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<u>Committee Members</u>	<u>Areas of Responsibility:</u>	
Councillor J. Fullarton, Chair	Finance	Joint Services Committee
Councillor J. Earle	Clerk's Office	Safe Communities
Councillor L. Journal	Human Resources	Coalition
Mayor D. Henderson, Ex-Officio	Legal	Volunteer Awards

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## ***AGENDA***

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#### CORRESPONDENCE

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| 2-3  | 1. Brockville Municipal Accessibility Advisory Committee (BMAAC)<br>Recommendations to Finance & Administration Committee<br>Memo from Sandra Seale, City Clerk |
| 4-37 | 2. Policies on Council Expenditures<br>Memo from Sandra Seale, City Clerk   |

#### STAFF REPORTS

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#### CONSENT AGENDA

# Memo

To: Standing Committees  
From: Sandra Seale, City Clerk  
CC: BMAAC  
Date: April 14, 2010  
Re: BMAAC Recommendations for 2009-2010

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Under the Ontarians with Disabilities Act, 2001, each year, the Council of every municipality shall prepare an Accessibility Plan.

The 2009-2010 Accessibility Plan was approved by Council at the meeting of held March 9, 2010. At this meeting, the Clerk was directed to forward each of the recommendations contained in the 2009-2010 Accessibility Plan to the appropriate standing committee in April for review and direction.

Please see the BMAAC Recommendations for 2009-2010 attached. Each recommendation has been assigned to the appropriate standing committee.

The Brockville Municipal Advisory Committee will work with City Staff on any of the recommendations outlined in the plan.

A handwritten signature in blue ink, appearing to read "Sandi", is located in the lower-left area of the page.

# BMAAC RECOMMENDATIONS FOR 2009-2010

Barrier	Description	Time Frame/ Implementation	Costing Estimate (if applicable)	Standing Committee
Environmental	<p>Work together with the City towards the development of a Scent-Free environment. This entails informing the general public when scented products are in the environment and for individuals to be made aware of the fact that various scents from colognes, hairsprays, deodorants, soaps etc. which can cause individuals to have various debilitating medical issues.</p> <p><i>Items have been on accessibility plan since 2004</i></p>	2010 – Priority A		Finance & Admin.
Environmental	<p>All City buildings are cleaned with non-scented products due to allergies as a result of chemical sensitivity. BMAAC would be willing to work with each building's purchasing people to assist in creating a positive outcome.</p> <p><i>Currently the Brockville Memorial Centre uses such products at a similar cost to other products used at different facilities.</i></p> <p><i>BMAAC would be willing to assist staff in the costing of these products</i></p>	2010 - Priority A		Finance & Admin.



## INTEROFFICE MEMO CLERK'S DEPARTMENT

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**TO:** Finance and Administration Committee  
**FROM:** Sandra M. Seale, City Clerk  
**SUBJECT:** Policies on Council Expenditures  
**DATE:** April 15, 2010

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As directed by the Finance and Administration Committee at the March meeting please find attached policies related to Council expenses.

Included in the attachments are:

1. 2006 Survey results of 12 municipalities – includes remuneration; benefits; car allowances; other disbursements; and conference expenses
2. Town of Caledon, Council Expense Policy
3. Municipality of Morris-Turnberry, Remuneration Policy
4. City of Peterborough a report recommending reimbursement of expenses by members of council
5. City of Pickering, Council compensation and Communications Policy

At the direction of the Committee, staff can draft a policy for review by the Committee.

*Sandi*

# 2006 Data compiled by AMCTO Member

MAYOR COMPENSATION INFORMATION																								
					BENEFITS							CAR ALLOWANCES				OTHER DISBURSEMENTS					CONFERENCE ATTENDANCE			
	Base Remun. \$Taxable	Base Remun. \$Tax Free	\$ Total	Other Remun. (police, transit, etc)	Extend Health	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage e/km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry/ Pager	Travel & Accom	Meals	Training Allow.	Communi- cation Budget	Staff Support
Barrie	\$42,475	\$20,920	\$63,395	Mayor on Police Board \$4275/yr	Opt. 50%	Yes	Opt. 50%	Opt. 50%	Opt. 50%	Opt. 50%		No	\$348/mth	.415/km	Yes	No	No	Yes	Yes	Shared "council" Account	No	No	No	Yes
Bluewater	\$7,000												No	.40/km						\$3000 Inc.registration, accomm.,mileage, meals				
Brockville	\$20,953.56	\$10,476.72	\$31,430.28	Police Board \$1510.00	Available as option - they pay		No	No	No	No		No		.48/km	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Cornwall	\$29,791	\$14,895.38	\$44,686.38	Police Board \$2500.00	No	Yes	Yes	No	No	No	No	Yes	\$150.00		No	No	No	Yes	No	Yes	Yes	Yes	No	Yes
Gananoque	\$8,000	\$4,000	\$12,000	Police Board \$1000.00	No	No	No	No	No	No		No		.40/km	No	No	No	No	No	\$2000 in Total		No	No	No
Gravenhurst	Salary \$20,992, Expenses \$10,496											Car Expenses already calculated in year salary												
Huntsville																								
Loyalist	\$17,023	\$8,511.70	\$25,535	County Council rep.pd through City	No	Yes	Yes	No	No	No	No	No		Fiat rate or .45/km	No	No	No	Yes	No	2 conferences/yr approved by Council		No	No	Yes

# 2006 Data compiled by AMCTO Member

MAYOR COMPENSATION INFORMATION																									
				BENEFITS								CAR ALLOWANCES				OTHER DISBURSEMENTS						CONFERENCE ATTENDANCE			
Base Remun. \$Taxable	Base Remun. \$Tax Free	\$ Total	Other Remun. (police, transit, etc)	Extend Health	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage 4/km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry/ Pager	Travel & Accom	Meals	Training Allow.	Communi- cation Budget	Staff Support		
Orangeville	\$19,000	\$9,500	\$28,500	\$90/meet \$150 Hydro, \$987.13/ mth County Council	Opt	No	Opt	No	No	N/A	No	\$100/mth	No	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	
Prince Edwards	\$31,642		No	No	No	No	No	No	No	No	No		.38/km	No	No	No	No	Yes	No	\$100/day for conferences					
Stratford	\$17,702	\$8,719	\$26,421	Meeting +/-3hr, \$60 + 3hr, \$90										Yes	No	No	No	Yes	Yes						
Tiny	\$14,487	\$7,243	\$21,730	\$60 meeting incl. regular council meetings	Yes	Yes	Yes	No	No	No	No		45.3/km	No	No	No	No	No	No	\$4000/yr for all council					

# 2006 Data compiled by AMCTO Member

DEPUTY MAYOR COMPENSATION INFORMATION																							
				BENEFITS							CAR ALLOWANCES				OTHER DISBURSEMENTS					CONFERENCE ATTENDANCE			
Base Remun. \$Taxable	Base Remu. \$Tax Free	\$ Total	Other Remun. (police, transit, etc)	Extend Health	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage /km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry/ Pager	Travel & Accom	Meals	Training Allow.	Communication Budget	Staff Support
\$2,500												No	.40/km						\$2500 Inc.registration, accomm., mileage, meals				
\$5,333.33	\$2,666.67	\$8,000	No		No	No	No	No	No	No	No	No	.40/km	No	No	No	No	No	\$1,000				No
Salary \$ 11,895, Expenses \$5,948											Already caculated in year salary												
\$10,505.30	\$5,252.70	\$15,758	County Council Rep - pd through city	No	Yes	Yes	No	No	No	No	No	No	Flat rate or .45/km	No	No	No	No	No	Yes	Yes	No	No	No

# 2006 Data compiled by AMCTO Member

DEPUTY MAYOR COMPENSATION INFORMATION																									
				BENEFITS								CAR ALLOWANCES			OTHER DISBURSEMENTS						CONFERENCE ATTENDANCE				
Base Remun. \$Taxable	Base Remun. \$Tax Free	\$ Total	Other Remun. (police, transit, etc)	ExtendH ealth	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage /km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry/ Pager	Travel & Accom	Meals	Training Allow.	Communi- cation Budget	Staff Supp ort		
\$12,333	\$6,167	\$18,500	Same as Mayor	Opt	No	No	Opt	No	No	N/A	No		.41/Km	No	NO	No	No	No	Yes	Yes	No	Yes	Yes		
\$11,707	\$5,853	\$17,650	Yes. Same for all council	Yes	Yes	Yes	Yes	No	No	No	No		45.3/km	No	No	No	No	No	No				\$4000/yr for all council members		



# 2006 Data compiled by AMCTO Member

COUNCILLORS COMPENSATION INFORMATION																							
BENEFITS					CAR ALLOWANCES				OTHER DISBURSEMENTS					CONFERENCE ATTENDANCE									
Base Remu. \$ Taxable	Base Remu. \$ Tax Free	\$ Total	Other Remun. (police, transit, etc)	Extend Health	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage /km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry/ Pager	Travel & Accom	Meals	Training Allow.	Communi- cation Budget	Staff Sup-p ort
\$17,812	\$8,773	\$26,585	Police \$4275/yr, Hydro \$8000/yr -\$150 Comm Meeting, Child Aid \$78.75/meet., comm. adj. \$7.50/pla n, airport \$187/mth, LSRCA \$81.70/meeting	Opt. 50%	Yes	Opt. 50%	Opt. 50%	Opt 5 0%	No	N/A	No	\$128/ mth	.415/km	Yes	Yes	Yes	Yes	Yes	Yes			Shared Council Budget	
\$5,000												No	.40/km							\$2000 Inc.Registration, Accom., mileage, meals			
\$9,057.24	\$4,528.56	\$13,585.80	No	Available as option				No	No	No	No			No	No	Yes	No	No	Yes	Yes	Yes	No	No
\$8,974.00	\$4,487	\$13,461	No	No	No	Yes	No	No	No	No	No		0.34/km	No	Yes	No	Yes	No	Yes	Yes	Yes	No	No
\$4,000	\$2,000	\$6,000	No	No	No	No	No	No	No		No	N/A	.40/km	No	No	No	No	No	\$2,000			No	No
Salary \$ 10,496, Expenses \$5,248											Already calculated in year salary												
Huntsville																							
Gravenhurst																							
Gananoque																							
Cornwall																							
Brockville																							
Bluewater																							
Barrie																							

# 2006 Data compiled by AMCTO Member

COUNCILLORS COMPENSATION INFORMATION																							
BENEFITS						CAR ALLOWANCES				OTHER DISBURSEMENTS						CONFERENCE ATTENDANCE							
Base Remu. \$Taxable	Base Remu. \$Tax Free	\$ Total	Other Remun. (police, transit, etc)	Extend Health	Life Ins.	AD & D	Dental	LTD	Pension	Other	Car Provided	Car Allow.	Mileage /km	Laptop Comp.	Home Comp.	2nd Home phone	Cell	Blackberry /Pager	Travel & Accom	Meals	Training Allow.	Communication Budget	Staff Support
Loyalist	\$9,202	\$4,601	\$13,803	No	Yes	Yes	No	No	No	No	Yes		Flat rate or .45/km	No	No	No	No	No	Yes	Yes	No	No	No
Orangeville	\$10,333	\$5,167	\$15,500	Opt	No	No	Opt	No	No	N/A	No		.41/km	No	No	No	No	No		All of Council Travel & Accom. \$5000, Training Allow.\$2500, Communications budget \$6000			
Prince Edwards	\$15,821		Yes. Committee Chair \$1285/yr	No	No	No	No	No	No	No	No		.38/km	No	No	No	No	No		\$100/day Maximum 2 conferences/yr			
Stratford																							
Tiny	\$10,880	\$5,440	\$16,320	Yes	Yes	Yes	Yes	No	No	No	No		45.3/Km	No	No	No	No	No	No	\$4000/yr for all council members			



Policy No.: COU-001

## CORPORATE POLICY

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**TITLE:** Council Expense Policy

**NUMBER:** To be entered by the Clerk's Department

**CATEGORY:** Corporate

**DATE:** May 26, 2009

### REFERENCES AND RELATED DOCUMENT:

Expense Claim Form  
Use of Corporate Resources during an Election

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### PURPOSE:

Members of Council incur various expenses and the Town provides reimbursement for reasonable permitted expenses incurred while carrying out their respective roles and responsibilities.

### DEFINITIONS:

None

### SCOPE/STAFF PRIMARILY AFFECTED:

This policy applies to all members of Council.

### POLICY DETAILS:

1. **Expense Limits**
  - 1.1 The Mayor may incur expenses in accordance with this policy to a maximum of \$16,600 per annum excluding mileage.
  - 1.2 A Councillor may incur expenses in accordance with this policy to a maximum of \$5,200 per annum excluding mileage.
  - 1.3 The Acting Mayor expense limit is a maximum of \$1,000 per annum.

## **2. Information Technology Equipment & Services**

2.1 At the commencement of each term of Council, each member of Council will be provided with the equipment and services as outlined below for use in their home office or the Town Hall office:

- A laptop computer with carrying case, one docking station, one pointing device (mouse) and Town supported software
- One output device (printer, fax, etc.) for home office
- Town email account
- One cellular phone including accessory kit
- One Blackberry mobile communication device including accessory kit
- Wireless Internet Router for home

2.2 During the term of Council one upgrade to a Blackberry will be provided.

2.3 The annual administration costs payable to a single service provider for hosting of the Councillors' website will be provided.

2.4 The cost of the equipment/service referred to above shall be charged to a separate account and is not considered as an expense to a Member of Council's individual expense account and shall be included in the annual budget.

2.5 Town staff does not provide support to computers, computer equipment or software that is not owned by the Town. Town equipment requiring service must be brought into Town Hall to the Information Technology staff.

2.6 Set-up or support to install a new computer system in a home office for Town related business that is funded by the Region of Peel is an eligible individual expense.

2.7 Non-standard accessories (wireless headsets, etc) may be purchased through Information Technology and is an eligible individual expense.

## **3. Business Office**

3.1 A business office expense as outlined below is an eligible individual expense:

- Business Cards that meet the Town's approved standards
- Stationery and Office Supplies
- Courier Service

- 3.2 Home office furniture is not an eligible individual expense and will not be reimbursed.

**4. Community Involvement**

- 4.1 A community involvement expense as outlined below is an eligible individual expense:

- Community memberships
- Community functions that support or take place in the Caledon Community (tickets for events, dances, roasts or golf tournaments)

- 4.2 A religious or political organization is not eligible for a financial donation/sponsorship under this policy. An eligible individual expense can include the non-donation portion of a political event (i.e. the cost of dinner for which no donation receipt would be provided).

**5. Public Relations**

- 5.1 A public relations expense as outlined below is an eligible individual expense:

- Town souvenir/promotional item such as pens, pins, etc
- Floral tribute or charitable donation in lieu of a floral tribute
- Greeting card
- Sponsorship of a group or organization as long as it is through the donation of a Town souvenir/promotional item or the cost of a room rental in a Town of Caledon facility
- Participation in a charitable event provided a donation receipt is not issued to either the Town or the individual member of Council

- 5.2 Sponsorship of a team or an individual is not an eligible individual expense and will not be reimbursed.

- 5.3 Where more than one member of Council is participating in a charitable event, members of Council shall among themselves determine the amount each individual will contribute.

**6. Public Relations – Corporate Expense**

- 6.1 The cost of a corporately sponsored table at an event shall be charged to a separate account and is not considered as an individual expense to a Member of Council's expense account. Corporately sponsored table events may be filled by a Member of Council, staff or guest.

- 6.2 The cost of the items referred to in section 6.1 shall be charged to a separate account and is not considered as an expense to a Member of Council's individual expense account and shall be included in the annual budget.

**7. Telecommunication Services & Supplies**

- 7.1 A telecommunication service or supply as outlined below is an eligible individual expense:

- Telephone service for a home office including answering service or other features
- Cell phone service including monthly charges and usage charges for Town related business
- PDA wireless service including monthly charges and usage charges for Town related business
- Costs of Town business related long-distance charges incurred on a Member of Council's personal home telephone service.
- Supplies for home office fax machine and printer
- On-going web site development and support

**8. Mileage**

- 8.1 Mileage is an eligible individual expense and a Member of Council will be reimbursed when required to drive their personal vehicle for Town business purposes and shall be included in the annual budget.

- 8.2 The rate per kilometer will be set as follows:

- An annual review of mileage rates be undertaken each year utilizing the Canada Revenue Agency's two reasonable per kilometer rates that are set at the end of each year.
- The mileage reimbursement rates be automatically adjusted effective January 1<sup>st</sup> of the following year based on the average of these two rates.
- Staff be authorized to amend the Council Expense Policy to incorporate any change in rates.
- Council be informed of the change in mileage rates by an information report from the Town Treasurer.
- The current mileage rate per kilometer for reimbursement is 50¢ per kilometer.

- 8.3 Mileage reimbursement shall be calculated at the Town approved rate and the driving distance where possible shall be calculated utilizing [www.mapquest.com](http://www.mapquest.com) or a similar service.

**9. Conference/Seminar/Education – Travel & Meals**

- 9.1 A Conference/Seminar/Education and Development program and associated travel and meals is an eligible individual expense:

- Actual costs for registration fees.
- Air travel costs will be reimbursed to a maximum of economy air fare. For the purpose of this policy, “economy air fare” shall mean the conference rate air fare, when available or the “economy air fare” which was generally available at the time when travel arrangements were made.
- Ground transportation to and from the airport.
- Car rental for use while on an out-of-town business trip will only be reimbursed should there be no other alternative.
- Use of a personal vehicle for travel to out-of-town functions will be reimbursed up to the mileage cost that does not exceed the cost of economy air fare for the same purpose.
- Accommodation shall be paid at a single room rate or at the conference rate for the duration of the event, plus one day travel, when appropriate.
- Meals while attending a conference/seminar or an education and development program. A Member of Council may elect to claim a per diem of \$60.00 where a minimum of one over night stay is required consisting of \$10.00 for breakfast, \$15.00 for lunch and \$35.00 for dinner in lieu of submitting receipts for meal expenses while attending a conference/seminar or an education and development program. The per diem claim can be submitted for reimbursement one week in advance of the conference/seminar or education and development program.

- 9.2 The meal per diem rate will be set as follows:

- an annual review be undertaken of the total per diem rate at the Region of Peel
- the per diem rate will be set automatically at the Region of Peel’s total per diem rate

- Staff be authorized to amend the Council expense policy to incorporate any change in the per diem
  - Council be informed of the change in the per diem rate by an information report from the Town Treasurer
- 9.3 Where meals are included in the cost of registration for a conference/seminar or an education and development program, the per diem will not be paid for the specific meal provided.
- 9.4 Deductions from a per diem will not be done for "Continental breakfasts" and meals provided by airlines/railways.
- 9.5 Registration, accommodations and travel arrangements are to be made through the appropriate administrative support staff person.
- 9.6 A Member of Council who wishes to combine a Town business trip with personal travel may do so provided that they assume all additional expenses not related to Town business.

## **10. Miscellaneous**

### **10.1 The following are eligible individual expenses:**

- Newsletters, flyers and reports \*
- Corporate Business Meal \*\*
- Employee Retirement dinners
- Parking fees
- Taxi, bus and train fares
- 407 ETR trip toll charges and associated administration fees including a monthly transponder fee if a Town business trip is charged during that month
- Printing requisitions \*
- Advertising \*
- Subscriptions – books, magazines, newspapers
- Postage of newsletters, flyers and reports
- Other similar items related to the duties of a Member of Council

\* Where a Member of Council requests the printing of an item to be completed using the Town's copying equipment, the charge will be the rate established on a cost recovery basis by Information Technology on an annual basis.

\*\* A Corporate Business Meal must show the name of the guest(s) and state the purpose or reason for the meeting/meal. A Corporate Business Meal may include a luncheon or dinner event. Reimbursement for an alcoholic beverage will not be provided.



**11. Acting Mayor**

- 11.1 When the Mayor requests the attendance of a Member of Council at a special function or when the Mayor requests a Member of Council to attend on his/her behalf an event as Acting Mayor, these expenses shall be charged to a separate account and reported on the statement of remuneration and expenses separately and are not registered against a Member of Council's individual expense account.

**12. Expense Approval/ Budget - General**

- 12.1 An Expense Claim Form and a receipt must be submitted in order for a claim to be processed, unless provided otherwise by this Policy. A credit card slip for meals will not be accepted in place of a vendor's receipt.
- 12.2 An Expense Claim Form must be submitted certifying all expenses incurred that have been paid in advance of attendance at the event (ie: airfare, accommodation, per diem, etc.).
- 12.3 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.
- 12.4 A Member of Council will not be reimbursed for an alcoholic beverage.
- 12.5 A Member of Council will not be reimbursed for the cost of a fine.
- 12.6 An expense incurred by a Regional Councillor while performing Regional related business is not an eligible individual expense. Claims for Regional expenses are to be made directly through the Region of Peel.
- 12.7 Loss or damage to a vehicle shall not be the responsibility of the Town.
- 12.8 Where a conference or other event is hosted out of the country, foreign exchange will be paid on actual costs and converted at the exchange rate prevailing at the time the costs were incurred.
- 12.9 An individual Member of Council surplus (deficit) at the end of a budget year can be carried forward to the following year, within a term of Council, in accordance with the calculations completed by the Town Treasurer.
- 12.10 A Member of Council shall not carry forward a surplus (deficit) from term to term.

12.11 Any assets purchased using Town funds, regardless of the funding source, remain the property of the Town and must be returned to the Town in the event that the individual is no longer a Member of Council.

12.12 The Director of Administration/Town Clerk shall be responsible for the approval of requests for payment/reimbursement of eligible individual expenses subject to completion of the Expense Claim Form and supporting documentation.

12.13 An Expense Claim Form is to be submitted by the 15<sup>th</sup> of the month following the month in which the expense was incurred.

### **13. Accountability**

13.1 The following steps set out the action to be taken to resolve a dispute or extraordinary circumstance that may arise regarding reimbursement payments:

a) The Director of Administration/Town Clerk or his/her designate shall meet with the Member of Council and make every reasonable effort to resolve the matter.

b) Where a matter can not be resolved the Director of Administration/Town Clerk or his/her designate shall prepare a report to Council for its consideration.

13.2 The Corporate Services Department shall report quarterly to Council on the expenses incurred to date, with a subtotal for each expense category. The Corporate Services Department shall, as required by legislation, submit an annual report on Council total annual expenses.

13.3 The Administration Department shall ensure that the quarterly and annual reports are posted on the Town website.

13.4 Upon submission of a signed Expense Claim Form a Member of Council warrants all claims are related to Town business.

### **POLICY REVIEW:**

By-law 2009-104 to adopt this Policy will repeal and replace Policy C00-02, resolution 131A-2005, W-202-2007, W-026-2008 and note within January 22, 2008 minutes and W-334-2008.

Policy is scheduled for review in Spring 2010.

Population  
3500.

**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY**

**BY-LAW NO. 16-2009**

**BEING A BY-LAW TO ADOPT A REMUNERATION POLICY  
FOR THE MUNICIPAL COUNCILLORS  
AND MEMBERS OF LOCAL BOARDS**

**WHEREAS**, Section 283 (1) of the Municipal Act, S. O. 2001, c. 25, states  
“..... A municipality may pay any part of the remuneration and expenses of the members of any  
local board of the municipality and of the officers and employees of the local board”;

**WHEREAS**, Section 283 (2) of the Municipal Act, S.O. 2001, c. 25 states “Despite any  
Act, a municipality may only pay the expenses of the members of its council or of a local board  
of the municipality and of the officers and employees of the municipality or local board if the  
expenses are of those persons in their capacity as members, officers or employees and if  
a) the expenses are actually incurred; or  
b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the  
opinion of the council or local board, of the actual expense that would be incurred”;

**AND WHEREAS**, the Council is desirous to amend the Meal Expense Policy for the  
Members of Council and Members of Local Boards;

**Therefore, the Council of the Municipality of Morris-Turnberry hereby enacts as  
follows:**

1/ That the Council Remuneration Policy be and is hereby adopted as attached hereto, being  
known as Schedule ‘A’;

2/ That the Mayor and Clerk are hereby empowered to sign and execute all documents necessary  
to empower this by-law;

3/ That this by-law comes into force on the final passing thereof and supercedes all former by-  
laws enacted the Authority of this Act.

Read a first, second, third and final time this 6<sup>th</sup> day of March, 2007

  
Mayor – Dorothy Kelly

  
Clerk – Nancy Michie

**'Schedule A' of By-law No. 16-2009  
COUNCIL & LOCAL BOARD MEMBER  
REMUNERATION POLICY**

**To be effective January 1, 2009**

<b>1. Honorarium:</b>	<b>2008 rate</b>	<b>2009 rate</b>	<b>1.5% increase</b>
Mayor:	\$ 7,728.01	\$7,843.93	
Deputy Mayor:	4,968.01	\$5,042.53	
Councillor	3,852.62	\$3,910.40	

1. Honorarium may be reduced if excessive meetings are missed.
2. Excessive meetings missed will be three (3) Council meetings – Special meetings will not be considered.
3. Illness will be given special consideration.

**2. Meeting Allowance:**

This section applies to Council members and Members of Local Boards. Meeting allowance will be paid for council meetings and meetings attended which are approved by Council.

	<b>2008</b>	<b>2009</b>
<b>Any meeting less than 2 hours</b>	<b>\$66.24</b>	<b>67.23</b>
<b>Any meeting from 2-4 hours</b>	<b>110.39</b>	<b>112.04</b>
<b>Any meeting greater than 4 hours</b>	<b>165.59</b>	<b>168.07</b>

Meeting remuneration will be reconciled for Council and local board members if the member is paid by the board.

- ie: In a case where members are paid \$40.00 by a local board to attend a meeting, the remuneration will be topped up to \$66.24 or 67.23 per meeting. Therefore, the Municipality of Morris-Turnberry will pay a top up to those Members if they receive \$40.00 from a local board.

**3. Mileage Policy:**

A travel allowance be paid on per Kilometer basis equal to the official non-taxable Canada Customs & revenue Agency rate for kilometers below 5,000 in a year.

**The rate for 2009 is \$.52 per kilometer**

**And over 5000 km at the rate of \$.46**

Mileage will be paid to any Council Member attending a meeting over 25 km from where the member resides; mileage will be paid for travel to the meeting and on return home from the meeting.

**4. Meal Expense:**

A meal expense may be submitted for any Council Member who attends an all day meeting.

	<b>2008</b>	<b>2009</b>
➤ Lunch – at the rate of up to \$15.48 and		15.71
➤ Dinner – at the rate of up to \$25.80		26.18

Receipts are required for meal expense – only

**5. Convention Policy:**

The Municipality will support only (1) one convention per year, to be attended by the Council, Administrator Clerk-Treasurer, Public Works Coordinator and Chief Building Official, with remuneration to be paid as follows:

**For Council Members – only:**

	<b>2008</b>	<b>2009</b>
Per Diem rate of	\$165.59 per day	168.07
Meal allowance of	\$ 82.80 per day	84.04

**For Council members-**

1/ Conference expense allowance of \$1,500.00 as allowance permits, which includes:

- Registration
- Room expenses
- 1 banquet ticket

2/ Other allowable expenses are:

	<b>2008</b>	<b>2009</b>
• per diem rate of \$ 165.59		168.07
• meal allowance of \$82.80		84.04
• travel expenses		

3/ Spousal expenses:

- banquet tickets for the spouse will be initially paid by the municipality and reimbursed to the Municipality by the member
- spousal registration will be initially paid by the municipality and reimbursed by the member

**6. Pay Period**

The Council will be paid on a monthly basis with pay sheets due by the last Wednesday of the month



City of  
**Peterborough**

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**TO:** The Chairman and Members of Committee of the Whole

**FROM:** Paul Rexe, Chairman of Finance

**MEETING DATE:** October 17, 2005

**SUBJECT:** Report COU05-016  
Council Attendance at Conferences, Seminars and Courses

---

## **PURPOSE**

A report proposing the City's Purchasing Policy dealing with reimbursement of travel and other expenses be amended to reflect some changes concerning Council members' attendance at conferences, seminars and courses.

## **RECOMMENDATION**

That Council approve the recommendations outlined in report COU05-016 dated October 17, 2005 of the Chairman of Finance as follows:

- a) That the City's Purchasing Policy dealing with reimbursement of travel and other expenses be amended to reflect the following concerning Council members attendance at conferences, seminars and courses.
  - i) Members of Peterborough City Council may attend conferences and seminars relevant to the responsibilities of the Council within Ontario at their own discretion and subject to available budget restrictions.
  - ii) For conferences and seminars outside Ontario, Council members shall obtain the approval of the Mayor, or in the case of the Mayor, the Chair of Finance, who may refer the matter to the council for a decision. Normally, no more than one member of Council shall attend any out-of-province conference or seminar and to the extent practicable, attendance shall be rotated among members of Council.

- iii) Annual expenses for members of Council attendance at conferences, seminars and course shall be capped at \$4,000 each, unless approved otherwise by the full Council.
- iv) If requested by Council resolution, within one month of attending a conference or seminar, Council attendees will prepare a brief written report (or joint reports) to be submitted to the City Clerk for distribution to all members of Council, the CAO, and all City Directors.
- v) Expense claims for attendance at conferences, seminars or courses shall be approved and signed by the Mayor, or in the case of the Mayor by the Chair of Finance.

## **BUDGET AND FINANCIAL IMPLICATIONS**

The 2005 operating budget for the Council seminars/conventions and courses amounts to \$15,500. Under the proposed policy if all members used the full \$4,000 allotment, the total budget would have to increase by \$28,500 to \$44,000. Past experience, however, would suggest not all members would use their full allotment.

## **BACKGROUND**

The Mayor has asked me as the Chairman of Finance, in consultation with the Director of Finance and Administrative Services, to develop a policy clearly outlining how conference and seminar funds be allocated among council members.

Council recognizes the benefits of keeping its members informed about current issues and sharing experiences with other municipalities. The increasing number of seminars, such as the Municipal Governance Seminar which costs over \$2,500, has highlighted the need to set limits for members of council to ensure that all members of Council have an equal opportunity to attend such sessions.

Council also recognizes that travel outside the province is normally much more expensive than within and there is a need for additional approval and restrictions for out of province travel.

The recommendation outlined above addresses these specific issues and will become part of the City's Purchasing Policy dealing with re-imbursement of travel and other expenses for members of Council.

The procedure currently in place for submitting receipts for reimbursement and the types of eligible expenses, while attending approved seminars and course will not change.

All of which is respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Rexe'.

Paul Rexe, M.A., C.Dir.,  
Councillor

Contact Name:  
Paul Rexe, Councillor  
Phone – (705) 742-7771 Ext. 5013  
E-Mail – [prexe@city.peterborough.on.ca](mailto:prexe@city.peterborough.on.ca)





## CITY POLICY/PROCEDURE

Population 83,381

<b>Approval:</b>	<b>Date Originated:</b> May 2, 2005	<b>Policy Number:</b>
		<b>Classification:</b> ADM
<b>Reference:</b> <b>Resolution #74/05</b> <b>Resolution #12/07</b> <b>Resolution #214/07</b>	<b>Date Revised:</b> <b>January 15, 2007</b> <b>November 19, 2007</b>	<b>Category:</b> 190
<b>Policy Title:</b> COUNCIL COMPENSATION AND COMMUNICATIONS POLICY		

### **LEGISLATIVE AUTHORITY**

The Council Compensation and Communications Policy derives its authority from the *Municipal Act*.

### **POLICY STATEMENT:**

The Corporation of the City of Pickering is committed to enhancing Council in their role to represent the public and to consider the well-being and interests of Council, including maintaining the financial integrity of the municipality.

### **POLICY OBJECTIVE:**

The objective of this Policy is to:

1. Provide consistent rules and guidelines for the Mayor and Members of Council with respect to salary, expenses and communications of elected officials; and
2. Provide guidelines to staff to ensure all expenses are submitted and approved in accordance with the established parameters of the policy.



## CITY POLICY/PROCEDURE

<b>Approval:</b> Chief Administrative Officer	<b>Date Originated:</b> May 2, 2005	<b>Policy Number:</b> <b>Classification:</b> ADM
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### GENERAL:

#### 01 Definitions:

- 01.01 Cooperative Letter - shall mean a letter or other printed document that contains information of interest to residents in more than one ward and which shall be mailed or distributed beyond a ward boundary and may involve the participation of a community group.
- 01.02 Councillor – shall mean all Members of Council, excluding the Mayor.
- 01.03 Members of Council – shall include the Mayor and all Members of Council.
- 01.04 Neighbourhood Letter - shall mean a document that is prepared on letterhead and/or signed by a Member of Council and sent to a defined neighbourhood or community of interest within the constituency of a Member of Council.
- 01.05 Newsletter - shall mean a document that is not greater in size than tabloid sized paper (11"x17") and printed on both sides and shall contain information of interest to the constituents of a Councillor. A newsletter shall not be mailed or otherwise distributed beyond the boundaries of the constituency of a Councillor except where postal walks cross beyond the boundaries of their ward. In instances where Councillors are assigned or appointed to additional duties, which may require some cross-ward boundary communication, exceptions may apply as determined by the City Clerk. These cross-ward mailings to fulfill additional duties shall not exceed 500 homes into a ward not represented by a Councillor and shall not occur after January 1<sup>st</sup> in the year of a general municipal election.
- 01.06 Telecommunications Equipment - shall include all equipment capable of transmitting over landlines and/or wireless modes such as landline telephones, cell phones, PDA's (Personal Digital Assistant), pagers, facsimile equipment or any hybrid of these items.



## CITY POLICY/PROCEDURE

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01.07 Website – shall mean a site on the World Wide Web that shall contain information of interest to the constituents of a Member of Council. The website may be hosted on any server external to the City.

02 Responsibilities:

02.01 Council to:

- (a) Adhere to and support the Council Compensation and Communications Policy.
- (b) Approve amendments as presented by the Chief Administrative Officer and/or Director, Corporate Services & Treasurer.

02.02 Chief Administrative Officer to:

- (a) Support the Council Compensation and Communications Policy.

02.03 City Clerk to:

- (a) Approve, in consultation with the Director, Corporate Services & Treasurer any expenditures in accordance with the policy.

03 Salary:

03.01 The remuneration payable to the Mayor shall be:

- a) \$68,188 per annum effective January 1, 2007.
- b) Commencing on January 1, 2007 and on every January 1<sup>st</sup> thereafter, the annual salary of the Mayor shall be increased at the same rate/percentage provided to those employees covered by the Collective Agreement for CUPE Local 129 on April 1<sup>st</sup> of the immediate preceding year.



## CITY POLICY/PROCEDURE

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03.02 The remuneration payable to a Councillor shall be:

- a) \$28,413 per annum effective January 1, 2007.
- b) Commencing on January 1, 2007 and on every January 1<sup>st</sup> thereafter, the annual salary of a Councillor shall be increased at the same rate/percentage provided to those employees covered by the Collective Agreement for CUPE Local 129 on April 1<sup>st</sup> of the immediate preceding year.
- c) A Councillor shall be paid a per diem rate of 1.0% of their annual salary for a total of ten days for attending a full day meeting, workshop, seminar or convention.
- d) Per diem payments payable to Councillors shall be paid monthly. Per diem payments shall cease on the last day that the Councillors remains in office and shall be pro-rated accordingly.

03.03 Remuneration payable to Members of Council shall be based on an annual rate and paid bi-weekly. Remuneration to Members of Council shall cease on the last day that the Member remains on the Council of the City of Pickering.

03.04 The one-third of the remuneration paid to Members of Council and local boards of the municipality is deemed as expenses incident to the discharge of their duties as Members of Council or the local board.

### 04 Allowances:

04.01 Reimbursement shall be provided to Members of Council for the cost of meals to discuss matters of City business or attending functions that are connected to the business of the City as may be provided in the annual budget.

- a) With respect to meals, reimbursement shall be provided only for reasonable food and liquor expenses.



## CITY POLICY/PROCEDURE

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- b) With respect to meals, no reimbursement shall be provided unless the original restaurant bill or transaction slip is submitted for approval to the City Clerk, and the number of persons attending the meal and the general purpose of the meal is noted.

04.02 A travel allowance as determined in the annual Current Budget shall be provided to each Member of Council.

- a) The travel allowance shall be paid on a monthly basis.
- b) The travel allowance shall be deemed to provide for all travel and travel-related expenses within the GTA and shall include but not be limited to fuel, parking, highway tolls, taxi fares, public transportation fares and valet services.
- c) This travel allowance excludes travel expenses related to conventions outside the GTA as set out in Section 04.03.
- d) Travel outside the Greater Toronto Area (GTA) shall be paid at the per kilometer rate of reimbursement approved in the Current Budget or economy class return air fare between Toronto and the destination, whichever is the lesser.

04.03 A budget of \$12,000 per term for each Member of Councillor shall be provided. This will be an allocation of \$3,000.00 per Member of Council in each annual budget for conventions.

- a) For the purposes of Section 04.03, the word "convention" shall include seminars and workshops as provided in the annual budget and excludes conventions paid by other City-related agencies such as the Region, Veridian, etc.
- b) Convention expenses shall include actual accommodation and registration costs and, if applicable, travel and meals.



## CITY POLICY/PROCEDURE

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- c) Travel necessary for conventions outside the GTA shall be paid at the per kilometer rate of reimbursement approved in the Current Budget or economy class return air fare between Toronto and the destination, whichever is the lesser. Other travel related expenses such as parking, vehicle rentals, taxi fares, public transportation fares and highway tolls incurred for conventions outside the GTA shall also be reimbursed upon presentation of receipts.
- d) In lieu of receipts, an allowance of a maximum of \$90.00 per day may be paid for ancillary expenses such as meals, taxi fares, parking, telephone and hotel internet charges where such expenses are not otherwise claimed or paid. This allowance shall be pro-rated for conventions that are less than one day. This per diem payment is intended to cover out-of-pocket expenses for City business only.
- e) No allowance shall be provided to a new Councillor in an election year. Workshops or orientation seminars for new Councillors are excepted.

### 04.04 Council support services shall reflect the following:

- a) An allocation of \$4,800 per annum is provided for each Councillor to provide services beyond those services provided by the Council-support staff at the Civic Complex. Any discrepancy on the services provided are to be at the sole discretion of the Chief Administrative Officer and/or in his absence, the Director, Corporate Services & Treasurer.
- b) The support staff assigned to the Councillor's Office are available to assist a Councillor with the preparation of their newsletter, neighbourhood letter, cooperative letter, website or other form of communication, however, no other City staff shall be involved in such preparation and any specialty work that is required shall be charged to the budget prescribed for communication media or the Allowance for Outside Secretarial Services.
- c) Payment shall be made directly by the City to the service provider (individual or company) upon submission of an original detailed invoice.



## CITY POLICY/PROCEDURE

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An invoice from individuals for external services would contain, in addition to the name and address, additional details of services provided such as itemizing hours by day, GST business registration number and description of work provided. All invoices require sign off by the Councillor to indicate the services were received prior to authorization and before payment can be processed.

### 05 Benefits:

#### 05.01 Health Plan

- a) An Extended Health Plan as is provided to the non-union employees shall be available to all Members of Council and their families, which includes a prescription and dental plan, vision care plan and semi-private hospital coverage.
- b) For Members who have completed fifteen years of continuous service and cease to be a Member for the reasons set out in Section 05.05 a), the Corporation shall pay 100% of the premium cost of the Extended Health, Dental and Vision Care Benefit Plans until the Member attains age 70.
- c) The Corporation shall continue to pay 100% of the premium costs of the Extended Health, Dental and Vision Care Benefit Plans in respect of a Member's surviving spouse and dependents for up to twelve (12) calendar months following a Members death while in service.

05.02 A Term Life Insurance Policy shall be paid by the City on behalf of Members of Council in the following amounts:

- a) Mayor - \$200,000
- b) Councillor - \$100,000

05.03 Accidental death and dismemberment insurance coverage shall be paid by the City on behalf of Members of Council.



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05.04 A Member of Council may maintain a Registered Retirement Savings Plan (RRSP), either own or spousal, under Federal legislation to which the Corporation shall contribute a maximum of 13% of the Member's earned salary each year.

- a) Written confirmation that a member has sufficient contribution room, as provided by the Canada Revenue Agency on their notice of assessment, to accommodate the City's contribution shall be provided to the Treasurer no later than December 31<sup>st</sup> in any given year and the City's contribution shall be made directly to that RRSP no later than January 31<sup>st</sup> of the next calendar year.
- b) For the 2006/2007 transition only, if the member has already made the contribution to the RRSP, reimbursement may be made to that member.
- c) The word "salary" shall mean the annual base salary, pro-rated for a Member not holding office for an entire calendar year, of the Mayor and Councillors and it excludes all taxable benefits. The contribution to an RRSP is a taxable benefit regardless of whether it is paid to the Member of Council or the financial institution.
- d) The City shall make its contribution only in the month of January of the next calendar year regardless of when the Member of Council made a contribution, except when a Member of Council ceases to hold office during the year.

05.05 a) A Member of Council, with service of more than four consecutive years, may, upon written application to the Clerk by the Member, or by a representative appointed in writing by the Member, receive severance remuneration upon ceasing to be a Member by reason of:

- i) election defeat;
- ii) resignation;
- iii) leaving office;
- iv) election to another government body; or





## CITY POLICY/PROCEDURE

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- v) dying while in office if the Member is 65 years of age or over and not eligible to receive benefits under the City's group life insurance program.
- b) No Member of Council shall be entitled to receive severance remuneration who ceases to be a Member by reason of, or by resignation which, is a result of or given in anticipation of:
  - i) removal from office by judicial process; or
  - ii) notwithstanding Section 05.05 (a)(iv) above, disqualification under or operation of any Act of the Parliament of Canada or the Legislature of the Province of Ontario.
- c) Severance remuneration shall be equal to one month of salary for a Member of Council, times the number of years of consecutive, uninterrupted full service of the Member, to a maximum amount payable of 24 months remuneration. Severance remuneration shall be calculated from the day the Member took office to the last day that the Member ceases to hold office.
- d) A written application for severance remuneration must be received by the Clerk within six calendar months of a Member of Council ceasing to be a Member, otherwise any entitlement to severance remuneration shall be forfeited. Upon approval of the application by the City Clerk, payment arrangement shall be agreed to that does not extend beyond three years.

### 06 Communications:

#### 06.01 Computer Hardware/Software and Telecommunications Equipment

- a) A capital budget of \$10,000 per term, per Member of Council, shall be in effect for the acquisition of computer hardware/software and telecommunications equipment. Expenditures of this allocation shall



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only be made in the first three years of office following a general election. Any acquisitions made following an election or appointment and prior to the approval of the following year's budget, shall be charged to this allocation.

- b) No computer hardware/software or telecommunications equipment shall be purchased or leased for Members of Council after January 1<sup>st</sup> in the year of a general municipal election unless it is lost or stolen, or no longer operates and cannot be repaired to its initial operating specifications. The old equipment must be returned, and/or affidavit that the equipment has been lost or stolen must be submitted.
- c) Following a general municipal election, by-election or appointment, the new Member(s) of Council shall be contacted by staff to determine their needs. Members of Council may choose to be supplied with equipment recommended by City staff or they may choose to be supplied with equipment of their choice. The Manager, IT must be consulted to verify compatibility and to clarify IT support opportunities before purchase. At the point of delivery of the equipment, Members of Council shall be required to sign the Home Equipment Agreement which shall set out the equipment that has been supplied to the Member and the conditions under which it has been supplied.
- d) Equipment that is lost, stolen or no longer operates and cannot be repaired to its initial operating specifications shall be replaced by the City and shall not be charged to the \$10,000 allocation set out in Paragraph (a) above. If the equipment is lost, stolen or damaged as a direct result of misuse or negligence, he or she may be asked to replace or repair at his or her expense to the satisfaction of the City.
- e) Every Member of Council who does not continue to hold municipal office shall ensure that all computer hardware/software, telecommunications equipment and any other equipment purchased or leased on their behalf by the City is returned to the City by November 30<sup>th</sup> following a general municipal election or within 21 days of ceasing to hold office. In the event the above noted items are not returned by the said date, the



## CITY POLICY/PROCEDURE

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matter shall be referred to the Chief Administrative Officer (CAO) to pursue recovery.

### 06.02 Telecommunication Charges

- a) Long distance, airtime and other charges that are incurred for City purposes by Members of Council in the use of their telecommunications equipment shall be reimbursed.
- b) Charges for the use of an Internet Service Provider by Councillors shall also be reimbursed for two locations only.
- c) In order to recognize the large rural area in Pickering that is outside the area served by high speed Internet access, individual requests for the additional reasonable cost of Internet access exceeding standard urban connection costs shall be provided, subject to review and approval by the Chief Administrative Officer.

### 06.03 Communications Media

- a) It is recognized that there are many various methods for Councillors to communicate with their constituents, including newsletters, neighbourhood letters, cooperative letters and websites.
- b) The City shall cover the cost of preparing, printing and mailing newsletters, neighbourhood letters and cooperative letters as well as the cost of creating and maintaining a website. A budget per Councillor of \$7,500 for the first, second and third calendar years and \$6,000 for the final calendar year of a term will be provided for these items. If the budget is under spent in any given year, there shall be no carry-forward of dollars to subsequent budgets.
- c) A link to the Councillor's City-funded website may only be provided from the City of Pickering website under the Councillor's profile link.



## CITY POLICY/PROCEDURE

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- d) Subject to Section 04.04, Councillors may hire external services as needed over and above what is currently provided in accordance with the City's policies and practices. Review of external services shall be at the discretion of the City Clerk in conjunction with the Manager, IT.
- e) The following conditions shall apply to the preparation/distribution of newsletters, neighbourhood letters, cooperative letters, websites and other forms of communication:

- i) On or after September 1 in the year of a general municipal election, no mailing or distribution of a newsletter, neighbourhood letter or cooperative letter shall occur where the costs shall be borne by the City.
- iii) On September 1 in the year of a general municipal election, the link from the City's website to any Councillor's City-funded or personal website shall be severed until after the election.

If these conditions have not been met by September 2 of that year, the City shall take steps under the authority of the CAO to sever the Councillor's website. The link shall be reactivated the day following the election and funding of the Councillor's website shall commence on December 1 following the election. In the event that a Councillor is acclaimed, the said website may be reactivated on the day following the last day to withdraw a Nomination.

- iii) A newsletter, neighbourhood letter, cooperative letter, City-funded website or other communications media shall not contain information that would promote any candidate in an election.
- iv) A newsletter, neighbourhood letter, cooperative letter, City website or other communications media shall not contain advertising that would promote a product or service of a company, organization or individual.



## CITY POLICY/PROCEDURE

<b>Approval:</b> Chief Administrative Officer	<b>Date Originated:</b> May 2, 2005	<b>Policy Number:</b> <b>Classification:</b> ADM
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- v) A Member of Council shall not be reimbursed for communications expenses incurred through a media that has general circulation in the City of Pickering, such as a newspaper, radio or television station.

06.04 Individual Members of Council shall not use City funds to make individual grants or donations to organizations or persons.

06.05 General

- a) This Policy shall be reviewed every four years prior to the budget meetings that follow the general municipal election to review the appropriateness of the budgets and Policy.
- b) When a vacancy occurs and is subsequently filled, compensation, benefits and allowances shall be pro-rated to the term of office.

**April 5, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – APRIL 20, 2010**

**2010-057-04  
2009 UNSPENT BUDGET ITEMS  
FILE: F05-38**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES  
L. WHITE  
BUDGET OFFICER**

**RECOMMENDATION**

THAT Council authorize the transfer to year-end accounts, "Reserve for Outstanding Budget Items" an amount of \$180,971.18 to the General Fund (01-3-999904-9904); and

AND THAT these requests are to be expensed and transferred as per Attachment #1 to Report #2010-057-04.

**PURPOSE**

To transfer monies which have been budgeted in the current year for particular supplies and/or services that were not completed prior to December 31<sup>st</sup> to a reserve to be used once the expense is actually incurred.

**BACKGROUND / ANALYSIS**

Departments may have items in their budgets which by fiscal year end were not completed but must be done.

When these situations occur, it is advantageous to have these items expensed in the current year, as "Contribution to Reserves", and the monies transferred to a single reserve. This allows for easier follow-up to ensure transfer of the funds back into the appropriate fund as a "Contribution from Reserves" in the year which the expense is actually incurred. This will then result in a zero net effect for the year the supplies and/or service is received.

Normally these items will be expensed in the following fiscal year but upon occasion will take slightly longer due to special circumstances.

**POLICY IMPLICATIONS**

Council approval must be received in order to transfer monies into the Unspent Budget Reserve account as well as between funds.

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## FINANCIAL CONSIDERATIONS


These expenses have been considered in the City's Variance Analysis.

## CONCLUSION

These items have already been considered during the 2009 budget process. If the monies are not transferred to the Reserve, the items will have to be reconsidered in future budget processes – thus, indirectly the costs are put on the respective rates more than once.

  
\_\_\_\_\_  
L. White, Budget Officer

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

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

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

**2009 Unspent Budget Items**

## WorkTech

**Clerk**

Parking - Online Ticket System	1270-1210-3010	<u>\$ 5,000.00</u>	\$ 5,000.00
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**Fire +3 other items**

New Office Equipment	2110-1210-6310	\$ 1,300.00	
Fleet Maintenance Charges	2130-1460-5601	<u>8,100.00</u>	9,400.00

**Corporate Finance / Finance**

Training / Development

**(to be transferred to ERP  
Capital Project)**

1510-1160-2200	<u>\$ 5,000.00</u>	5,000.00
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**Planning**

TIERR Grant	6310-0310-2026	\$ 3,456.00	
Professional Services	6110-1610-3190	<u>8,000.00</u>	11,456.00

**Police**

Uniform & Safety Shoe	2560-1160-1530	<u>\$ 4,510.00</u>	4,510.00
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**Maritime Discovery Centre**

Senior Games	1320-1598-3010	<u>\$ 145,605.18</u>	145,605.18
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**Total for Operating Accounts****\$ 180,971.18****Water****Total for Water Accounts****\$ -****Waste Water****Total for Waste Water Accounts****\$ -****\$ 180,971.18**



April 12, 2010

**Report to Finance & Administration Committee – April 20, 2010**

**2010-060-04  
2010 Municipal Election  
Legislative Amendments**

**S.M. Seale  
City Clerk**

**RECOMMENDED**

THAT Report Number 2010-060-04, 2010 Municipal Election be received for information purposes.

**PURPOSE**

To provide information to Council with respect to the changes to the *Municipal Elections Act* (as a result of Bill 212) and the 2010 municipal election timetable.

**BACKGROUND**

In December 2009, the Provincial government passed Bill 212, Good Government Act. This Bill made amendments to several Acts, including the *Municipal Election Act*. The most notable changes are as follows:

- Moving the election date forward to the fourth Monday of October, beginning October 25, 2010.
- Promoting greater accessibility to the election process for voters and candidates with disabilities.
- Improving the accuracy of the voters' list.
- Bringing greater transparency to the voting process by requiring voter identification.
- Clarifying campaign finance rules and supporting a more level playing field for candidates.
- Creating a new contribution limit of \$5,000 per contributor in each jurisdiction, in addition to the existing limit of \$750 per candidate.
- Eliminating the carrying forward of surplus campaign funds by candidates from one election to the next (existing surplus will be grandfathered for use in the 2010 campaign).
- Strengthening the compliance and enforcement regime through firm deadlines for submitting financial statements and harmonized penalties.

**ANALYSIS**

The most notable amendment to the election legislation is the change in Voting Day. Voting day is now set as the fourth Monday in October. To coincide with this change,

Nomination Day is changed to the 2<sup>nd</sup> Friday in September. The time on the last day of filing, September 10<sup>th</sup>, has also been changed to between 9:00am and 2:00 pm.

To ensure improved accessibility for electors, the Act now places the responsibility of conducting the election with a regard to the needs of electors and candidates with disabilities on the Clerk. This accessibility is not only to ensure that voting places are accessible but includes the establishment of policies, procedures and practices to provide all electors with equal opportunity to participate in the voting process. Council on March 23, 2010 approved the use of telephone and internet voting for the 2010 municipal election. A by-law must be passed by Council and will be brought forward prior to June 1<sup>st</sup>.

The Clerk is now required to submit a report to Council, within 90 days of voting day, about the identification, removal and prevention of barriers that effected electors and candidates with disabilities.

As introduced in the recent Provincial By-election, voters are now required to provide identification and proof of residency. Although this has been our practice for amendments to the voters' list for many elections, this has not been the practice at voting locations. It has been the practice to permit voters to show their voter notification card and/or provide their name and address. Procedures are under development for the telephone and internet voting and identification requirements.

Many changes have been made with respect to campaign expenses:

- spending limit per elector has increased from \$0.70 to \$0.85 (plus the base amount; \$7,500 for Mayor and \$5,000 for Councillor).;
- expenses related to a compliance audit, audit and accounting fees and expenses incurred by a candidate with a disability, that are directly related to the disability are considered an expense not subject to the candidates' campaign spending limit;
- expense rules related to the holding of a fund-raising function have been clarified;
- financial documents filed by candidates must be available to the public, at no charge, on a website;

Each Council is now required to establish a Compliance Audit Committee (prior to October 1, 2010) made up of citizens. The committee must be composed of 3 to 7 members; employees or officers of the municipality, members of council or any candidates in the election are not eligible to be appointed to the committee. A compliance audit can be requested by an eligible elector who believes that a candidate has contravened the Act related to campaign finances. The Council is responsible for all costs in relation to the committee's operation and activities. It is being recommended

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that a regional (Leeds and Grenville) committee be considered. Staff will prepare a report on this matter later this year.


**POLICY IMPLICATIONS**

There are no direct policy implications associated with this report.

**FINANCIAL CONSIDERATIONS**

There are no direct financial considerations associated with this report.

  
\_\_\_\_\_  
S.M. Seale  
City Clerk

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

**April 5, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – APRIL 20, 2010**

**2010-061-04**

**2010 CANADA 55+ SENIOR GAMES  
TRANSFER FROM RESERVE FUND  
FOR 2009 YEAR END**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES**

**FILE: M02-03**

**RECOMMENDATION**

THAT Council authorize the transfer of monies from the Senior Games Reserve Fund to cover the net expenditures at the 2009 fiscal year end.

**PURPOSE**

To ensure that any surplus or deficit attributed to the 2010 Canada 55+ Senior Games (SG) not impact the City of Brockville's operational year end balance as at December 31<sup>st</sup> which is the City's fiscal year end.

Any surplus or deficit incurred by the SG needs to be segregated from the City's operations as shown on the City's statement of operations for the following reasons:

- Any revenues and expenses associated with the SG pertain to this specific planned project which will be on-going into the next fiscal year.
- This is not a capital project and as such cannot remain open over more than one fiscal year.

**BACKGROUND**

Council authorized, on April 28<sup>th</sup>, 2009, the formation of the 2010 Canada 55+ Games Organizing Committee (GOC) as a sub-committee of the Economic Development and Planning Committee. In conjunction with the City Clerk, the GOC concluded a contract for the delivery of the 2010 Canada 55+ Games with the Canada Senior Games Association.

As per the agreement between the GOC and the City of Brockville, the City has provided to the GOC all accounting services including accounts payable, accounts receivable, payroll and financial reporting. All financial transactions pertaining to the SG are recorded in their own set of accounts within the City's general ledger (Vadim 01-x-161620 and WorkTech 7900-1577).

**2010 CANADA 55+ SENIOR GAMES****TRANSFER FROM RESERVE FUND FOR 2009 YEAR END**

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**ANALYSIS / FINANCIAL IMPLICATIONS**

The previous SG obtained Provincial grants in advance of the SG. There are no such grants available for the current SG as they are national in scope. As the predominant revenue source for these SG is from the participants, the revenue to date has been minimal. Thus, it is not a surprise that at 2009 fiscal year end, the SG is in a deficit position.

There is a balance in the Senior Games Reserve Fund, a result of the Winterfest Legacy, of \$58,171.72 to be applied against the 2009 costs. After applying these funds, there remains a deficit of approximately \$1,679.14.

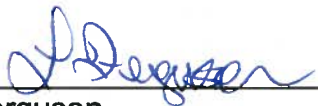
Due to the nominal amount of the deficit, the City auditor's are in agreement that in order to eliminate any impact on the City's operating surplus/deficit line for the 2009 fiscal year, the net deficit should be reflected as an Accrued Receivable in the City's general ledger. The SG has already received revenues in 2010 which are in excess of the estimated 2009 deficit. As well, during the 2010 budget process, Council has approved a cash contribution to the SG of \$40,000.

**POLICY IMPLICATIONS**

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

**CONCLUSION**

The transfer of monies from the reserve fund and the establishment of an accrued receivable to cover the balance of the net expenditures at the 2009 fiscal year end ensures separation and accountability for the Senior Games.

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

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

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

**April 13, 2010**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – APRIL 20, 2010**

**2010-067-04  
VARIANCE REPORTS – INTERIM  
DECEMBER 2009**

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

**FILE: F05-43**

**RECOMMENDATION**

THAT the Variance Reports for the period ending December 31st, 2009 INTERIM with respect to Current Operations, Water Rate Administration, and Wastewater Rate Administration be received; and

THAT any deficit variances, should they occur, be authorized as expenditures from the Fiscal Policy Reserve, or appropriate Reserve Fund, or

THAT any surplus be credited to the Fiscal Policy Reserve, or appropriate Reserve Fund.

**PURPOSE**

To update Council as to the financial variance analysis for the 2009 fiscal year end.

In conjunction with the variance analysis, Council is requested to authorize that any deficits or surpluses be directed through the Fiscal Policy Reserve as part of the City's year end procedures.

**BACKGROUND**

The City's Corporate Financial Controls, which were established in 2005, require that an interim variance analysis of forecasted year-end surpluses/deficits be conducted and provided to Council for information purposes. The analysis is to be conducted at a sufficient level of detail to allow variances of line item activities to be identified in conjunction with the parameters set by the Budgetary Control By-Law. By preparing the analysis, Department Heads and designated staff are held accountable for thorough investigations in determining and reporting their variances.

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## **ANALYSIS**

### **Operating (Tax Rate) Budget**

The operating (tax rate) budget - tax rate variances are summarized by expenditures and revenues on page TR1 and a detailed variance analysis for each department has also been included (pages TR2 – TR26).

The operating (tax rate) projected deficit as reflected at December 31<sup>st</sup> Interim is \$344,125. The main drivers for this deficit are:

- Interest earned on investments lower than anticipated due to impact of economic recession on interest rates (\$102,429)
- Anticipated Joint Services deficit (\$ 90,000)
- Snow removal costs impacted by the higher than average snowfall in January 2009 which resulted in additional snow removal operations (\$ 73,569)
- Energy-efficient street lights were not installed as early as anticipated thus, electricity costs higher than anticipated (\$ 62,401)
- Building / Plumbing Permit revenues lower than anticipated due to slow construction activity (\$ 49,625)

### **Capital and Reserve Funds**

Staff is currently reconciling the capital and reserve fund accounts within the City's new financial system. A separate report will be forwarded to Council at a later date.

### **Water Rate Administration Budget**

The projected deficit on the Water Rate Administration as reflected at December 31<sup>st</sup> Interim is \$154,216.

Water consumption in 2009 was the lowest it has been in the last forty-five years. This can be attributed to several factors: heavy users in the industrial sector have revised their processing and in turn substantially reduced their water consumption; repairs to City infrastructure; and weather conditions. Accordingly this has impacted water revenues – to the tune of an estimated deficit of \$92,126.

The deficit is also impacted by the following:

- Increased overtime for regulatory lead sampling, call outs, valve replacement which was conducted on weekend during low flow conditions (\$ 19,471)
- Costs associated with development of Operational Plan conforming to requirements of the Ontario Drinking water Quality Management Standard. This

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was approved by Council in December 2008 but not included in 2009 budget figures. (\$ 19,524)

- SCADA system alarm upgrades (\$ 9,985)
- Higher than anticipated electricity costs (\$ 82,330)
- Additional lab analysis costs associated with lead testing (\$ 7,941)
- Major electrical repairs in raw water meter chamber (\$ 10,151)
- Interest earned on investments lower than anticipated due to impact of economic recession on interest rates (\$ 22,247)

The main surpluses in expenses, which assisted in mitigating the overall deficit, were due to shortages of staff – \$73,800; and decrease in chemical consumption due to lower plant flows.

**Wastewater Rate Administration Budget**

The projected deficit on the Wastewater Rate Administration as reflected at December 31<sup>st</sup> Interim is \$500,673.

As wastewater revenues are based upon water revenues, the reduced water revenues result in a corresponding deficit in wastewater revenues which are estimated at \$244,400.

Additional areas which have contributed to the overall deficit are:

- Increase in treatment chemical costs (\$ 69,348)
- Electricity costs in excess of budget (\$ 65,836)
- Unexpected repairs to electrical and ventilation equipment at Main Pumping Station (\$ 46,940)
- Unanticipated repairs to west end pumping station due to broken water main (\$ 47,000)
- Contracted services associated with emergency repairs to Thomas Street wastewater main (\$ 19,793)
- Interest earned on investments lower than anticipated due to impact of economic recession on interest rates (\$ 17,545)



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## FINANCIAL CONSIDERATIONS

City By-Law 92-2000 (Attachment #1 to Report 2006-330-12) which re-established the Fiscal Policy Management Reserve, states:

“THAT any surplus resulting in the accounts at December 31<sup>st</sup> of each year and before the official closing of the books, be transferred to the Reserve for Fiscal Management and be contained there for such purposes to be used only when and/or for such other purposes as Council may direct”.

As per Section 290 (3) (a) and (b) of the *Municipal Act*,

“In preparing the budget, the local municipality,  
(a) shall treat any operating surplus of any previous year as revenue that will be available during the year;  
(b) shall provide for any operating deficit of any previous year and for the cost of the collection of taxes and any abatement or discount of taxes;”


Council’s authorization to direct any deficits or surpluses through the Fiscal Policy Reserve, as part of the City’s year end procedures, allows the City to commence the following year’s budget with a “blank page”.

## CONCLUSION

Tighter budgeting, as well as completing the budget process much earlier in the fiscal year, has impacted the City’s year-end financial situation. The trend of huge surpluses will become an anomaly instead of the standard.

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

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

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

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**VARIANCE REPORTS**

**For the period ending December 31<sup>st</sup>, 2009 – INTERIM**

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| 2. Water Rate Administration Variance Analysis               | pages TR 27 - TR 33 |
| 3. Waste Water (Sewer) Rate Administration Variance Analysis | pages TR 34 – TR 38 |

**City of Brockville  
Treasurer's Report  
Comparison of Budget to Actual  
Operating Budget - Tax Rate  
For the period ending December 31, 2009 -- INTERIM**

**Note: This does not include all yearend adjustments and accruals**

	<b>EXPENDITURES</b>		<b>REVENUES</b>		<b>PROJECTED YEAR END SURPLUS (DEFICIT)</b>
	2009 BUDGET	2009 ACTUAL	2009 BUDGET	2009 ACTUAL	
<b><u>DEPARTMENTS</u></b>					
Mayor and Council	200,368	207,112	3,922	3,397	(7,269)
Administration, Clerk & Parking	1,089,488	1,048,858	678,494	618,443	(41,045)
Economic Development	837,264	804,935	179,430	268,761	(909)
Human Resources (includes MIS Dept)	647,329	656,058	66,046	80,105	5,383
Finance - Administration	793,682	759,492	21,250	23,928	32,206
Finance - Corporate Finance	2,534,885	3,038,413	1,844,919	2,233,979	91,897
Ontario Municipal Partnership Fund	0	0	2,047,500	2,047,500	0
Fire	4,087,116	4,393,522	384,631	659,912	(73,038)
Operations	6,131,308	6,171,541	1,613,267	1,610,204	(50,316)
Planning	1,194,192	861,671	506,390	130,141	(55,185)
Community Services (Parks & Rec)	2,894,367	3,480,025	1,695,306	2,065,015	(155,098)
Debt Charges	4,039,664	4,039,670	1,920,448	1,920,433	1,874
<b>TOTAL DEPARTMENTS</b>	<b>24,449,663</b>	<b>25,461,297</b>	<b>10,961,603</b>	<b>11,661,818</b>	<b>(251,500)</b>
<b><u>BOARDS AND COMMISSIONS</u></b>					
Police	6,886,186	7,229,232	997,000	1,351,816	7,362
Airport	140,850	197,149	48,069	106,188	1,819
Heritage Brockville	9,499	5,473	1,250	0	2,776
C.R.C.A. (Conservation Authority)	132,461	132,461	0	0	0
D.B.I.A. (Downtown Business Association)	266,486	255,461	266,486	261,385	0
Committee of Adjustment	6,529	3,632	9,150	4,790	(1,463)
Library	565,000	584,429	0	19,429	0
Museum	256,941	278,602	71,500	79,542	(13,119)
Health Unit	325,402	325,402	0	0	0
Cemetery Board	245,458	231,612	213,526	180,178	0
St. Lawrence Lodge	839,802	839,802	0	0	0
<b>TOTAL BOARDS AND COMMISSIONS</b>	<b>9,674,614</b>	<b>10,083,255</b>	<b>1,606,981</b>	<b>2,003,328</b>	<b>(2,625)</b>
<b>Sub Total - General Fund</b>	<b>34,124,277</b>	<b>35,544,552</b>	<b>12,568,584</b>	<b>13,665,146</b>	<b>(254,125)</b>
<b>JOINT SERVICES COMMITTEE</b>	<b>5,682,305</b>	<b>5,682,306</b>	<b>286,791</b>	<b>286,791</b>	<b>(90,000)</b>
<b>GRAND TOTAL - GENERAL FUND</b>	<b>39,806,582</b>	<b>41,226,858</b>	<b>12,855,375</b>	<b>13,951,937</b>	<b>(344,125)</b>
<b>Tax Rate Levy</b>			<b>26,951,207</b>	<b>26,950,911</b>	<b>0</b>
	<b>39,806,582</b>	<b>41,226,858</b>	<b>39,806,582</b>	<b>40,902,848</b>	<b>(344,125)</b>

Tax Rate Administration

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>MAYOR/COUNCIL</b>					
Mayor	39				39
Wages and benefits less than budget.					
Training and professional development expenses anticipated to be higher than budget.		(617)			(617)
Expense for framing pictures not budgeted.		(1,767)			(1,767)
Goodwill/public relations costs higher than budget.		(2,078)			(2,078)
<b>Council</b>					
Wages and benefits less than budget.	810				810
Training and professional development expenses higher than budget.		(3,656)			(3,656)
<b>TOTAL VARIANCE FOR MAYOR AND COUNCIL</b>	<b>849</b>	<b>(8,118)</b>	<b>0</b>	<b>0</b>	<b>(7,269)</b>
<b>ADMINISTRATION</b>					
Benefits higher than budget.		(3,627)			(3,627)
Human Resource Mgmt costs less than budget.	1,364				1,364
Office expense less than budget.	3,256				3,256
PR and legal costs lower than budget.	7,737				7,737
<b>TOTAL VARIANCE FOR ADMINISTRATION</b>	<b>12,357</b>	<b>(3,627)</b>	<b>0</b>	<b>0</b>	<b>8,730</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

VARIANCE REPORT AS AT DECEMBER 31, 2009					
Department/Board/Division	Projected to December 31st			Impact on Budget	
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus (Deficit)		
CLERK					
Wedding ceremonies - first full year budgeted 48; y/e estimate 30				(3,929)	(3,929)
Nevada licenses - less issued than anticipated				(15,394)	(15,394)
Bingo Licenses less than budget.				(1,530)	(1,530)
Vital Statistics - less marriage licenses issued that anticipated				(9,913)	(9,913)
Other revenues			657		657
Part-time casual - p/t staff continues pending outcome of Org Review offset by savings due to the resignation of the Administrative Coordinator.		(11,010)			(11,010)
Fees, subscriptions & memberships - less subscriptions					
Office expense higher than budget.	2,734		(2,090)		2,734
BMAAC expenses lower than budget.	295				295
Animal Control					
Less revenue than anticipated - dog tag sales				(15,117)	(15,117)
Summer students were hired later than anticipated.	2,296				2,296
Less spending to offset revenue deficit	3,234				3,234
Parking					
Boat ramp fees - slower boating season than anticipated				(2,682)	(2,682)
Passes - higher sales than anticipated			9,731		9,731
Parking Meters - less revenue than anticipated				(6,402)	(6,402)
Street Meter Fees - less revenue than anticipated				(7,221)	(7,221)
Fines and Fees - less revenue than anticipated				(35,687)	(35,687)
Wages and Benefits less than anticipated	638				638

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
Parking Continued					
Office Expense - less spending to offset deficit	2,674				2,674
Parking lot expense higher than budgeted		(4,993)			(4,993)
Parking Meter maintenance - less spending to offset deficit	6,240				6,240
Street painting - parking				(1,796)	(1,796)
Parking lot signs less than anticipated	1,749				1,749
Transfer at year-end to have no impact on variance.	37,741				37,741
<b>Rental Properties</b>					
Revenues higher than anticipated - 6 Water Street rent was unbudgeted.				(4,296)	(4,296)
Transfer at year-end to have no impact on variance.	4,296				4,296
<b>TOTAL VARIANCE FOR CLERK</b>	<b>61,897</b>	<b>(18,093)</b>	<b>10,388</b>	<b>(103,967)</b>	<b>(49,775)</b>
<b>ECONOMIC DEVELOPMENT</b>					
Wages and benefits higher than budget.		(3,230)			(3,230)
Human Resource Management higher than budget.		(791)			(791)
Office expense higher than budget.		(3,441)			(3,441)
Promotional costs lower than budget.	1,503				1,503
Fireworks, CSIP and Investment attraction costs higher than budget.		(199)			(199)
Special projects costs lower than budget.	5,279				5,279
<b>TOTAL VARIANCE FOR ECONOMIC DEVELOPMENT</b>	<b>6,782</b>	<b>(7,661)</b>	<b>0</b>	<b>0</b>	<b>(879)</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

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> Deficit at year end		(30)			(30)
<b>TOTAL VARIANCE FOR TOURISM</b>	0	(30)	0	0	(30)
<b>HUMAN RESOURCES</b>  Wages for unbudgeted summer student as approved by City Manager.  HR - grant higher than budget and training lower than budget  Employee recognition costs less than anticipated as majority of the expense will be incurred in 2010.  Office expense lower than budget  Recruiting expenses lower than budget.  Professional services higher than anticipated	13,476  13,870  502  2,781	(1,669)	9,289		(1,669) 22,765  13,870 502 2,781 (20,212)
<b>TOTAL VARIANCE FOR HUMAN RESOURCES</b>	30,629	(21,881)	9,289	0	18,037
<b>MUNICIPAL INFORMATION SYSTEMS.</b>  There will be a deficit in wages and benefits due to overtime and the hiring of a summer student.  <b>Office Expense</b> Programming / Software / Maintenance - licensing costs for network access exceeded due to increased users in terminal services based applications; failures due to out of warranty items not replaced in Computer Replacement program.  Website costs lower than budget.  <b>MIS continued</b> Data massaging services for 911 system provided by the Counties required to fix missing data field.		(6,505)  (8,139)  (643)			(6,505)  (8,139) 2,633  (643)
<b>TOTAL VARIANCE FOR MIS</b>	2,633	(15,287)	0	0	(12,654)

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	
<b>FINANCE Administration</b>					
Fees and service charge revenue is anticipated to be higher than budget.				2,678	2,678
Salaries and wages lower than budget due to full-time employee replaced with part-time employee and full-time position replacement has been delayed.	21,014				21,014
Surplus in HR Mgmt - transfer to unspent.			(385)		(385)
Printing, postage and stationery costs lower than budget.	13,205				13,205
Deficit due to PSAB consultant fees approved by Council.			(4,306)		(4,306)
<b>TOTAL VARIANCE FOR FINANCE ADMINISTRATION</b>	<b>34,219</b>	<b>2,678</b>	<b>(4,691)</b>	<b>0</b>	<b>32,206</b>
<b>CORPORATE FINANCE</b>					
Interest revenue from penalty on overdue taxes higher than budget.		16,762			16,762
Tax sale recovery/miscellaneous revenue lower than budget.				(4,940)	(4,940)
Supplementary taxes revenue anticipated to be lower than budget due delay from phase-in legislation.				(163,553)	(163,553)
Taxes written-off expense anticipated to be lower than budget due to delay from phase-in legislation.	96,102				96,102
Vacancy Rebates are expected to be less than budget.	9,818				9,818
Charity rebates are expected to be less than budget.	17,542				17,542
<b>Benefit external reserve to be returned to the City.</b>	<b>112,000</b>				<b>112,000</b>
Post-capping adjustments are anticipated to be more than budget as new capping rules have reduced cap.				(16,345)	(16,345)
Payment-in-lieu of taxes revenue less than budget.				(20,025)	(20,025)
Deficit due to expense required for Brockville's share of Brockville Mental Health Feasibility Study.			(2,888)		(2,888)
Interest earned on bank accounts and investments lower than anticipated due to downturn in market.				(102,429)	(102,429)



**VARIANCE REPORT AS AT DECEMBER 31, 2009**

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)		
<b>CORPORATE FINANCE continued</b>					
Pensioners benefits less than budget due to death.	8,415				8,415
Energy rebates higher than budgeted. No expense for LAS Energy program.	2,400	1,080			3,480
Surplus in debt charge expense as all debentures have not been issued yet.	1,874				1,874
<b>Anticipated benefit adjustment corporate - wide.</b>	<b>104,325</b>				<b>104,325</b>
<b>Adjustment - balance sheet item - water prior to PUC sale.</b>		<b>27,825</b>			<b>27,825</b>
Facility fee waivers less than budget.	5,808				5,808
<b>FIRE</b>	<b>358,284</b>	<b>45,667</b>	<b>(307,292)</b>		<b>93,771</b>
<b>TOTAL VARIANCE CORPORATE FINANCE</b>					
There will be a deficit in salaries and benefits for the Fire Department as expenses were higher than budget as well as the unbudgeted vacation payout for three retired employees.					
<b>Administration</b>					
Human Resource management costs lower than budget.	1,637		(96,407)		(96,407)
Office expense lower than budget due to telephone upgrade incomplete.	4,949				1,637
Building burden costs higher than budget due to electricity.			(2,605)		4,949
Administration Public Relations costs higher than budget.			(421)		(2,605)
There will be a deficit in the new revenue from surrounding Municipalities for remote access to the Crisys reporting program.	21,019			(16,487)	(421)
					4,532

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>Fire Prevention</b>					
Report fees less than budget.				(1,931)	(1,931)
Human resource management costs, office expense and PR less than budget.	1,924				1,924
<b>Fire Fighting Operating</b>					
Confined space training revenues lower than expected due to absence of Training Officer due to sickness and training of the new Training Officer offset by higher revenues from other services.		(930)			(930)
Human resource management costs lower than budget in Fire Prevention.	441				441
Vehicle maintenance/fire assistance costs less than budget.	1,620				1,620
Dispatch fees from other municipalities higher than budget due to 2009 reconciliation of costs.		14,980			14,980

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st					
Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>Fire Fighting continued</b>					
Communications HR, office and equipment expenses higher than budget due to the purchase of a new computer. This cost will be allocated to all partners.		(827)			(827)
<b>TOTAL VARIANCE FOR FIRE</b>	<b>31,590</b>	<b>(100,260)</b>	<b>14,980</b>	<b>(19,348)</b>	<b>(73,038)</b>
<b>POLICE</b>					
<b>Administration</b>					
Surplus in salaries due to the hiring of Police Chief internally - Deputy Chief position eliminated, delay in telephone upgrade, building maintenance costs of air conditioning repairs.	78,551				78,551
<b>Criminal Record Checks</b>			87,842		87,842
<b>Court Services</b>	2,416				2,416
<b>Police Services Board</b>	5,186				5,186
Savings in Training and Professional Development.					
<b>Community Safety</b>		(2,279)			(2,279)
<b>Enforcement</b>		(350,941)	186,704		(164,237)
Officer hired under "Police Officer Recruitment Fund", new hires as approved by the Police Services Board May 27/09, 2nd officer deferred to Dec/09.					
Overtime costs higher than budget due to homicide trial, dangerous offender hearing and coroner's inquest.					
Benefit costs higher than budget.					
<b>Special Units</b>				(117)	(117)
Materials and supplies higher than anticipated.					
<b>TOTAL POLICE VARIANCE</b>	<b>86,153</b>	<b>(353,220)</b>	<b>274,546</b>	<b>(117)</b>	<b>7,362</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	REVENUE Surplus (Deficit)	EXPENSE Surplus (Deficit)	
<b>OPERATIONS DEPARTMENT</b>					
<b>ADMINISTRATION DIVISION</b>					
1) Wage rate increased for administrative co-ordinator assuming responsibilities for transit/solid waste.				(1,251)	(1,251)
2) Training costs higher than budget.				(203)	(203)
3) Year end allocation printing, postage, stationery to water/wastewater will leave a small deficit.				(121)	(121)
<b>TOTAL ADMINISTRATION VARIANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,575)</b>	<b>(1,575)</b>
<b>TRANSIT DIVISION</b>					
<b>Administration</b>					
<b>Transit Administration</b>					
1) Reallocation of a portion of Supervisor's wages to Parks & Recreation for back filling.	769				769
2) Supervisor workload increased as acting director of Parks and Recreation, therefore unable to attend transit meeting.	1,893				1,893
3) (a) Office expenses lower than anticipated due to transit maps (sufficient supply, so no pricing). (b) Reduced the purchases and expenditures in other accounts, resulted in a year end surplus.	3,840				3,840
4) (a) Year end increase in revenues due to increased ridership. (b) Other revenues slightly higher than anticipated.			13,187		13,187
<b>Transit Operating</b>					
1) (a) Wages & benefits higher than anticipated due to back filling for sick leave. (b) Uniform replacement not required re winter coats.	976			(11,785)	(10,809)
2) Projected year end deficit under vehicle maintenance due to unbudgeted bus maintenance (i.e.. diesel engine and radiator)				(19,614)	(19,614)
3) Reduced the number of promotional ads resulted in year end surplus.	3,094				3,094
4) Repair and maintenance of bus signs less than budget amount.	3,076				3,076

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)		
<b>Transit Administration continued</b>					
5) Less snow fall than anticipated, therefore reduced snow cleaning at bus stops.	3,262				3,262
<b>Transit – Para</b>					
Para transit cost less than anticipated due to reduced fuel cost.	2,198				2,198
<b>TOTAL TRANSIT VARIANCE</b>	<b>19,108</b>	<b>(31,399)</b>	<b>13,187</b>	<b>0</b>	<b>896</b>
<b>PUBLIC WORKS DIVISION</b>					
<b>Administration</b>					
1) (a) Less overtime incurred than budgeted for result in a small surplus. (b) Standby cost less than anticipated.	540				540
2) (a) Less replacement safety clothing that budgeted for required staff. (b) No books or magazines purchased this year, therefore resulted in a year end surplus.	2,098				2,098
<b>Public Works Garage Operating</b>					
1) (a) Extended short term sickness for 3 operators will result in a year end deficit. (b) Less winter maintenance work carried out due to mild Nov/Dec resulted in surplus. (c) More internal equipment rental resulted in surplus.		(19,727)		5,755	(13,972)
2) (a) Unbudgeted purchase of chain saw boots for all operators resulted in a deficit. (c) Unbudgeted contract training for chain saw operation resulted in a deficit.		(3,239)			(3,239)
3) Year end projected deficit due to (a) unbudgeted repairs to Sand Dome, (b) unbudgeted replacement of drain grates in Public Works Garage, (c) electrical repairs to vehicle plug-in wiring circuit (d) Year end inventory adjustment.		(10,679)			(10,679)
4)(a) Less major repairs to equipment required. (b) Fuel prices less than anticipated.	14,973				14,973

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)	Surplus	
<b>Roadway Maintenance</b>					
1) Less man hours required to carry out internal catch basin cleaning program (750 catch basin).	2,428				2,428
2) Street cleaning - due to new regulation on pesticide/herbicide use, curb side weed spraying contract cost more than budgeted amount.		(8,556)			(8,556)
3) Reconstruction of sidewalk and paved boulevard on north/west side of William St. overpass cost less than budgeted amount.	2,514				2,514
4) Unbudgeted purchases of storm main piping for Baxter Drive and ditch inlet catch basin grates for California ave resulted in material deficit.		(12,107)			(12,107)
5) Less labour than budgeted amount required to carry out stormwater main line cleaning program.	4,693				4,693
6) (a) Less material and contract services required to carry out planned hot patch program. (b) Due to mild months of Feb/March 2009 associated freeze thaw cycles more labour & materials required to address reoccurring potholes.	8,974				8,974
7) (a) Road Grading - Less labour required to carry out program of cutting down earth build-up at edge of shoulders. (b) No dust control required.	6,124				6,124
8) Storm Sewer maintenance costs resulted in a deficit.		(3,236)			(3,236)
<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. (b) Material costs more than anticipated.		(991)	(3,434)		(4,425)
2) Boulevards - (a) Additional grass seed required to repair winter damage areas. (b) Additional labour required to complete boulevard reprofile areas.		(3,812)			(3,812)
3) Temporary labour required Sept. - Nov. for litter pick-up.		(6,683)			(6,683)

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)		
<b>Roadside Maintenance continued</b>					
4) Additional labour required to construct access road for creek cleaning operations between CNR and Perth Street location.		(230)			(230)
5) Guard Rails/Fencing - Less labour required as projects terminated due to December snowfall.	2,473				2,473
6) Railway Crossing Improvements - Unbudgeted maintenance fee of \$305/month/location for 4 pedestrian gate locations.		(15,952)			(15,952)
7) Additional labour required to carry out ditching/culvert replacement program due to major budget reduction of contracted services. Labour costs were reduced in other areas of Public Works.		(7,077)			(7,077)
8) (a) Less labour required than budgeted for to carry out tree protector/bench rehab. (b) More labour required to carry out road closures/detours for requested events - the City does not charge-back to organizers for road closures, etc.	798	(320)			478
9) Additional labour required to carry out sidewalk/curbing replacement in planned program.		(1,185)			(1,185)
10) Surface repairs for Water Department were less than budget resulting in lower expenses and revenues.	9,946			(5,393)	4,553
11) Less labour than budget amount required for Riverfest Activities.	1,826				1,826
<b>Helipad Maintenance</b>					
Work required to move storage bins near Helipad and associated charge back to BGH.		(1,058)	1,831		773
<b>Traffic Maintenance</b>					
1 (a) Additional unbudgeted painting for turning lanes at California Ave and Laurier Blvd resulted in additional labour costs. (b) Due to mild winter (Feb/March) of 2009 and lack of snow additional labour extended carrying out regulatory signage replacements/installations. (c) Less Street Name signage replacements required than budgeted for.	676	(5,388)			(4,712)

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)		
<b>Winter Control – Roads</b>					
1) Snow Plowing - Less than 10 yr average snowfall for Jan./Feb./Mar. period resulted in less full scale plowing operations.	6,158				6,158
2) Snow Removal - Greater than average snowfall for January 2009 period resulted in additional snow removal operations.			(73,569)		(73,569)
3) Abrasive Application - Less than 10 yr average snowfall resulted in less minor snowplowing and material application being carried out.	24,366				24,366
<b>Winter Controls – Sidewalks</b>					
1) Snow Plowing - Less than 10 yr average snowfall resulted in less snowplow operations being carried out.	9,173				9,173
3) Abrasive Application - Less than 10 yr average snowfall resulted in less material application being carried out.	16,918				16,918
<b>TOTAL PUBLIC WORKS VARIANCE</b>	<b>114,678</b>	<b>1,831</b>	<b>(173,809)</b>	<b>(3,072)</b>	<b>(60,372)</b>
<b>SOLID WASTE</b>					
<b>Garbage Collection/Disposal</b>					
1) Reduced bag tag sales as refuse collection 173 tonnes less than 2008.				(19,666)	(19,666)
2) (a) Reduced water to Highland. (b) Wages and Benefits lower than anticipated. (c) Projected year end surplus to materials and contracted services due to no major repairs. (d) Gate operation expenses less than anticipated. (e) conferences not attended due to work load.					
3) Projected year end tonnes 173 less than budgeted.	24,459				24,459
<b>Waste Diversion</b>					
1) Less tonnes collected due to new programs for paint & oil at hardware stores.	33,193				33,193
2) Leaf & yard composting slightly higher than anticipated.	3,565				3,565
3) WEEE Program offered through private sector, City advertises only.			(1,326)		(1,326)
	3,710				3,710



VARIANCE REPORT AS AT DECEMBER 31, 2009

VARIANCE REPORT AS AT DECEMBER 31, 2009						
Department/Board/Division	Projected to December 31st					Impact on Budget Surplus (Deficit)
	EXPENSE		REVENUE		Surplus (Deficit)	
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)		
<b>Waste Management Recycling</b>						
1) (a) Wages & benefits slightly lower than anticipated. (b) Meeting not attended due to acting position. (c) Reduced office expenses, resulting in an year end surplus.	1,578					1,578
2) Projected 91 tonnes less than 2008.	20,542					20,542
3) Grant not received as anticipated.					(7,899)	(7,899)
<b>TOTAL SOLID WASTE VARIANCE</b>	<b>87,047</b>	<b>(1,326)</b>	<b>0</b>	<b>(27,565)</b>		<b>58,156</b>
<b>Fleet and Logistics</b>						
<b>Fleet Administration</b>						
1) (a) Regular wages and benefits slightly lower than anticipated. (b) Deficit in overtime costs due to part-time staff required to cover staff on short term illness.	1,928	(1,034)				894
2) (a) Small Deficit being reported under Safe Driver Awards program due to the number of employees being recognized. (b) Unable to attend the Public Works Spring/Equipment Show Conference, therefore surplus being reported under business travel, training and professional development. (c) Reduced expenditures and purchases in all other accounts resulting in a year end surplus.	1,897	(79)				1,818
3) (a) Projected deficit due to telecommunications equipment, cellular, pager and fax charges higher than budgeted amount. (b) Reduced expenditures and purchases in all other accounts resulting in a year end surplus.	797	(236)				561
<b>Inventory Control &amp; Mgmt</b>						
1) Deficit due to part-time staff required to cover staff on short term illness.		(442)				(442)
2) (a) Projected year end surplus being reported under training and professional development due to work load no training courses taken by Inventory/Payroll Clerk. (b) Training materials, books, magazines expenses lower than anticipated.	547					547
3) Reduced the purchases of office expenses resulting in a year end surplus.	122					122

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)	Surplus	
<b>Inventory Control &amp; Mgmt continued</b>					
2) (a) Deficit under inventory control (recovery of expenses) is due to less scrap metal and obsolete parts sold at auction/outside agents. (b) Surplus is due to general sale of parts and accessories, which helps offset the deficit being reported under Parts and Accessories. (c) Overall expenses down resulting in a projected year end surplus. (d) Year end inventory count and write off's not completed resulted in a deficit.	4,070	(4,366)	2,905	(866)	1,744
<b>Fleet Maintenance</b>					
1) (a) Projected year end surplus being reported under Service Maintenance Revenues from outside agents due to increase fuel purchases. (b) Projected year end surplus being reported under service maintenance revenues for internal departments/divisions for maintaining City vehicles and equipment due to higher operational cost (increased maintenance). (c) Revenues from recovery of expenses lower than anticipated due to no monies received from insurance company and from fuel tax rebate program from small equipment. (d) Reduced other expenses resulted in a small year end surplus.	1,032	(1,884)	27,048		26,196
2) (a) Projected year end deficit being reported to maintaining and operating of second life vehicles. (b) Overall expenses down resulting in a projected year end surplus. (c) Year end inventory count and write off's resulted in a deficit.	3,358	(14,437)			(11,079)
3) Projected year end surplus due to fuel prices lower than budgeted.	26,193				26,193
4) (a) Year end deficit due to increase purchases of parts, accessories and contracted services to maintain city fleet. (b) Licensing and insurance cost slightly lower than anticipated. (c) Wages and benefits cost higher than anticipated.	893	(32,666)			(31,773)
<b>TOTAL VARIANCE FOR FLEET AND LOGISTICS</b>	<b>40,837</b>	<b>(53,260)</b>	<b>29,953</b>	<b>(2,750)</b>	<b>14,780</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st			Impact on Budget
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus (Deficit)	
<b>ENGINEERING</b>				
1) (a) Benefits/Owners lower than what was budgeted. (b) Did not attend MEA; no fees for ops subscription/updates. (c) Office expenses higher than anticipated.	7,184	(561)		6,623
<b>Design Engineering</b>				
1) (a) Increase in wages for E. Jones to cover municipal engineer position. (b) Human Resource expenses slightly lower than anticipated. (c) Material and supplies less than what was budgeted.	2,261	(2,279)		(18)
2) No pre-engineering services were required in 2009.	2,500			2,500
3) Cost to do inspection at Youth Arena was less than what was budgeted.	1,310			1,310
<b>Field Engineering</b>				
1) (a) Increased health benefits. (b) Wages were allocated to capital projects and other areas. (c) Reduced training and professional development.	11,646	(2,761)		8,885
2) Lower than anticipated revenue from site plan review and yet to receive authority from MOE to complete COFA reviews resulted in less revenues offset by lower expenses.		4,600	(10,460)	(5,860)
<b>Traffic Control</b>				
1) (a) Repairs to traffic signals caused by wind storm and increased maintenance cost. (b) Wages higher than anticipated in Traffic Control, offset in other areas of the Engineering activity.		(20,842)		(20,842)
<b>Crossing Guards</b>				
1) (a) Reduction in working hours resulted in a reduction in wages. (b) Materials, supplies and contracted services lower than anticipated.	6,618			6,618
<b>Street Lighting and Roadways</b>				
1) Maintenance costs higher than what was budgeted.		(4,678)		(4,678)
2) (a) Energy efficient lights were not installed in time to achieve budget of \$175,500.		(62,401)		(62,401)
3) No new street lights were installed.	3,854			3,854

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>Roadways</b>					
1) 9a) Bridge inspections were done by a consultant. (b) Wages and benefits lower than anticipated under road reconstruction.	1,808				1,808
<b>TOTAL ENGINEERING VARIANCE</b>	<b>37,181</b>	<b>(88,922)</b>	<b>0</b>	<b>(10,460)</b>	<b>(62,201)</b>
<b>PLANNING</b>					
<b>Administration</b>					
Fees and service charges lower than anticipated.				(15,650)	(15,650)
Benefit costs higher than budget.		(1,213)			(1,213)
Training and professional development lower than budget.	2,123				2,123
Printing, postage and stationery expenses less than budget.	3,770				3,770
Drafting costs higher than budget.		(1,430)			(1,430)
Professional services less than budget.	300				300
<b>Building</b>					
Revenue from building/plumbing fees lower than anticipated due to slow construction activity offset by a contribution from Fiscal Policy for the Builder's Stimulus program as approved by Council.			25,000	(74,625)	(49,625)
Salaries and benefits higher than budget.		(3,270)			(3,270)
Human Resource management costs less than budget.	5,577				5,577
Office expense less than budget.	2,712				2,712
Fees revenue higher than budget.			1,521		1,521
<b>TOTAL VARIANCE FOR PLANNING</b>	<b>14,482</b>	<b>(5,913)</b>	<b>26,521</b>	<b>(90,275)</b>	<b>(55,185)</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus	(Deficit)	
<b>PARKS &amp; RECREATION</b>					
Administration					
Wages - Acting Director position and overtime costs.					(24,007)
Acting Director not attending conferences resulting in surplus	5,599				5,599
Professional services expenses less than budgeted	5,298				5,298
<b>TOTAL VARIANCE ADMINISTRATION/PROGRAMS</b>	<b>10,897</b>	<b>(24,007)</b>	<b>0</b>	<b>0</b>	<b>(13,110)</b>
<b>Parks</b>					
Wages - backfilling for supervisor off on sick leave.					(2,376)
Telecommunication expenses less than anticipated (supervisor off on sick leave).	508				508
Parks Garage - Benefits distribution resulted in deficit.		(12,065)			(12,065)
Wages deficit.		(128)			(128)
Uniforms - winter coat replacement not required.	1,517				1,517
Waste Disposal & fleet charges less than budgeted.	2,803				2,803
Labour costs for grass cutting lower than anticipated.	17,627				17,627
Green house expenses less than anticipated.	151				151
Fall Tulip Bulb order less than budgeted.	1,675				1,675
Unexpected repairs Hardy Park washroom roof, repair/replacement of light standards on Blockhouse and vandalism repairs to White fountain lights.		(9,788)			(9,788)
Machine & equipment costs for priority parks less than budgeted.	219				219
Riverfest - contracted services less than budgeted.	2,302				2,302
Seasonal lighting costs less than budgeted.	829				829

VARIANCE REPORT AS AT DECEMBER 31, 2009

VARIANCE REPORT AS AT DECEMBER 31, 2009					Projected to December 31st		Impact on Budget Surplus (Deficit)
Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)		
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)			
<b>Park continued</b>							
Old Fashioned Family picnic costs higher than budget.		(294)				(294)	(294)
Unexpected repairs to Cenotaph lights and electrical components Courthouse fountain. New confined space legislation required a contractor to do the works as Parks staff did not have the required training.		(5,160)				(5,160)	(5,160)
Fertilization/weed control not implemented in priority parks due to staff absence	6,505	(27,521)					6,505
Community Parks - Labour costs reallocated		(435)				(435)	(435)
Sign maintenance greater than budgeted							
Increased athletic fields revenues			3,067				3,067
Athletic Fields Buildings - utility costs over budget.		(6,222)				(6,222)	(6,222)
Athletic Fields Grounds Maintenance - utility costs under budget.	24,915						24,915
Contracted grass cutting of athletic fields - tender came in lower than budgeted	3,655						3,655
Contracted fertilization of athletic fields - tender came in higher than budgeted		(410)				(410)	(410)
Outdoor rinks - contracted services less than budgeted	1,433						1,433
Snow removal costs greater than budgeted due to increased precipitation and additional work not budgeted for (ball hockey area).		(2,955)				(2,955)	(2,955)
<b>Rotary Building</b>							
Bldg. contracted services less than budgeted	2,033						2,033
<b>Aquatics Program</b>							
Lifeguard wages lower than anticipated due to job duty changes and lower rates (no supervisor assistant pay level, etc.)	2,478						2,478
	<b>68,650</b>	<b>(67,354)</b>	<b>3,067</b>	<b>0</b>			<b>4,363</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus	(Deficit)	
<b>St. Lawrence Park</b>					
Camping revenues down due to inclement weather. Fewer registered diver charters due to boats not meeting Transport Canada requirements.				(5,123)	(5,123)
Bldg. - utility costs over budget.		(4,117)			(4,117)
Grounds maintenance - reduced wages & benefits	2,954				2,954
Revenues up due to 1000 Islands Kayaking agreement entered after budget ratification			2,265		2,265
	2,954	(4,117)	2,265	(5,123)	(4,021)
<b>Tree Maintenance</b>					
Tree expenses greater than budgeted due to wind storms & excessive tree damage		(24,991)			(24,991)
	0	(24,991)	0	0	(24,991)
<b>Islands</b>					
Island mooring, transient and seasonal camping revenues down (partially weather)				(15,922)	(15,922)
Wages & benefits lower than budget as the City did not have an employee with the required licensing to Captain the City boat instead a certified Boat Captain was contracted resulting in higher contracted services expenses.	10,639	(3,186)			7,453
	10,639	(3,186)	0	(15,922)	(8,469)
<b>Municipal Harbour</b>					
Reduced ices sales and laundry revenues				(942)	(942)
Increased repairs to harbour building		(1,129)			(1,129)
Reduced wages & benefits re grounds maintenance	2,198				2,198
Increased docking revenues			6,062		6,062
Reduce repairs in canteen	1,373				1,373
	3,571	(1,129)	6,062	(942)	7,562

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget
	EXPENSE Surplus (Deficit)	REVENUE Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>GWMC</b>					
Building burden deficit				(65)	(65)
Janitorial services less than budgeted	5,132				5,132
Fewer building repairs required	9,891				9,891
Bldg. - utility costs higher than budget.		(22,131)			(22,131)
Insurance costs greater than budgeted.		(227)			(227)
Contracted services greater than budgeted for garage maintenance.		(204)			(204)
	15,023	(22,562)	0	(65)	(7,604)
<b>City Hall</b>					
Wages & benefits more than budgeted		(87)			(87)
Janitorial services less than budgeted	8,543				8,543
Fewer building repairs	13,389				13,389
Bldg. - utility costs higher than budget - to be investigated		(24,484)			(24,484)
	21,932	(24,571)	0	0	(2,639)
<b>Youth Arena</b>					
Ice rentals greater than budgeted.			14,714		14,714
Wage deficit - backfilling for supervisor on sick leave .		(17,844)			(17,844)
Reduced training due to staff backfilling.	1,833				1,833
Office expenses greater than budgeted.		(248)			(248)
Utility costs higher than budgeted - to be investigated.		(28,491)			(28,491)
Snow removal costs greater than budgeted.		(635)			(635)
Canteen revenues greater than budgeted.			641		641
Janitorial supplies less than budgeted.	343				343
	2,176	(47,218)	15,355	0	(29,687)



VARIANCE REPORT AS AT DECEMBER 31, 2009

VARIANCE REPORT AS AT DECEMBER 31, 2009				
Department/Board/Division	Projected to December 31st			Impact on Budget Surplus (Deficit)
	EXPENSE		REVENUE	
	Surplus (Deficit)	Surplus (Deficit)	(Deficit)	
Ice rentals greater than budgeted.			35,747	35,747
Wage deficit - backfilling for supervisor on sick leave.		(272)		(272)
Reduced training costs due to staff backfilling.	1,560			1,560
Office expenses less than budgeted.	243			243
Bldg. Maint. - Emergency sprinkler & fleet repairs higher than budgeted, utility costs higher than budget.		(39,860)		(39,860)
Snow removal costs greater than budgeted due to increased precipitation.		(2,886)		(2,886)
Canteen revenues greater than budgeted.			808	808
Fewer repairs than budgeted.	2,198			2,198
	4,001	(43,018)	36,555	0
				(2,462)

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>Arts Centre</b>					
Reduced merchandise sales (fewer shows booked due to Project Encore)				(3,704)	(3,704)
Increase in salaries due to re-evaluation and extra hours due to relocation (Prj. Encore)		(27,135)			(27,135)
Conference not attended	1,434				1,434
Bank and office expenses greater than budgeted		(2,928)			(2,928)
Reduced contracted services due to Project ENCORE	1,709				1,709
Loss of canteen & liquor revenue for summer program due to Project ENCORE				(3,855)	(3,855)
Revenues down in City-sponsored movies				(488)	(488)
Increased ticket sales in City-sponsored shows			6,527		6,527
Sales down in Summer Theatre Program due to change in venue, downturn in economy and absence of annual donation				(45,600)	(45,600)
<b>TOTAL VARIANCE PARKS AND RECREATION</b>	<b>3,143</b>	<b>(30,063)</b>	<b>6,527</b>	<b>(53,647)</b>	<b>(74,040)</b>
	<b>142,986</b>	<b>(292,216)</b>	<b>69,831</b>	<b>(75,699)</b>	<b>(155,098)</b>
<b>AIRPORT</b>					
Variances in fuel purchase/sales due to new system offset by higher expenses in terminal and hanger maintenance and navigational aids.		(13,840)	15,659		1,819
<b>TOTAL AIRPORT VARIANCE</b>	<b>0</b>	<b>(13,840)</b>	<b>15,659</b>	<b>0</b>	<b>1,819</b>

VARIANCE REPORT AS AT DECEMBER 31, 2009

Department/Board/Division	Projected to December 31st				Impact on Budget Surplus (Deficit)
	EXPENSE Surplus (Deficit)	Surplus	REVENUE (Deficit)	Surplus (Deficit)	
<b>MUSEUM</b>					
Grant revenue higher than anticipated.		7,176			7,176
Surplus in salaries and wages as two summer students are not required due to Museum Educator position becoming full-time offset by less grant revenues directly related to the hired of summer students. Savings offset by the hiring of one student to complete Voices II that was offset by a donation shown below.	775		(6,240)		(5,465)
Donations and fees and service charges higher than budget due to donation for summer student and ticket revenue from Wine and Cheese fundraiser.		12,297			12,297
Contribution to the Reserve Fund - net surplus from sale of book and ticket sales for wine and cheeses less expenses.			(1,662)		(1,662)
Expenses incurred to publish new book.			(11,949)		(11,949)
Human Resource Management and Office expenses less than budget.	955				955
Expenses for building maintenance higher than anticipated due to roof leak and utilities.			(11,763)		(11,763)
Exhibition expenses less than budget.	687				687
Program revenue less than budget offset be lower programming costs.	4,224		(7,620)		(3,396)
<b>JOINT SERVICES COMMITTEE</b>					
Estimated net deficit.	6,641	(25,374)	19,473	(13,860)	(13,119)
<b>TOTAL VARIANCE FOR MUSEUM</b>					
	0	(90,000)	0	0	(90,000)
<b>HERITAGE BROCKVILLE</b>					
Lower expenses than budget resulted in a surplus.	2,776				2,776
<b>TOTAL VARIANCE FOR HERITAGE BROCKVILLE</b>	2,776	0	0	0	2,776

VARIANCE REPORT AS AT DECEMBER 31, 2009

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	Surplus (Deficit)	
<b>COMMITTEE OF ADJUSTMENT</b>					
Less revenues than anticipated.				(1,463)	(1,463)
<b>TOTAL VARIANCE FOR COMMITTEE OF ADJUSTMENT</b>	0	0	0	(1,463)	(1,463)
<b>CEMETERY</b>					
Miscellaneous revenues will be higher than anticipated.			14,652		14,652
Wages and benefits less than budget.	66				66
Training costs less than budget.	811				811
Office expenses lower than budget as the purchase of the vault will not occur.	6,259				6,259
Building burden and grounds maintenance expenses lower than budget.	6,711				6,711
Budgeted transfer from Trust of \$48,000 is less than anticipated (\$19,274) due to revenues higher than budget and expenses lower than budget.				(28,499)	(28,499)
<b>TOTAL VARIANCE FOR CEMETERY</b>	13,847	0	14,652	(28,499)	(0)
<b>ANTICIPATED Y/E VARIANCE FOR THE CITY OF BROCKVILLE</b>	1,104,976	(1,313,389)	548,656	(684,368)	(344,125)

**WATER RATE  
ADMINISTRATION  
VARIANCE ANALYSIS  
AT  
DECEMBER 31<sup>ST</sup>, 2009 –  
INTERIM**

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**PROJECTED  
YEAR-END**

**(\$154,216) DEFICIT**

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
<b>OPERATIONS DEPARTMENT – WATER DISTRIBUTION</b>					
<b>ADMINISTRATION DIVISION</b>					
1) Wages and benefits more than calculated.		(1,057)			(1,057)
2) Professional development costs higher than expected.		(1,097)			(1,097)
3) Communications costs slightly higher than expected.		(76)			(76)
<b>TOTAL ADMINISTRATION VARIANCE</b>	<b>0</b>	<b>(2,230)</b>	<b>0</b>	<b>0</b>	<b>(2,230)</b>
<b>PUBLIC WORKS</b>					
<b>Administration</b>					
1) (a) Water division crew short one (1) operator January to December 2009. (b) Benefits were inputted at 25% , not 11% that budget was based on.	3,878	(2,680)			1,198
2) (a) Unbudgeted back feed work for Engineering re-construction projects will result in deficit. (b) Unbudgeted back feed work for Engineering re-construction will result in a surplus.	3,857	(2,653)			1,204
3) Less contract services than budgeted for were required to carry out training program for staff.	2,318				2,318
4) Less replacement of safety clothing for foreman was required.	280				280
5) (a) Less contract services than budgeted for was required to carry out training program for union operators. (b) Crew was one (1) man short for full year which resulted in less labour expended.	5,092	(482)			5,092
6) Office expenses higher than anticipated.		(66)			(66)
7) Building maintenance cost slightly higher than anticipated.					
8) Projected year end surplus due to less major repairs to fleet equipment required.	8,406				8,406
<b>Main Repair/Replacement</b>					

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
<b>1) (a) One operator short on crew for full year. (b) Materials and contract services for repairs cost less than budgeted.</b>	38,834				38,834
<b>Service Repair/Replacement</b> Cost slightly higher than anticipated to carry out service repair/replacement program.		(530)			(530)
<b>Cleaning/Disinfect</b> 1) (a) One operator short on crew for full year. (b) Unable to complete flushing program (300 hours of 500 hours) due to other commitments (inter-departmental work)	9,960				9,960
<b>Inspection/Leak Detect</b> Overtime required to complete inspection/leak detect program resulted in a deficit.		(3,113)			(3,113)
<b>Water Sampling</b> Labour to respond to consumer complaints and to carry out isolated sampling less than budgeted for.	6,800				6,800
<b>Records Management</b> Full time labour over budget.		(750)			(750)
<b>Hydrants/Water</b> Less labour and contracted services required to carry out repairs to hydrants.	14,347				14,347
<b>Works/Customer Service</b> 1) Projected year end deficit being reported under Work & Customer Services Revenue due to less work requested by outside agencies/individuals. 2) Projected year end surplus being reported under Work & Customer Services due to less work requested by outside agencies/individuals, therefore decrease expenditures.	4,958			(1,874)	(1,874)
<b>TOTAL PUBLIC WORKS VARIANCE</b>	<b>98,730</b>	<b>(10,274)</b>	<b>0</b>	<b>(1,874)</b>	<b>86,582</b>

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
<b>FLEET INVENTORY CONTROL &amp; MGMT</b>					
1) (a) Surplus being reported under Non-standard Hours due to inventory count completed during working hours. (b) Benefits lower than anticipated.	3,400				3,400
2) (a) Small deficit being reported under books, magazines, subscriptions and memberships due to cost slightly higher than anticipated. (b) Year end surplus being reported under training and professional development due to work load no training courses taken by	759	(34)			725
3) Reduced the purchase of office expenses, therefore resulting in a small surplus at year end.	33				33
4) Fleet maintenance charges to maintain and operate second life water vehicles.		(1,331)			(1,331)
5) (a) Deficit under Inventory Control (Recovery of Expenses & General Sales) due to less obsolete parts sold at auction/outside agents. (b) Reduced overall expenses, therefore resulting in a year end surplus.	2,745			(993)	1,752
<b>TOTAL FLEET INVENTORY CONTROL &amp; MGMT VARIANCE</b>	<b>6,937</b>	<b>(1,365)</b>	<b>0</b>	<b>(993)</b>	<b>4,579</b>



# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
<b>ENGINEERING</b>					
1) Wages and Benefits higher than budgeted, due to overtime for PSAB work.		(12,266)			(12,266)
2) Reduction in staff training, therefore resulting in a year end surplus.	2,954				2,954
3) Reduced the purchase of office expenses, therefore resulting in a surplus at year end.	1,255				1,255
4) Vehicle maintenance costs lower than anticipated, therefore resulting in a small surplus at year end.	1,172				1,172
<b>TOTAL ENGINEERING VARIANCE</b>	<b>5,381</b>	<b>(12,266)</b>	<b>0</b>	<b>0</b>	<b>(6,885)</b>
<b>WATER TREATMENT PLANT</b>					
<b>Administration</b>					
1 (a) Increased overtime for regulatory lead sampling, process, call out's, scheduled maintenance Parkdale valve replacement on weekend during low flow conditions. (b) Increase in salary rates as per contract negotiations.		(32,896)			(32,896)
2) Reduction in staff training, therefore resulting in a year end surplus.	1,223				1,223
3) (a) MOE compliance DWQMS implementation - increase in contracted services to complete mandatory DWQMS Operational Plan. (b) SCADA system alarm upgrades were made for the Contingency and Risk Assessment. Unbudgeted expense approved by Council report number 2008-200-12.		(32,478)			(32,478)
4) Building Maintenance higher than budget due to (a) Hydro budget was estimated low and the rates were increased, (b) lab services will exceed budget due to the lead sampling program in Brockville and Township of Elizabethtown-Kitley.( c) Increase in building contracted services due to safety upgrades to loading dock. (d) Decrease in chemical consumption due to lower plant flows. (e) Reduced the purchase of materials and Supplies.	26,775	(94,861)			(68,086)

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	Surplus (Deficit)
5) Machine/Equipment higher than budget due to increase in contracted services due to major electrical repairs in raw water meter chamber. (b) Unexpected failure of pressure transmitters.		(18,592)			(18,592)
6) Vehicle maintenance higher than anticipated, due to older vehicles.		(4,368)			(4,368)
7) Inter Department Services were not required resulting in a surplus.	525				525

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
TOTAL WATER TREATMENT PLANT VARIANCE	28,523	(183,195)	0	0	(154,672)
<b>FINANCE - WATER RATE ADMINISTRATION</b>					
Water revenues less than anticipated.				(92,126)	(92,126)
Deficit due to PSAB consultant fees approved by Council.		(4,306)			(4,306)
Human Resource Management costs are less than budget.	628				628
Inter-departmental services wages costs higher than budget.		(331)			(331)
Surplus in office expense mainly due to fewer requirements for the purchase of water meters.	24,603				24,603
Salaries and wages lower than budget due to full-time employee replaced with part-time employee.	12,386				12,386
Interest revenue on bank accounts lower than anticipated.				(22,247)	(22,247)
Human Resources Department wages and benefits higher than budget.		(197)			(197)
<b>TOTAL VARIANCE FOR FINANCE -WATER RATE ADMINISTRATION</b>	37,617	(4,834)	0	(114,373)	(81,590)
<b>TOTAL VARIANCE FOR WATER RATE ADMINISTRATION</b>	177,188	(214,164)	0	(117,240)	(154,216)

# **WASTE WATER RATE (SEWER) ADMINISTRATION**

## **VARIANCE ANALYSIS AT DECEMBER 31<sup>ST</sup>, 2009 – INTERIM**

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**PROJECTED  
YEAR-END**

**(\$500,673) DEFICIT**

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
OPERATIONS DEPARTMENT – WASTEWATER DISTRIBUTION					
ADMINISTRATION DIVISION					
1) Wages and benefits more than calculated.		(2,554)			(2,554)
2) Car allowance for Eng. Associate charged to Eng. sewer account. Therefore resulting in a year end surplus under administration accounts.	942				942
3) Reduced office expenses, therefore resulted in a year end surplus.	643				643
4) Legal fees - MOE prosecution of former supervisor.		(125)			(125)
TOTAL ADMINISTRATION VARIANCE	1,585	(2,679)	0	0	(1,094)
PUBLIC WORKS					
1) Wages and benefits slightly higher than anticipated.		(618)			(618)
2) Uniform & Safety shoes cost slightly lower than anticipated.	151				151
3) Office expenses cost slightly higher than budgeted amount.		(59)			(59)
4) Equipment training cost slightly higher than budgeted amount		(194)			(194)
5) More blocked sewer charges were rebillable which resulted in more revenue than anticipated.			3,397		3,397
6) No contract plumber payment required \$1,000. Less labour than budgeted required to carry out service line cleaning.	5,190				5,190
7) Wastewater Mainline Cleaning program reporting a small surplus for the 2009 year.	12				12
8) Wastewater Connection Maintenance - unbudgeted expenditures. (a) Thomas Street Wastewater main-emergency approval received and (b) Manhole installation on Hillcrest Drive.		(19,793)			(19,793)
TOTAL PUBLIC WORKS VARIANCE	5,353	(20,664)	3,397	0	(11,914)

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# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>ENGINEERING</b>					
1) Staff Time charged to capital budget and not operating budget.	3,929				3,929
2) Reduction in staff training, resulted in a year end surplus.	2,094				2,094
3) Reduced office expenses, therefore resulted in a year end surplus.	1,013				1,013
<b>TOTAL ENGINEERING VARIANCE</b>	<b>7,036</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,036</b>
<b>WATER POLLUTION CONTROL CENTRE</b>					
<b>Sewage Plant</b>					
1) Wages & benefits lower than budgeted amount.	13,894				13,894
2) Reduction in contracted services under Human Resource expenses, therefore resulted in a year in surplus.	3,769				3,769
3) Reduced office expenses, therefore resulted in a year end surplus.	1,394				1,394
4) Material and Supplies higher than budgeted due to (a) gas safety valves and sludge feed actuator failures, (b) safety railing for crane operations were not budgeted, (c) treatment chemicals will exceed budgeted amount (increase price), (d) Hydro will exceed budgeted amount. (e) Man down System. (f) Electrical surges due to fire UPS/3 way valve/safety valve. (g) TSSA inspection order n Boiler #504.		(128,706)			(128,706)

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget Surplus (Deficit)
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>Abatement</b>					
1) Wages & benefits higher than budgeted amount.		(1,243)			(1,243)
2) Reduced the purchase of materials, supplies, printing, postage, stationery and contracted services.	3,583				3,583
<b>Main Pumping Station</b>					
1) Wages & benefits higher than budgeted amount.		(667)			(667)
2) (a) Main Pump Station electrical and ventilation equipment required unexpected materials and contracted services to troubleshoot and repair. (b) Hydro cost higher than budgeted amount.		(63,680)			(63,680)
<b>Pump Stations</b>					
1) Wages & benefits higher than budgeted amount.		(733)			(733)
2 (a) Projected year end deficit due to flood of dry well at west end pumping station required \$47,000 in repairs and contingency funds (broken water main). (b) Projected year end deficit due to communications crash of Elizabeth St. required new equipment. (c) Electricity cost higher than anticipated. (d) Deficit due to cost associated with West end high speed modem .		(67,335)			(67,335)
<b>Leachate Station</b>					
1) Wages & benefits higher than budgeted amount.		(3,972)			(3,972)
2) Electricity cost higher than anticipated.		(6,215)			(6,215)
3) Reduced the purchase of materials, supplies and contracted services.	7,005				7,005
<b>TOTAL WATER POLLUTION CONTROL CENTRE VARIANCE</b>	29,645	(272,551)	0	0	(242,905)

# VARIANCE REPORT AS AT DECEMBER 31, 2009

## WASTEWATER RATE ADMINISTRATION

Projected to December 31st

Department/Board/Division	EXPENSE		REVENUE		Impact on Budget
	Surplus	(Deficit)	Surplus	(Deficit)	
<b>FINANCE</b>					
1) Wastewater revenues lower than anticipated.				(244,383)	(244,383)
2) Deficit due to PSAB consultant fees approved by Council.		(4,307)			(4,307)
3) Salaries and wages lower than budget.	6,335				6,335
4) Human resource management lower than anticipated	1,727				1,727
5) Vehicle Maintenance less than anticipated	330				330
6) Office expenses less than anticipated	6,048				6,048
7) Interest revenue on bank accounts lower than anticipated.				(17,545)	(17,545)
<b>TOTAL VARIANCE FOR FINANCE - WASTEWATER RATE ADMIN</b>	<b>14,439</b>	<b>(4,307)</b>	<b>0</b>	<b>(261,928)</b>	<b>(251,796)</b>
<b>TOTAL VARIANCE FOR WASTEWATER RATE ADMINISTRATION</b>	<b>58,059</b>	<b>(300,201)</b>	<b>3,397</b>	<b>(261,928)</b>	<b>(500,673)</b>



**APRIL 6, 2010**

**REPORT TO FINANCE & ADMINISTRATION – APRIL 20, 2010**

**2010-056-04  
2010 WORK PLAN  
QUARTERLY REPORT**

**BOB CASSELMAN  
CITY MANAGER**

**RECOMMENDATION**

THAT report 2010-056-04, 2010 Work Plan Quarterly Report, be received for information purposes.

**PURPOSE**

This report covers the period January – March 31, 2010. The purpose of the report is to keep Council and the public current with performance and operational challenges associated with the 2010 Work Plan.

**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. **WPCC Secondary Treatment Plant**

- Federal/Provincial Contribution Agreements completed
- Federation of Canadian Municipality (FCM) Funding Application completed
- Tender Awarded – January, 2010

2. **ERP System**

- Conversion plan ongoing. System “Live” for GL/AP/Payroll

3. **Official Plan**

Council adoption of following background documents:

- Land Use and Growth Management Strategy

- Downtown and Waterfront Master Plan and Urban Design Strategy
- Draft Economic Development Strategy completed
- Integrated Community Sustainability Discussion Paper

4. **Service Delivery Review/Corporate Reorganization**

- Completion of Service Delivery Reviews (Planning/Water/Sewer)
- Corporate Reorganization provided to Council
- Transition anticipated – two (2) weeks in April

5. **2010 Budget**

Staff preparation of 2010 Budget completed

6. **Maritime Discovery Centre**

Ongoing negotiations relating to the renewal of various Agreements including:

- Cash-in-Lieu, Brownfields, Partnership, Marina Utilization, BCF Contribution Agreement

**FINANCIAL IMPLICATIONS**

**CONCLUSION**

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

  
\_\_\_\_\_  
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.
ADMINISTRATION	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.
<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			
3. Implement Strategic Plan Initiatives Carbon Baseline Energy Management Action Plan Develop Carbon Reduction Act Building & Energy Audits	Manager of Strategic Initiatives appointed Commencement May/2010			
4. Complete and Implement Corporate Reorganizational Review	Council approval Jan. 19/2010. Implementation date April, 2010			
5. Develop/Enhance Corporate Communications Strategy	Draft policy completed Council presentation 2 <sup>nd</sup> Quarter			
6. Service Delivery Reviews - Review of process/results, further action	Draft status report completed. Council presentation 2 <sup>nd</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.
action	presentation 2 <sup>ND</sup> Quarter			
7. Student Internship Program – oversee and monitor intern	Intern performance assessment completed. Departmental work assignments completed			
8. Physician Recruitment Program – jointly administer Program	Ongoing			
9. Renegotiate Elizabethtown/Kitley – Water/Wastewater Agreement	No Action			
10. Review Joint Services Cost Sharing Formula - Follow up on previous work with separated municipalities - Develop recommendations with Mayor	Report recommendations submitted to Mayor			
<b>Project Facilitation</b>				
- Maritime Discovery Centre	MOU approved by Council Jan. 12/2010			
- Brockville Landings Inc.	Ongoing discussions Brownfields Agreement Remediation of Site			
- Roof Top Solar Projects	FCM Financing confirmed Draft Hydro One agreement completed RFP completed			

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><u>Corporate Objectives</u></b>					
1. Assist Governance Committee with procedural By-Law review/automation of Council procedures/activities	On-going				
2. Review & update corporate By-Laws (a) Licensing (b) Parking (c) Animal Control	Consultation with PSB and HU (awaiting comments)  Awaiting comments of review by MAG				
3. Review & amend fines for the following By-Laws: (a) Signage (b) Care and use of streets (c) Traffic	Final submission to MAG; waiting for Justice approval				
4. Plan/coordinate 2010 Municipal Election	Alternative method of voting approved by council				

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. Coordinate/plan AODA Standards Training	Customer Service Compliance Report submitted to Ministry; awaiting further standards				
<b><u>Department Objectives</u></b>					
1. Completion of Staff Performance Reviews	Reviews complete for one of two staff				
2. 2010 Budget monitoring	On-going				
3. 2011 Budget preparation					
4. Assist City Manager in Departmental Service Review	Parking Master Plan Committee underway				
5. Centralize records management					
(i) By-Laws/Minutes/Report/Leases/Agreements/City Owned Property	Draft database design complete; testing underway				
(ii) Complete data base for year-end	Draft database design complete; testing underway				
5. Assist City Manager with development & implementation of Corporate Reorganizational Plan	Reorganization Plan approved by Council Jan. 19/2010				

2010 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS
ECONOMIC DEVELOPMENT	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. 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				
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.				
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.				
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.				
<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				

2010 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS	
ECONOMIC DEVELOPMENT		1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
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				
3. To update all relevant research/database information associated with Brockville's investment attraction		On target. Three reports completed and two under review.				
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				
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				
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				



[illegible]

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Comments/Barriers
<b>H.R.</b> 1. Negotiate Police Collective agreements (2) and arbitrate Fire agreement.	Ongoing Negotiations				
2. Market Employee Group Benefit Plan	Proposed for 2nd Quarter				
3. Investigate financial viability of STD/LTD Plan for Non-Union staff	No Action				
4. Propose annual communication process with employees	No Action				
5. Continue efforts to reduce WSIB Schedule 2 costs (LOE)	Ongoing				
6. Work with City Manager on succession planning and implementation of org. review	Org. Review approv'd. by Council Jan. 19/2010				Ongoing staff communications Job Posting Labour/Management Meetings Transition Date - 2nd weeks in April
7. Assist with implementation of Corporate MIS Projects	Ongoing				
8. Recommend Corporate GIS System	GIS Committee formulated. Investigation ongoing anticipated 2nd Qtr.				

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

Finance Department	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments/Barriers
<b>Corporate Objectives</b>					
1. Review of annual budget process including the phased incorporation of business plans.	<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>				
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>				
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>				PSAB inventory will be completed and included on the City's 2009 financial statements
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>				
6. Analysis and implementation of HST	<ul style="list-style-type: none"> <li>obtaining background data from MFOA and Revenue Canada</li> </ul>				
7. Establish water finance plan in compliance with City's Municipal Drinking Water License legislated requirements	<ul style="list-style-type: none"> <li>not yet commenced</li> </ul>				Will work with Environmental Services department to determine finance plan requirements
8. Ten year Capital Plan	<ul style="list-style-type: none"> <li>ongoing process</li> </ul>				

## 2010 DEPARTMENTAL GOALS/OBJECTIVES

Finance Department		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Comments/Barriers
9. Assist in the development of Community Improvement Plans including Brownfield Tax Incentives for environmental remediation		<ul style="list-style-type: none"> <li>ongoing process with Planning Department</li> <li>have reviewed new agreements / expenses of 4 new projects</li> </ul>				
10. Corporate Financial Policy Review of following: (a) Investment Strategy (b) Cash Flow Analysis		<ul style="list-style-type: none"> <li>Municipal Management Intern has drafted a new Investment Policy to be reviewed in 2nd quarter</li> </ul>				
11. Development Charges Study / By-Law		<ul style="list-style-type: none"> <li>was to be reviewed by Council in March, is scheduled to go to meeting in April after staff have attended a Development Charge seminar</li> </ul>				
<b>Department Objectives</b>						
1. Assist City Manager in implementation of SDR/Organizational Review in Finance Department.		<ul style="list-style-type: none"> <li>continue to progress while incorporating planning strategies in conjunction with new ERP installation</li> </ul>				
2. Assist City manager with development of capital MIS strategy.		<ul style="list-style-type: none"> <li>partially tracking through ERP upgrade</li> </ul>				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.		<ul style="list-style-type: none"> <li>ongoing process</li> <li>confirmed with Ministry of Finance that it is the Province's intention to move forward with upload of ODSP / OW / Court Costs</li> </ul>				
4. Continued involvement in local MUSH sector Purchasing Group		<ul style="list-style-type: none"> <li>no meetings yet in 2010</li> </ul>				
5. Update of departmental job descriptions in conjunction with SDR / Organizational Review / new Financial System implementations.		<ul style="list-style-type: none"> <li>anticipated to be completed in 3rd or 4th quarter</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.

COMMENTS/BARRIERS

## Corporate Objectives

1. Official Plan
  - Facilitate adoption of Economic Development Strategy
  - Provide guidance to consultants in preparation of draft text & schedule revisions
  - Review draft Official Plan with TSC & Council
  - Conduct public consultation on draft OP
  - Engage with consultants in considering input to draft OP
  - Review final draft with TSC & Council
  - Deliberate final changes, if any, with consultants, TSC & Council
  - Hold Statutory Public Meeting
  - Report to Council with recommendation to adopt new OP (June 2010)

Economic Development Strategy- Economic Development Strategy finalized and presented to Council. Adopted by Council 23 March 2010  
Official Plan  
- 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

2. Community Improvement Plans (Downtown & Brownfields)
  - Finalize Agreement templates
  - Agreements prepared on case by case basis
  - Monitor effectiveness of

- Agreement templates nearing finalization  
- Draft Agreements prepared for most eligible applicants

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				
<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> <ul style="list-style-type: none"> <li>- In conjunction with Director of Economic Development, develop a marketing program to increase uptake of both CIP's</li> </ul>	<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>3. Prepare recommendation respecting delegation of authority for site plan control approval to the Chief Planning Officer</p>	Completed Feb 2010			
<p>4. Planning Review / Approval</p> <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. 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>			

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>Department Objectives</b>				
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.			
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			
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			
4. Investigate, along with MIS, the cost/benefit of the use of tablet technology by Inspectors.	- Discussions not yet commenced			
5. Continue subdivision file closure and assumption.	- Initial work completed on many files; others ongoing			
6. Short wording of by-laws to facilitate enforcement - Building By-Law - Sign By-Law (finalize)	- Short wording of sign by-law before MAG and judge for approval - Building by-law to be reviewed in Q2 by Intern			

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
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			
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			



2010 DEPARTMENT GOALS/OBJECTIVES					COMMENTS/BARRIERS
ENVIRONMENTAL SERVICES DEPARTMENT	1 <sup>ST</sup> QTR.	2 <sup>ND</sup> QTR.	3 <sup>RD</sup> QTR.	4 <sup>TH</sup> QTR.	
<b>Corporate Objectives</b>					
1. WPCC Secondary Treatment - Construction Project Management	Tender awarded Jan. 12, construction commenced Feb. 5, 2010.				
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.				
3. 2010 Environmental Services Capital Projects	Capital budget approved March 23.				
4. Implement Drinking Water Quality Management System and Water Financial Plan	Awaiting comments from MOE's accreditation audit.				
5. Complete/implement Asset Inventory of PSAB/Asset Management Program in conjunction with Finance Department	Ongoing.				
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.				
7. Complete Risk Assessment of Reynolds Park	Risk Assessment report has been submitted to MOE for their review and comment.				
8. Facilitate/monitor Brownfields Remediation projects (TSL, JUNIC, Brockville Landings Inc.,	On-going.				

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				
etc.				
9. Participate in Official Plan review as a member of the Technical Steering Committee	On-going.			
<b>Department Objectives</b>				
1. Assist City Manager in completion/implementation of:	On-going.			
<ul style="list-style-type: none"> <li>- Implement Services Delivery Review recommendations</li> <li>- Performance Reviews on Supervisory Staff</li> <li>- Implementation/Monitoring 2010 Budget</li> <li>- Preparation of 2011 Budget</li> <li>- Corporate Reorganization</li> </ul>				

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.					
2. 2010 Operations Department Capital Projects	Capital Budget approved March 23.					
3. RFP – Para Transit Contract	Contract awarded March 23.					
4. Implement asset inventory of PSAB/Asset Management Program in conjunction with Finance Department	Ongoing.					
5. Develop long term Sustainable Management Plan for solid waste and transition of responsibility to Environmental Services	Ongoing – scheduled completion July 2010					
6. Participate in Official Plan review as a member of the Technical Steering Committee	Ongoing.					
7. Enhance existing community facilities (ie. harbour/waterfront, arenas, arts centre, athletic fields, parks, pathways and skatepark) in preparation of the 2010 55+ Senior Summer Games	Ongoing.					
8. Continue investigation of a splash pad/artificial ice surface	Report to Operations Committee - May 2010.					

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

9. Implement goose control policy to ensure public enjoyment of waterfront parks	Presentation to Operations Committee - March			
10. Investigate Fisheries & Oceans' proposed divestiture of harbour	Preliminary meeting with Fisheries and Oceans - March			
11. Continue energy retrofit to City facilities (with Manager – Strategic Initiatives)	Ongoing			
12. Maintain a healthy tree population	Ongoing			
13. Installation of rooftop solar projects (with Manager – Strategic Initiatives)	Ongoing			
14. Implement recommendations of the Environmental Audit for Brockville City Islands to preserve & protect for future generations	Public consultation complete.			
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.			
16. Project Management of Phase II Street Light Conversion Program	Tender preparation complete.			
17. Ongoing project management of Street Light Conversion Program	Same as 16.			

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

<u>Department Objectives</u>	<u>Department Objectives</u>	<u>Department Objectives</u>	<u>Department Objectives</u>	<u>Department Objectives</u>
1. Assist City Manager in completion of: - Implement Service Delivery Review recommendations - Performance Reviews on Supervisory Staff - Implementation/monitoring of 2010 Budget - Preparations for 2011 Budget - Corporate Reorganization	Ongoing			

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
<b>Department Objectives</b>	<b>Department Objectives</b>	<b>Department Objectives</b>	<b>Department Objectives</b>	<b>Department Objectives</b>
1. Assist City Manager in completion of: - Implement Service Delivery Review recommendations - Performance Reviews on Supervisory Staff - Implementation/monitoring of 2010 Budget - Preparations for 2011 Budget - Corporate Reorganization	Ongoing 2010 Budget approved March 23/10. Transition date 2 <sup>nd</sup> weeks of April			

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.			
2. Participate in the implementation of PSAB/Asset Management Plan	On-going. No completion date established.			
3. Assist City Manager with implementation of Corporate Organizational Plan	Council approved January 19, 2010			
4. Assist City Manager with implementation of Service Delivery Review recommendations (Dispatch)	Communications study has not been commenced. Completion date?			
<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.			
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			
3. The Fireworks By-Law will be submitted to Council for discussion & approval	Fireworks By-law work continues			

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.			
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.			
6. Update Municipal Fire Protection Information survey required by the Fire Protection & Prevention Act 1997	Completed and submitted to OFM for approval.			
7. Continuation of Home Inspection Program	Will commence (April)			
8. Continuation of Smoke Alarm Battery Replacement Program for Seniors	On-going - perpetual program.			
9. Continuation of the Hydrant Flushing Program	Crews are being trained & flushing program to be completed by end of Oct. Vehicle has not been put into service. Memorandum of agreements to be established & endorsed by Council.			
10. A Haz-mat Training Program update. The United Counties of Leeds & Grenville has accepted a donation from Invista of a vehicle to be used by any Fire Department in Leeds & Grenville for hazardous materials emergency response				
11. Promote remote access to "CRYSIS" computer	On-going			