PURPOSE**

To report to Council the City of Brockville's operating financial position as of September 30, 2010.

**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.

Due to the on-going implementation of the new financial system and the introduction of the PSAB requirements associated with tangible capital assets the 2009 audited financial statements are to be presented directly to Council on November 23<sup>rd</sup>, 2010. This limits what can be presented to Council to review at this time in regard to the current fiscal year.

**ANALYSIS / FINANCIAL IMPLICATIONS**

Council and staff strive during the annual budget process to minimize the impact to the taxpayers by planning for known items. In doing so, there are limited funds available to offset unforeseen items which occur. Historically, the fiscal policy reserve has been available to cover off these shortfalls. However, the annual surplus has decreased over the past several years and in fact a deficit is being realized for 2009, all of which is depleting the fiscal policy reserve. Similarly, the current fiscal year is encountering some unexpected occurrences which are affecting the anticipated bottom line.

This report represents the Analyses of Operating Budgets – General, Water and Wastewater which is provided for information purposes. Attachment #1 is a summary of the Operating Variance – General. Attachment #2 is a detailed variance analysis for each department. Department heads have been given the directive to plan and implement the appropriate actions necessary to mitigate any shortfalls.

#### Operating Variance – General

The current projection for the City is a deficit of \$828,022. The main contributors of the variance are as follows:

- ◆ Estimated electricity deficit of \$135,000

Attachment # 3 is a memo from Lesley White, Manger of Strategic Initiatives which gives a detailed explanation for the reasons attributing to the increase in electricity charges.

- ◆ Revenue from solar panels will not be recognized resulting in a deficit of \$160,000

The FIT contract has been approved for the Memorial Centre and is eminent for the GWMC. Once the FIT contract is approved a “Connection Impact Analysis” must be completed by Hydro One prior to moving forward with the installation of the solar panels and ultimately revenues. This process takes approximately five months.

- ◆ A deficit of \$300,000 towards WSIB – Schedule 2 costs.

The majority of this deficit is associated to retired firefighter claims. While awaiting decisions on our appeals however, the City must continue payments and cannot withhold payments. It is important to note that the City cannot recover its costs if the appeals are successful.

- ◆ Deficit of \$26,649 associated with 27<sup>th</sup> pay in 2010 for fire fighters
- ◆ Shortfalls in Supplementary Taxes and Post Capping totaling \$117,795; which are offset by surplus in Tax Write Offs of \$50,000
- ◆ Deficit in Charity Rebates (taxation) of \$25,000
- ◆ Increased fuel prices resulting in deficit of \$16,036
- ◆ Unanticipated grounds maintenance required at City athletic fields – \$17,600 deficit
- ◆ Winter control accounts reflecting a surplus of \$143,886 due to mild winter

Operating Variance – Wastewater Rate Administration

The anticipated variance for the wastewater rate administration is a deficit of \$414,939. The main contributors of the variance are as follows:

- ◆ Estimated shortfall in revenues of \$300,000 which is being investigated by staff
- ◆ Estimated electricity deficit of \$76,000
- ◆ Legal fees deficit of \$30,000

Operating Variance – Water Rate Administration

The water rate administration is anticipating a deficit of \$61,615 attributable to:

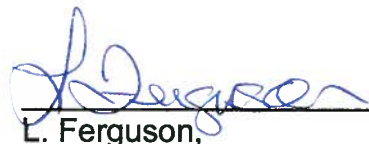
- ◆ Building burden expenses, including electricity, anticipated to be overspent by \$35,000
- ◆ Surface repairs costs not budgeted \$50,000
- ◆ Surplus associated with purchase of water meters, materials and supplies being lower than expected by \$10,000

**CONCLUSION**

It is important that staff review their variances on a regular basis in order to implement any necessary actions to help mitigate potential shortfalls. It is also important for Council to be updated on the City's financial position in order to assist in their decision making processes.




D. Gordon  
Financial Analyst – General



L. Ferguson,  
Supervisor of Accounting Services



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 September 30th, 2010

	EXPENDITURES	REVENUES	PROJECTED NET YEAR END SURPLUS (DEFICIT)
<b>CITY MANAGEMENT &amp; SERVICES</b>			
Administration	(20,000)	0	(20,000)
Animal Control	2,800	(16,000)	(13,200)
Arts Centre	(10,000)	0	(10,000)
Clerk	9,350	(33,950)	(24,600)
Computer Services	(25,838)	0	(25,838)
Corporate Finance	(278,855)	(224,493)	(503,348)
Economic Development	(8,064)	0	(8,064)
Environmental Services	1,200	(8,128)	(6,928)
Facilities	(264,302)	11,500	(252,802)
Finance - Administration	24,934	0	24,934
Fire	(24,649)	0	(24,649)
Human Resources	200	0	200
Mayor and Council	(5,000)	0	(5,000)
Operations Administration	(88)	0	(88)
Parking	34,600	(34,600)	0
Parks	(22,574)	(22,262)	(44,836)
Planning	6,000	(1,500)	4,500
Public Works	104,449	36,185	140,634
Tourism	0	0	0
Transportation Services	(61,529)	(1,680)	(63,209)
	<b>(537,366)</b>	<b>(294,928)</b>	<b>(832,294)</b>
<b>CITY BOARDS &amp; COMMISSIONS</b>			
Airport	5,501	(5,826)	(325)
Cemetery	(13,803)	5,000	(8,803)
Committee of Adjustment	0	0	0
Heritage Brockville	0	0	0
Library	0	0	0
Museum	(8,500)	8,700	200
Police	(91,800)	105,000	13,200
	<b>(108,602)</b>	<b>112,874</b>	<b>4,272</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>0</b>	<b>0</b>	<b>0</b>
<b>PROJECTED YEAR END SURPLUS/(DEFICIT)</b>	<b>(645,968)</b>	<b>(182,054)</b>	<b>(828,022)</b>

## VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>ADMINISTRATION</b>					
Business travel and training will reflect a deficit at year end.			(3,000)		(3,000)
Printing, postage and stationery will be overspent.			(2,000)		(2,000)
Legal costs higher than budget.			(15,000)		(15,000)
<b>TOTAL VARIANCE FOR ADMINISTRATION</b>	<b>0</b>	<b>0</b>	<b>(20,000)</b>	<b>0</b>	<b>(20,000)</b>
<b>ANIMAL CONTROL</b>					
Less revenue than anticipated - dog tag sales				(16,000)	(16,000)
Less spending to offset revenue deficit	2,800				2,800
<b>TOTAL VARIANCE FOR ANIMAL CONTROL</b>	<b>2,800</b>	<b>0</b>	<b>(16,000)</b>	<b>0</b>	<b>(13,200)</b>
<b>BROCKVILLE ARTS CENTRE</b>					
Utilities higher than budgeted.			(10,000)		(10,000)
<b>TOTAL BROCKVILLE ARTS CENTRE VARIANCE</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>(10,000)</b>
<b>CLERK</b>					
Vital Statistics - less marriage licenses issued that anticipated				(3,450)	(3,450)
Wedding ceremonies - budgeted 35; y/e estimate 20				(2,500)	(2,500)
Bingo licenses - reduction in number of bingo events				(12,000)	(12,000)
Nevada licenses - less issued than anticipated				(15,000)	(15,000)
Raffle licenses - less issued than anticipated				(1,000)	(1,000)
Training & Development - less spending to offset deficit	1,000				1,000
Subscriptions & Memberships - less spending to offset deficit	1,000				1,000
Office expenses - less spending to offset deficit	6,550				6,550
BMAAC expenses - less spending to offset deficit	800				800
<b>TOTAL VARIANCE FOR CLERK</b>	<b>9,350</b>	<b>0</b>	<b>(33,950)</b>	<b>0</b>	<b>(24,600)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>COMPUTER SERVICES</b>					
<b>Wages and Benefits</b>					
After hours maintenance and corruption prevention; Security testing; Cabling; Emergency calls, system failures. Patch management; Server and workstation updates.					(1,164)
<b>Office Expense</b>					
Programming - Software - Maintenance - licensing costs for extended use of USTI financial system (est. \$8k). USTI was supposed to be finished by March. Will not be finished until 4th quarter. Office & Equipment Maintenance - budget was proposed at \$35K and reduced to \$24.8K. Major system failure occurred; Wireless radio failed and was replaced; Air conditioning unit failed in server room and caused other equipment failures. Unit had to be replaced as well as some switches. Still have PC out of warranty which need board replacements due to cancellation of computer replacement program (est. \$17k).					(24,674)
<b>TOTAL VARIANCE FOR MIS</b>	<b>0</b>	<b>0</b>	<b>(25,838)</b>	<b>0</b>	<b>(24,674)</b>
<b>CORPORATE FINANCE</b>					
Interest income higher than expected		7,000			7,000
Current taxes written off	50,000				50,000
St. Lawrence College Payment in lieu lower than estimated.			(6,225)		(6,225)
Revenues from Solar Projects are not anticipated to be received in 2010 due to a lengthy Rebate revenue from Hydro One's Rebate program for lighting retrofit was unbudgeted.		55,777	(160,000)		(160,000)
Supplementary Taxes			(97,795)		(97,795)
Fees Subscription and Memberships - deficit due to unbudgeted FCM fees			(1,015)		(1,015)
Tax Sale Cost Recovery			(2,000)		(2,000)
Recovery of Sales Tax - due to conversion to HST			(250)		(250)
Post Capping			(20,000)		(20,000)
Interest Written Off for Taxes	960				960
Charity Rebates			(25,000)		(25,000)
WSIB			(300,000)		(300,000)
Energy Rebates				(1,000)	(1,000)
Insurance premiums higher than anticipated			(3,800)		(3,800)
<b>TOTAL VARIANCE CORPORATE FINANCE</b>	<b>50,960</b>	<b>62,777</b>	<b>(329,815)</b>	<b>(287,270)</b>	<b>(503,348)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	Surplus	
<b>ECONOMIC DEVELOPMENT</b>					
Deficit due to salary adjustment.		(1,164)			(1,164)
Office Expense - reduced telecommunications and postage	1,100				1,100
Promotional revenues secured from cost recovery - ad sales.	3,000				3,000
Fireworks - contracting for barge expense higher		(10,000)			(10,000)
Investment attraction - coop programming higher on advertising		(1,000)			(1,000)
<b>TOTAL VARIANCE FOR ECONOMIC DEVELOPMENT</b>	<b>4,100</b>	<b>(12,164)</b>	<b>0</b>	<b>0</b>	<b>(8,064)</b>
<b>ENVIRONMENTAL SERVICES DEPARTMENT</b>					
<b>ADMINISTRATION DIVISION</b>					
No budget has been set up at this time.		0			0
<b>TOTAL ADMINISTRATION VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOLID WASTE</b>					
<b>Garbage-Landfill</b>			(128)		(128)
1) Fees less than budget amount.					
2) Business travel and workshop attendance expected to be less than 2010 budget amount.	1,500				1,500
3) Reporting a small defect under office expenses.		(189)			(189)
4) No budget issued to cover gate operation insurance expenses.		(611)			(611)
<b>Waste Collection/Disposal</b>					0
Within budget at this time.					
<b>Waste Diversion</b>					0
Within budget at this time.					
<b>Waste Management Recycling</b>					
1) Business travel and workshop attendance expected to be less than 2010 budget amount.	2,500				2,500
2) Projecting a year end surplus under office expenses.	1,000				1,000
<b>TOTAL SOLID WASTE VARIANCE</b>	<b>5,000</b>	<b>(800)</b>	<b>0</b>	<b>(128)</b>	<b>4,072</b>



# VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>ENGINEERING</b>					
<b>Administration</b>					
1) Moving expenses associated with reorganization, resulting in a year end deficit.	(2,000)				(2,000)
<b>Design Engineering</b>					
1) Training of staff for new positions from reorganization.	(2,000)				(2,000)
2) No maintenance required for new scanner, therefore resulting in a projected year end surplus.	1,000				1,000
<b>Field Engineering</b>					
1) City has not received approval from Ministry of Environment for the Reviews of C of A applications, therefore less revenues received resulting in a deficit.			(8,000)		(8,000)
<b>TOTAL ENGINEERING VARIANCE</b>	<b>1,000</b>	<b>(4,000)</b>	<b>0</b>	<b>(8,000)</b>	<b>(11,000)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)		
<b>FACILITIES DIVISION</b>					
<b>Administration</b>					
Within budget at this time.					0
<b>GWMC Building Maintenance</b>					
1) Numerous unforeseen repairs due to aging facility.	(15,500)				(15,500)
2) Electricity cost higher than anticipated.	(15,150)				(15,150)
<b>Victoria Building Maintenance</b>					
1) Electricity cost higher than anticipated.	(30,000)				(30,000)
<b>Rotary Building</b>					
Within budget at this time.					0
<b>Youth Arena</b>					
1) Telephone and fax charges higher than anticipated.	(1,200)				(1,200)
2) (a) Electricity cost higher than anticipated. (b) Ice resurface maintenance cost higher than anticipated. (c) Fuel cost higher than expected.	(50,000)				(50,000)
3) Snow Removal cost higher than budgeted amount.	(3,200)				(3,200)
4) janitorial - (a) Purchase of tilt cart. (b) Purchase of materials and supplies higher	(1,800)				(1,800)
<b>Memorial Centre</b>					
1) Fees & Service Charges - Trade fair booth rental revenue lower than expected.			(7,500)		(7,500)
2) Unforeseen staff time due reconstruction projects, 55+ Canada Games, major work issues (stands removal/replace, etc.)	(33,000)				(33,000)
3) Building Burden - (a) Electricity and natural gas higher than anticipated. (b) Cleaning supplies higher than expected. (c) Contracted services cost higher than anticipated (CIMCO-AMB Construction).	(112,000)				(112,000)
4) Unforeseen amount of snow and ice control services required.	(2,300)				(2,300)
5) Revenues from hall rental is higher than budgeted amount.		19,000			19,000
<b>Programs</b>					
1) Seasonal Lighting - (a) Contracted services higher than expect, resulting in a deficit. (b) Materials and supplies lower than anticipated, resulting in surplus.	(152)				(152)
<b>TOTAL FACILITIES DIVISION VARIANCE</b>	<b>0</b>	<b>19,000</b>	<b>(7,500)</b>		<b>(252,802)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>FINANCE</b>					
<b>Administration</b>					
Wages and Benefits lower than estimated. Employee not replaced; using part-time staff instead.	22,909				22,909
Wages and Benefits - Non-Standard Hours higher than estimated - Payout of banked time; extra hours associated with PSAB		(2,000)			(2,000)
Surplus anticipated in Fees, Subscriptions, Memberships	600				600
Deficit anticipated in Materials and Supplies		(100)			(100)
Surplus anticipated in Printing, Postage and Stationary	5,500				5,500
Telephone and Fax		(1,200)			(1,200)
Cellular and Pager		(530)			(530)
Modem and Computer Lines	1,000				1,000
Telecommunications Equip		(126)			(126)
Actuarial		(166)			(166)
PSAB Contracted Services		(953)			(953)
<b>TOTAL VARIANCE FOR TREASURY ADMINISTRATION</b>	<b>30,009</b>	<b>(5,075)</b>	<b>0</b>	<b>0</b>	<b>24,934</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>FIRE</b>					
The upgrade to the telephone system has been delayed until September resulting in a deficit is anticipated in electricity.	7,000				7,000
There will be a deficit in salaries / benefits based on the amount required for the 27th pay			(5,000)		(5,000)
			(26,649)		(26,649)
<b>TOTAL VARIANCE FOR FIRE</b>	<b>7,000</b>	<b>0</b>	<b>(31,649)</b>	<b>0</b>	<b>(24,649)</b>
<b>HUMAN RESOURCES</b>					
Wages and Benefits - Bereavement Costs over expended			(100)		(100)
Surplus anticipated in Tuition Aid program as no applications have been received to date.	300				300
<b>TOTAL VARIANCE FOR HUMAN RESOURCES</b>	<b>300</b>	<b>0</b>	<b>(100)</b>	<b>0</b>	<b>200</b>
<b>MAYOR/COUNCIL</b>					
Mayor			(5,000)		(5,000)
Council					
<b>TOTAL VARIANCE FOR MAYOR AND COUNCIL</b>	<b>0</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>OPERATIONS DEPARTMENT</b>					
<b>ADMINISTRATION DIVISION</b>					
<b>Operations Section</b>					
1) Training/Professional Development costs slightly higher than expected.			(88)		(88)
<b>TOTAL ADMINISTRATION DIVISION VARIANCE</b>	0	0	0	0	(88)
<b>PARKING</b>					
Boat ramp fees - slower boating season than anticipated			(6,000)		(6,000)
Parking Meters - less revenue than anticipated			(5,000)		(5,000)
Fines - less than anticipated			(20,000)		(20,000)
Office Expense - less spending to offset deficit	6,000				6,000
Parking Meter Maintenance	5,000				5,000
Deficit in parking operating budget results in lower contribution to Parking Reserve	20,000				20,000
<b>TOTAL VARIANCE FOR PARKING</b>	31,000	0	0	(31,000)	0
<b>Rental Properties</b>					
Property Rent General - lower revenue than anticipated due to vacancy of residential unit			(3,600)		(3,600)
Deficit in rental properties budget results in lower contribution to rental property reserve	3,600				3,600
<b>TOTAL VARIANCE FOR RENTAL PROPERTIES</b>	3,600	0	0	(3,600)	0

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus	(Deficit)	Surplus (Deficit)	
<b>PARKS &amp; RECREATION</b>					
<b>Administration</b>					
Within budget at this time.					0
<b>Garage Maintenance</b>					
1) Wages and benefits lower than budget, due to less sick time utilized.	2,208				2,208
2) Less repairs required to equipment than budgeted for, resulting in projected year end surplus.	8,154				8,154
3) (a) Additional grass cutting required at start of season (3 weeks in April). (b) Unbudgeted charges by Public Works to assist in hand trimming. (c) Use of full time arena staff at higher rate instead of part time at lower rate per hour.		(32,580)			(32,580)
<b>Green House</b>					
Plants - Supply of bedding plants contract was less than budgeted amount.	757				757
<b>Priority Parks</b>					
1) Ground Maintenance - Surplus result of less material and contract services being required.	8,541				8,541
2) Less material required for equipment maintenance/vandalism repair.	800				800
3) Fertilizer & Weed Control - No material (fertilizer) required for priority parks, resulted in a projected year end surplus.	2,050				2,050
<b>Community Parks - Operating</b>					
Within budget at this time.					0
<b>Athletic Fields - Operating</b>					
1) Grounds Maintenance - Unbudgeted items required to be carried out: (a) Replace chain link fence at Kelly Ball Park, (b) Install swale at Goldie Christopher Ballpark. (c) Grooming of ball fields.		(17,600)			(17,600)
2) Contract for grass cutting less than budgeted amount.	4,184				4,184
3) Fertilizer & Weed Control - Contract for fertilization slightly over budgeted amount.		(172)			(172)

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE			REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	Surplus	(Deficit)	
<b>PARKS &amp; RECREATION CONT'D</b>						
<b>Community Rinks</b>						
1) Skating Rink - As per Council's directive - River Rink will not be operational for December 2010.	3,785					3,785
2) Snow Plowing - Mild winter reduced required snow plowing operations.	3,000					3,000
<b>St. Lawrence Park</b>					(13,000)	(13,000)
1) Less camping revenues than expected.						
2) (a) Less janitorial supplies required. (b) Less contract services for plumbers and electricians.	1,500					1,500
3) (a) Unbudgeted painting of washroom by Public Works forces. (b) Additional labour expended for cleanup for Seniors Games.		(5,000)				(5,000)
<b>Trees</b>						
Within budget at this time.						0
<b>Islands</b>						
Hol/dry summer contributed to increased island and docking use by public, therefore resulting in a surplus.		10,500				10,500
<b>Tunnel/Bay/Price Park</b>						
1) Minimal contract services required for plumbing/electrical repairs.	2,500					2,500
2) Transient docking revenues are less than budgeted about, resulting in deficit.			(19,762)			(19,762)
<b>Aquatics</b>						
1) Less labour expended due to closures (4 instances of 4 days) by Health Unit.	2,399					2,399
<b>Riverfest/ Season Lighting</b>						
1) Riverfest - (a) Additional unbudgeted costs for Senior Games. (b) Additional costs incurred utilizing full time operators for overtime as opposed to part time.		(6,500)				(6,500)
2) Season Lighting - Unbudgeted Christmas tree and lighting installation on Courthouse Green resulted in small deficit.		(600)				(600)
<b>TOTAL PARKS SECTION VARIANCE</b>	<b>39,878</b>	<b>(62,452)</b>		<b>10,500</b>	<b>(32,762)</b>	<b>(44,836)</b>

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>PLANNING</b>					
<b>Administration</b>					
Training and Professional Development surplus	4,000			4,000	4,000
Planning Application Fees			(10,000)	(10,000)	(10,000)
<b>Building</b>					
Building Permit Fees		5,000		5,000	5,000
Plumbing Permit Fees		3,500		3,500	3,500
Training & Professional Development	2,000			2,000	2,000
<b>TOTAL PLANNING VARIANCE</b>	<b>6,000</b>	<b>8,500</b>	<b>(10,000)</b>	<b>4,500</b>	<b>4,500</b>
<b>PUBLIC WORKS</b>					
<b>ROAD/STORM SEWER SECTION</b>					
<b>Administration</b>					
1) Reallocation due to reorganization - Standby.		(4,402)		(4,402)	(4,402)
2) Less replacement clothing required by staff than budgeted.	1,205			1,205	1,205
3) Modem and computer line charges more than budgeted amounts.		(1,000)		(1,000)	(1,000)
<b>Public Works Garage Operating</b>					
1) (a) Less replacement of safety clothing required than budgeted for. (b) Annual shirts and pants purchase cost was less than budgeted for.	2,946			2,946	2,946
2) Unbudgeted expenses of installing GFI Protected Circuits as per Ministry of Labour order will result in a deficit.		(2,000)		(2,000)	(2,000)



VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division PUBLIC WORKS CONT'D	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus	(Deficit)	(Deficit)	
<b>Roadway Maintenance</b>					
1) Unbudgeted disposal of diesel spill (Jefferson Drive) contaminated material.					
<b>Storm Water Maintenance</b>					
1) Catch Basin Cleaning - Tipping fees higher than budgeted.			(2,802)		(2,802)
<b>Roadside Maintenance</b>					
1) (a) Projected year end deficit being reported under Work & Customer Services Revenue due to less work requested by outside agencies/individuals.			(10,900)		(10,900)
2) Boulevards - Additional expenses incurred repairing areas damaged during winter maintenance operations.				(10,787)	(717)
3) DBIA Area - Additional labour charges incurred removing weeds from tree crates.			10,070		
4) Special Events - Unbudgeted major road lane shift for 55 Games Parade will result in additional overtime labour charges.			(4,252)		(4,252)
5) Riverfest Activities - less labour expended than budgeted for.			(500)		(500)
<b>Helipad Maintenance</b>					
Within budget at this time.	490		(1,800)		(1,800)
<b>Traffic Maintenance</b>					
1) Surplus as a result of only 1 contracted application of centre and lane line marking.	6,177		(500)		6,177
2) Deteriorated signage requiring replacement resulted in small deficit.					(500)
<b>Winter Control - Roads</b>					
1) Reallocation due to reorganization - standby.			(2,104)		(2,104)
2) Snow Plowing - Mild winter resulted in less plowing operations being carried out.	4,886				4,886
3) Snow Removal - Mild winter resulted in less snow removal operations being carried out.	68,375				68,375
4) Abrasive Application - Mild winter resulted in less minor plowing and chemical/abrasive applications being carried out.	52,320				52,320
<b>Winter Controls - Sidewalks</b>					
1) Reallocation due to reorganization - standby.			(2,104)		(2,104)
2) Snow Plowing - Mild winter resulted in less plowing operations being carried out.	8,339				8,339
3) Abrasive Application - Mild winter resulted in less sanding operations being carried out.	9,966				9,966
<b>TOTAL PUBLIC WORKS VARIANCE</b>	<b>154,704</b>	<b>(22,294)</b>	<b>0</b>	<b>(10,787)</b>	<b>121,623</b>

## Projected to December 31st

Y:\Treasury\White\DATA\EXCEL\EXCEL\Variances\2010\September - General NEW VERSION

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>TOURISM</b> No variance to report at this time.					
<b>TOTAL VARIANCE FOR TOURISM</b>	0	0	0	0	0
<b>TRANSIT DIVISION</b> <b>Transit Administration</b>					
1) Unable to attend meeting, therefore resulting in a year end projected surplus.	1,500				1,500
2) No printing of transit maps required, therefore resulting in a year end projected surplus.	3,000				3,000
<b>Transit Operating</b>					
1) Projecting surplus under full time wages for transit drivers if there are no more major illness by year end.	7,990				7,990
2) Projected year end deficit under vehicle maintenance due to unexpected vehicle repairs.		(25,000)			(25,000)
3) Reduced the number of promotional ads resulted in year end surplus.	1,000				1,000
<b>Transit – Para</b>					
1) Handicapped ridership reduced by 1,300, therefore resulting in reduced revenue.				(1,680)	(1,680)
<b>TOTAL TRANSIT VARIANCE</b>	13,490	(25,000)	0	(1,680)	(13,190)

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus	(Deficit)	Surplus (Deficit)	
<b>PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>					
<b>PVI- Supervisory Administration</b>					
1) Wages & Benefits slightly higher than anticipated.			(609)		(609)
<b>PVI- Field Services</b>					
1) Field Services - Summer student not budgeted for, therefore resulting in deficit.			(5,760)		(5,760)
<b>Traffic Control</b>					
1) Traffic Signals Maintenance - (a) Electricity higher than budgeted amount. (b) More maintenance than anticipated.			(12,500)		(12,500)
<b>Crossing Guards</b>					
Within budget at this time.					0
<b>Street Lighting</b>					
1) Projected year end deficit being reported under street lighting maintenance due to unanticipated repairs and pole replacements.			(35,000)		(35,000)
2) Street Lighting Improvements program should reflect a year end surplus if no new lights are required for installation.	3,850				3,850
<b>Roadways</b>					
Within budget at this time.					0
<b>TOTAL PEDESTRIAN &amp; VEHICLE INFRASTRUCTURE</b>	3,850	0	(53,869)	0	(50,019)
<b>AIRPORT</b>					
1) Fees & Services Charges - 5 of 8 spaces rented in City Hanger #1 and agricultural lease reduced \$3,225.				(5,826)	(5,826)
2) Management Contract - if no unexpected expenses prior to year end should result in a surplus.	2,340				2,340
3) Only 1 meeting attended to in 2010, therefore small surplus being reported.	120				120
4) Electricity rates higher than budgeted.			(885)		(885)
5) Reduced fuel purchases required.	5,620				5,620
6) Repairs to leak in Heritage Kitchen building.			(346)		(346)
7) Unexpected batteries for Non Navigational Directional Beacon, Rotary Beacon replacement and \$410 invoice from 2009.			(1,348)		(1,348)
<b>TOTAL AIRPORT VARIANCE</b>	8,080	0	(2,579)	(5,826)	(325)

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>CEMETERY</b>					
Costs related to Pet Cemetery offset by contribution from Fiscal Policy.		(5,000)	5,000		0
Cemetery Wages higher than expected - due to staff illness		(8,803)			(8,803)
<b>TOTAL VARIANCE FOR CEMETERY</b>	0	(13,803)	5,000	0	(8,803)
<b>COMMITTEE OF ADJUSTMENT</b>					
No surplus/deficit anticipated at this time.					
<b>TOTAL VARIANCE FOR COMMITTEE OF ADJUSTMENT</b>	0	0	0	0	0
<b>HERITAGE BROCKVILLE</b>					
No surplus/deficit anticipated at this time.					
<b>TOTAL VARIANCE FOR HERITAGE BROCKVILLE</b>	0	0	0	0	0
<b>MUSEUM</b>					
Program Fees			16,000		16,000
Hall/Room Rental			1,700		1,700
Bequests, Pledges, and Donations				(9,000)	(9,000)
Business Traveling		(1,500)			(1,500)
Program Materials		(1,000)			(1,000)
Program Contracted Services		(6,000)			(6,000)
<b>TOTAL VARIANCE FOR MUSEUM</b>	0	(8,500)	17,700	(9,000)	200

VARIANCE REPORT AS AT SEPTEMBER 30, 2010

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>POLICE</b>					
<b>Administration</b>					
Deficit due to staffing adjustments and professional services required for Police Services		(52,000)			(52,000)
Electricity Deficit		(24,000)			(24,000)
The upgrade to the telephone system has been delayed until September resulting in a	12,000				12,000
<b>Criminal Record Checks</b>					
Projected Surplus due to extraordinary increase in criminal record checks			105,000		105,000
<b>Court Services</b>					
Replace video phone for WASH Court		(6,600)			(6,600)
<b>Enforcement</b>					
Paging System replacement (unrepairable)		(5,200)			(5,200)
Fleet fuel and maintenance costs higher than budgeted		(16,000)			(16,000)
<b>Special Units</b>					
<b>TOTAL POLICE VARIANCE</b>	<b>12,000</b>	<b>(103,800)</b>	<b>105,000</b>	<b>0</b>	<b>13,200</b>
<b>JOINT SERVICES COMMITTEE</b>					
No surplus/deficit anticipated at this time.					
<b>TOTAL VARIANCE FOR JOINT SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ANTICIPATED Y/E VARIANCE FOR THE CITY OF BROCKVILLE</b>	<b>383,840</b>	<b>(1,029,808)</b>	<b>275,949</b>	<b>(458,003)</b>	<b>(828,022)</b>



## Memo – Electricity Charges

electricity to your business. Your community's delivery rates have been considerably lower than those paid by other, similar communities service by Hydro One. To make rates fair for all of our customers, we are consolidating or harmonizing the rates in your community with other communities served by Hydro One across Ontario. Under this rate structure, similar customers would be charged the same delivery rates regardless of where they live. To limit the immediate impact on your bill, we are **phasing in the rate increase over four years.**" This is not something that is directed only at Brockville, it affects all communities that sold their LDC.

### Brockville rates example

Description of Charge	Feb-09	May-09	Jun-09	May-10
A monthly service charges	24.18	24.18	30.88	39.40
B volume charge based on demand usage	6.47	6.47	9.21	9.33
C transmission connection based on demand usage	1.35	1.35	1.11	1.11
D transmission network charge based on demand usage	1.50	1.50	1.31	1.48
E Independent Electricity System Operator (IESO) non competitive charge	0.005	0.005	0.005	0.006

- The City of Brockville is currently in a contract to purchase electricity through AMO/LAS. Our rate for 2010 is 3.905 cents/kWh (**Attachment 2**). Our rate for 2008 was 5.6 cents/kWh and 5.8/kWh for 2009. The City left the RPP in 2008. At that point, the City received a RPP variance settlement credit for each account. Currently if an account exits the RPP, there is a charge.
- Business customers who pay the spot market price and customers who have signed a contract with a licensed electricity retailer must pay the "Provincial Benefit" each month. This rate is multiplied by the kW usage and added to the commodity cost charged by the retailer. This rate fluctuates monthly and has increased greatly over the last two years.

### Provincial Benefit Charges (in addition to Energy Costs) cents/kWh

	2008	2009	2010
January	0.41	1.21	3.00
February	0.91	0.52	3.28
March	0.36	0.95	2.63
April	0.14	3.02	4.57
May	0.55	3.98	3.41
June	1.44	2.79	2.12
July	-0.03	3.50	2.44
August	0.35	4.33	0.57
September	0.78	3.36	1.36
October	0.29	4.13	
November	0.78	3.30	
December	0.39	3.80	



A more detailed description of the Provincial Benefit charge from the IESO website is **Attachment 3**.

**An example of the impact of this charge is as follows:**

15,000 kWh Provincial Benefit charge in December 2008 would be  $15,000 \times .0039 = \$58.50$

15,000 kWh Provincial Benefit charge in December 2009 would be  $15,000 \times .038 = \$570.00$

That's a difference of \$511.50 for one account. The City has 91 Hydro One accounts.

4. The implementation of HST has increased the cost to the municipality as there was a 100% rebate on GST whereas HST is only 86.4%. This does not affect all buildings, the Memorial Centre and Arts Centre received 100% rebate on HST due to the nature of their business.

**Attachment 4** is a copy of the June Hydro One bill for the Memorial Centre. The total cost is made up of six different charges:

- i. Electricity (Shell Energy Charges) – based on the rate from AMO/LAS
  - o This is based on actual usage adjusted by an the total loss factor
- ii. Provincial Benefit
  - o Explained above
- iii. Delivery
  - o The delivery charge is comprised of a monthly service charge, the volume charge based demand charge, the transmission connection charge based on demand usage and the transmission network charge based on demand usage.
- iv. Regulatory Charges
  - o The Regulatory Charge is comprised of a standard supply administration charge, a rural rate protection charge and the IESO NC Charge
- v. Debt Retirement Charge
  - o The debt retirement charge has been set at .007 cents/kWh
- vi. HST (previously GST)

Hydro One's explanation of a bill is attached as **Attachment 5**.

## **Our Future**

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Although the City is being impacted by Hydro One's "harmonization of rates", the commodity charge through AMO/LAS is helping us realize savings. Here are some thoughts from Jason Hagan, LAS Program Coordinator:

## Memo – Electricity Charges

*If you assume that every kWh consumed is part hedge and part spot market exposure, and you also factor in the inflated PB that the market has seen in 2009 and 2010, the result is an **average cost of 7.1 cents/kWh** in 2010 for LAS program members. This cost is lower than the current RPP price of 7.5 cents/kWh faced by Ontario municipalities who have chosen to do nothing.*

### ***Streetlight accounts:***

*All member streetlight accounts are enrolled on the spot market. Under the RPP, streetlight accounts are billed at the same price as all other accounts (i.e. 7.5 cents/kWh), but when enrolled on the spot market through the LAS program, the streetlight accounts are billed at the spot market rates for only the hours that you lights are turned on (i.e. primarily off-peak)*

*Off-peak price for power has been in the 2-3 cent/kWh range for much of the last year so members are seeing savings of 10-20% on their streetlight costs even with the PB factored in.*

Please contact me if you have any questions.

This chart reflects the history of actual for electricity accounts and the YTD for 2010.

Memo – Electricity Charges

		2007	2008	2009	2010 Budget	2010 YTD
1270-6210-2810	Parking Lots	1,865	1,761	2,554	2,100	2,105
1272-6210-2810	Rental Properties	1,521	1,597	1,975	2,000	2,102
1340-6210-2810	Tourism Office	1,493	1,212	1,509	1,300	1,536
2110-6210-2810	Fire # 1 and #2	24,627	21,796	27,174	21,000	24,836
2510-6210-2810	Police	30,022	24,763	38,549	30,000	33,353
3540-6210-2810	Landfill	64	667	580		465
4310-6210-2810	Traffic Lights	(545)	8,611	9,305	9,000	9,722
4320-6210-2810	Street lights	262,650	194,861	232,402	145,000	211,947
7150-6210-2810	Priority Parks	11,447	12,241	11,369	11,000	12,398
7210-6210-2810	Athletic Fields - Bldg.	1,912	2,532	9,467	2,500	4,853
7210-6210-2810	Athletic Fields - Grounds	10,015	11,705	19,194	9,500	(586)
7240-6940-2810	River Rink			779	500	273
7250-6210-2810	St. Lawrence Park	3,794	1,257	5,151	3,750	3,104
7280-6210-2810	Harbour	23,527	22,828	27,615	22,000	22,680
7410-6210-2810	Gord Watts	40,365	33,267	49,167	33,000	35,825
7430-6210-2810	Victoria Building	53,063	41,490	64,659	50,033	57,596
7610-6210-2810	Youth Arena	59,909	47,847	75,227	49,000	50,890
7630-6210-2810	Memorial Centre	77,862	63,520	97,530	65,000	76,433
7710-6210-2810	Arts Centre	24,237	18,612	21,033	21,600	24,329
8410-6210-2810	Airport	9,727	8,985	13,087	10,000	8,043
8580-6210-2810	Cemetery	1,838	2,089	2,333	2,200	1,997
8740-6210-2810	Museum	8,313	9,284	9,305	8,000	6,726
4710-6210-2810	WPCC	111,205	98,986	126,785	100,000	86,652
4730-6210-2810	WPCC - Main Pump Stn.	94,774	96,540	125,571	100,000	82,719
4740-6210-2810	WPCC - Pumping Stns.	8,711	14,119	17,419	14,500	25,206
4760-6210-2810	WPCC - Leacate Stn.	10,184	10,172	19,087	15,000	13,394
4601-6210-2810	Water Treatment	261,865	228,868	278,320	202,000	213,949
4602-6210-2810	Elizabethtown Water	2,355	2,770	3,626	2,900	3,841
		<b>1,136,800</b>	<b>982,380</b>	<b>1,290,772</b>	<b>932,883</b>	<b>1,016,388</b>





<<Date>>

<Customer Name>

<Title>

<Company>

<.Address>

<Address>

<Address>

<Account Number>

Dear <Customer Name>,

### **Important information on your electricity account**

The Ontario Energy Board (OEB) has recently approved a **2008 delivery rate increase** for Hydro One customers. The new delivery rates are applied to consumption starting February 1, 2009<sup>1</sup>.

Delivery rates reflect the cost to deliver electricity to your business across Hydro One's distribution system. These costs include designing, building and maintaining overhead and underground distribution lines, poles, stations and local transformers. Your delivery rates also reflect the costs for billing, meter reading, and customer service.

Our application underwent a rigorous regulatory review, which included a public hearing by the OEB. Public participation helps ensure the OEB makes an informed decision on our rates.

A typical business customer from <community name> using 43,000 kWh per month with a demand of 133 kW, will see an increase of about <\$ amount> per month on the delivery portion of the bill.

### **Fair Delivery rates for all of the communities we serve**

Rate increases are never welcome news. However, for rates to be fair for everyone, they must be consistently applied across our customer base and reflect the actual cost to deliver electricity to your business. Your community's delivery rates have been considerably lower than those paid by other, similar communities served by Hydro One. To make rates fair for all of our customers, we are consolidating or harmonizing the rates in your community with other communities served by Hydro One across Ontario. Under this rate structure, similar customers would be charged the same delivery rates regardless of where they live. To limit the immediate impact on your bill, we are phasing in the rate increase over four years.

A delivery rate increase is also necessary to maintain a reliable distribution system. Our first priority is to deliver electricity to our customers safely, reliably and efficiently. To meet this priority, prudent investments in our distribution system are required to:

- build or upgrade our facilities to keep up with customer growth
- replace equipment nearing its end-of-life or damaged by storms
- increase our forestry preventive line clearing program by about 20%, clearing 12,500 kilometres of line annually
- increase the number of poles we replace this year by about 30%, to 7,000

The *Delivery* line on your bill will reflect this delivery rate increase. The increase will be slightly offset by a decrease in the retail transmission rates, also included in the *Delivery* line. Your first bill issued after February 19, 2009, will reflect these changes.

<sup>1</sup> The OEB has approved an effective date of May 1, 2008 for our 2008 delivery rates. To account for this a retroactive adjustment will be applied to delivery rates for a period of 27 months from February 1, 2009 to April 30, 2011.

Here are your new monthly General Service demand-billed delivery rates:

Name of Community	2008 Delivery Rates
Distribution service charge (\$/month)	\$X.XX
Distribution volume charge (\$/kW)	\$X.XX
Retail transmission rate – Transmission connection charge (\$/kW)	\$X.XX
Retail transmission rate – Transmission network charge (\$/kW)	\$X.XX

\* Retail transmission rates shown above do not include line losses.

Subsequent annual increases to your delivery rates will be made until 2011, when your rates will be on par with other business customers served by Hydro One.

In addition, we will harmonize the adjustment factor on your bill when all your consumption occurs after February 1, 2009. The adjustment factor on your bill increase from 1.054 to 1.061. It accounts for line losses in the electricity system that are not measured by your meter. It is approved by the OEB and is used to calculate the *Electricity* line of your bill and some of the charges in *Delivery* and *Regulatory Charges*.

Customers with sentinel lights will now pay a monthly service charge of \$1.09 per account, a sentinel light rental of \$7.10 per month and a pole rental of \$4.15 per month.

### Transition Rate Credit

An annual credit of <\$ Amount> per month will be applied to your bill over a period of 12 months. The purpose of this credit is to reduce the impact of the delivery rate increase. We've based the credit on your historical electricity usage. It will appear under the Adjustments section of your bill as a Transition Rate Credit.

### 2009 Delivery Rates

We have applied to the OEB for an increase in our delivery rates for 2009, based on an OEB formula that is being used by most electricity distributors. Subject to OEB approval, we expect to implement new 2009 delivery rates later this year.

### Helping you manage your electricity use

Taking advantage of Hydro One's conservation programs can help you save electricity and money. For a complete listing of our programs and energy efficiency tips, visit [www.PowerSaver.ca](http://www.PowerSaver.ca) or call us at 1-877-447-4412.

For more information, go to [www.HydroOneNetworks.com](http://www.HydroOneNetworks.com).

If you have questions, call our Business Customer Centre at 1-877-447-4412, Monday to Friday from 8:30 a.m. to 5 p.m.

Sincerely,



Myles D'Arcey  
Senior Vice-President, Customer Operations  
Hydro One Networks Inc.

## LAS Electricity Program Pricing Details for Pool 1/2/3 Purchase - Calendar Year 2010

This purchase included 58 municipalities for a 12 month term, commencing on January 1, 2010 and continuing to December 31. Of the 58 municipalities, 6 are new members of the LAS program and 52 are current members with hedges ending at December 31, 2009.

This purchase reflects the blending of our Pool 1, 2 & 3 groups into a single aggregated group. The only other LAS purchasing group (Pool 4 with 17 municipalities) will be rolled into the larger group at the end of their current purchase term in December 2010, resulting in additional buying power for all program members.

**The purchase price was \$37.55/MW (7x24 block).** Unless a different hedge amount has been chosen, LAS has hedged 75% of each program member's electricity requirement at the above noted price; this leaves a minimum of 25% of total exposure to the spot market, which provides municipalities with flexibility in terms of consumption and prevents any claim of speculation.

**For all hedged electricity - 75% of total requirements unless advised otherwise:**

The new contract cost of power for members for 2010 is \$39.05/MWh or **3.905¢/kWh**; this price includes all program fees as outlined in the Agency Agreement between each municipality and LAS.

**For usage left to spot market – 25% or greater, depending on municipal choice:**

It is impossible to predict this figure given that it is dependant on the supply and demand of electricity on a day by day basis, but spot market (HOEP) prices have averaged 4.282¢/kWh over the past 24 months - November 2007 to October 2009. Similar HOEP pricing during this purchase term should produce commodity only cost savings of 2.6¢/kWh compared to the Regulated Price Plan (RPP).

Although there will be points during the purchase term when the HOEP cost of electricity may be lower than the hedge contract, LAS program members are ensuring budgetable and predictable commodity pricing by hedging a portion of required electricity. In addition, some spot market exposure for all accounts ensures that these savings opportunities are being leveraged.

**Expected Commodity Savings (7x24 usage)**

<i>Block</i>	<i>Volume</i>	<i>Price (¢/kWh)</i>
<b>Hedge Purchase Price (including program fees)</b>		<b>3.905</b>
	<b>75% of Load</b>	<b>2.93</b>
<b>Avg. HOEP (1)</b>		<b>4.282</b>
	<b>25% of Load</b>	<b>1.07</b>
<b>Expected Cost = Purchase Price + Spot (2)</b>	<b>100% of Load</b>	<b>4.00</b>
<b>RPP (3)</b>		<b>6.60</b>
<b>Expected Commodity Only Savings (cents/kWh)</b>		<b>2.60</b>

**Notes:**

- 1) The HOEP price is reflective of the average HOEP from November 2007 to October 2009. Past averages are not always indicative of future performance.
- 2) This does not include any Provincial Benefit (charges/credits).
- 3) The RPP presented is an average price of the two-tiers based on typical municipal account usage.

**Streetlight Accounts:**

The streetlight accounts of all program members will settle at the prevailing HOEP rate as this is the best cost saving option for program members. The reason for low market prices for streetlight accounts is that these lights are in operation when demand for power is typically low, and with a low demand comes advantageous "off-peak" power prices.

For the November 2007 to October 2009 period the average streetlight commodity price was 3.33¢/kWh (see note 4 below). Similar pricing for the purchase term would result in **commodity only savings of 3.27¢/kWh** compared to current RPP prices.

Expected Streetlight Savings	
	HOEP (¢/kWh)
Avg. HOEP (4)(5)	3.33
RPP (6)	6.60
Expected Commodity Only Savings (cents/kWh)	3.27

**Notes:**

- 4) Average HOEP price is reflective of the average streetlight cost based on the Hydro One Networks OEB approved streetlight profile for November 2007 to October 2009. Savings within different LDC service areas may vary.
- 5) This does not include any Provincial Benefit (charges/credits) or OPG Rebate dollars.
- 6) The RPP presented is an average price of the two-tier price based on a typical streetlight account usage.

**Current RPP Price – at November 1, 2009:**

The new RPP rate for non-residential consumers (including municipalities) is:

- Up to 750 kWh - 5.8¢/kWh
- Additional Usage – 6.7¢/kWh

This new RPP price represents an increase of 0.1 cents/kWh for both pricing tiers compared to the May-November 2009 period price.

*Note that the RPP ended at November 1, 2009 for municipal accounts with annual consumption of greater than 250,000kWh. Accounts that exceed this volume threshold, and which are not enrolled with a retailer program (like the LAS program), will now be billed at less budgetable spot market rates.*

*The LAS program is unaffected by changes to the RPP, and was created specifically to help municipalities proactively exit the RPP and take control of their energy costs by providing budgetable energy commodity costs.*

**5x16 Hedge - Only for members with identified interval meter accounts:**

The cost of the "peak load" (5x16) power purchase was \$48.20/MWh or 4.82¢/kWh; this price includes all program fees as outlined in the Agency Agreement between each municipality and LAS.

The hedge provides designated interval meters with a 75% level of coverage for "peak period" consumption (*Monday-Friday - 7am to 11pm*). Usage over and above the 75% level in peak hours will be settled at the HOEP. It is impossible to predict the spot price as noted above, but the peak HOEP price averaged 5.27¢/kWh from November 2007 to October 2009.

All Usage outside of this peak period (i.e. nights and weekends) is "off-peak", and will be settled 100% at the prevailing HOEP. The average off-peak HOEP average for the same period was 3.27¢/kWh.

Similar HOEP pricing during this purchase term would produce **savings of approx. 2.26¢/kWh for all interval meter usage** compared to the RPP. Across all enrolled interval metered accounts, the 5x16 hedge purchase represents 36% total usage coverage (all hours).

**Expected Commodity Savings (5x16 usage)**

<i>Block</i>	<i>Volume</i>	<i>Price (¢/kWh)</i>
<b>Hedge Purchase Price (including program fees)</b>		<b>4.82</b>
	<b>36% of Total Load (75% of Peak Load)</b>	<b>1.74</b>
<b>Avg. HOEP (7)</b>		<b>4.06</b>
	<b>64% of Total Load</b>	<b>2.60</b>
<b>Expected Cost = Purchase Price + Spot (8)</b>	<b>100% of Load</b>	<b>4.34</b>
<b>RPP (9)</b>		<b>6.60</b>
<b>Expected Commodity Only Savings (cents/kWh)</b>		<b>2.26</b>

**Notes:**

- 7) The average (HOEP) price is reflective of the blended on/off peak weighted spot market price for the period of Nov 2007 to Oct 2009. Past averages are not indicative of future performance
- 8) This does not include any Provincial Benefit (charges/credits).
- 9) The RPP presented is an average price of the two-tiers based on typical municipal account usage.



BUSINESS &  
INDUSTRYCONSUMER  
INFORMATIONINSIDE THE  
MARKET

MEDIA DESK

WHO WE ARE THE POWER SYSTEM DEMAND &amp; MARKET PRICES CONSERVATION ELECTRICITY PRICING IN ONTARIO

## PROVINCIAL BENEFIT

**If you pay the wholesale or a retail contract price your electricity bill includes adjustments that will affect the final commodity price you pay.**

The IESO updates information on the Provincial Benefit for consumers on a monthly basis. Consumers who receive these adjustments may check these pages to get an idea of what their final electricity costs may be.

### What is the Provincial Benefit?

The Provincial Benefit ensures reliability by providing adequate generating capacity for Ontario. It accounts for differences between the spot market price and the rates paid to regulated and contracted generators. As a result, its value may be positive or negative, depending on the fluctuation of prices in the spot market.

The rate is set to reflect the difference between the spot market price and:

- The regulated rate paid to Ontario Power Generation's baseload generating stations;
- Payments made to suppliers that have been awarded contracts through the Ontario Power Authority. These include new gas-fired facilities, renewable facilities (like wind farms) and demand response programs; and
- Contracted rates paid to Non-Utility Generators.

### Who is affected by the Provincial Benefit?

This adjustment applies to business customers who pay the spot market price and customers who have signed a contract with a licensed electricity retailer. It appears as a separate line on the bill. For customers who pay the Regulated Price Plan, it is factored into the rate set by the Ontario Energy Board, and does not appear as a separate line item.

### Why does the Provincial Benefit vary from month to month?

The Provincial Benefit increases and decreases in response to changes in spot market prices. Over the last year, the spot market price has been unusually low. This has been a result of low demand (due to the economy and the weather) and good availability of generation. The Provincial Benefit has been higher in order to cover the additional costs of the contracted and other regulated generation.

Once both costs are factored together – the wholesale price of electricity has remained reasonably constant.

### How will I know what the Provincial Benefit is?

The Independent Electricity System Operator provides monthly updates on the most recent Provincial Benefit calculations. The Ontario Energy Board also offers information about your energy options.

To date, the Provincial Benefit has been an adjustment of:

2010	Rate (¢/kWh)	2009	Rate (¢/kWh)	2008	Rate (¢/kWh)
January	+3.00	January	+1.21	January	+0.41
February	+3.28	February	+0.52	February	+0.91
March	+2.63	March	+0.95	March	+0.36
April	+4.57	April	+3.02	April	+0.14
May	+3.41	May	+3.98	May	+0.55
June	+2.12	June	+2.79	June	+1.44
July	+2.44	July	+3.50	July	-0.03

### HOW TO CALCULATE YOUR BOTTOM LINE

Please note that the figures below are provided as a guide only and will vary by utility (in ¢/kWh).

	Aug 2010	YTD*
<b>Hourly Price (Weighted Average)</b>	<b>4.68</b>	<b>4.02</b>
<b>Provincial Benefit</b>	<b>0.57</b>	<b>2.75</b>
<b>Your Bottom Line</b>	<b>5.25</b>	<b>6.77</b>

\* Data since January 1, 2010

### Notes:

- The Hourly Price is a weighted average based on Ontario demand. The commodity charge on your bill will reflect either the weighted average within your utility's service area, or if you have an interval meter, your own consumption pattern. Please be aware that most utilities use two-month billing cycles.
- Negative Provincial Benefit denotes a credit or to be paid out, a positive number denotes a debit or a charge.

August	+0.57	August	+4.33	August	+0.35
September	+1.36	September	+3.36	September	+0.78
October		October	+4.13	October	+0.29
November		November	+3.30	November	+0.78
December		December	+3.80	December	+0.39

<b>2007</b>	<b>Rate</b> <b>(\$/kWh)</b>	<b>2006</b>	<b>Rate</b> <b>(\$/kWh)</b>	<b>2005</b>	<b>Rate</b> <b>(\$/kWh)</b>
January	+1.02	January	-1.45	January	-0.01
February	+0.70	February	-0.35	February	-0.01
March	-0.57	March	+0.20	March	-0.01
April	-0.05	April	+0.40	April	-0.01
May	+0.46	May	+0.65	May	-0.01
June	+0.98	June	+0.30	June	-0.01
July	+0.61	July	+0.20	July	-0.60
August	+0.62	August	+0.23	August	-1.25
September	+0.03	September	-0.10	September	-1.70
October	+0.50	October	+1.30	October	-2.00
November	+0.33	November	+0.98	November	-1.55
December	+0.63	December	+0.39	December	-0.25



Service address: CITY OF BROCKVILLE  
1 MAGEDOMA BLVD, ARENA

Attachment 4

Your account number: 26712-03019 Bill Group 11

Billing date: June 30, 2010

Page 1 of 3

#### Customer service

Hydro One Networks Inc.  
PO Box 5700  
Markham, Ontario L3R 1C8

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

For billing and service  
inquiries, call  
1-877-447-4412  
Monday to Friday  
8:30 am - 5:00 pm

For 24 hour power  
outages or emergency  
service, call  
1-800-434-1235

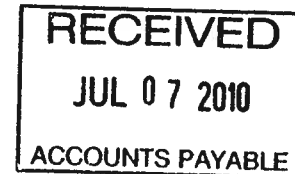
For your Shell Energy  
NA (Canada) charges,  
call 1-866-707-4355

#### Here's what you owe

Balance forward \$0.00  
Your new charges \$3,055.94  
**Total amount you owe \$3,055.94**

The total amount you owe is due on the billing date. After July 21, 2010, a late payment charge of 1.5% compounded monthly (19.56% per year), will be calculated from the billing date and applied to your next bill.

**NOTICE:** We're updating our Conditions of Service, which describe how we do business with our customers. Go to [www.HydroOne.com/COS](http://www.HydroOne.com/COS) to review the proposed changes. You can provide your comments until August 31, 2010.



#### Compare the electricity you are using

	Number of days	Average electricity you used per day (kWh)	Type of read
May 13, 2010 - Jun 11, 2010	29	869	Actual
Apr 14, 2010 - May 13, 2010	29	2107	Actual
Mar 11, 2010 - Apr 14, 2010	34	3415	Actual
Feb 10, 2010 - Mar 11, 2010	29	3398	Actual
Jan 11, 2010 - Feb 10, 2010	30	3489	Actual
Dec 11, 2009 - Jan 11, 2010	31	3154	Actual
May 13, 2009 - Jun 11, 2009	29	869	Actual

Please return this slip with your payment.

Your account number: 26712-03019



**Total amount you owe \$3,055.94**

Amount enclosed

\$

T243 (K)  
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001455

CITY OF BROCKVILLE  
PO BOX 5000  
STN MAIN  
BROCKVILLE ON K6V 7A5

HYDRO ONE NETWORKS INC.  
PO BOX 4102 STN A  
TORONTO ON M5W 3L3

26712030190003055947

1031200900

Page 91 of 108



Service address:

CITY OF BROCKVILLE  
1 MAGEDOMA BLVD, ARENA

Your account number:

26712-03019

Page 2 of 3

## How we calculated your charges

Balance forward	Amount of your last bill	\$8,302.87
	Amount we received on June 17, 2010 - thank you	\$8,302.87 CR
Balance forward		\$0.00

### Your electricity charges

Your service type is General - Brockville

#### Electricity - kWh

We read your meter J048577 on June 11, 2010 009553

We read your meter on May 13, 2010 - 009520

Difference in meter readings 000033

Metered usage in kilowatt-hours (33 x 720) = 23,760 kWh

Adjusted usage in kilowatt-hours (23,760 x 1.061\*) = 25,209 kWh

#### Demand - kW

We read your meter J048577 on June 11, 2010 110

Demand used in kilowatts (110 x 720 ÷ 1,000) = 79 kW

Total demand in kilowatts = 79 kW

#### Demand - kVA

We read your meter J029690 on June 11, 2010 125

Demand used in kVA (125 x 720 ÷ 1,000) = 90 kVA

90 x 90% = 81 kVA

Total demand in kVA = 81 kVA



Your demand charges are based on the 81 kVA this month as it is the higher of the two measures.

Your power factor is 79 kW ÷ 90 kVA, which equals 87.77 %.

Continued on the next page

**Electricity:** This is the cost of the electricity supplied to you during this billing period and is the part of the bill that is subject to competition. The electricity consumed is multiplied by the adjustment factor \*. Hydro One collects this money and pays this amount directly to our suppliers.

\*When electricity is delivered over a power line, it is normal for a small amount of power to be consumed or lost as heat. Equipment, such as wires and transformers, consumes power before it gets to your home or business. The adjustment factor accounts for these losses.

**Provincial Benefit:** The price of generation in Ontario is set by a competitive market. Certain generators receive payments through regulation or contract that differ from the market price. Your portion of the net adjustment arising from these different payments is included on your bill.

**Delivery:** These are the costs of delivering electricity from generating stations across the Province to Hydro One then to your home or business. This includes the costs to build and maintain the transmission and distribution lines, towers and poles and operate provincial and local electricity systems. A portion of these charges are fixed and do not change from month to month. The rest are variable and increase or decrease depending on the amount of electricity that you use.

**Regulatory Charges:** Regulatory charges are the costs of administering the wholesale electricity system and maintaining the reliability of the provincial grid and include the costs associated with funding Ministry of Energy and Infrastructure conservation and renewable energy programs.

**Debt Retirement Charge:** The debt retirement charge pays down the debt of the former Ontario Hydro.

**NOTE** For a detailed explanation of electricity terms, please visit [www.HydroOneNetworks.com](http://www.HydroOneNetworks.com) or [www.oeb.gov.on.ca](http://www.oeb.gov.on.ca)

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Service address:

CITY OF BROCKVILLE  
1 MAGEDOMA BLVD, ARENA

Your account number:

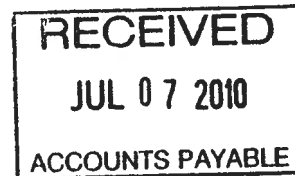
26712-03019

Billing date:

June 30, 2010

Page 3 of 3

Electricity: Shell Energy Charges	\$996.67
Provincial Benefit: 25,209 kWh @ 2.9722 ¢	\$749.26
Delivery	\$824.91
Regulatory Charges	\$173.26
Debt Retirement Charge	\$166.32
GST (87086-5821-RT0001)	\$145.52
<b>Total of your electricity charges</b>	<b>\$3,055.94</b>



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Printed on recycled paper 02 (front) rev 01/08 pr 11/09



## My Bill Explained

As an electricity consumer in Ontario you receive a bill that shows each of the individual charges that make up the costs of delivering electricity to your business from generators, as well as the cost to purchase that electricity for you.


As a small business customer who typically uses less than 50 kilowatts (kW) of electricity on average per month, you are set up with a standard meter that is capable of measuring kilowatt-hours (kWh). Small businesses receive bills based on just kilowatt hours used, similar to homes, or bills based on kilowatt hours and demand for more energy-intensive applications.

The sample bill below will help you understand how those charges have been separated, and show you how they appear on your bill. Simply position your mouse over a number, and click. You will be directed to an explanation for that section of the bill. You can also scroll down to get to the same information.

To find out how your small business electricity rates are calculated, see [Rates and Pricing](#).

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## Front of bill



Service address: ① CUSTOMER NAME  
CUSTOMER NAME 2  
ADDRESS FIELD, ADDRESS NOTES

Your account number: 12345-67890 BB Group 3

Billing date: ② August 20, 2010

Page 1 of 2

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③ **Customer service**

Hydro One Networks Inc.  
PO Box 5700  
Markham, Ontario L3R 1C8

www.HydroOne.com

For billing and service  
inquiries, call  
1-888-694-6978  
Monday to Friday  
7:30 am - 8:00 pm  
Eastern Time

⑦ For 24 hour power  
outages or emergency  
service, call  
1-800-434-1235

⑧ Standard Service supplied  
by Hydro One

④ **Here's what you owe**


Balance forward	\$0.00
Your new charges	\$350.63
⑤ <b>Total amount you owe</b>	<b>\$350.63</b>

⑥ After September 10, 2010, a late payment charge of 1.5% monthly (19.58% per annum) will be applied.

⑥ For energy efficiency tips to manage your bill visit [www.PowerSaver.ca](http://www.PowerSaver.ca).

⑨ **Compare the electricity you are using**

	Number of days	Average electricity you used per day (kWh)	Type of read
Jul 2, 2010 - Aug 2, 2010	32	66	Estimate
Jun 3, 2010 - Jul 2, 2010	29	67	Actual
May 3, 2010 - Jun 2, 2010	31	67	Estimate
Apr 1, 2010 - May 2, 2010	32	71	Estimate
Mar 1, 2010 - Apr 1, 2010	31	75	Actual
Feb 1, 2010 - Mar 1, 2010	28	72	Estimate
Jul 2, 2009 - Aug 4, 2009	35	36	Estimate



T1 10/

XX 110

MR JOHN DOE  
2050 WILDFLOWER ROAD  
MARKHAM ON X1Y 2B3

Please return this slip with your payment.

Your account number: 12345-67890

⑩ **Total amount you owe** **\$350.63**

Amount enclosed \$

HYDRO ONE NETWORKS INC.  
PO BOX 4192 STN A  
TORONTO ON M5W 3L3

Small Business - Single  
01/01/2010

20312---900 1:

95

1. Service address is the premises address being charged for usage.
2. Your account number. If you pay through your financial institution, ATM, by phone, or Internet, you will need it for reference.
3. How to contact us.
4. A summary of what you owe. Calculation details can be found on the back of the bill.
5. The date after which a late payment charge will apply. (A late payment charge of 1.5 per cent per month (19.58 per cent per year) will be applied to your next bill if your payment is not received by the stated date.)
6. Watch this area for important messages from Hydro One Networks.
7. Our province-wide 24-hour power outage and emergency number. Keep it handy for future reference.
8. *Standard Service Supplied by Hydro One* will show on the bill of customers who are not enrolled with a retailer.
9. This comparison chart details your average electricity use per day. It will appear on every bill, as required by the government. The chart indicates if your read is based on an actual or estimated read.
10. Your remittance stub. To make a payment by mail, detach it and include it with your payment. Please be sure the return address shows through the envelope window. (This section will be blank if you are enrolled in our Pre-Authorized Payment Option or if you have a credit on your account.)

**Back of bill**

Service Address:

CUSTOMER NAME  
CUSTOMER NAME 2  
ADDRESS FIELD, ADDRESS NOTES

Your account number:

12345-67890

Page 2 of 2

## How we calculated your charges

<b>Balance forward</b>	Amount of your last bill	\$410.28
	① Amount we received on July 30, 2010 - thank you	\$410.28 CR
	<b>Balance forward</b>	<b>\$ 0.00</b>
<b>Your new charges</b>	Your service type is General - Single Phase ⑫	
	⑬ <b>Electricity used this billing period</b>	
	We estimated your meter J254247 on August 3, 2010	008990
	We read your meter on July 2, 2010	- 008790
	Difference in meter readings	000200
	⑭ <b>Metered usage in kilowatt-hours (200 x 10) = 2,000 kWh</b>	
	<b>Adjusted usage in kilowatt-hours (2,000 x 1.092") = 2,184 kWh</b>	
	⑮ <b>Electricity: 750 kWh @ 6.5000 ¢</b>	<b>\$48.75</b>
	<b>1,434 kWh @ 7.5000 ¢</b>	<b>\$107.55</b>
	⑯ <b>Delivery</b>	<b>\$124.79</b>
	<b>Regulatory Charges ⑰</b>	<b>\$19.28</b>
	⑱ <b>Debt Retirement Charge</b>	<b>\$14.00</b>
	<b>HST (87088-6821-RT0001)</b>	<b>\$40.34</b>
	<b>Total of your electricity charges</b>	<b>\$350.68</b>
<b>Adjustments</b>	⑲ <b>Account set up charge</b>	<b>\$00.00</b>
	<b>HST (87088-6821-RT0001)</b>	<b>\$00.00</b>
	<b>Total adjustments</b>	<b>\$00.00</b>

⑳ ☀ Your meter number

--	--	--	--	--	--	--	--	--	--

Your meter reading

6	4	3	2	1

㉑ **Electricity Ties** is the cost of the electricity supplied to you during this billing period and is the part of the bill that is subject to competition. The electricity consumed is multiplied by the adjustment factor. Hydro One collects this money and pays this amount directly to our suppliers.

\*When electricity is delivered over a power line, it is normal for a small amount of power to be consumed or lost as heat. Equipment, such as wires and transformers, consumes power before it gets to your home or business. The adjustment factor accounts for these losses.

**Delivery:** These are the costs of delivering electricity from generating stations across the Province to Hydro One then to your home or business. This includes the costs to build and maintain the transmission and distribution lines, towers and poles and operate provincial and local electricity systems. A portion of these charges are fixed and do not change from month to month. The rest are variable and increase or decrease depending on the amount of electricity that you use.

**Regulatory Charges:** Regulatory charges are the costs of administering the wholesale electricity system and maintaining the reliability of the provincial grid.

**Debt Retirement Charges:** The debt retirement charge pays down the debt of the former Ontario Hydro.

**NOTE:** For a detailed explanation of electricity terms, please visit [www.HydroOneElectricity.com](http://www.HydroOneElectricity.com) or [www.oeb.gov.on.ca](http://www.oeb.gov.on.ca)

Small Business - Single  
07/01/2010

11. Balance forward shows the amount of your previous bill, payments made since, and any difference.
12. Your electrical service will fall into one of the following classifications: Urban Density, Single Phase or Three Phase accounts.
13. Your electricity consumption calculation includes your meter reading, the date we read it and whether your bill is based on an actual meter reading or an estimate. Your meter calculation should contain references to kWh. If you see references to kW, go to Your Bill Explained (kWh & kW).

14. **Metered usage in kilowatt-hours** shows the amount of electricity you used based on your actual or estimated meter reading.

When electricity is transmitted over distances and passes through lines and transformers, a small percentage is lost naturally. Line losses are an unavoidable part of delivering electricity. Therefore, we must purchase a small amount more than what you use. To determine the amount of electricity that we need to buy for you, we use a calculation called an *adjustment factor* to adjust your usage.

The line item *Adjusted usage in kilowatt-hours* shows the amount of electricity you used after adjustment for line losses. The *adjustment factor* is used to account for the line losses in the electricity system that are not measured by your own meter. The *adjustment factor* is approved by the Ontario Energy Board and will vary according to your service type. The *adjustment factor* on the sample bill is 1.092.

## 15. Electricity

Effective May 1, 2010, the first 750 kilowatt hours (kWh) of electricity you use each month will be priced at 6.5 cents per kWh. Each kWh you use above 750 kWh per month will be priced at 7.5 cents per kWh. These prices are set by the OEB. We pass these prices to you with no mark-up or profit.

The OEB reviews electricity prices every six months and resets prices, if necessary.



If you are currently buying your electricity from a retailer (or have recently signed a new contract) and are paying their contract price, you will continue to pay the price set out in your contract.

The *Electricity* charge is calculated based on adjusted usage (amount of electricity we purchased on your behalf after adjustment for line losses).

**16. Delivery**

These are the costs of delivering electricity from generating stations across the Province to Hydro One, then to your home or business. This includes the costs to build and maintain the transmission and distribution lines, towers and poles, and operate provincial and local electricity systems. A portion of these charges are fixed and do not change from month to month. The rest are variable and increase or decrease depending on the amount of electricity that you use.

The majority of the variable charges are calculated based on metered usage, with the remainder of the variable costs calculated based on the adjusted usage (amount of electricity we purchased on your behalf after adjustment for line losses).

Delivery charges are set according to your service type.

**17. Regulatory charges**

This includes the cost of services required to operate the electricity system and run the wholesale market. The majority of these charges are variable and increase or decrease depending on the amount of your adjusted usage (amount of electricity we purchased on your behalf after adjustment for line losses). The Ontario Energy Board regulates these charges.

**18. Debt retirement charge**

The charge used to pay down the debt of the former Ontario Hydro. This charge is based on your metered usage, so it will vary.

19. Shows any one-time adjustments as they relate to your current bill, such as account set-up charge, late payment charges and other miscellaneous fees and credits.

20. These meter dials are provided should you choose to review your electricity usage.

21. Every bill includes a standard glossary of terms, which was written by the Ministry of Energy and electricity distributors, and tested by consumers.

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**NOVEMBER 9, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – NOVEMBER 16, 2010**

**2010-153-11  
2009 DEVELOPMENT CHARGES  
ANNUAL REPORT  
FILE: F21-02**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES  
C. WARD  
TREASURY OFFICER - RESERVES & CAPITAL**

**RECOMMENDATION**

THAT Council receives the 2009 Annual Report and Continuity Financial Statement with respect to the City's Development Charge Reserve Funds [Attachment 1 to Report # 2010-153-11];

AND THAT this be forwarded as required to:

Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay Street, 13<sup>th</sup> Floor  
Toronto, ON M5G 2E5

**PURPOSE**

To provide Council with a financial statement relating to development charge by-laws and the associated reserve funds, as stipulated in the *Development Charge Act, 1997*.

**BACKGROUND**

Development Charges are fees imposed and collected by municipalities to help offset the capital costs associated with growth related infrastructure projects. Municipalities are given the authority to impose such fees by the Development Charges Act of 1997.

On June 22, 2004, the Corporation of the City of Brockville passed by-law 076-2004 under Section 2(1) of the Development Charges Act of 1997. This by-law establishes development charges upon all lands within the boundaries of the City of Brockville. It exempts these fees from developments in the downtown area (Part II Item 15) and industrial land uses (Part III Item 22). Fees imposed through Development Charges are payable upon the issuance of the first building permit.

Development Charge by-law 076-2004 expired in June of 2009. A background study, as well as at least one public meeting, has to be completed before the next Development Charge by-law can be passed. In addition, the Development Charge by-law must be passed within one year of the completion of the background study.

Due to the current economic climate, Council has decided to not complete the background study at this time. Council has given staff direction to review this topic again in February 2011.

The Treasurers of Ontario municipalities are required to file with Council an annual report and financial statements on the purpose and activities associated with Reserve Funds for which Development Charges have been initiated. As well, a copy of this report must be sent to the Minister of Municipal Affairs and Housing within 60 days of Council receiving the aforementioned report.

A copy of Ontario Regulation 82/98 which outlines the reporting requirements is provided as [Attachment 2 to Report # 2010-153-11].

## **ANALYSIS**

The City of Brockville has provided for the following Development Charges Reserve Funds:

- A. Public Utilities Water Systems – Development Charge Reserve Fund
- B. Public Utilities Hydro Electric Systems – Development Charge Reserve Fund
- C. Growth Management Development Charge Reserve Fund
- D. Transportation Development Charge Reserve Fund
- E. Water Pollution Control Plant Development Charge Reserve Fund

Attachment 1 to Report 2010-153-11 is the statement of continuity which shows the revenues, deposit interest earned and monies paid for each Development Charges Reserve Fund during the 2009 fiscal year.

## **Purpose**

The purpose of each Development Charge Reserve Fund is as follows:

### **A. Public Utilities Water Systems Development Charge Reserve Fund:**

Funds were collected to aid in offsetting the growth related net capital costs for projects involving the supply of water, in accordance with the provisions of the Development Charges Act, Chapter 58, Section 16, and amendments thereto.

- B. Public Utilities Hydro Electric Systems – Development Charge Reserve Fund**  
Funds were collected to aid in offsetting the growth related net capital costs for projects involving the supply of electricity, in accordance with the provisions of the Development Charges Act, Chapter 58, Section 16, and amendments.
- C. Growth Management Development Charge Reserve Fund**  
For the provision of services related to designated growth as defined in the Development Charges By-Law 70-99.
- D. Transportation Development Charge Reserve Fund**  
For the provision of transportation services related to designated growth, as defined in the Development Charges By-Law 70-99.
- E. Water Pollution Control Plant Development Charge Reserve Fund**  
For the upgrade / expansion of the Water Pollution Control Plant, as defined in the Development Charges By-Law 70-99.

Development Charge Reserve Funds Closed in 2009

Council authorized staff in November 2009, to transfer the balance as at December 31, 2009 of the Public Utilities Water Systems Development Charge Reserve Fund and the Public Utilities Hydro Electric Systems Development Charge Reserve Fund to the WPCC Secondary Treatment Plant Upgrade capital project and to close the reserve funds as development charges were no longer being collected for these reserve funds.

The total amount transferred from the two reserve funds is \$135,000 – \$85,426 and \$49,574 respectively.


**FINANCIAL CONSIDERATIONS**

There are no financial considerations associated with this report.

**CONCLUSION**

After Council has received and reviewed this report, a copy will be sent to the Minister of Municipal Affairs and Housing.

  
C. Ward, Treasury Officer –  
Reserves & Capital

  
L. Ferguson, Supervisor of Accounting  
Services

  
D. Cyr, Director of Finance

  
B. Casselman, City Manager

**Corporation of the City of Brockville**  
**Development Charge Reserve Funds**  
**As at December 31, 2009**

	By-Law 240-91		By-Law 076-2004			Total
	951 Public Utilities Water Systems - Development Charge Reserve Fund	971 Public Utilities Hydro Electric Systems - Development Charge Reserve Fund	958 Growth Management Development Charge Reserve Fund	968 Transportation Development Charge Reserve Fund	983 Water Pollution Control Plant Development Charge Reserve Fund	
<b>2009</b>						
Opening	84,776	49,199	34,302	31,378	157,106	356,761
Interest income	650	374	247	234	1,385	2,891
Developers' Charges	0	0	266	242	11,363	11,870
Transfers to capital	(85,426)	(49,574)	0	0	0	(135,000)
Transfers to current	0	0	0	0	0	0
Closing	0	-	34,814	31,854	169,854	236,523

Français

**Development Charges Act, 1997****ONTARIO REGULATION 82/98****GENERAL**Consolidation Period: From July 22, 2004 to the e-Laws currency date.

Last amendment: O.Reg. 206/04.

*This is the English version of a bilingual regulation.***DEFINITIONS**

1. (1) For the purposes of the Act and in this Regulation,

“existing industrial building” means a building used for or in connection with,

- (a) manufacturing, producing, processing, storing or distributing something,
- (b) research or development in connection with manufacturing, producing or processing something,
- (c) retail sales by a manufacturer, producer or processor of something they manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place,
- (d) office or administrative purposes, if they are,
  - (i) carried out with respect to manufacturing, producing, processing, storage or distributing of something, and
  - (ii) in or attached to the building or structure used for that manufacturing, producing, processing, storage or distribution; (“immeuble industriel existant”)

“gross floor area” means the total floor area, measured between the outside of exterior walls or between the outside of exterior walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls. (“surface de plancher hors oeuvre brute”) O. Reg. 82/98, s. 1 (1).

(2) For the purposes of paragraph 3 of subsection 2 (4) of the Act,

“land for parks”,

- (a) includes land for woodlots and land that is acquired because it is environmentally sensitive, and
- (b) does not include land for an enclosed structure used throughout the year for public recreation and land that is necessary for the structure to be used for that purpose, including parking and access to the structure. O. Reg. 82/98, s. 1 (2).

**EXCEPTION RELATING TO THE CREATION OF ADDITIONAL DWELLING UNITS**

2. For the purposes of clause 2 (3) (b) of the Act, the following table sets out the name and description of the classes of residential buildings that are prescribed, the maximum number of additional dwelling units that are prescribed for buildings in those classes and the restrictions for each class.

Name of Class of Residential Building	Description of Class of Residential Buildings	Maximum Number of Additional Dwelling Units	Restrictions
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
Other residential buildings	A residential building not in another class of residential building described in this table.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

O. Reg. 82/98, s. 2.

#### WHEN INTENTION TO MEET INCREASED NEED IS SHOWN

3. For the purposes of paragraph 3 of subsection 5 (1) of the Act, the council of a municipality has indicated that it intends to ensure that an increase in the need for service will be met if the increase in service forms part of an official plan, capital forecast or similar expression of the intention of the council and the plan, forecast or similar expression of the intention of the council has been approved by the council. O. Reg. 82/98, s. 3.

#### LEVEL OF SERVICE

4. (1) For the purposes of paragraph 4 of subsection 5 (1) of the Act, both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service. O. Reg. 82/98, s. 4 (1).

(1.1) In determining the quality of a service under subsection (1), the replacement cost of municipal capital works, exclusive of any allowance for depreciation, shall be the amount used. O. Reg. 206/04, s. 1.

(2) A geographic area of the municipality may be excluded in determining the service and average level of service if,

(a) the service is not provided in the excluded geographic area; and

(b) the excluded geographic area is identified in the by-law. O. Reg. 82/98, s. 4 (2).

(3) If the average level of service determined is lower than the standard level of service required under another Act, the standard level of service required under the other Act may be deemed for the purposes of paragraph 4 of subsection 5 (1) of the Act to be the average level of service. O. Reg. 82/98, s. 4 (3).

(4) Subject to subsection (2), if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality. O. Reg. 82/98, s. 4 (4).

#### UNCOMMITTED EXCESS CAPACITY

5. For the purposes of paragraph 5 of subsection 5 (1) of the Act, excess capacity is uncommitted excess capacity unless, either before or at the time the excess capacity was created, the council of the municipality expressed a clear intention that the excess capacity would be paid for by development charges or other similar charges. O. Reg. 82/98, s. 5.

#### REDUCTIONS IN RESPECT OF CAPITAL GRANTS, ETC.

6. (1) If a capital grant, subsidy or other contribution has been made in respect of capital costs and, at the time the grant, subsidy or other contribution was made, the person making it expressed a clear intention that all or part of the grant, subsidy or other contribution be used to benefit existing development or new development, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of the grant, subsidy or other contribution, but only to the extent that the grant, subsidy or other contribution was intended to benefit new development. O. Reg. 82/98, s. 6 (1).

(2) If subsection (1) does not apply, the capital costs determined under paragraph 7 of subsection 5 (1) of the Act shall be reduced by the amount of any grant, subsidy or other contribution made in respect of the capital costs in the same proportion as the increase in the need for service was reduced under paragraph 6 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 6 (2).

#### PRESCRIBED INDEX

7. The Statistics Canada Quarterly, *Construction Price Statistics*, catalogue number 62-007 is prescribed as the index for the purposes of paragraph 10 of subsection 5 (1) of the Act. O. Reg. 82/98, s. 7.

#### BACKGROUND STUDY

8. A development charge background study under section 10 of the Act shall set out the following for each service to which the development charge relates:

1. The total of the estimated capital costs relating to the service.
2. The allocation of the costs referred to in paragraph 1 between costs that would benefit new development and costs that would benefit existing development.
3. The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law.
4. The allocation of the costs referred to in paragraph 3 between costs that would benefit new development and costs that would benefit existing development.
5. The estimated and actual value of credits that are being carried forward relating to the service. O. Reg. 82/98, s. 8.

#### NOTICE OF PUBLIC MEETING

9. (1) The notice of the public meeting the council is required to give under clause 12 (1) (b) of the Act shall be given in one of the following ways:

1. To every owner of land in the area to which the proposed by-law would apply, by personal service, fax or mail.

2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the proposed by-law would apply to give the public reasonable notice of the meeting. O. Reg. 82/98, s. 9 (1).

(2) For the purposes of paragraph 1 of subsection (1), the owners are the owners shown on the last revised assessment roll, subject to any written notice of a change of ownership of land the clerk of the municipality may have received. A notice given by mail to an owner shall be mailed to the address shown on the last revised assessment roll or, if applicable, to the address shown on the notice of a change of ownership of land received by the clerk. O. Reg. 82/98, s. 9 (2).

#### NOTICES OF DEVELOPMENT CHARGE BY-LAWS

10. (1) This section applies to the notices relating to the passage of a development charge by-law that the clerk of a municipality is required to give under section 13 of the Act. O. Reg. 82/98, s. 10 (1).

(2) Notice shall be given in one of the following ways:

1. By personal service, fax or mail to every owner of land in the area to which the by-law applies.
2. By publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applies to give the public reasonable notice of the passing of the by-law. O. Reg. 82/98, s. 10 (2).

(3) Subsection 9 (2) applies, with necessary modifications, for the purposes of paragraph 1 of subsection (2). O. Reg. 82/98, s. 10 (3).

(4) In addition to the notice under subsection (2), notice shall be given, by personal service, fax or mail, to the following:

1. To every person and organization that has given the clerk of the municipality a written request for notice of the passing of the by-law and has provided a return address.
2. In the case of a by-law passed by the council of an area municipality, to the clerk of the upper tier municipality that the area municipality is in.
3. In the case of a by-law passed by the council of an upper tier municipality, to the clerks of the area municipalities within the upper tier municipality.
4. To the secretary of every school board having jurisdiction within the area to which the by-law applies. O. Reg. 82/98, s. 10 (4).

(5) Each notice shall set out the following:

1. A statement that the council of the municipality has passed a development charge by-law.
2. A statement setting out when the by-law was passed and what its number is.
3. A statement that any person or organization may appeal the by-law to the Ontario Municipal Board under section 14 of the Act by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.
4. A statement setting out what the last day for appealing the by-law is.
5. An explanation of the development charges imposed by the by-law.
6. A description of the lands to which the by-law applies.
7. A key map showing the lands to which the by-law applies or an explanation of why a key map is not provided.
8. An explanation of where and when persons may examine a copy of the by-law. O. Reg. 82/98, s. 10 (5).

#### MINIMUM INTEREST RATE

11. (1) The minimum interest rate that a municipality shall pay under subsections 18 (3) and 25 (2) of the Act and section 36 of the Act, in relation to a development charge by-law, is what the Bank of Canada rate is on the day the by-law comes into force. O. Reg. 82/98, s. 11 (1).

(2) Despite subsection (1), if the by-law so provides, the minimum interest rate is what the Bank of Canada rate is on the day the by-law comes into force updated on the first business day of every January, April, July and October. O. Reg. 82/98, s. 11 (2).

#### TREASURER'S STATEMENT

12. (1) The information described in subsection (2) is prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act. The information is in addition to the opening and closing balance for the previous year and the transactions relating to the year, as required by subsection 43 (2) of the Act. O. Reg. 82/98, s. 12 (1).

(2) The information referred to in subsection (1) is the following, for each reserve fund:

1. A description of the service for which the fund was established. If the fund was established for a service category, the services in the category.



2. For the credits in relation to the service or service category for which the fund was established,
    - i. the amount outstanding at the beginning of the previous year, given in the year, used in the year and outstanding at the end of the year,
    - ii. the amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.
  3. The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.
  4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.
  5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.
  6. A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit. O. Reg. 82/98, s. 12 (2).
- (3) The following is also prescribed as information to be included in the statement of the treasurer of a municipality under section 43 of the Act:
1. For each project that is financed, in whole or in part, by development charges,
    - i. the amount of money from each reserve fund established under section 33 of the Act that is spent on the project, and
    - ii. the amount and source of any other money that is spent on the project. O. Reg. 82/98, s. 12 (3).
13. (1) The treasurer of a municipality shall, on or before such date as the council of the municipality may direct in each year that reserve funds described in subsection 63 (3) of the Act exist, give the council a financial statement relating to those reserve funds. O. Reg. 82/98, s. 13 (1).
- (2) A statement must include, for the preceding year, statements of the opening and closing balances of the reserve funds and of the transactions relating to the funds and the information required by subsections 12 (2) and (3), with necessary modifications. O. Reg. 82/98, s. 13 (2).

#### PAMPHLET EXPLAINING BY-LAW

14. (1) A municipality shall prepare a pamphlet for each development charge by-law in force setting out,
  - (a) a description of the general purpose for which the development charges under the by-law are being imposed;
  - (b) the rules for determining if a development charge is payable in a particular case and for determining the amount of the charge;
  - (c) a list of the services to which the development charges relate; and
  - (d) a description of the general purpose of the statement of the treasurer of the municipality and the place where it may be reviewed by the public. O. Reg. 82/98, s. 14 (1).
- (2) The municipality shall prepare the pamphlet,
  - (a) if the by-law is not appealed to the Ontario Municipal Board, within 60 days after the by-law comes into force;
  - (b) if the by-law is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the by-law, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (2).
- (3) If a development charge by-law is amended, the municipality shall revise the pamphlet for the by-law as necessary. O. Reg. 82/98, s. 14 (3).
- (4) If the municipality is required to revise the pamphlet, it shall do so,
  - (a) if the amendment is not appealed to the Ontario Municipal Board, within 60 days after the amendment comes into force;
  - (b) if the amendment is appealed to the Ontario Municipal Board, within 60 days after the Board's decision or, if the Board orders the municipality to amend the amendment, within 60 days after the municipality does so. O. Reg. 82/98, s. 14 (4).
- (5) The municipality shall give a copy of the most recent pamphlet, without charge, to any person who requests one. O. Reg. 82/98, s. 14 (5).
- (6) The municipality may charge a fee for additional copies of a pamphlet given to a person but the fee must be no more than is needed to pay for the cost of the additional copies. O. Reg. 82/98, s. 14 (6).
- (7) A person may reproduce and distribute the pamphlet in any form. O. Reg. 82/98, s. 14 (7).

#### NOTICE RELATING TO CREDITS UNDER SECTION 13 OF THE OLD ACT

15. (1) A notice required under paragraph 1 of subsection 64 (1) of the Act shall be given by the clerk of the municipality,
- (a) by personal service, fax or mail to every person who holds a credit from the municipality under section 13 of the *Development Charges Act* as it read immediately before March 1, 1998; and
  - (b) by publication in a newspaper that is, in the clerk's opinion, of sufficiently general circulation in the area to which the by-law applied to give the public reasonable notice of the right to apply for a refund of ineligible credits. O. Reg. 82/98, s. 15 (1).
- (2) A notice required under paragraph 1 of subsection 64 (1) of the Act shall contain the following:
- 1. A statement setting out the date the by-law expired or was repealed and what its number was.
  - 2. A statement setting out the last day for applying under section 64 of the Act for a refund of ineligible credits.
  - 3. A statement describing the credits for which refunds are available under section 64 of the Act, including a summary of the definition of "ineligible credit" in subsection 64 (2) of the Act and a list of the services referred to in paragraphs 1 to 7 of subsection 2 (4) of the Act.
  - 4. A statement that there is no right of appeal to the Ontario Municipal Board in respect of a claim under section 64 of the Act for a refund of ineligible credits. O. Reg. 82/98, s. 15 (2).

#### TRANSITION RULES FOR CREDITS UNDER SECTION 14 OF THE OLD ACT

16. In sections 17 to 20,

"new Act" means the *Development Charges Act, 1997*; ("nouvelle loi")

"old Act" means the *Development Charges Act* as it read immediately before March 1, 1998. ("ancienne loi") O. Reg. 82/98, s. 16.

17. The following rules apply with respect to credits given or required to be given under section 14 of the old Act:

- 1. The owner or former owner of land is entitled to the recognition of a credit towards a development charge imposed under a development charge by-law passed under the new Act by the council of the municipality that gave the credit.
- 2. If there is a conflict between a development charge by-law passed under the new Act and an agreement referred to in paragraph 3, the provisions of the agreement prevail over the by-law to the extent of the conflict.
- 3. Paragraph 2 applies with respect to an agreement made between a municipality and the owner or former owner of land if, before the coming into force of a development charge by-law under the old Act,
  - i. the owner or former owner of the land paid all or a portion of a charge related to development under the agreement with respect to the land and the land is within the area to which a development charge by-law passed under the new Act may apply, or
  - ii. the owner or former owner of the land provided services in lieu of the payment referred to in subparagraph i.
- 4. If a credit has been recognized under this section with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act, the value of the credit cannot be recovered from future development charges.
- 5. An application for the recognition of a credit under paragraph 1 must be made,
  - i. on or after March 1, 1998 and on or before March 1, 1999, or
  - ii. on or after September 27, 1999 and on or before October 31, 1999.
- 6. An application for the recognition of a credit shall set out the amount of the credit that is sought and the services to which the applicant claims the credit should be applied.
- 7. The municipality shall give each applicant written notice of whether the municipality agrees or refuses to recognize the credit in accordance with the application. The notice must be given,
  - i. on or before September 1, 1999 for an application made during the period described in subparagraph 5 i, and
  - ii. on or before December 31, 1999 for an application made during the period described in subparagraph 5 ii.
- 8. If the municipality agrees to recognize a credit in accordance with an application, or does not give the applicant a notice within the time required under paragraph 7, the applicant is entitled to have the credit recognized for the services set out in the application in the amount set out in the application.
- 9. A municipality may agree to recognize some credits in accordance with an application and refuse to recognize other credits and, if the municipality does so, paragraph 8 applies but only with respect to the credits that the municipality agrees to recognize.

10. If the municipality refuses to recognize a credit in accordance with an application, the applicant may appeal the municipality's decision to the Ontario Municipal Board by filing with the clerk of the municipality, within 30 days after the applicant receives the notice of the municipality's refusal, a notice of appeal.
11. If a notice of appeal under paragraph 10 is filed with the clerk of the municipality, the clerk shall,
  - i. compile a record that includes a copy of the application and the notice of the municipality's refusal,
  - ii. forward a copy of the notice of appeal and the record to the secretary of the Ontario Municipal Board within 30 days after the notice is received, and
  - iii. provide any other information and material that the Board may require in respect of the appeal.
12. The Ontario Municipal Board shall hold a hearing to deal with the notice of appeal.
13. The parties to the appeal are the appellant and the municipality.
14. The Ontario Municipal Board shall give notice of the hearing to the parties.
15. After the hearing, the Ontario Municipal Board shall determine whether the appellant is entitled to the recognition of a credit and, if so, shall determine the amount of the credit to be recognized and the services to which it relates.
16. Despite paragraph 12, the Ontario Municipal Board may, where it is of the opinion that the complaint set out in the notice of appeal is insufficient, dismiss the appeal without holding a full hearing after notifying the appellant and giving the appellant an opportunity to make representations as to the merits of the appeal.
17. An applicant and the municipality may, at any time before the commencement of the hearing before the Ontario Municipal Board, agree that the applicant is entitled to the recognition of a credit and may agree to the amount of the credit to be recognized and the service to which it relates.
18. If the applicant and the municipality enter into an agreement under paragraph 17, the applicant shall withdraw the appeal to the Ontario Municipal Board and the appeal shall be deemed to be terminated. O. Reg. 82/98, s. 17; O. Reg. 439/99, s. 1.

#### TRANSITION RULES FOR DEBTS UNDER THE OLD ACT

18. (1) This section applies with respect to a debt, other than credits, incurred with respect to a service referred to in paragraphs 1 to 7 of subsection 2 (4) of the new Act under a development charge by-law under the old Act that expires or is repealed during the transition period or expires, under section 63 of the new Act, at the end of the transition period. O. Reg. 82/98, s. 18 (1).

(2) For the purposes of developing a development charge by-law, the debt, reduced by the amount of any reserve funds held in respect of the same service, may be included as a capital cost if the following requirements are met:

1. The debt relates to a service contained in a development charge by-law on or before November 25, 1996.
2. The project for which the debt was incurred was tendered for construction on or before November 25, 1996.
3. The debt was either debentured or the subject of documented internal fund borrowing on or before November 25, 1996. O. Reg. 82/98, s. 18 (2).

#### TRANSITION RULES FOR DEVELOPMENT CHARGE BY-LAWS

19. (1) A development charge by-law passed under section 3 of the old Act before March 1, 1998 may be approved by the Minister after March 1, 1998 and before the end of the transition period. O. Reg. 82/98, s. 19 (1).

(2) Section 62 of the new Act applies to a by-law described in subsection (1). O. Reg. 82/98, s. 19 (2).

#### TRANSITION RULES FOR OLD FRONT-ENDING AGREEMENTS

20. (1) The old Act continues to apply to a front-ending agreement under Part II of the old Act if the agreement was entered into before March 1, 1998, even if the agreement is not yet in force on that day. O. Reg. 82/98, s. 20 (1).

(2) If an agreement mentioned in subsection (1) comes into force, it continues in force until it expires or otherwise ceases to be in force. O. Reg. 82/98, s. 20 (2).

(3) The following rules apply with respect to deductions under subsection 28 (9) of the old Act as it applies under subsection (1):

1. If a development charge by-law under the old Act applies, the deduction under subsection 28 (9) of the old Act shall be made from the amount otherwise payable under that by-law.
2. An amount not deducted under paragraph 1 shall be deducted from any applicable development charge under the new Act. Such an amount shall be deducted only from a development charge that is for the same development for which the payment being deducted was made.

3. A deduction is not a credit and the provisions of the new Act in relation to credits do not apply. O. Reg. 82/98, s. 20 (3).

21. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THE ENGLISH VERSION OF THIS REGULATION).  
O. Reg. 82/98, s. 21.

Français

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