



Finance, Administration and Operations Committee

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

Committee Members

Councillor D. LeSueur, Chair
Councillor D. Beatty
Councillor L. Bursey
Councillor J. Earle
Councillor J. Fullarton
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

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

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

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AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

1. Brockville Municipal Non Profit Housing Corporation
(Leigh Bursey, Chair)

Mr. Bursey and Ms. Erin Whitmore will speak to the Committee regarding an award Ms. Whitmore attained, Ontario Non Profit Housing Association Tenants Achievement Award.

CORRESPONDENCE

Nil

STAFF REPORTS

- 5 - 7 1. 2013-131-11
Request for No Parking
Beley Street

THAT parking be prohibited on the south side of Beley Street from the east side of Wildwood Crescent to 110 metres east/south; and

THAT parking be prohibited on the south side of Beley Street from 106 metres west of Wildwood Crescent to 92 metres west/south; and

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

- 8 - 9 2. 2013-132-11
Brock Trail Design and Tender Documents

THAT Riverview Landscape Ltd. be retained to complete the design and prepare tender documents for the construction of a new section of the Brock Trail from the Cedar Street/Church Street intersection to St. Lawrence Park, and for the reconstruction of the section from William Street to Perth Street; and

THAT the cost of \$28,125.50 plus HST be charged to accounts 9701101 9137002 (Brock Trail Linkage) and 9701101 9047001 (Pedestrian Pathway Linkage).

- 10 - 30 3. 2013-133-11
Integrated Accessibility Standard
Regulation Policy (IASR)

THAT Council receive and adopt the Integrated Accessibility Standard Regulation Policy (IASR); and

THAT Council authorize the amendment of By-law 090-2005, Purchasing By-law to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities.

- 31 - 52 4. 2013-134-11
Amendment to By-law 093-2012
Regulate Residential Solid Waste
Management in the City of Brockville

THAT Council authorize amendments to By-law 093-2012, which is a by-law to regulate residential solid waste management; and

THAT the short wording for By-law 093-2012 be submitted to the Ministry of the Attorney General for approval.

- 53 - 54 5. 2013-128-11
2013 Interim Tax Levy and
Establishment of Due Dates

THAT Council authorize the City to impose its 2014 interim tax levy with a due date of February 27th, 2014; and

THAT Council establish the due date of August 28th, 2014 for the second and final tax levy for 2014; and

THAT the necessary by-law be enacted.

- 55 - 56 6. 2013-129-11
Temporary Borrowing By-law

THAT Council hereby authorizes the passing of a Temporary By-law providing for the Mayor and the Treasurer to borrow temporary working capital, as may be required for the Current Fund Operations, of up to \$5,000,000 for the year 2014; and

THAT the necessary by-law be enacted.

- 57 - 68 7. 2013-130-11
2012 Performance Measures

THAT the 2012 Performance Measurement Reports (Attachments 1 and 2 to Report 2013-130-11) be received; and

THAT Attachment 1 be authorized for publication on the City's website.

- 69 - 71 8. 2013-136-11
2013 Tax Reductions and Cancellations

THAT Council authorizes the cancellation, reduction or refund of taxes pursuant to provisions of The Municipal Act, 2001 in the amount of \$19,878.02 and charge the municipal portion of \$11,876.71 to Tax Write Off Account 01-5-032006-2041.

NEW BUSINESS

Nil

FAO - CONSENT AGENDA

MOTION TO MOVE INTO CLOSED SESSION

THAT pursuant to Municipal Act, 2001, Section 239, Sub. 2, (b), the Committee resolve itself into Closed Session to consider:

1. *personal matters about an identifiable individual, including municipal or local board employees;*

REPORT OF THE COMMITTEE FROM CLOSED SESSION

THAT the FAO Committee rise from Closed Session and the Chairman report that all recommendation(s) adopted in Closed Session, be adopted.

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for December 4, 2013.

November 13, 2013

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

**2013-131-11
REQUEST FOR NO PARKING
BELEY STREET**

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

RECOMMENDATION

THAT parking be prohibited on the south side of Beley Street from the east side of Wildwood Crescent to 110 metres east/south; and

THAT parking be prohibited on the south side of Beley Street from 106 metres west of Wildwood Crescent to 92 metres west/south; and

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

PURPOSE/BACKGROUND

Operations Staff were contacted by a resident on Beley Street regarding parking and driving issues at the east and west corners on the north end of the street.

Residents on the street were contacted about the issue stating that the City was considering making No Parking Zones on the south side of the street at the east and west corners, as per the attached sketch, and asked for their comments or concerns. We had 26 responses from residents indicating preference on this issue and many comments and observations.

ANALYSIS

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

- 18 residents were in favour of the proposed change, 7 residents were opposed and one resident didn't state a preference.
- Beley Street is a very busy street with residents coming and going throughout the entire day. There are also several delivery trucks and several buses picking up and dropping off on the street.
- Beley Street currently has no parking restrictions. Vehicles are permitted to park on both sides of the street.
- Beley Street is 8.5 metres wide.

- Parking By-law states that parking should be permitted on only one side of any street having a pavement width of not less than 7.4 metres and no more than 11.6 metres.
- There is not enough room for two vehicles to pass on the roadway with cars parked on both sides.
- There are visibility concerns with vehicles parked around the corners.

POLICY IMPLICATIONS

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

FINANCIAL CONSIDERATIONS

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

CONCLUSION

It is recommended that No Parking Zones be implemented as detailed.



D. Dick, CA, *CRA*
Director of Corporate Services



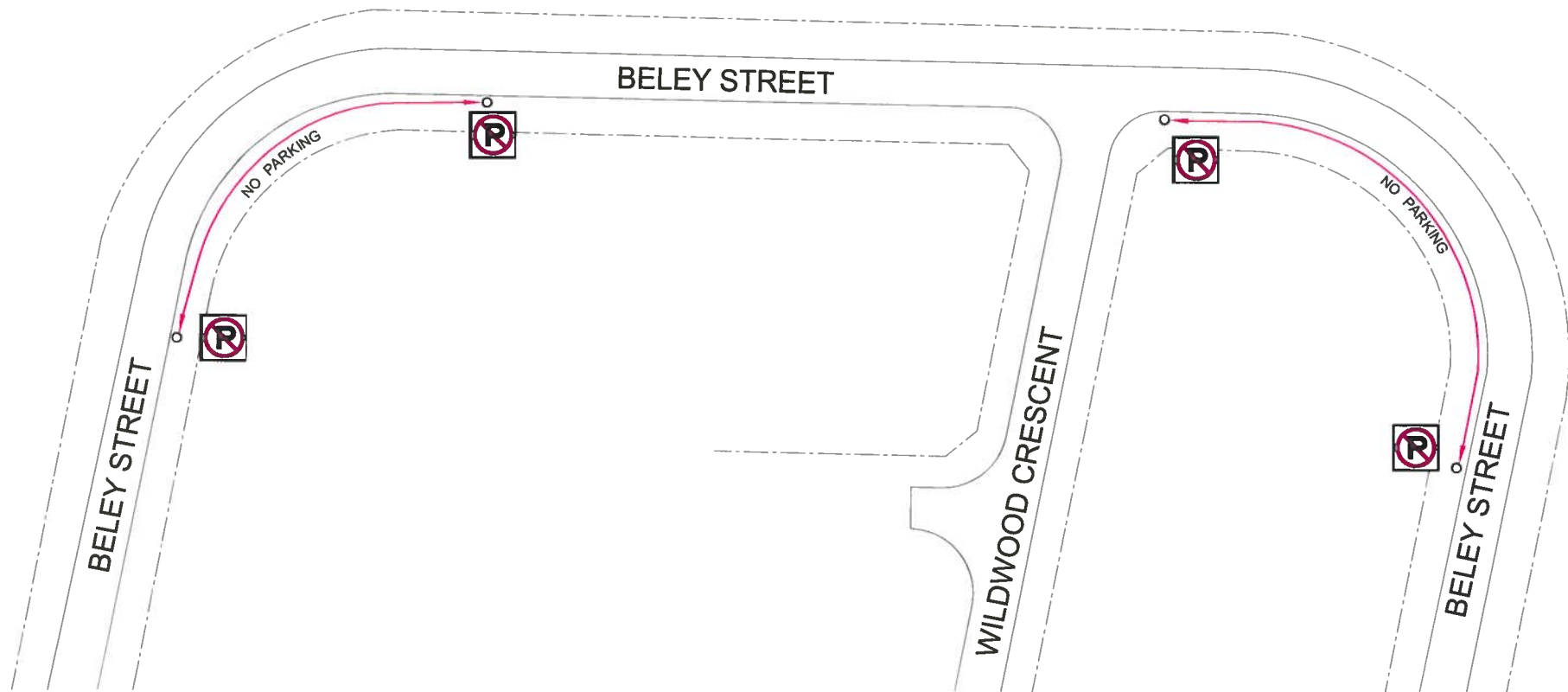
C.J. Cosgrove
Director of Operations


ph

B. Casselman
City Manager

V.B. Harvey
Supervisor of Transportation Services

PROPOSED NO PARKING ZONES BELEY STREET



SKETCH 1

November 14, 2013

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

**2013-132-11
BROCK TRAIL
DESIGN AND TENDER DOCUMENTS**

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

RECOMMENDED

THAT Riverview Landscape Ltd. be retained to complete the design and prepare tender documents for the construction of a new section of the Brock Trail from the Cedar Street/Church Street intersection to St. Lawrence Park, and for the reconstruction of the section from William Street to Perth Street; and

THAT the cost of \$28,125.50 plus HST be charged to accounts 9701101 9137002 (Brock Trail Linkage) and 9701101 9047001 (Pedestrian Pathway Linkage).

PURPOSE

The purpose of this report is to authorize the retention of a landscape architect to provide design services for upcoming phases of the Brock Trail project.

BACKGROUND

The 2013 Capital Budget includes Item 3.1, Brock Trail Linkage, with a budget amount of \$20,000 for design and tender document preparation, in order to have a “shovel ready” project(s) for future budgets.

ANALYSIS/OPTIONS

The Brock Trail Committee’s three highest priorities for expanding and upgrading the trail are:

- Cedar Street/Church Street to St. Lawrence Park – new link
- William Street to Perth Street – upgrade existing pathway
- Laurier Boulevard to Centennial Road – new link

The design of the Laurier Boulevard to Centennial Road section cannot be accommodated within the budget amount due to the length of the pathway and the need for a relatively large bridge over Buell’s Creek. Therefore the Committee focused on the other two sections.

It is recommended that Riverview Landscape Ltd. be retained through a sole-source proposal to design these sections and prepare tender documents. Riverview Landscape Ltd. has extensive experience with previous phases of the Brock Trail and the waterfront public areas. This experience will ensure consistency of theme and design throughout the Brock Trail and the waterfront.

POLICY IMPLICATIONS

The Purchasing By-Law, Section 6.3, references Procedure No. 1012 for engagement of consultants.

Where local expertise is available, and where the expenditure will be between \$10,000 and \$50,000, a minimum of one written proposal must be obtained, and Council approval is required to retain the consultant.

The actions recommended in this report are in conformance with the By-Law and Procedure.


FINANCIAL CONSIDERATIONS

The total expenditure proposed is \$28,620.51 (\$28,125.50 plus net HST).

Funding can be provided from the 2013 Capital Budget allocation of \$20,000 (account 9701101 9137002) and from funds in the amount of \$10,831 remaining from a previous capital project, Pedestrian Pathway Linkage (account 9701101 9047001).

CONCLUSION


Riverview Landscape Ltd. should be retained to provide design services for two sections of the Brock Trail.



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



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

November 5, 2013

Report to Finance, Administration and Operations Committee – November 19, 2013

2013-133-11

**Integrated Accessibility Standard
Regulation Policy (IASR)**

**S.M. Seale
City Clerk
L. Murray
Deputy City Clerk**

Recommendation

THAT Council receive and adopt the Integrated Accessibility Standard Regulation Policy (IASR); and

THAT Council authorize the amendment of By-law 090-2005, Purchasing By-law to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities.

Background

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed by the Ontario legislature in July 2007, with the goal of creating standards to improve accessibility across the province.

The Ontario Government is issuing five sets of standards to achieve the vision of a barrier-free Ontario by 2025. *See Schedule A for compliance dates.* The next three standards, Employment, Information and Communication and Transportation were combined under one regulation called the Integrated Accessibility Standard Regulation or IASR. The regulation also includes a section of general requirements that apply to all three standards. This regulation is now law. The requirements are being phased in between 2011 and 2021 to allow organizations time to integrate the accessibility standards into their processes and practices.

Analysis/Options

The Leeds and Grenville Clerk's and CAO Committee collaborated on the development of the policy and training program required under the *Accessibility for Ontarians with Disabilities Act*, Integrated Accessibility Standard Regulation.

The policy and procedures have been adopted by the United Counties of Leeds and Grenville and are being recommended for adoption by staff in the majority of lower tier municipalities of Leeds and Grenville. It is our opinion that the adoption of the policy and procedures across the Counties will provide seamless accessible services regardless of which municipality is visited.

The IASR is divided into four sections and the policy has been developed to cover the following requirements:

1. General Requirements:

- a. Accessibility policies
- b. Organization's accessibility plan
- c. Incorporate accessibility when procuring goods, services and facilities
- d. Making self-service kiosks accessible
- e. Training your employees and volunteers

2. Information and Communications Standard Requirements:

- a. Making feedback accessible
- b. Making information accessible to the public
- c. Making emergency information accessible to the public
- d. Make your website accessible
- e. Make public library materials and resources accessible

3. Employment Standard Requirements:

- a. Make hiring accessible
- b. Tell staff about policies for supporting employees with disabilities
- c. Making information accessible to employees
- d. Helping employees with disabilities stay safe
- e. Develop accommodation plans for employees with disabilities
- f. Help employees with disabilities return to work
- g. Make performance management, career development and job changes accessible to employees

4. Transportation Standard Requirements:

- a. General requirements for Conventional and Specialized transportation
- b. Accessibility plans
- c. Technical requirements
- d. Bus stops and shelters
- e. Accessible taxis

A copy of the proposed City of Brockville Integrated Accessibility Standard Regulation Policy is attached as Schedule B.

All City employees, volunteers and third parties providing goods and services on the City's behalf shall be required to undergo training on the requirements of the AODA accessibility standards and on the Human Rights Codes as it pertains to persons with disabilities. Training will be delivered early in 2014. The training provided shall be appropriate to the duties of the employee, volunteer or third party.

Training must be provided on an ongoing basis if the policies, practices and procedures change. After the initial training for all staff in 2014, an annual training session will be done for all new employees.

Section 5 of the IASR requires that organizations will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, in which case, if required, an explanation will be provided. Staff are recommending that By-law 090-2005, Purchasing By-law be amended to reflect this policy. See *Schedule C – draft amending by-law*.

POLICY IMPLICATIONS

The adoption of the IASR Policy is in line with the City's Strategic Plan by ensuring that the City is identifying, removing and preventing barriers so that the entire community will have more opportunities to participate in everyday life.

FINANCIAL CONSIDERATIONS

There will be costs associated with the implementation of the policy and procedures related to staff training. Estimates are not available at this time. Every attempt will be made to cover these training costs from within department budgets. If however, this is not possible, a report will be provided to Council outlining the costs.



S. Seale
City Clerk



L. Murray
Deputy City Clerk



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

AODA Compliance Wizard

Based on the information you provided, your organization must already be in compliance with the following requirements:

Customer Service Standard

All requirements under the Customer Service Standard

Employment Standard

Workplace emergency response information

General Requirements

Accessibility policies

Multi-Year accessibility plans

Procuring or acquiring goods, services or facilities

Self-service kiosks

Information and Communication Standard

Emergency information

Public libraries

Transportation Standard

Availability of information on accessibility equipment, etc.

Non-functioning accessibility equipment

Emergency preparedness and response policies

Multi-Year accessibility plans, conventional transportation services

Multi-Year accessibility plans, conventional and specialized transportation services

General responsibilities

Alternative accessible method of transportation

Fares

Fares

Transit stops

Storage of mobility aids, etc.

Courtesy seating

Service disruptions

Pre-boarding announcements

On-board announcements

Requirements re grab bars, etc.

Floors and carpeted surfaces

Allocated mobility aid spaces

Stop-requests and emergency response controls

Lighting features

Signage

Lifting devices, etc.

Steps

Indicators and alarmS

Fare parity

Visitors

Origin to destination services

Co-ordinated service

Hours of service

Service delays

Companions and children

Duties of Municipalities, construct, renovate or replace bus stops or shelters

Duties of Municipalities, accessible taxicabs

Duties of Municipalities, taxicabs

Based on the information you provided, your organization must comply with the upcoming requirements under the Integrated Accessibility Standard Regulation:

By January 1 2014

Employment Standard

Recruitment

Information for employees

Processes to accommodate employees

General Requirements

Training

Information and Communication Standard

Feedback

Accessible websites and web content

Transportation Standard

Accessibility training

Fares, support persons

Eligibility application process

Emergency or compassionate grounds

Booking

Trip restrictions

By January 1 2015

Information and Communication Standard

Accessible formats and communication supports

By January 1 2016

Design of Public Spaces Standards

Recreational trails and beach access routes

Outdoor public use eating areas

Outdoor play spaces

Exterior paths of travel

Parking

Obtaining service

Maintenance

By January 1 2017

Transportation Standard

Pre-boarding announcements

On-board announcements

Categories of eligibility

Fare parity

Hours of service

By January 1 2021

Information and Communication Standard

Accessible websites and web content

Visit Ontario.ca/AccessON for detailed information on the Accessibility for Ontarians with Disabilities Act and its accessibility standards.

Have more questions? Need print copies of materials available on our website?

Contact:

AODA Contact Centre (ServiceOntario)

Toll-free: 1-866-515-2025

TTY: 416-325-3408/Toll-free: 1-800-268-7095

Fax: 416-325-3407





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Policy/Procedure:

This policy is drafted in accordance with the Integrated Accessibility Standards (Ontario Regulation 191/11) and addresses how the City of Brockville achieves or will achieve accessibility through meeting of the requirements of the regulation. The requirements will be met within the timeframes set up with in the Regulation.

The requirements of the regulation include:

- the establishment, implementation, maintenance and documentation of a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;
- the incorporation of accessibility criteria and features when procuring or acquiring good, service or facilities;
- the incorporation of accessibility features when designing, procuring or acquiring self-service kiosks;
- training;
- the specific requirements under the Information and Communication Standards, the Employment Standards; and the Transportation Standards

This policy is supported by procedures and policies/by-laws which outline the detailed processes and accommodations pursuant to this policy. The supporting policies/procedures include the following:

- Transportation Procedures
- Return to work policy
- Documented IAP process
- Purchasing By-law 090-2005 (accessibility clause)

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Part 1 – General Requirements

Definitions:

The following is a list of definitions used in this policy:

Accessible Formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by persons with disabilities.

Accommodation means the special arrangement made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person's unique needs.

Communication Supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

Conversion Ready means an electronic or digital format that facilitates conversion into an accessible format.

Designated Public Sector Organization means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the *Public Service of Ontario Act, 2006*.

IAP means Individualized Accommodation Plan.

Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

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Internet Website means a collection of related web pages, images, videos or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI) and is accessible to the public.

Kiosk means an interactive electronic terminal, including a point-sale device, intended for public use that allows users to access one or more services or products or both.

Mobility Aid means a device used to facilitate the transport, in a seated posture, of a person with a disability.

Mobility Assistive Device means a cane, walker, wheelchair, scooter or similar aid.

New Internet Website means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.

Redeployment means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated.

Unconvertible means if it is not technically feasible to convert the information or communications. It also means if the technology to convert the information or communications is not readily available.

Web Content Accessibility Guidelines means the World Wide Web consortium recommendation, dated December 2008, entitled "Web Content Accessibility Guidelines" (WCAG) 2.0.

Scope and Responsibilities:

This policy has been drafted in accordance with the Regulation and addresses how the City of Brockville achieves accessibility through meeting the Regulation's requirements. It provides the overall strategic direction that we will follow to provide accessibility supports to Ontarians with disabilities.

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The requirements of the Regulation include:

- Establishment, implementation, maintenance and documentation of a multi-year accessibility plan which outlines the City's strategy to prevent and remove barriers and meet its requirements under the Regulation;
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services, or facilities;
- Training; and
- Other specific requirements under the Information and Communication, Employment and Transportation Standards.

The City of Brockville is committed to and guided by the four core principles of independence, dignity, integration and equality of opportunity and supports the needs of persons as set out in *Accessibility for Ontarians with Disabilities Act, 2005*. The City of Brockville shall use every effort to ensure that the City of Brockville meets the needs of people with disabilities in a timely manner through the implementation of this policy.

Accessibility Plans

The City of Brockville's Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA.

The City of Brockville will report annually on the progress and implementation of the multi-year accessibility plan, and the City of Brockville will post the information on the City's website and will provide it in alternative formats upon request. The plan will be reviewed and updated once every 5 years.

Procuring or Acquiring Goods, Services or Facilities

The City of Brockville will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, in which case, if required, the City will provide an explanation.



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Self Service Kiosks

The City of Brockville will make every effort to offer services and/or products through self-service kiosks take steps to make them accessible on a go forward-basis, to people with disabilities so they can be used independently and securely.

Training

The City of Brockville will ensure that training is provided to all employees, volunteers, all persons who participate in developing the City's policies and all other persons who provide goods, services or facilities on behalf of the City on the requirements of the Accessibility Standards referred to in the IASR and the Human Rights Code as it pertains to persons with disabilities. Training will be provided as soon as is practicable. If any changes to this policy occur, training will be provided. The City will maintain a record of dates when training is provided and the number of individuals.

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Part 2 – Information and Communication Standard

Overview

The City of Brockville will create, provide and receive information and communications in ways that are accessible to people with disabilities.

Exceptions

If our organization determines that it is not technically feasible to convert the information or communications or the technology is not readily available, we will be obligated to provide the person that requires the information with:

- a) An explanation as to why information or communication is unconvertible; and
- b) A summary of unconvertible information or communication.

The City of Brockville will accommodate people with disabilities to the point of undue hardship as required in the Ontario Human Rights Code.

Feedback

Our organization has a process in place for receiving and responding to feedback and will ensure that those processes are provided in an accessible manner and with communication supports upon request. We will notify the public about the availability of accessible formats and communication supports.

Accessible Formats and Communication Supports

The City of Brockville shall be obligated to provide or arrange for accessible formats and communication supports for persons with disabilities:

- a) upon request in a timely manner that takes into account the person's accessibility needs;
- b) at a cost no more than regular costs charged to others;
- c) consult with the person making the request and determine suitability of an accessible format or communication supports;

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- d) notify the public about the availability of accessible formats and communication supports.

Emergency Information

When our organization prepares emergency procedures, plans or public safety information and makes the information available to the public, we shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Accessible Websites and Web Content

The City of Brockville shall ensure its internet website and web content conform with WCAG 2.0 initially at Level A and increasing to Level AA.

By January 1, 2014, any new websites and web content on those sites will conform to WCAG 2.0 Level A. By January 1, 2021 all internet website and web content will conform to WCAG 2.0 Level AA.

Public Libraries

- Public libraries shall provide access to or arrange for the provision of access to accessible materials where they exist;
- Public libraries shall make information about the availability of accessible materials publicly available and shall provide information in accessible format or with appropriate communication supports, upon request;
- Public library boards may provide accessible formats for archival materials, special collections and rare books.

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Part 3 – Employment Standard

Overview

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies to full time paid employees.

The requirements of the Employment Standard shall be met by the City of Brockville by January 1, 2014 unless otherwise specified.

Recruitment and Retention

The City of Brockville shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation, we shall consult with the applicant and provide or arrange for suitable accommodation that takes into account the persons needs due to disability;
- Notify successful applicants of the policies for accommodating employees with disabilities.

Informing Employees of Supports

The municipality shall inform its employees of its policies used to support employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- As required for new employees as soon as practicable after they begin their employment;
- Whenever there is a change in policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

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Accessible Formats and Communication Supports for Employees

In addition and where an employee with a disability requests it, the City of Brockville will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- information that is needed in order to perform the employee's job;
- information that is generally available to employees in the workplace; and
- consult with the employee making the request in determining the suitability of an accessible format or communication support.

Documented Individual Accommodation Plan (IAP)

The municipality shall have in place a written process for developing a documented individual accommodation plan for employees with a disability. Process to include:

- The employee's participation in the development of the IAP;
- Assessment on an individual basis;
- Identification of accommodations to be provided;
- Timelines for the provision of accommodations;
- The municipality may request an evaluation by a medical or other expert, at its expense, to assist with determining accommodation and how to achieve accommodation;
- An employee may request the participation of a representative from their bargaining agent, where represented, or otherwise a representative from the workplace where an employee is not represented by a bargaining agent;
- Steps to be taken to protect the privacy of the employee's personal information;
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done;
- If denied, the reason(s) for denial are to be provided to the employee;
- A format that takes into account the employee's disability;
- If requested, any information regarding accessible formats and communication supports provided; and
- Identification of any other accommodation that is to be provided.



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Return to Work Process

The City of Brockville will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes must be documented and must outline steps the City of Brockville will take to facilitate the return to work and include an IAP plan.

Performance Management, Career Development and Advancement, Redeployment

The City of Brockville will take into account the accessibility needs and/or individual accommodation plans of employees when:

- Using performance management processes;
- Providing career development and advancement information; and
- Using redeployment procedures.

Workplace Emergency Response Information

The City of Brockville shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of needs for accommodation due to the employee's disability;
- If the employee who receives an individual workplace emergency response information requires assistance, and with the employees consent, the municipality shall provide the workplace emergency information to the person designated by the City of Brockville to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations needs or plans are reviewed and when the employer reviews its general emergency response policies.

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Part 4 - Transportation Standard

Overview

The Transportation Standard will make it easier for people to travel in Ontario, including persons with disabilities, older Ontarians and families traveling with children in strollers.

As a municipality, the City of Brockville will:

- Consult with AAC, persons with disabilities and the public to determine proportion of accessible taxis required in the community, including steps to meet the need;
- When establishing a licensing by-law, ensure taxicabs do not charge a high fee or additional fee to persons with disabilities;
- When establishing a licensing by-law, ensure taxicabs do not charge a fee for storage of assistive devices;
- When establishing a licensing by-law, ensure taxicabs have appropriate information displayed both the rear bumper and available in an accessible format to passengers.

The City of Brockville Accessibility Plan will include progress made by the municipality to meet the accessible taxi needs of the community and provide accessible bus stops/shelters.

Public Transportation

1. Accessibility Equipment
 - a) Information about accessibility equipment is available to the public.
 - b) Procedures have been implemented to accommodate passengers who rely on the equipment if it fails or malfunctions.
2. Fares
 - a) Passengers with disabilities are not charged more than passengers without disabilities.
 - b) Accessible fare payment options are provided.

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3. Emergency Preparedness

- a) Emergency preparedness and response policies have been drafted and implemented.
- b) Policies are available to the public and provided in an accessible format upon request.

Conventional Transit

1. Assistance

- a) Transit operators provide assistance to people with disabilities to board and disembark the transit vehicles.
- b) Transit operators provide safe storage of mobility aids and mobility assistive devices.

2. Alternate Accessible Method of Transportation

- a) Specialized transit services are operated for passengers who cannot use the conventional transit system due to their disability.

3. Boarding and Disembarking

- a) Transit operators allow people with disabilities to board and disembark transit vehicles at the nearest safe location if a transit stop is not accessible.
- b) Transit operators promptly report inaccessible bus stops or temporary barriers.

4. Priority Seating

- a) Priority seating has been created at the front of transit vehicles for persons with disabilities.
- b) Communication strategies are in place to inform the public about the purpose of the seating.



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5. Technical Requirements

- a) Transit policies have been implemented to provide safe boarding, travel and debarking of persons with disabilities.

Specialized Transportation Services

1. Visitors

- a) Eligible visitors to the community are provided service on the system.

2. Companions and Dependence

- a) Companions and dependence are allowed to travel with people with disabilities provided space is available and service is not denied to other persons with disabilities.

3. Origin to Destination Services

- a) Origins to destination services within the municipality are provided to passengers. No specialized service is provided in adjacent municipalities.

4. Service Delays

- a) Service delays are relayed to affected passengers.

5. Hours of Service

- a) Specialized transportation services have parity in the hours of operation with the conventional transit system.

**THE CORPORATION OF THE CITY OF BROCKVILLE
BY-LAW NUMBER xxx-2013**

A By-law to amend 090-2005, a By-Law to provide the purchasing policies, practices, and procedures of goods and services by the City of Brockville (to incorporate accessibility features when procuring or acquiring goods, services of facilities)

WHEREAS By-law Number 090-2005 provides the purchasing policies, practices, and procedures of goods and services by the City of Brockville; and

WHEREAS the Accessibility for Ontarians with Disabilities Act, 2005, Integrated Accessibility Standards Regulation O. Reg 191/11 came into force on July 2011; and

WHEREAS the Integrated Accessibility Standard Regulation provides that designated public sector organizations shall incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

1. THAT By-law 090-2005 be amending by inserting the following into Section 5 – Purposes, Goals and Objectives:

“Promote and incorporate, whenever possible, the requirements of the Ontarians with Disabilities Act, 2001 (ODA), the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and specifically, Ontario Regulation 429/07 and Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005 in procurement activities of the Corporation. Considerations shall be made for the aforementioned legislation, as well as any requirements contained in other legislation (either provincial or federal) which may impact the procurement activities of the Corporation.”

Given under the Seal of the Corporation of the
City of Brockville and Passed this
??, day of ??, 2013

Mayor

City Clerk

November 5, 2013

Report to Finance, Administration and Operations Committee – November 19, 2013

2013-134-11

**Amendment to By-law 093-2012
Regulate Residential Solid Waste
Management in the City of Brockville**

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

RECOMMENDED

THAT Council authorize amendments to By-law 093-2012, which is a by-law to regulate residential solid waste management; and

THAT the short wording for By-law 093-2012 be submitted to the Ministry of the Attorney General for approval.

PURPOSE

The purpose of this report is to request amendments to By-law 093-2012, being a By-law to regulate residential solid waste management in the City of Brockville to facilitate an application to the Ministry of the Attorney General (MAG) for the Provincial Offences Act short worded fines.

BACKGROUND

In November 2012 Council passed By-law 093-2012. The draft short wording schedule has been submitted to MAG for review. MAG is recommending the following amendments:

1. Item 4 in Section 3 does not create an offence. That section only lists what items won't be picked up. In order to create an offence the section should say "*no person shall place the following items for collection*" This would require the definition of "person" to be included under definitions.

ANALYSIS

City staff have since received draft approval from the Ministry provided that minor format changes are incorporated into the by-law and schedule to the by-law. These changes were very minor and do not change the intent of the initial by-law adopted by Council in November 2012 (a copy of the amended By-law is attached as Schedule "A").

In addition staff have compared set fines from various municipalities and the proposed set fines schedule is attached as Schedule B.

POLICY IMPLICATIONS

None.

FINANCIAL CONSIDERATIONS

None.

CONCLUSION

Staff recommends that Council adopt the amended by-law and related set fine schedule so it may be formally submitted to the Ministry for approval.



S. Seale
City Clerk



L. Murray
Deputy City Clerk



D. Dick, CA, CPA
Director of Corporate Services



per B. Casselman
City Manager

City of Brockville

Ontario, Canada



A By-Law of the Corporation of the City of Brockville to Regulate Residential Solid Waste Management In The City of Brockville

By-Law No. 093-2012 as amended

Enacted by Council October 23, 2012

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THE CORPORATION OF THE CITY OF BROCKVILLE

By-law Number 093-2012

A By-law to Regulate Residential Solid Waste Management in the City of Brockville

WHEREAS the Corporation of the City of Brockville is empowered to enact said By-law under the authority of the *Municipal Act*, 2001, Section 127 and amendments thereto; and

WHEREAS it has been deemed expedient by the Council of the Corporation of the City of Brockville to regulate the collection, removal and disposal or diversion of municipal solid waste in the City of Brockville.

WHEREAS the Council of the Corporation of the City of Brockville has deemed it necessary to repeal By-Law 94-2000 and any amendments thereto.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

1. DEFINITIONS

In this By-Law:

- 1.1 "Ashes" means the cold residue from the burning of any household fuel, after such fuel has been consumed by fire, which would normally accumulate at a dwelling;
- 1.2 "Brush" means sticks and branches from trees or shrubs in excess of 30 cm. (1 foot) in length and 1.2 cm. (1/2 inch) in diameter.
- 1.3 "Curbside Recycling" means the collection by the City, of source-separated recyclables, at the curb of the property they were generated;
- 1.4 "City" or "Corporation" means the Corporation of the City of Brockville;
- 1.5 "Commercial Use" means the use of land, buildings or structures for the purpose of buying and/or selling of commodities or supplying of services at retail or wholesale;
- 1.6 "Composting" means the breaking down of organic matter by aerobic micro-organisms into a beneficial soil additive which enhances water retention capabilities and porosity of the amended soil.

- 1.7 "Construction or Demolition Waste" means waste which results from the erection, alteration or demolition of any building or part thereof, including earth or stone from excavations;
- 1.8 "Designated Officer" means the solid Waste Officer or such other person as may be authorized by said Solid Waste Officer to exercise some or all of the powers vested in him by this By-Law;
- 1.9 "Disposal" means destruction of waste materials by depositing in landfill or incinerating;
- 1.10 "Diversion" means the re-direction of waste from disposal to some higher end-use of the material, such as re-using, recycling, composting, etc.
- 1.11 "Dwelling Unit" means a suite or two or more rooms, designed or intended for use by one group of persons only, in which sanitary conveniences are provided and in which facilities are provide for cooking, and with a private entrance from outside the building, or from a common hallway or stairway inside;
- 1.12 "e-waste" means electronic waste as defined by the Ontario Electronics Stewardship Program under the province of Ontario's Waste Diversion Act. (See Schedule D)
- 1.13 "Garbage" means waste sent for disposal, which would normally accumulate at a residential dwelling unit or room in a rooming house and includes food, fruit skins, rubbish, discarded materials, clothing, waste paper, crockery and glassware, non-recyclable bottles and cans, and other articles as would normally be thrown away or rejected, but shall not include e-waste, household hazardous waste or weighty or bulky articles such as automobile parts, tires, stoves, furnaces, bed springs, mattresses, furniture, boxes, barrels, earth, stones, trees and water or fuel tanks. This material shall be prepared for collection in accordance with the Garbage Collection Regulations as outlined in Schedule "A" which is attached to and forms part of this by-law.
- 1.14 "Garden Waste" means the waste material from gardens, consisting of, dead branches, weeds, plants, or other similar material

- 1.15 "Hazardous Waste" means a waste that is a hazardous industrial waste, acute hazardous waste chemical, hazardous waste chemical, severely toxic waste, ignitable waste, corrosive waste, reactive waste, radioactive waste, pathological waste, leachate toxic waste, or PCB waste, all as defined in Regulation 347, of the Revised Regulations of Ontario 1990 of the Environmental Protection Act, and current amendments thereto;
- 1.16 "Industrial Waste" means all waste materials which are a by-product of or result from manufacturing processes at an industrial or commercial site, including garages and service stations;
- 1.17 "Leaf & Yard Waste" means fallen leaves and garden waste, but excludes grass, sod, fruit or food crops, brush, or any other organic product generated in a yard which may in the opinion of the city generate, or have the potential to generate, significant odours when being processed into compost at the municipal composting facility.
- 1.18 "Multiple Dwelling Unit" means any building or place occupied or used as a place of abode in which more than two families dwell or live or which contains more than two separate places of dwelling or living;
- 1.19 "Municipal Solid Waste" means ashes, garbage, tradewaste or any other waste, but excludes liquid or solid industrial or hazardous waste, or any other waste as may be designated from time to time by the Corporation;
- 1.20 "Person" means any human being, association, firm partnership, incorporated company, corporation, agent or trustee, and heirs, executors or other legal representatives of a person to whom the context can apply according to law;
- 1.21 "Recycling" means the separation of waste and its reintroduction into the production process;
- 1.22 "Recycling Container" means a plastic receptacle manufactured and commercially available for the use of collection of source separated recyclables.
- 1.23 "Garbage Container" means:
- i) covered plastic or metal receptacles with handles, to a maximum capacity of 98.4 litres (26 gallons). Garbage must not protrude above the top of the walls of the container and must not exceed 995 kg (50 lbs) in weight; or

- ii) disposable plastic bags securely tied, to a maximum width of 66 cm (26") and a maximum height of 91 cm (36"). Bags must not exceed 22.5 kg (50 lbs) in weight; or
 - iii) hedge and brush trimmings must be securely tied in bundles not weighing more than 22.5 kg (50 lbs) and in lengths no longer than 1.2 metres (4 feet).
- 1.24 "Room in a Rooming House" means a room designated or intended for use by one or more persons, in which sanitary facilities or cooking facilities are not provided, and with private entrances from outside the building, or from a common hallway or stairway inside;
- 1.25 "Scavenge" means the un-controlled and/or un-authorized (by the designated officer) removal of any material set out at the curb for collection by the City;
- 1.26 "Source Separated Recyclables" means materials that have been purposely separated from municipal solid waste into specific material types at the point of generation. This material shall be prepared designated as part of the Curbside Recycling Program and shall be for curbside collection in accordance with the current recycling collection regulations as outlined in Schedule "B" which is attached to and forms part of this By-Law.
- 1.27 "Street" means a public highway which affords the principal means of access to abutting lots;
- 1.28 "Tradewaste" means waste which would normally accumulate in a public institution, shop, store, restaurant, business or commercial use building, but shall not include weighty or bulky articles such as automobile parts, tires, stoves, furnaces, bed springs, mattresses, furniture, boxes, barrels, earth, stones, trees, water or fuel tanks or industrial waste;
- 1.29 "Waste" means anything thrown away or rejected as being worthless or useless.

2. ADMINISTRATION

- 2.1 The Corporation shall operate systems for the collection at street curbside, removal and disposal or recycling of municipal solid waste, leaf & yard waste and source separated recyclables in accordance with the provisions of this By-Law, as well as applicable provincial and Federal regulations, and/or any agreement which might be entered into between property developers and the Corporation.

- 2.2 It shall be the duty of the designated Officer to administer and enforce the provisions of this By-Law and for the purpose may:
- i) divide the City of Brockville into collection zones
 - ii) designate a particular day(s) of the week for collection of waste, leaf & yardwaste and source separated recyclables for disposal, composting or recycling in each collection zone; and
 - iii) from time to time alter the boundaries of each of the collection zones and notify the public of such changes in boundaries.
 - iv) determine collection points and methods for municipal waste collection
 - v) carry out necessary communications and enforcement activities to ensure compliance with program objectives.
- 2.3 The Corporation shall provide all necessary equipment and labour for the prompt and satisfactory removal of municipal solid waste, leaf & yardwaste and source separated recyclables as set out in the provisions of this By-Law. The number of receptacles/bundles collected from each unit, the number of collections per week and the days and time that such collections shall be made from each applicable building shall be designated by the Corporation, but in no case shall collection of municipal solid waste be less than once in each week;
- 2.4 Municipal solid waste in excess of the weekly receptacle/bundle allowable limit will be removed for disposal, provided such additional receptacles/bundles display the appropriate bag tag. The fee established for this supplemental service will be established annually by the "By-law to Establish Solid Waste Fees."
- 2.5 The service authorized by this By-Law shall not be made available, except by agreement, to any land or building owned or leased and occupied by the Federal or Provincial Government. The service authorized by this By-Law shall not be made available except by agreement to any land or building owned or leased and utilized as multiple dwelling units or for any industrial/commercial/institutional purpose except a church or religious institution, which is exempt from a payment of municipal taxes other than local improvement and water rates.

3. NON-COLLECTIBLE MUNICIPAL SOLID WASTE

That no person shall place the following items for collection:

- 3.1 industrial waste;
- 3.2 hazardous waste, except for the operation from time to time of a Household Special Waste Day system for the disposal of domestically produced hazardous waste;
- 3.3 any condemned, abandoned or rejected product, by-product or stock of any wholesale or retail establishment;
- 3.4 household Appliances;
- 3.4 highly combustible or explosive material, such as floor sandings, celluloid cuttings, motion picture film, fine sawdust, oil or gasoline soaked rags, gas containers, ammunition, dynamite or other explosive matter, chemicals, acids or their residues, derivatives or by-products;
- 3.5 liquid waste, whether or not in a container;
- 3.6 construction or demolition waste;
- 3.7 any material frozen or stuck to a receptacle which cannot be removed by shaking;
- 3.8 any waste that has not been placed for collection in conformance with the provisions of this By-Law;
- 3.9 manure, feces, (human or animal), or animal carcasses;
- 3.10 pathogenic waste such as dressings, bandages or other infected materials from hospitals or offices of physicians, surgeons, dentists and veterinarians;
- 3.11 sheet iron, scrap metal, engines and engine parts or car bodies;
- 3.12 earth, sand, stone, concrete, asphalt, trees or stumps; or
- 3.13 the following materials designated for diversion by the Ministry of Environment, (Province of Ontario) under the Waste Diversion Act, including tires, e-waste (Schedule D), or household hazardous waste.
- 3.14 any other material that in the opinion of the Designated Officer is detrimental to the collection process or health and safety of any workers involved in collection or processing of the material;

4. CONTAINERS

- 4.1 Every occupant of a unit from which municipal solid waste and/or source separated recyclables are to be collected shall provide and maintain in good repair and sanitary condition, sufficient garbage and recycling containers to hold his/her municipal solid waste, leaf and yardwaste and source separated recyclables adequately in the opinion of the designated officer.
- 4.2 The owner and/or person in charge of every multiple unit building from which municipal solid waste and/or source separated recyclables is to be collected shall be responsible for providing adequate weather resistant indoor or outdoor storage facilities for all municipal solid waste and/or source separated recyclables generated within the building between curbside collection dates, in accordance with all City by-laws, and shall be responsible for the placement curbside of garbage and recycling containers for collection in accordance with this by-law.
- 4.3 Each garbage container when full shall not weigh in excess of 22.5 kg (50 lbs) including the weight of the container.
- 4.4 Every householder and every occupant of any building or part thereof and the owner and/or person in charge of every multiple unit building shall deposit at the curbside for removal or cause to be removed, all municipal solid waste from the premises, at least once in every seven days.
- 4.5 Source separated recyclable materials may be accumulated until such time as the container provide for such service is suitably filled and placed curbside for collection, in accordance with the provisions of this by-law. Collection of all recyclables shall be weekly.
- 4.6 Collection of leaf and yardwaste will be twice per year, two separate weeks in the autumn as prescribed by the designated officer.
- 4.7 No person shall pick over, interfere with, disturb, remove or scatter any municipal solid waste, leaf & yardwaste or source separated recyclables placed curbside for collection, unless authorized in writing by the designated officer to do so.
- 4.8 No person shall permit any animal owned by him/her or under his/her control to pick over, interfere with, disturb, remove or scatter any municipal solid waste and source separated recyclables placed curbside for collection.

- 4.9 No person shall scavenge material that has been set out at the curb for collection by the city, unless authorized in writing by the designated officer to do so.

5. PREPARATION OF MUNICIPAL SOLID WASTE

- 5.1 All municipal solid waste shall be prepared for collection in accordance with the regulations outlined in Schedule "A" which is attached to and forms part of this by-law.
- 5.2 All municipal solid waste shall be drained and placed in a container used solely for that purpose. Garbage containers shall conform as follows:
- i) containers shall not be filled to such a level that the top will not fit properly thereon; and
 - ii) plastic bags used as containers must be securely tied when placed for collection.
 - iii) weight of the Garbage and container is not to exceed 22.5 kg (50 lbs)
- 5.3 Ashes, when placed for collection, shall be cold and not pose any fire hazard.
- 5.4 Brush, clippings from trees and shrubs, garden waste and other waste shall be compacted and tied in bundles of not more than 1.2 meters (4 feet) in length or placed in containers, and in no case shall the bundle or container weigh in excess of 22.5 kg (50 lbs).
- 5.5 All waste, except the materials described in subsection 3 above, shall be placed in the proper garbage container as required in this By-Law.
- 5.6 The Corporation or its contractor reserves the right to refuse collection of any waste not prepared in conformance with this By-Law and such waste shall be removed from the street by the householder, owner, occupant or person in charge by the time specified by the Corporation.
- 5.7 No person employed by the Corporation or its contractor shall solicit or accept a gratuity for any work done by him in connection with this By-Law.

6. PREPARATION OF SOURCE SEPARATED RECYCLABLES

- 6.1 All source separated recyclables shall be prepared for collection in accordance with the regulations as outlined in Schedule "B" which is attached to and forms part of this By-Law.
- 6.2 The Corporation or its contractor reserves the right to refuse collection of any source separated recyclables not prepared in conformance with this By-Law and such source separated recyclables shall be removed from the street by the householder, owner, occupant or person in charge by the time specified by the Corporation.

7. PLACING GARBAGE AND RECYCLING CONTAINERS FOR COLLECTION BY THE CORPORATION

- 7.1 Containers and bundles placed for collection shall be placed as close to the street curb as possible without obstructing the roadway or sidewalk as determined by the designated officer.
- 7.2 The Designated Officer shall have the power to designate the precise point at which the containers or bundles of municipal solid waste and source separated recyclables shall be placed for collection.
- 7.3 No person shall place garbage and recycling containers on the traveled portion of a street or any other area which is used by vehicles.
- 7.4 No person shall place any Containers or bundles of municipal solid waste, leaf and yardwaste and/or source separated recyclables on top of snow-banks or other areas, where access by the collection staff may be considered a health and safety risk.
- 7.5 Municipal solid waste, leaf and yardwaste and/or source separated recyclables shall not be placed on sidewalks without permission from the Designated Officer.
- 7.6 Containers and bundles of municipal solid waste, leaf and yardwaste and/or source separated recyclables shall be set out for the collection on such days and hours as are determined by the Designated Officer.
- 7.7 No person shall place any container or bundle of municipal solid waste, leaf and yardwaste and/or source separated recyclables on the street on any other day or times not designated by this by-law.

- 7.8 No person, unless authorized by the Designated Officer, shall pick over, interfere with, disturb, remove or scatter any municipal solid waste and/or source separated recyclables or any article placed on the street for removal, whether contained in containers or otherwise.
- 7.9 The owner and/or person in charge of any unit shall be responsible for maintaining municipal solid waste, leaf and yardwaste and/or source separated recyclables in good condition until such time as the material is collected by the Corporation.
- 7.10 No person shall place any municipal solid waste, leaf and yardwaste and/or source separated recyclables for collection before the hour of 5:00 a.m. and no later than the hour of 7:00 a.m. on the day of collection, nor fail to remove containers or any ineligible uncollected material by 8:00 p.m. on the day of collection.
- 7.11 No person shall place for collection any municipal solid waste, leaf and yardwaste and/or source separated recyclables in front of any unit save and except the address at which the material was generated, unless authorized by the designated officer.
- 7.12 Municipal solid waste and source separated recyclables shall be placed curbside for collection in accordance with the regulations as outlined in Schedules "A" and "B" respectively which are attached to form part of this by-law.

8. OTHER COLLECTIBLE MATERIAL

- 8.1 The following material or items shall be collected from time to time and in such manner as prescribed by the Designated Officer:
- i) leaf & yardwaste in Corporation approved containers;
 - ii) christmas trees;
 - iii) material in excess of that otherwise collectible under the By-Law, during weeks and times designated by the Corporation each year, such material to include weighty or bulk articles such as mattresses, furniture, etc. The fee established for this supplemental service will be established annually by the "By-law to Establish Solid Waste Fees."

Material placed curbside for collection shall be prepared for collection in accordance with the regulations outlined in Schedule "C" which is attached to and forms part of this by-law.

9. THROWING OF MUNICIPAL SOLID WASTE AND SOURCE SEPARATED RECYCLABLES ON ROADWAYS

- 9.1 No person shall throw, cast, deposit or direct, suffer to permit any servant, agent or employee to throw, cast or deposit any municipal solid waste or source separated recyclables on or in any City street.

10. PRIVATE PROPERTY, CORPORATION PROPERTY OR LOCAL BOARD PROPERTY

- 10.1 No person shall throw, place or deposit any municipal solid waste, leaf and yardwaste and/or source separated recyclables or tradewaste on any private property, or on any Corporation property or local board property, within the City of Brockville.

11. MUNICIPAL TRANSFER STATION

- 11.1 The Corporation shall operate a Municipal Transfer Station for the purpose of processing, transporting and disposing of residential municipal solid waste and processing and transporting to market residential source separated recyclables originating from private residential dwelling units in accordance with the regulations outlined in this By-Law.
- 11.2 No person shall transport residential municipal solid waste or residential source separated recyclables to the transfer station unless the vehicle used for such transportation has an enclosed body or a covering securely fastened to the body of the vehicle to prevent scattering of the municipal solid waste or source separated recyclables.
- 11.3 Persons transporting materials to the transfer station must comply with all applicable federal and provincial regulations concerning the materials transported and the vehicle use to do so.

12. RECOVERY OF COSTS

- 12.1 Where the City of Brockville undertakes or causes to be undertaken work or works to remedy any violation of this by-law, the City of Brockville may recover the expense incurred by such action, or the expense may be recovered in like manner of taxes in accordance with Section 326 of the Municipal Act R.S.O. 1990, Chapter M.45.

13. REPEAL OF BY-LAW 94-2000

- 13.1 By-Law 94-2000 known as a by-law to regulate the collection, removal and disposal of municipal solid waste in the City of Brockville as amended is hereby repealed.

14. PENALTY FOR VIOLATION

- 14.1 Any person, firm or corporation found to be in contravention of any of the provisions of this by-law shall, upon conviction, be liable to a fine, as provided for in the Provincial Offences Act.

15. PROHIBITION ORDER

- 15.1 When a person has been convicted of an offence under this By-law:

- I) The Ontario Court (Provincial Division) of the Judicial District of Leeds & Grenville or any court of competent jurisdiction thereafter; may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.

16. SEVERABILITY

- 16.1 If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

17. EFFECTIVE DATE

- 17.1 This By-law shall become effective November 5, 2012.

Given under the seal of the Corporation of the City of Brockville this
23rd day of October, 2012.

Mayor

City Clerk

Schedule A

Curbside Garbage Collection Regulations

This service is available to eligible residential properties only.

To improve garbage collection services, homeowners are requested to adhere to the following regulations as stipulated in City of Brockville By-Law # 093-2012.

1. Place garbage curbside no earlier than 5:00 a.m. and no later than 7:00 a.m. on the day of collection. Garbage may not be placed curbside at any time other than the designated collection day. Empty garbage cans and any uncollected garbage **MUST** be removed from the curb no later than 8:00 p.m. the day of collection.
2. Residents may place out for collection up to a maximum of **one** bag/container per week comprising of garbage or yard waste or properly tied brush and hedge trimmings. Residents placing material for collection in excess of the **one** bag/container limit must affix a **bag tag** to each bag in excess of the **one** bag/container limit or on the top bag under the lid of the garbage containers in excess of the **one** bag/container limit. Items in excess of the **one** bag/container limit not displaying a bag tag will **NOT** be collected and must be removed from the curb by 8:00 p.m. the day of collection. Bag tags may be purchased at the City Hall Revenue Office, Gord Watts Municipal Centre, Refuse Transfer Station located at 4800 Development Drive, Metro, Valu-mart and the Real Canadian Superstore.
3. A garbage bag/container is one of the following:
 - Covered plastic or metal garbage cans** with handles, to a maximum capacity of 26 gallons (98.4 litres). Garbage *must not protrude above the top of the walls of the can* and must not exceed 50 lbs (22.5 kg) in weight.
 - or**
 - Disposable plastic bags** securely tied, to a maximum width of 26" (66 cm) and a maximum height of 36" (91 cm). Bags must not exceed 50 lbs (22.5 kg) in weight. Over-sized leaf and yard bags will not be collected.
 - or**
 - Hedge and brush trimmings** securely tied in bundles not weighing more than 50 lbs (22.5 kg) and in lengths no longer than 4 feet (1.2 metres).

Containers weighing more than 50 lbs (22.5 kg) will not be collected.
4. Every householder and every occupant of any building must place curbside for removal or cause to be removed, all garbage from the premises, at least once in every seven days.
5. No person shall place for collection any garbage in front of any address except the address at which it was generated.
6. No person shall deposit garbage or recyclables on any private or public property (including public space litter containers).
7. Garbage items that **WILL NOT** be collected are appliances, e-waste, recyclables, corrugated cardboard, tires, demolition material and lumber, animal feces, liquids, paints, oils, batteries, propane tanks or other hazardous material.

Schedule B

Curbside Recycling Collection Regulations

This service is available to eligible residential properties only.

Recycling is collected weekly. Place recyclables curbside no earlier than 5 a.m. and no later than 7 a.m. on the day of collection. Empty recycling boxes must be removed from the curb no later than 8:00 p.m. the day of collection. Scavenging from recycling boxes that are placed curbside violates By-Law 093-2012 and is subject to fines.



Recycling

Plastic, Glass, Aluminum & Steel, Paper & Cardboard



All items must be "clean" and placed loose in blue box.

Plastic

- Bottles for soft drinks, water, juice, shampoo, mouthwash, household detergents, hand lotion, laundry products, vinegar etc. Any plastic bottle with a recycling symbol  containing the numbers 1 & 2
- Plastic tubs & lids (margarine, yogurt, ice cream, cottage cheese, sour cream) with the recycling symbol  containing the numbers 2, 3, 4 & 5
- Milk and juice cartons, drink boxes

Plastic items not acceptable (place these items in your refuse)

- All styrofoam containers and packaging
- All plastic bags and wrapping
- Plastic bakery/produce containers (i.e. strawberry or cake containers)
- Hard plastics such as dishes, cups, toys, make-up jars, plastic buckets, laundry baskets
- Plastic clothes hangers, motor oil bottles, plant pots/flats
- Motor oil bottles or herbicide/pesticide bottles

Glass

- Clear and colored glass bottles and jars for food and drinks - lids off

Glass items not acceptable (place these items in your refuse)

- Ceramics such as dishes, cups and pottery
- Other glass such as drinking glasses, window glass, light bulbs, and mirrors

Metal

- Steel and aluminum food and beverage cans
- Aluminum such as pie plates, take-out food containers, roasting & baking pans, aluminum foil
- Empty paint and aerosol cans, lids off
- Jar lids

Metal items not acceptable *(place these items in your refuse)*

- *Pots, pans, clothes hangers or other scrap metal*

Paper & Cardboard

(Ensure that paper and cardboard items are secure from the wind by placing heavier recycling on top or placing paper items in a paper bag)

- Newspaper and flyers
- Magazines and catalogues
- Corrugated cardboard (flatten boxes)
- Telephone books
- Soft cover books
- Pizza boxes (no pizza please!!)
- Cereal and cracker boxes (liners removed)
- Shoe and laundry detergent boxes
- Greeting cards
- Paper egg cartons, toilet paper and paper towel rolls
- Clean paper shopping bags and paper packaging
- Fine paper such as writing paper, computer paper, paper pads and promotional material

Paper Items not acceptable *(place these items in your refuse)*

- *Waxed paper*
- *Cereal and cracker box liners, chip and cookie bags and canisters*
- *Chocolate bar and candy wrappings*
- *Gift wrap, bows, ribbons*
- *Freezer packaging such as frozen concentrate cans and paper ice cream cartons*
- *Paper and cardboard containers lined with foil*

Schedule C

Curbside Large Item Collection

Residents may place large items curbside for collection on their regular refuse collection day. Each item placed curbside must have a Large Item Tag affixed to it to be eligible for collection.

Large Item Tags may be purchased at City Hall, the Gord Watts Municipal Centre, the Refuse Transfer Station at 4800 Development Drive, LOEB, Valu-mart and the Real Canadian Superstore.

Large items that will be collected include:

couches, chairs, mattresses, box springs,

lawn furniture, tables, book shelves,

microwaves, beds, dressers, bicycles,

barbecues (no propane tanks), etc.

(No appliances)

Affix a Large Item Tag to each item and place it curbside no earlier than 5 a.m. and no later than 7 a.m. on your regular garbage collection day.

Please note that the following items will not be accepted for collection: air conditioners, appliances, dehumidifiers, demolition & renovation material (drywall, plaster, doors, windows, lumber, shingles, tiles, brick, stone, cupboards, cabinets, shingles, bath tubs), auto parts, tires, e-waste, fuel tanks, above ground pools or liners, hazardous waste & propane tanks.

*Commercial locations and apartment complexes
that do not receive curbside refuse collection
do not have access to this service.*

Schedule D

List of E-Waste Items not collected

All Ontario Residents have the opportunity to further reduce their waste sent to disposal by recycling the following list of electronics at the depot located closest to them. With this option to recycle, e-waste listed below will no longer be collected curb-side in the City of Brockville. To find a location to recycle your electronics visit the following web-site
<http://www.recycleyourelectronics.ca/Electronics/>

E-Waste items that will be collected curbside include:

- Desktop computers
- Portable computers
- Computer peripherals (keyboards, mice, hard drives, optical drives - CD, Blu-ray, DVD, HD-DVD, modems)
- Monitors
- Televisions
- Desktop printing devices including desktop copiers and multi-function devices
- Floor standing printing devices including printers, photocopiers, multi-function devices
- Scanners, typewriters
- Telephones and answering machines
- Cellular phones and pagers
- PDAs
- Audio and video players and recorders (eg. MP3, cassette, digital)
- Cameras (web, digital, analog)
- Equalizers/(pre)amplifiers
- Radios
- Receivers
- Speakers
- Turntables
- Video players/projectors, digital frames
- Video recorders
- Personal hand held computers

Part I Provincial Offences Act Set Fine Schedule

By-law 093-2012, A By-law to Regulate the Collection, Removal and Disposal of Municipal Solid Waste and Source Separated Recyclables in the City of Brockville

ITEM	Column 1 Short form wording	Column 2 Provision creating or defining offence	Column 3 SET FINE
1	Receptacle greater than allowed capacity	s. 5.1 Sch A, Sect 3	\$100
2	Non-returnable plastic bag greater than allowed capacity	s. 5.1 Sch A, Sect 3	\$100
3	Placed curbside refuse in excess of bag limit without a bag tag	s. 5.1 Sch A, Sect 2	\$200
4	Unacceptable waste placed out for collection	3	\$200
5	Failed to provide adequate weather resistant indoor or outdoor storage facilities	4.2	\$100
6	Failed to place curbside municipal solid waste at least once in every 7 days	4.4	\$100
7	Interfered with municipal solid waste or source separated material	4.7	\$200
8	Container filled above the top	5.2 (i)	\$100
9	Weight limit for waste exceeded	5.2(iii)	\$100
10	Waste not placed in authorized container	5.5	\$100
11	Failed to remove from the street ineligible material	5.6	\$100
12	Failed to remove ineligible source separated recyclables	6.2	\$200
13	Placed refuse or recycling containers on street	7.1	\$100
14	Placed refuse or recycling containers on sidewalks or snowbanks	7.4	\$100
15	Placed refuse or recycling containers on sidewalks or snowbanks	7.5	\$100
16	Placed containers out for collection on a day other than collection day	7.7	\$100
17	Placed solid waste and/or recyclables out prior to 5 a.m.	7.10	\$100
18	Failed to remove ineligible materials by 8 p.m. the day of collection	7.10	\$100
19	Placed container at address other than at which it originated	7.11	\$300
20	Deposited waste on private property	10.1	\$300
21	Deposited waste on city property	10.1	\$300
22	Deposited waste on local board property	10.1	\$300
23	Transported waste to the transfer station in an unenclosed vehicle	11.2	\$200

Note: Penalty provision for the offences indicated above is Section 14 of By-law No. 093-2012, a certified copy of which has been filed.

November 6, 2013

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

2013-128-11

**2014 INTERIM TAX LEVY
AND ESTABLISHMENT OF DUE DATES**

**D. DICK
DIRECTOR OF CORPORATE SERVICES
D. SMITH
TAX COLLECTOR**

FILE: F22-18

RECOMMENDED:

THAT Council authorize the City to impose its 2014 interim tax levy with a due date of February 27th, 2014; and

THAT Council establish the due date of August 28th, 2014 for the second and final tax levy for 2014; and

THAT the necessary by-law be enacted.

PURPOSE:

To authorize the interim tax levy for 2014 and establish the due dates for both instalments of the 2014 tax levy in an effort to assist ratepayers in their financial plans.

BACKGROUND:

Municipalities traditionally levy interim taxes in order to have operating funds until the annual budget is approved. A by-law must be passed to allow for the billing of these tax bills.

ANALYSIS / FINANCIAL IMPLICATIONS:

The interim taxes will be levied at 50% of the 2013 annualized taxes.

By establishing the two tax due dates at this time, property tax owners will have additional time to assist in their financial planning in regard to their property taxes.

POLICY IMPLICATIONS:

Section 317 of the Municipal Act establishes the rules for an interim tax levy.

317. (1) A local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes. 2001, c. 25, s. 317 (1).

By-law


(2) A by-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year. 2001, c. 25, s. 317 (2); 2006, c. 32, Sched. A, s. 132.

CONCLUSION:

Upon approval of this by-law the interim tax due date will be February 27th, 2014 and the due date for the second and final tax levy for 2014 will be established as August 28th, 2014.



D. Smith, Tax Collector

D. Dick, CA, CPA, Director of Corporate Services

B. Casselman, City Manager

November 6, 2013

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE -
NOVEMBER 19, 2013**

**2013-129-11
TEMPORARY BORROWING BY-LAW**

FILE: CO1-07

**D.DICK
DIRECTOR OF CORPORATE SERVICES**

RECOMMENDATION

THAT Council hereby authorizes the passing of a Temporary By-Law providing for the Mayor and the Treasurer to borrow temporary working capital, as may be required for the Current Fund Operations, of up to \$5,000,000 for the year 2014; and

THAT the necessary by-law be enacted.

PURPOSE

This temporary by-law gives the Mayor and Treasurer the ability to borrow funds for current operations if required.

BACKGROUND

Municipalities are required annually to pass a temporary borrowing by-law for funds it deems it may require to accommodate operating expenditures until taxes are levied. The City of Brockville levies their taxes in two installments – currently the interim bill is due in late February and the final tax bill is due in late August.

This by-law authorizes both external borrowing from a financial institution and internal borrowing from our reserve fund accounts. Internal borrowing rates are based between the prime bank rate and the current investment rate. In this way, the reserve funds and the current fund investments / borrowing are optimized.

ANALYSIS

Cash flow has become tighter in the last few years due to the size of capital projects as well as the impact of reduced City reserves.

Borrowing requirements are dependent upon spending requirements, debt repayment

and the collection of taxes. Historically the City has not found it necessary to exercise the use of this by-law. It is necessary that a sufficient borrowing limit be established with the bank in order to make available a draw should it be needed.

FINANCIAL CONSIDERATIONS

There are no financial considerations at this time as there is no immediate requirement for borrowing.

CONCLUSION

This by-law is a contingency plan allowing the City to be prepared in the event of a short-fall in funds between tax billing due dates.



D. Dick, CA, CPA, Director of Corporate Services


B. Casselman, City Manager

November 6, 2013

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – November 19, 2013

2013-130-11

2012 PERFORMANCE MEASURES

File: A09-27

**D. DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE**

RECOMMENDED

THAT the 2012 Performance Measurement Reports (Attachments 1 and 2 to Report 2013-130-11) be received;

and THAT Attachment 1 be authorized for publication on the City's website.

PURPOSE

Performance measurement reports, as contained in the annual Financial Information Return as required by the Municipal Act, provide specific results of operations. Attachment 1 provides year over year performance measurement results to help Council and Management to understand the City's own trends as they change from year to year.

BACKGROUND

Since the year 2000, municipalities have been required to file with the Ministry of Municipal Affairs & Housing specified performance indicators based on annual actual results of operations. This Municipal Performance Measurement Program has been considered to be a 'report card' on the efficiency and effectiveness of the municipality. This is part of the Province's accountability program and provides an avenue to promote dialogue and communication with ratepayers. This information is required to be published in local newspapers and/or on the City's website.

ANALYSIS/OPTIONS

Attachment 1 is a listing of the 2012 Performance Measures to be published on the City's website.

Attachment 2 is a comparison chart of the City of Brockville's Performance Measures since the year 2009. The schedule shows performance results including and excluding long term interest and amortization.

Items to be taken into consideration:

There are a few items to be taken into consideration when analyzing the data. Note that as in the past, the Province continues to indicate that the measures and calculations will change over time and with feedback from municipalities. The Province expects to add measures to reflect the full range of activities associated within each of the current set of municipal services. New service areas may also be added.

- The Performance Measures are based upon actual dollars expensed not budget dollars. This has not changed from previous practice.
- The Performance Measures are generally based upon gross costs, and are made up of the following:
 - Salaries, wages and benefits
 - Materials
 - Contracted services
 - Rents and financial expenses
 - External transfers
 - Interfunctional adjustments
 - Allocation of program support
 - Less:
 - Revenue from other municipalities
 - MPAC and tax write offs
 - Interest on long term debt
 - Amortization
 - Less Revenue from other Municipalities: Tangible Capital Assets (this does not currently apply to the City)
- Not included are long term debt principal payments
- Allocation of Program Support: Costs associated with program support (such as human resources, information systems, finance and portions of corporate management) are allocated on the basis of percent to total of operating costs. The operating costs included in this calculation are:
 - Salaries, wages and employee benefits
 - Materials
 - Contracted services
 - Rents and financial expenses
 - Interfunctional adjustments

- Note that while amortization is not included in this allocation calculation, expenses that were originally included in the capital program but deemed operating in nature would be included.
- Major items of note in the 2012 performance measures are
 - Total amortization expense for 2012 was \$3,528,842 up from 2011 which was \$2,895,450.
 - Total capital expenses included in operating for 2012 was \$1,131,415 while the capital expenses included in operating for 2011 was \$2,294,246. This demonstrates the year to year fluctuations that can occur when including these expenses in operating.
 - Long term debt interest for 2012 was \$1,006,410 and was \$1,092,039 in 2011.
 - A new population count is used for 2012, based on the Statistics Canada 2011 Census of 21,870. This differs from the previous population count of 19,204 used in 2011. The previous number was based on MPAC population statistics. It was determined that the MPAC total was not necessarily accurate. For example, if a new owner did not fill out the total residents of a household, then the count for that household would be one even if there are actually five people living in the house.
 - Household counts change each year according to the household count on the return of the roll that is received by the municipality each December. The household count for 2012 was 10,573 and in 2011 was 10,548.
 - The operating costs for paved roads were overstated in 2010 because the credit for fleet recovery from internal charges of \$629,221 was recorded under roadside maintenance instead of paved roads, thus increasing the total costs for paved roads. Roadside maintenance is currently not included in the performance measures. In 2011 total expenses included a credit of \$948,857 for the interfunctional adjustment which should have been credited to program support.
 - The violent crime rate was overstated in 2010 because the number of incidents of violent crime was reported as 2251 but should have been 251. The violent crime rate should have been 13.122 per 1000 people instead of 117.68.

Previously the measures were mostly valuable for monitoring the City's own trends from year-to-year, however, with the changes in reporting, especially with some capital program expenses deemed as operating in nature, comparing year-to-year has its challenges. This is especially true when trying to compare across municipalities. It should also be kept in mind, when attempting to compare across municipalities, that differences in unit costs are affected by volume. One municipality could have very low cost of service compared to others but have a high unit cost (or performance

measurement) due to lower volume or capacity. Policy differences on items such as tangible capital asset threshold would also affect comparisons.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

CONCLUSION

The year to year comparison of the performance measures can be an important tool in determining how departments are functioning with respect to efficiency and effectiveness internally, and to encourage discussion with Council and Management. Consideration must be taken for the various changes to the calculations over the years.

Both effectiveness and efficiency measures are important in determining the successfulness of the City's service delivery. Without effectiveness the lowest cost per unit would always appear as the best option regardless of how well the services were meeting the expectations of the public, Council and City staff.

A hard copy will be made available upon request.



L. Ferguson
Manager of Accounting



D. Dick, CA, CPA
Director of Corporate Services


per B. Casselman
City Manager

Attachment # 1 to Report # 2013-130-11



CITY OF BROCKVILLE 2012 MUNICIPAL PERFORMANCE MEASUREMENTS

Solid Waste (Garbage) Services	
• Operating costs for garbage collection per tonne	\$190.60
• Operating costs for garbage disposal per tonne	\$25.50
• Operating costs for solid waste diversion per tonne	\$129.11
• Average operating costs for solid waste management per tonne	\$169.55
• Number of complaints received concerning the collection of garbage and recycled material per 1000 households	4.067
• Total number of solid waste management sites owned by the municipality with a Ministry of Environment Certificate of Approval	2
• Number of days per year when a Ministry of Environment compliance order for remediation was in effect for a municipal owned solid waste management facility.	0
• Percentage of residential solid waste diverted to recycling programs	44.1%
Storm Water	
• Operating costs for urban storm water management per km of drainage system	\$3,130.15
• Operating costs for rural storm water management per km of drainage system	\$2,004.87
Wastewater (Sewage) Services	
• Operating costs for wastewater collection per km of wastewater main	\$2,907.34
• Operating costs for wastewater treatment & disposal per megalitre	\$585.00
• Operating costs for collection, treatment and disposal of wastewater per megalitre	\$644.56
• Number of wastewater main back-ups per 100 km of wastewater main	4.4248%
• Percentage of wastewater estimated to have by-passed treatment	0.0%
Drinking Water Services	
• Operating costs for drinking water treatment per megalitre	\$417.37
• Operating costs for drinking water distribution per km of water distribution pipe	\$8,787.75
• Operating costs for treatment and distribution of drinking water per megalitre	\$715.61
• Weighted days a year boil water advisories were in effect in the service area	0.00
• Number of water main breaks per 100 km of water distribution pipe	9.0909
Road Services	
• Operating costs for paved (hard top) roads per lane km	\$4,243.21
• Operating costs for winter maintenance of roadways per lane km	\$2,516.64
• Operating costs for bridges and culverts per square metre of surface area	\$5.87
• Percentage of paved lane kilometres where the condition is rated as good to very good	54.9%
• Percentage of bridges and culverts that were rated good to very good condition	68.3%
• Percentage of winter events where the response met or exceeded locally determined road maintenance standards	100.00%
Transit Services	
• Number of conventional transit passenger trips per person in the service area	5.08
• Operating costs for conventional transit per regular service passenger trip	\$6.36
Parks and Recreation Services	
• Operating costs for parks per person	\$57.92
• Operating costs for recreation programs per person	\$2.07
• Operating costs for recreation facilities per person	\$51.00
• Operating costs for parks, recreation programs and recreation facilities per person	\$110.99
• Hectares of open space per 1,000 persons	10.014
• Total kilometres of trails per 1,000 persons	0.366
• Total participant hours for recreation programs per 1,000 persons	0
• Square metres of built structures for recreation facility space	7,665
• Square metres of outdoor recreation facilities and spaces with controlled access	2,637
• Square metres of recreation facility space per 1,000 persons	350.480
• Square metres of outdoor recreation facility space per 1,000 persons	120.576

Attachment # 1 to Report # 2013-130-11

Library Services	
• Operating costs for library services per person	\$38.29
• Operating costs for library services per use	\$1.35
• Total Library uses	619,294
• Library uses per person	28.317
• Electronic library uses as a percentage of total library uses	40.2%
• Non-electronic library uses as a percentage of total library uses	59.8%
Fire Services	
• Operating costs for fire services per \$1,000 of assessment	\$2.40
Land Use Planning Services	
• Percentage of new residential units located within settlement areas**	100%
• Number of residential units in new detached houses (using building permit information)**	13
• Number of residential units in new semi-detached houses (using building permit information)**	6
• Number of residential units in new row houses (using building permit information)**	22
• Number of residential units in new apartments/condos (using building permit information)**	0
• Number of hectares of land originally designated for agricultural purposes which was re-designated during the reporting year	None
• Hectares of land in settlement area as of December 31 of reporting year	2,025
• Percentage change in the size of the settlement area relative to the base year of 2004	0%
• Costs for Building Permits and Inspection Services per construction activity/\$1,000	\$13.53
Local Government Services	
• Operating costs for municipal administration as a percentage of the total municipal operating costs **	2.9%
Police Services	
• Operating costs for police services per person	\$375.84
• Violent crime rate per 1000 people	8.871
• Property crime rate per 1000 people	30.818
• Crime rate for Other Criminal Code offences excluding traffic per 1000 people	35.208
• Total crime rate for Criminal Code offences excluding traffic per 1000 people	74.897
• Youth crimes per 1000 youths	131.579

More detailed information can be obtained from the City of Brockville, Treasurer's Office.
Costs are based upon operating costs and do not include amortization or long term debt interest.



MUNICIPAL PERFORMANCE MEASUREMENTS FOR THE CITY OF BROCKVILLE

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
GENERAL GOVERNMENT									
Operating costs for governance and corporate management as a % of total municipal operating costs	1.90%	2.00%	2.60%	2.40%	3.40%	3.20%	2.90%	2.60%	
FIRE SERVICES									
Operating costs for fire services per \$1,000 of assessment	\$ 2.72	\$ 2.83	\$ 3.33	\$ 3.43	\$ 2.90	\$ 3.00	\$ 2.40	\$ 2.50	2010 Fire wages included a year end accrual for \$1 million in future costs associated with WSIB claims.
POLICE SERVICES									
Operating costs for police services per person	\$ 389.19	\$ 396.61	\$ 405.80	\$ 413.83	\$ 444.13	\$ 452.74	\$ 375.84	\$ 383.87	
Violent crime rate per 1000 people	12.338	n/a	13.122	n/a	11.716	n/a	8.871	n/a	
Property crime rate per 1000 people	46.947	n/a	53.22	n/a	41.033	n/a	30.818	n/a	
Crime rate for Other Criminal Code offences (excluding traffic) per 1000 people	47.522	n/a	46.058	n/a	39.575	n/a	35.208	n/a	
Total crimes (Criminal Code offences, excluding traffic) per 1000 people	106.807	n/a	216.959	n/a	92.325	n/a	74.897	n/a	
Youth crime rate per 1,000 youths	211.138	n/a	157.895	n/a	117.994	n/a	131.579	n/a	
BUILDING PERMITS AND INSPECTIONS SERVICES									
Operating costs for building permits and Inspection services per \$1,000 of construction activity (based on permits issued)				NEW 2011	\$ 8.25	\$ 8.25	\$ 13.53	\$ 13.53	No amortization or long term interest are allocated to building permits and inspections
ROADWAYS									
Operating costs for paved (hard top) roads per lane kilometre	\$ 1,215.08	\$ 4,233.13	\$ 2,736.21	\$ 5,574.94	\$ 467.32	\$ 3,300.23	\$ 4,243.21	\$ 5,273.18	2011 total expenses included the credit for the interfunctional adjustment offset \$948,857 - should have been credited to program support

**MUNICIPAL PERFORMANCE MEASUREMENTS
FOR THE CITY OF BROCKVILLE**

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
Operating costs for unpaved (loose top) roads per lane kilometre									
Bridges and Culverts									
Operating costs/total costs per square metre of surface	7.15	13.79	7.22	13.86	25.08	31.72	5.87	12.51	New in 2009
Operating costs for winter maintenance of roadways per lane kilometre	\$ 2,724.14	\$ 3,021.32	\$ 2,119.72	\$ 2,358.60	\$ 2,835.24	\$ 3,092.55	\$ 2,516.64	\$ 2,813.60	
Percentage of paved lane km rated as good to very good	67.80%	n/a	62.30%	n/a	54.90%	n/a	54.90%	n/a	
Percentage of bridges and culverts where the condition is rated as good to very good	75.60%	n/a	75.60%	n/a	68.30%	n/a	68.30%	n/a	
Percentage of winter event responses to weather condition that met or exceeded municipal standards	100.00%	n/a	100.00%	n/a	100.00%	n/a	100.00%	n/a	
TRANSIT									
Operating Costs for conventional transit per regular service passenger trip	\$ 6.14	\$ 6.90	\$ 5.80	\$ 6.58	\$ 5.74	\$ 6.45	\$ 6.36	\$ 6.90	
Number of conventional public transit use per capita	5.01	n/a	5.40	n/a	6.13	n/a	5.08	n/a	
WASTEWATER									
Operating costs for the collection of wastewater per kilometre of wastewater main	\$ 2,871.16	\$ 3,654.92	\$ 2,625.51	\$ 3,555.88	\$ 2,654.15	\$ 3,567.01	\$ 2,907.34	\$ 3,792.17	
Operating costs for the treatment and disposal of wastewater per megalitre	\$ 434.31	\$ 453.13	\$ 450.86	\$ 470.80	\$ 455.47	\$ 476.14	\$ 585.00	\$ 710.73	
Operating costs for the collection, treatment and disposal of wastewater per megalitre	\$ 482.94	\$ 515.04	\$ 496.51	\$ 532.64	\$ 499.24	\$ 534.97	\$ 644.56	\$ 788.40	

**MUNICIPAL PERFORMANCE MEASUREMENTS
FOR THE CITY OF BROCKVILLE**

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
Wastewater main back-ups per 100 km of main	4.4248	n/a	3.5398	n/a	7.0796	n/a	4.4248	n/a	
Percentage of wastewater estimated to have by-passed treatment	0.000%	n/a	1.137%	n/a	0.605%	n/a	0.000%	n/a	
STORM WATER									
Management									
Operating Costs for urban storm water management (collection, treatment, disposal) per km of drainage system	\$ 3,676.19	\$ 4,743.05	\$ 3,393.60	\$ 4,523.51	\$ 3,245.61	\$ 4,386.86	\$ 3,130.15	\$ 3,675.58	
Operating costs for rural storm water management (collection, treatment, disposal) per km of drainage system	\$ 1,349.71	\$ 1,349.71	\$ 1,557.73	\$ 1,557.73	\$ 1,318.44	\$ 1,318.44	\$ 2,004.87	\$ 2,007.87	No Amortization as the Assets are older and totally amortized.
WATER									
Operating costs for the treatment of drinking water per megalitre	\$ 370.10	\$ 412.39	\$ 383.88	\$ 430.19	\$ 360.85	\$ 407.59	\$ 417.37	\$ 469.03	
Operating costs for the distribution of drinking water per kilometre of water distribution pipe	\$ 11,923.80	\$ 13,204.53	\$ 11,263.06	\$ 12,812.60	\$ 11,509.25	\$ 13,056.49	\$ 8,787.75	\$ 10,147.75	
Operating costs for the treatment and distribution of drinking water per megalitre	\$ 716.91	\$ 796.46	\$ 727.61	\$ 821.21	\$ 698.81	\$ 790.98	\$ 715.61	\$ 813.43	
Weighted days a year boil water advisories were in effect in the service area	0	n/a	0	n/a	0	n/a	0	n/a	
Number of water main breaks per 100 km of water main	11.9048	n/a	14.2857	n/a	16.6667	n/a	9.0909	n/a	
SOLID WASTE SERVICES									
(Garbage)									
Operating costs for garbage collection per tonne	\$ 85.26	\$ 85.33	\$ 87.23	\$ 87.30	\$ 176.68	\$ 176.75	\$ 190.60	\$ 190.67	
Operating costs for garbage disposal per tonne	\$ 114.73	\$ 125.28	\$ 100.26	\$ 107.83	\$ 67.78	\$ 72.37	\$ 25.50	\$ 26.77	
Operating costs for solid waste diversion per tonne	\$116.40	\$117.09	\$126.65	\$127.42	\$115.76	\$116.51	\$129.11	\$129.84	

**MUNICIPAL PERFORMANCE MEASUREMENTS
FOR THE CITY OF BROCKVILLE**

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
Average operating costs for solid waste management (collection, disposal and diversion) per tonne	\$158.63	\$164.79	\$158.26	\$162.99	\$182.39	\$185.37	\$169.55	\$170.61	
Number of complaints received concerning collection of garbage and recycled material per 1000 households	4.9680	n/a	3.4290	n/a	2.5600	n/a	4.0670	n/a	
Number of days per year when a Ministry of Environment compliance was in effect for a solid waste facility	0	n/a	0	n/a	0	n/a	0	n/a	
Residential solid waste diverted to recycling programs (%)	44.80%	n/a	42.30%	n/a	43.10%	n/a	44.1	n/a	
PARKS & RECREATION									
Operating costs for parks per person	\$ 74.52	\$ 78.22	\$ 73.62	\$ 77.49	\$ 76.12	\$ 80.36	\$ 57.92	\$ 61.88	
Operating costs for recreation programs per person	\$ 1.44	\$ 1.44	\$ 2.52	\$ 2.52	\$ 3.24	\$ 3.24	\$ 2.07	\$ 2.07	
Operating costs for recreation facilities per person	\$ 66.33	\$ 70.85	\$ 109.79	\$ 118.67	\$ 59.01	\$ 68.24	\$ 51.00	\$ 60.08	
Operating Costs for parks, recreation programs and recreation facilities per person (subtotal)	\$ 142.29	\$ 150.51	\$ 185.93	\$ 198.68	\$ 138.37	\$ 151.84	\$ 110.99	\$ 124.03	
Hectares of open space per 1,000 persons	11.449	n/a	11.449	n/a	11.404	n/a	10.014	n/a	
Total kilometres of trails per 1, 000 persons	0.418	n/a	0.418	n/a	0.417	n/a	0.366	n/a	
Participant Hours for Recreation Programs:									
Total hours for registered programs									
Total hours for drop-in programs									
Total hours for permitted programs									
Total participant hours for recreation programs per 1,000 persons									
Recreation Facility Space:									

**MUNICIPAL PERFORMANCE MEASUREMENTS
FOR THE CITY OF BROCKVILLE**

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
Square meters of built structures	7,665	n/a	7,665	n/a	7,665	n/a	7,665.000	n/a	
Square metres of outdoor recreation facilities and spaces with controlled access	2,015	n/a	2,015	n/a	2,015	n/a	2,637.000	n/a	
Square meters of recreation facility space per 1,000 persons	400.721	n/a	400.721	n/a	399.136	n/a	350.780	n/a	
Square meters of outdoor recreation facility space per 100 persons	105.343	n/a	105.343	n/a	104.926	n/a	120.576	n/a	
LIBRARY SERVICES									
Operating costs for library services per person	\$ 40.79	\$ 41.20	\$ 43.25	\$ 43.66	\$ 42.01	\$ 42.42	\$ 38.29	\$ 38.65	
Operating costs for library services per use	\$ 1.46	\$ 1.48	\$ 0.76	\$ 0.77	\$ 1.31	\$ 1.32	\$ 1.35	\$ 1.36	
Total library uses for your municipality only	532,636	n/a	1,083,811	n/a	616,615	n/a	619,294	n/a	
Library uses per person	27.846	n/a	56.661	n/a	32.109	n/a	28.317	n/a	
Electronic library uses as a % of total library uses	27.00%	n/a	61.10%	n/a	39.10%	n/a	40.20%	n/a	
Non-electronic library uses as a % of total library uses	73.00%	n/a	38.90%	n/a	60.90%	n/a	59.80%	n/a	
LAND USE PLANNING									
Number of residential units in new detached houses (using building permit information)	13	n/a	24	n/a	20	n/a	13	n/a	
Number of units in new semi-detached houses (using building permit information)	2	n/a	5	n/a	6	n/a	6	n/a	
Number of residential units in row houses (using building permit information)	4	n/a	8	n/a	23	n/a	22	n/a	
Number of residential units in new apartments/condo apartments (using building permit information)	0	n/a	0	n/a	124	n/a	0	n/a	

**MUNICIPAL PERFORMANCE MEASUREMENTS
FOR THE CITY OF BROCKVILLE**

	2009	2009	2010	2010	2011	2011	2012	2012	COMMENTS
	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	Before LTD Interest and Amortization	After LTD Interest and Amortization	
Percentage of new lots, blocks and/or units with final approval which are located within settlement areas	100%	n/a	100%	n/a	100%	n/a	100%	n/a	
Percentage of land designated for agricultural purposes which was not re- designated for other uses during the reporting year	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	
Percentage of land designated for agricultural purposes which was not re- designated for other uses relative to the base year of 2000	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable		not applicable	
originally designated for agricultural purposes which was redesignated for other uses during the reporting year	0	0		0	0	0	0	0	
Number of hectares of land originally designated for agricultural purposes which was re-designated for other uses since January 1, 2000	0	0		0	0	0	0	0	
Hectares of land in the settlement area as of December 31 of the reporting year	2,025	n/a	2,025	n/a	2,025	n/a	2,025	n/a	
Percentage change in the size of the settlement area relative to the base year of 2004	0%	n/a	0%	n/a	0%	n/a	0%	n/a	

November 11, 2013

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

2013-136-11

2013 TAX REDUCTIONS AND CANCELLATIONS

FILE:F23-01

**D.DICK
DIRECTOR OF CORPORATE FINANCE
D. SMITH
TAX COLLECTOR**

RECOMMENDED

THAT Council authorizes the cancellation, reduction or refund of taxes pursuant to provisions of The Municipal Act, 2001 in the amount of \$19,878.02 and charge the municipal portion of \$11,876.71 to Tax Write Off Account 01-5-032006-2041.

PURPOSE

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

BACKGROUND

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

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

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

A "Notice of Hearing" must be sent to the applicant by the municipality 14 days before the date of the hearing. The notices of hearing are to be mailed November 8, 2013 to comply with a hearing (Council) date of November 26, 2013. Taxpayers may attend the Council meeting to explain their appeal. If they are in agreement with the recommendation it is not necessary for them to attend. Should the applicant wish to

appear, they must contact the City Clerk in writing no later than November 14, 2013. There are seldom appearances by the applicant.

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

ANALYSIS/OPTIONS

All cancellations, reductions and refunds are charged back to the appropriate tax body; municipal, school board or DBIA. [See Attachment 1 to Report 2013-136-11] as follows:

Municipal	\$ 11,876.71
School Boards	6,551.50
DBIA / Parking	1,449.81
Capping	<u>-0-</u>
	\$ <u>19,878.02</u>

POLICY IMPLICATIONS

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


FINANCIAL CONSIDERATIONS

Budgeted Municipal Write Offs	\$ 235,000
Actual Write Offs to date, including this report	<u>62,703</u>
Surplus	\$ <u>172,197</u>

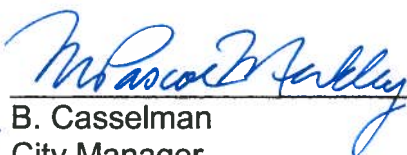
This adjustment is still within the budget for the year.

CONCLUSION

These tax reduction and cancellations are appropriate under the Municipal Act sections 357, 358, 359 and reflect the current status of the properties.


D. Smith
Tax Collector


D. Dick CPA CA
Director of Corporate Finance


B. Casselman
City Manager

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

Application #	Tax Roll #	Person Assessed	Property Location	Details for Reductions/Cancellation	Effective Date	Tax Adjustment			
						Municipal	School	DBIA	Total
2012-18	030 075 23200	J. Spencer	56 McLarry Rd	house destroyed by fire	Sept 25-Dec 31, 2010	-\$ 145.89	-\$ 26.61		-\$ 172.50
2012-17	030 075 23200	J. Spencer	56 McLarry Rd	house destroyed by fire	Jan1-Dec 31, 2011	-\$ 577.54	-\$ 101.78		-\$ 679.32
2012-22	030 075 23200	J. Spencer	56 McLarry Rd	house destroyed by fire	Jan 1-Dec 31, 2012	-\$ 610.89	-\$ 103.87		-\$ 714.76
2012-23	020 035 11800	P. Klepaczko	213-221 King St W	insides demolished	June 15-Dec 31, 2012	-\$ 2,034.09	-\$ 1,196.89	-\$ 383.63	-\$ 3,614.61
2013-1	030 055 19815	D. Ho	118 Chipman Rd	pool filled in	Apr 1-Dec 31, 2013	pool had never been assessed—no recommendation			
2012-21	010 030 41105	M. & J. Patry	1333 North Augusta Rd	duplicate assessment	Jan 1-Dec 31, 2010	-\$ 753.10	-\$ 137.37		-\$ 890.47
2012-19	010 010 22313	P. & E. Wilson	4-167 Pearl St E	should not have been separately assessed	Jul 31-Dec 31, 2010	-\$ 333.02	-\$ 60.75		-\$ 393.77
2012-20	010 010 22313	P. & E. Wilson	4-167 Pearl St E	should not have been separately assessed	Jan1-Dec 31, 2011	-\$ 655.37	-\$ 115.50		-\$ 770.87
2012-14	020 035 07500	Brockville City	1 King St W	commercial area measured incorrectly	Jan1- Dec 31 2010	-\$ 283.53	-\$ 221.66	-\$ 51.43	-\$ 556.62
2012-15	020 035 07500	Brockville City	1 King St W	commercial area measured incorrectly	Jan 1- Dec 31 2011	-\$ 2,445.78	-\$ 1,648.67	-\$ 451.51	-\$ 4,545.96
2012-16	020 035 07500	Brockville City	1 King St W	commercial area measured incorrectly	Jan 1 - Dec 31, 2012	-\$ 2,806.48	-\$ 1,651.37	-\$ 529.30	-\$ 4,987.15
2012-10	020 040 03300	K. Myers	5 Buell St	tax class change	Aug 1- Dec 31, 2012	-\$ 54.98	-\$ 84.64	-\$ 33.94	-\$ 173.56
2013-5	010 010 41400	A. & P. Slowey	63 Orchard	tax class change	Jan 1 -Dec 31 2013	-\$ 779.36	-\$ 793.95		-\$ 1,573.31
2013-6	010 010 41400	A. & P. Slowey	63 Orchard	tax class change	June 15-Dec 31, 2012	-\$ 396.68	-\$ 408.44		-\$ 805.12
						<u>-\$ 11,876.71</u>	<u>-\$ 6,551.50</u>	<u>-\$ 1,449.81</u>	<u>-\$ 19,878.02</u>